



# **BULLETIN OF GENERAL INFORMATION 2013-2015**



## **COFFEYVILLE COMMUNITY COLLEGE**

### **Coffeyville Community College**

#### **Main Campus**

400 West 11th Street  
Coffeyville, Kansas 67337  
620-251-7700  
877-51-RAVEN

### **Coffeyville Technical Campus**

600 Roosevelt  
Coffeyville, Kansas 67337  
620-252-7550  
877-51-RAVEN

### **Columbus Technical Campus**

509 West Elm Street  
Columbus, Kansas 66725  
620-429-3896  
800-208-8324

[www.coffeyville.edu](http://www.coffeyville.edu)

An Equal Opportunity, Affirmative Action Institution

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Medical Assistant  
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Registered Nurse  
Welding Technology

CERTIFICATE PROGRAMS

Auto Collision Repair Technology  
Automotive Service Technology  
Business and Computer Technology  
Construction Technology  
Dietary Manager  
Electrical Technology  
Emergency Medical Technology (EMT)  
Fire Science  
Information Systems Technology  
Licensed Practical Nurse  
Medical Coding  
Phlebotomy  
Precision Machining Technology  
Welding Technology

COURSE CERTIFICATES

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## **EQUAL OPPORTUNITY STATEMENT**

Coffeyville Community College is committed to a policy of equal opportunity for all members of the College community. To ensure that all individuals have the opportunity to realize their employment goals and/or their educational goals and potentials, the College shall conduct all endeavors and activities without discrimination based on race, religion, color, sex, disability, marital status, national origin, age, ancestry, or political affiliation. Equal opportunity for employment, education, and educational-related activities shall be extended to all qualified persons. Policy and Procedures were developed in recognition of the mandates of Executive Order 11246, with Amendments; the requirements of Title IX of the 1972 Educational Amendments, which prohibit discrimination on the basis of sex; the requirements of Title VII of the Civil Rights Act of 1964; the assurance of compliance with Section 503 of the Rehabilitation Act of 1973 and Section 504 of The Rehabilitation Act of 1973; and the assurance of compliance with 38 U.S.C.20.12. of the Vietnam Era Veteran Readjustment Assistance Act of 1974. The positive efforts will be directed by the Director of Human Resources, Equal Opportunity Officer/Title IX Officer, with the support of the Board of Trustees, administration, faculty, and staff.

### **PLEASE NOTE:**

This catalog is for information only and does not constitute a contract. Every effort has been made to ensure accuracy at the time of printing. Coffeyville Community College reserves the right to change, modify, or alter without notice all fees, charges, tuition expenses, or costs of any kind. Furthermore, the College reserves the right to add or delete without notice any course offering or information contained in this catalog. Students should check the Course Schedule published each semester and each summer session for information not printed in this catalog.

## **OPEN RECORDS POLICY**

The Kansas Open Records Act (KORA) requires most records that are made or kept by public schools or community colleges to be open to the public, but allows certain exemptions from this requirement. A request for access to records should be directed to the custodian of the record. The name of the custodian of the record is available from the Director of Marketing, the Board-appointed Freedom of Information Officer. For more information about our procedures, fees or office hours, please contact the Freedom of Information Officer at 620-252-7137.

## **CRIME AWARENESS**

Coffeyville Community College is committed to assisting all members of the College community in providing for their own safety and security. The annual security compliance document is available on the U.S. Department of Education's Office of Postsecondary Education Web site at <http://ope.ed.gov/security>. To receive a booklet called "Crime Awareness and Campus Security Act of 1990," which contains this information, contact the Marketing Office located in the Admissions and Advising Center in the Student Union, or call 620-252-7137.

# OFFICE HOURS AND LOCATIONS

## **President's Office**

Pat and Willard Walker Alumni Center  
8:00 a.m. - 5:00 p.m., Monday - Friday  
620-252-7115

## **Vice President for Operations and Finance Office**

Student Union  
8:00 a.m. - 5:00 p.m., Monday - Friday  
620-251-7700, Ext. 2074

## **Vice President for Academic Services Office**

Arts & Sciences Building  
7:30 a.m. - 5:00 p.m., Monday - Friday  
620-251-7700, Ext. 2077

## **Vice President for Innovation and Business**

### **Initiatives Office**

Coffeyville Technical Campus  
600 Roosevelt  
8:00 a.m. - 5:00 p.m., Monday - Friday  
620-252-7550, Ext. 23

## **Dean of Institutional Research and Enrollment**

### **Management Office**

Student Union  
8:00 a.m. - 5:00 p.m., Monday - Friday  
620-251-7075, ext 2042

## **Dean of Student Life Office**

Arts & Sciences Building  
8:00 a.m. - 5:00 p.m.  
620-252-7700

## **International Admissions**

Pat and Willard Walker Alumni Center  
8:00 a.m. - 5:00 p.m., Monday - Friday  
620-252-7180

## **Business Office**

Student Union  
8:00 a.m. - 5:00 p.m., Monday - Friday  
620-251-7700, Ext. 7007

## **The CCC Foundation**

Pat and Willard Walker Alumni Center  
8:00 a.m. - 5:00 p.m., Monday - Friday  
620-252-7070

## **Marketing Office**

Arts & Science Building  
8:00 a.m. - 5:00 p.m., Monday - Friday  
620-252-7137

## **Russell H. Graham Library**

Weinberg Hall  
8:00 a.m. - 10:00 p.m., Monday - Thursday  
8:00 a.m. - 5:00 p.m., Friday  
620-251-7700, Ext. 2032

## **Student Services Offices**

Student Union  
8:00 a.m. - 5:00 p.m., Monday - Friday  
Financial Aid  
620-252-7355  
Admissions / Registrar  
620-252-7075  
Residence Halls  
620-252-7046  
Recruiting  
620-251-7700, Ext. 7100

## **Student Success Center and Advising Office**

Weingberg Hall  
8:00 a.m. - 10:00 p.m., Monday - Friday  
8:00 a.m. - 5:00 p.m., Friday  
620-251-7700, ext 2092  
620-252-7135

## **Coffeyville Technical Campus**

600 Roosevelt Street  
8:00 a.m. - 4:00 p.m., Monday - Friday  
620-252-7550, Ext. 10  
800-517-2836

## **Columbus Technical Campus**

509 West Elm  
8:00 a.m. - 4:00 p.m., Monday - Friday  
620-429-3896  
800-208-8324

## MESSAGE FROM THE BOARD OF TRUSTEES

Welcome to Coffeyville Community College. CCC is a great college and prides itself as being one of the finest community colleges in the nation.

The cornerstone of Coffeyville Community College is its commitment to excellence. Since 1923, CCC has continued to build a rich tradition of excellence by expanding and creating additional, broad-based learning and enrichment opportunities for students and for the community. CCC is primarily a residential college, and we are committed to provide our learners with a total college experience. That has been the case for more than 85 years and will not ever change.

Coffeyville Community College's strengths include excellence in academic and technical education, and diversified student life, complimented by exemplary, competitive athletics, activities and programs. CCC is committed to assisting every single student in achieving their lifelong goals and a successful future.

You will discover CCC is a very unique place. Students do not ever forget their Red Raven years. A special relationship is established with all of our students, and this relationship lasts for a lifetime. I will be very pleased to welcome you to our campus and to share your experiences as a Coffeyville Community College student.

Coffeyville Community College has a tremendous future which includes growth and prosperity. I invite you to choose Coffeyville Community College as you continue your education and begin your pathway to enrichment and success. You will be forever thankful that you did!

The Coffeyville Community College  
Board of Trustees

Coffeyville Community College is governed by a six-member Board of Trustees with members elected at large from the community college district.

### *Board of Trustees*

Becky Medley	Sherri Melander
Robert York	David Baldwin
Lue Barndollar	Keith Osborn
Doug Ott, Attorney	

## GENERAL INFORMATION

People of all ages, economic backgrounds and abilities with a variety of goals have discovered Coffeyville Community College is an important and valuable resource. CCC cares about the individual needs of each student and is committed to helping students realize their goals and potential.

Classes are scheduled on a semester basis and include two summer sessions at CCC. The fall semester begins in mid-August and concludes in mid-December. The spring semester begins in early January and continues through mid-May. The first summer session meets during the month of June followed by an online session.

### HISTORY OF THE COLLEGE

Coffeyville Community College was established in 1923 and was among the first such institutions to be chartered by the State of Kansas. It was founded at the request of the voters of the Coffeyville school district to provide two years of college for students who, at that time, had graduated from Coffeyville High School.

From the beginning, the College has been advised by the University of Kansas. Together, they developed the various courses and departments at the College. Since that time, the College has maintained a close relationship with the University to provide for effective operation and the transfer of credits.

In 1965, the College became a member of the State System of Public Junior Colleges. The name officially became Coffeyville Community Junior College. Soon after, the voters of the southern one-half of Montgomery County voted to expand the college district to include the entire southern half of the county instead of just Coffeyville. The first Board of College Trustees was elected in 1967 to replace the interim board. In 1980, the College name was officially changed to Coffeyville Community College by an act of the State Legislature.

In July 2001, the Southeast Kansas Area Technical School, with campuses in Coffeyville and Columbus, officially merged with Coffeyville Community College. The former Southeast Kansas Area Technical School was established in 1941 as the McFarland Trade School, a part of the USD 445 school system. The McFarland Trade School provided training for the war industries around the clock from 1941 to 1944. In 1963, the McFarland Trade School was officially renamed the

Southeast Kansas Area Vocational Technical School and by an act of the Kansas Legislature was separated from the local school district.

### VISION

Coffeyville Community College shall be recognized as an institution which serves our diverse student population while simulating growth in the economic, intellectual, and cultural life of the area.

### MISSION

Coffeyville Community College is dedicated to identifying and addressing community and area needs, providing accessible, affordable quality education and training, and promoting opportunities for lifelong learning.

### PURPOSE

To fulfill the mission, Coffeyville Community College will:

1. Identify and address community and area needs.
2. Provide accessible, affordable quality education and training.
3. Promote opportunities for lifelong learning.

### INSTITUTIONAL LEARNER OUTCOMES

To prepare students to be successful, productive citizens in today's society it is essential that they are able to:

1. Communicate effectively
2. Think critically
3. Apply mathematical skills in problem solving
4. Apply the scientific method to the concepts of the natural sciences
5. Develop insights into personal and group behavior
6. Understand human values within historical, geographical, social and economic context
7. Engage creatively in the performing arts
8. Understand creative works as expressions of individual and human values within historical and social contexts
9. Search, process, present, and distribute information using various modes of current technology
10. Develop an understanding and commitment to lifelong learning and fitness
11. Prepare students to enter the workforce



## **ASSESSMENT**

Student learning assessment is an important part of the mission at Coffeyville Community College. The College conducts placement testing for math and English courses, individual program and course assessments, and exit testing through the Capstone Experience taken prior to a student graduating from the institution.

Placement testing is used to determine the appropriate math and English courses a student will take based on their skill level. This process is designed to improve student success and retention. All first-time students or transfer students are required to submit ACT, SAT, or COMPASS placement scores or take an assessment test prior to enrollment at the institution. Placement is mandatory for math and English courses.

Individual program and course assessments include but are not limited to: pre-post testing, rubrics, portfolios, and/or student satisfaction surveys. Overall results of student learning assessment are compiled by instructors and become a part of a comprehensive assessment reporting system. In addition, the College conducts individual program reviews to assess the success, effectiveness, need, and efficiency of programs or services to ensure quality educational opportunities for students.

The College conducts general education exit testing for students completing an Associate in Arts, Associate in Science, and/or Associate in General Studies degree. The exit testing is conducted through the College Orientation II (Capstone Experience) course, which is an institutional graduation requirement. The purpose of the Capstone Experience is to review basic skills and measure student gains by means of an exit exam.

Assessment activities are coordinated by the Vice President for Academic Services, the Learning Assessment Coordinator, and Academic Advisor. Assessment of student learning is key to the College's continuous improvement process by providing the institution with an accurate measurement of the success and effectiveness of the College's programs and services.

## **ACCREDITATION**

Coffeyville Community College is accredited by The Higher Learning Commission and a member of the North Central Association ([www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org), 312-263-0456). The College provides the first two years of college training leading to the Associate in Arts degree, Associate in Applied Science

degree, Associate in Science degree, Associate in General Studies degree and Certificates of Completion.

The College is also a member of the American Association of Community Colleges, the Council of North Central Community Colleges, and the Kansas Association of Community Colleges Trustees.

## **BOARD MEETINGS**

The Coffeyville Community College Board of Trustees meets the third Monday of each month at 4:00 p.m. in the College Board Room. Any deviations from this schedule are announced in the local media. The meetings are open to the public.

# SERVICES AND ACTIVITIES

## ACCOMMODATIONS FOR THE STUDENT WITH SPECIAL NEEDS

Coffeyville Community College will determine eligibility for appropriate reasonable academic accommodations or services in compliance with ADA and the 1973 Rehabilitation Act. Coffeyville Community College has modified its facilities to accommodate the disabled. Upon request, classes held at certain locations will be relocated to accommodate an individual whose disability might interfere with taking the course. Students who have special needs should notify the Admissions and Advising Center at the time of enrollment.

### Special Needs and Services

The College Academic Advisor will work with administration, staff and students to provide appropriate and reasonable services to all disabled/challenged students enrolled at the College. Any prospective student needing special assistance in order to succeed, or having any disability which may interfere with his or her best performance in course work or prevent access to classes, enrollment or other College services should contact the College Counselor.

## ADMISSIONS

Coffeyville Community College has an open door admissions policy. To apply, complete CCC's Application for Admission located on our website at [www.coffeyville.edu](http://www.coffeyville.edu) or visit the Admissions Office located in the Student Union building.

## ADVISING

The Advising Center at Coffeyville Community College, located in the Student Success Center in Weinberg Hall, provides information and assists students in their academic decision-making process. Using the combination faculty and professional advisor model popular in universities and community colleges, the department is responsible for all advising activities, including the following:

- ACT/ASSET/COMPASS placement
- enrollment
- general education advisement
- exploratory student advisement
- transfer advisement

- freshman orientation
- advisor training
- student/advisor designations

The department also provides career information, program guides, transfer information and assistance. It is a place where students feel free to ask questions about everything from College activities and organizations to personal concerns.

CCC has won several national awards for its advising program and dedication to quality advisement. The department enhances CCC's excellent advising reputation; it is the core of the College - for students, faculty and the community.

## BOOKSTORE

The College Bookstore is one of several facilities at Coffeyville Community College. It is owned by the College and is provided to serve students, faculty, staff and the community.

The Bookstore is open Monday-Friday. It is open extended hours during rush periods, buy-back times, Homecoming and special events. These times will be posted.

Deadlines for book refund, return and other Bookstore dates are listed in the College course schedule.

The College Bookstore strives to provide the College community with all academic requirements as well as gift items, imprinted apparel and school supplies.

## BUSINESS AND COMMUNITY PROGRAMS

Coffeyville Community College is committed to providing quality training and educational programs to area business and industry.

Coordinated through the Vice President for Innovation and Business Initiatives, course offerings may include short- and long-term customized training, certification and licensure requirements, federal and state compliance, personal and professional development, as well as technology updates.

## CHILDREN'S SUMMER THEATRE

This summer program for children is usually held in July

when children ages 5-18 perform plays. Auditions are held at the end of June and are open to the entire Montgomery County area. Contact the Theatre Department for more information.

### **THE COFFEYVILLE COMMUNITY COLLEGE FOUNDATION**

Alumni and friends of CCC are strong contributors to the ENDOWMENT FUND which helps finance scholarships, grants and activities of the College. Each spring, the CCC Foundation stages an Endowment Auction to benefit CCC scholarship programs. For information on how tax-deductible gifts to the Endowment Fund help CCC, contact the Foundation Office.

### **COMPUTER LABS**

The College computer labs are open and available for student drop-in use during posted day and evening hours. Availability may be limited during times a class is in session in the lab. Students should check with the computer lab supervisor to determine specific times the lab is available at each campus.

Computer labs are equipped with Internet access for student use. Students should contact the Computer Network Administrator to arrange for an e-mail account.

### **DISTANCE LEARNING/ONLINE EDUCATION**

Coffeyville Community College provides distance learning courses via the Internet to allow students maximum accessibility anytime, anywhere to complete an associate degree online. CCC's Associate in Arts degree can be fully completed online. A complete online schedule is available each semester in the College Course Schedule. For more information contact the Director of Distance Learning.

### **EARLY START**

High school students who want to get an early start on their college education may do so through concurrent enrollment, traditional classes, and online education. Interested students should contact their high school counselors or the CCC Registrar for more information.

### **GOLD CARD**

Gold Card Scholarships may be awarded to Montgomery County and Cherokee County residents who are 55 years of age or older. The GOLD CARD

entitles the holder to six (6) credit hours of instruction in Coffeyville Community College courses "tuition free" during a fiscal year. A 10 percent tuition discount is available on enrollment in technical classes at the Coffeyville and Columbus Technical Campuses. Any institutional or special class fees and/or books that accompany the course offerings must be paid by the student. Institutional fees and class fees vary by course. Fees are subject to change without notice. The Gold Card must be presented at the time of registration to receive the scholarship for tuition. The holder of the Gold Card is entitled to all rights and responsibilities of any student attending Coffeyville Community College. Applications are available in the Business Office.

### **HEALTH CENTER**

A registered nurse is available in the Student Health Center during morning hours. Students are encouraged to see the nurse for routine questions. In the event additional medical attention is recommended, the College nurse can assist in making those arrangements.

### **INTERNATIONAL STUDENTS**

Students enrolled at Coffeyville Community College experience an educational exchange of world cultures through an active and growing International Student program. CCC has a long and successful history of serving the needs of International students and has attracted students from around the world. These students work, live and study with students from every part of the United States as well as from within the local community.

Programs are available to provide the International students with a comprehensive English language development program to improve their written, oral and/or listening skills.

To apply for admission, send the following items to the International Office:

1. Completed Application for Admission
2. Transfer Student Application (if student has attended other post high schools in America)
3. \$100 I-20/admission fee, non-refundable (in U. S. dollars)
4. \$75 Residence Hall non-refundable deposit, for on-campus housing students (in U. S. dollars)
5. The Dorm Contract
6. Official school transcripts in English, for high school and above
7. Statement of financial resources (Check the CCC

- international website for current costs.)
8. Proof of American Health Insurance
  9. TOEFL score of 450 (450 paper based test, 133 computer based test, and 45 for the internet based test)

### **International Student Admission Requirements**

Upon arrival to campus, International students are required to complete a T.B. (Tuberculosis) test at their own expense. The school nurse will administer the test for \$10.00. Prior to enrollment, students are required to take the "COMPASS Placement" test. The results of this testing will help place the student in the correct level English classes and help with the selection of other college classes based on the scores. See COMPASS Placement scores on pages 16 - 17.

### **LIBRARY**

The Russell H. Graham Library is the focal point for learning at the College and lifelong learning in the community. Named for the College's second president, the library supports the philosophy and curriculum of the College by providing materials in all subject fields taught. The collection presently includes 23,000 books, 81 current periodicals, 9 Internet workstations and a staff that is trained to assist in research and service. Online subscriptions to research databases may be accessed from the library web pages on campus at [www.coffeyville.edu](http://www.coffeyville.edu).

The facility is located at the heart of the College campus and offers an attractive study environment. The staff is trained to help students locate and use the resources of the library, to use e-mail and the Internet and to provide inter-library loans when requested. The collection and services of the Graham Library are enriched by the proximity and cooperation of the Coffeyville Public Library across the street from the campus.

The library contains reference books, current periodicals, daily newspaper subscriptions, audiovisual materials and online resources including computer workstations, designed as an information commons. The library also houses the circulating book collection, the children's book collection, the College archives, and study carrels. Books, arranged in Dewey decimal order, check out for 21 days. Failure to return library materials will result in a hold placed on the student's record that will block future enrollment or release of transcripts until the library obligation is met. If library material is lost, the cost of the item plus a \$5 service charge will be assessed.

The Katherine Hahn-Smith Archives Room, created in 2002 by a donation from a generous alumnus of the College's second graduating class, contains the College archives and provides access to material by appointment with the library staff.

### **PARKING**

Parking for students is located adjacent to each campus. Students, faculty and staff on the main campus are required to register their vehicles in the Business Office each year and receive a parking permit. Student parking permits should be displayed on the vehicle's lower left (driver's side) front windshield. Parking permits are issued free to each student. Parking on the main campus is free, however increasing enrollment makes legal parking spaces difficult to find, so allow extra time. Persons who do not comply with campus parking rules and regulations, including the proper display of the parking permit, will be issued a parking violation, charged a fine, and subject to the vehicle being towed at the owner's expense. All fines are paid in the Business Office.

Offenses for which an individual will be ticketed and fined include:

- Handicap parking without legal vehicle identification
- Parking in posted "No Parking" areas
- Improper parking
- Parking on grass or sidewalks
- Parking in Loading/Service Zones
- Restricting traffic flow
- Parking in posted courtesy spaces
- Fire Zones

### **RECRUITING**

This department predominantly serves new students, providing tours to prospective students, information packets on request and enrollment services.

- student recruitment
- campus tours
- information packet mailings
- on-campus recruiting activities

### **SCHEDULE OF CLASSES**

Each term's Course Schedule is published approximately six weeks prior to the end of the previous term. Special courses and continuing education courses may be announced on a per-event basis.

## **STUDENT SUCCESS CENTER**

Coffeyville Community College provides free tutoring and instructional services in the respective Student Success Centers located on each campus. The primary goal of the Student Success Centers is to help students be successful in college by providing individualized instruction to strengthen academic and study skills; peer study groups led by a Student Success Center facilitator are also available for selected classes. The labs also allow students access to computers, software used in most college classes, the Internet and free printing for academic purposes only. The Student Success Center offers student disability accommodations, COMPASS testing services, and provides testing and test preparation assistance.

The Student Success Center located on the main campus is staffed with a full-time director, two full-time assistants as well as part-time tutors who will assess a student's academic skills to identify areas of needed improvement. They offer COMPASS testing and will work with students one-on-one, in group settings, and with tutorial software to best address a student's needs.

Other services provided by the Student Success Center include learning style and career assessments.

## **WELLNESS**

The CCC Healthy Life Wellness program strives to help participants improve their health and well being. This program offers classes such as walking for fitness, CPR and lifetime fitness concepts allowing participants opportunities to create and maintain healthy lifestyles. A new edition to campus is the Fitness Center in Weinberg Hall. Faculty, staff and students may use the facility to enhance their overall wellness. For more information about wellness classes, contact the chair of the Physical Education Department.

# CLUBS AND ORGANIZATIONS

Coffeyville Community College offers a full range of campus organizations and activities that contribute to a well rounded education. Each program is designed to meet the needs and interests of the entire student body and is coordinated by a faculty or staff advisor. Further information concerning organizations and activities may be obtained in Student Services or by contacting the Director of Student Life. The following major organizations and activities are available:

## **Academic Excellence Challenge**

Academic Excellence Challenge is a Kansas community college quiz bowl competition sponsored by the Kansas Board of Regents. Tournaments are hosted by colleges across the state during the spring semester with a state championship tournament taking place the final weekend in April. Teams are comprised of four students with additional alternates and substitutions allowed. Questions for the competition follow the general education curriculum common to Kansas community colleges and are similar in style to NAQT. Although scholarships are available for this program, any CCC student is eligible to participate in this activity. Team meetings and practices are scheduled during the fall semester and a three credit hour class is offered in the spring to help interested students prepare for competition.

## **Agriculture Club**

The Agriculture Club is open to all students who have an interest in agriculture. Activities provide the opportunity to develop life-long friendships and important contacts. In addition, participation in this club encourages personal growth through development of leadership, communication and organizational skills. Major activities of the Agriculture Club include many social events and field trips involving agriculture.

## **Business Professionals of America**

Business Professionals of America is for any student currently enrolled in a business, office or business education course or program at Coffeyville Community College. The purpose of Business Professionals of America is to prepare students for the business workforce through the advancement of leadership, citizenship, academic and technological skills. By integrating its programs into the business classroom, Business Professionals of America encourages leadership, professionalism, poise, dependability,

patriotism and competency.

## **Fellowship of Christian Athletes**

Fellowship of Christian Athletes is open to any student and is the largest interdenominational school-based Christian sport organization in America. The organization offers students a venue for fellowship with other Christians and an opportunity to experience the interaction between the group and various speakers.

## **SkillsUSA**

SkillsUSA provides opportunities for students to develop and enhance the skills they need in order to be successful in future career and leadership endeavors. Participation in SkillsUSA enhances maturity, promotes career readiness and provides a smooth transition to the next career or educational goal.

The interaction between SkillsUSA and business and industry is especially meaningful as it allows employers to contribute directly to the students' education. Students gain personal confidence by exposure to challenges, positive role models, and meaningful interactions which allow them to attain and showcase valuable career development skills for potential job placement.

## **Student Government Association (SGA)**

Many functions of the College are sponsored by SGA. Not only does SGA govern the student body, it also helps organize and carry out social functions and activities, sanctions clubs and campus organizations and makes policy recommendations to improve student life. The Student Government Association is composed of two elected officers (a president chosen from the sophomore class and a vice president chosen from the freshman class) and any other student wishing to be a member. A secretary is elected from the membership. SGA meets bi-monthly.

## **Student Nurses Association**

The purpose of the Student Nurses Association (SNA) is to accomplish self-government and to promote professional development among its members. The goals of the SNA include: Facilitating the optimum level of communication among students and between the students and the faculty; stimulating personal and professional development and exchange of ideas through



social, cultural, and intellectual experiences; promoting cooperation between nursing students of Coffeyville Community College Nursing Program (CCCNP) and other student organization at Coffeyville Community College (CCC).

### **Phi Theta Kappa**

The Eta Gamma Chapter of Phi Theta Kappa, the international scholastic honor society for community colleges was established at CCC / ATS in the fall of 1949. Members are chosen on the basis of scholastic achievement. Initiation and installation of new members is conducted each semester. Grade requirements for Eta Gamma are among the highest in the nation. To become members, students at the end of their first semester must have completed 12 semester hours of associate degree course work with a 3.75 grade point average. To become a member at the end of the second semester, a student must have completed 24 semester hours of associate degree course work with a 3.65 GPA, and at the end of the third semester must have completed 36 semester hours of associate degree course work with a 3.5 GPA. A one-time fee is charged for joining the organization. Benefits of membership include: a golden key of Phi Theta Kappa membership pin, member certificate, "Member of Phi Theta Kappa" included on transcript, golden key newsletter, PTK scholarship directory, automatic nomination for the National Dean's list publication, the privilege of wearing an honors stole at graduation, the opportunity for leadership training and travel to regional and international events. Eta Gamma is a Five-Star Chapter.

### **Pickled Pork Improvisational Comedy Troupe**

This small ensemble of comic performers entertains during the school year. To be considered for the ensemble one must be enrolled in Improvisation I or II, and each class serves as an audition for an individual to perform in the comedy troupe. The group performs non-scripted, improvised, original sketches and audience participation games created by audience suggestions.

### **Theatre Productions**

The College offers students the chance to work on six plays throughout the course of the school year which includes a musical, student directed one-acts, original plays, new contemporary comedies and dramas and classical plays. In addition to on-stage acting, students can assist in the technical aspects of theatre. This course meets every Friday and is required for all students on Theatre Scholarship. The class is also open to anyone

interested in Theatre.

### **Varsity Athletics**

Coffeyville Community College is a member of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association. The Jayhawk Conference offers a complete schedule in football, basketball, baseball, cross country, golf, track and field, volleyball, softball, and soccer. Scholarships are presented to selected athletes who qualify under conference and NJCAA rules.

Cheerleading and dance team members are selected annually. Their responsibilities include regular practices, various competitions and performances at most intercollegiate athletic football and basketball games. Team members follow the same academic and scholarship rules of NJCAA sports.

The CCC rodeo team competes under National Intercollegiate Rodeo Association regulations, and students must meet NIRA standards to qualify for scholarships.

# ADMISSION AND ACADEMIC INFORMATION

## ACADEMIC POLICIES AND PROCEDURES

### Academic Honesty

Coffeyville Community College expects students to display the highest level of academic and personal integrity. Academic honesty is an expectation in each and every classroom and in all course work. In addition, most instructors list specific policies regarding cheating and plagiarism in their course syllabus. Students can expect disciplinary action for failing to maintain a standard of honesty.

### Admission Requirements

Coffeyville Community College has an open door admission policy. The following applicants may be admitted to Coffeyville Community College.

1. Any graduate from an accredited high school.
2. Any person who has successfully completed the General Educational Development (GED) examination.
3. Any home school graduate who can provide an official transcript as well as documentation showing recognition from the state in which the high school diploma was received.
4. Gifted students enrolled in any grade 9-12 maintained by a school district that has demonstrated the ability to benefit from participation in the regular curricula, has been authorized by the principal of the school attended and has provided an IEP and a psychological evaluation.
5. Any high school student who has completed 15 units and has written approval from his/her principal to attend part-time. Home school students taking classes while completing high school must have completed 15 units and have written permission from their principal to attend part-time, as well as, documentation showing state recognition.
6. Any person 18 years of age or older who may benefit from college-level instruction.

In accordance with the above policy, all applicants who have graduated from high school within the last five years and do not hold at least an associate degree must submit an official high school transcript, which includes graduation date, to the Registrar's Office prior to enrolling. An official GED Certificate may be filed in lieu of a high school transcript.

## Transfer Students

Transfer students are eligible for admission to the College if they meet regular admission requirements for new students. All official transcripts from previous colleges attended are required to be on file in the

Registrar's Office before students can enroll for classes. Students who falsify admission information and/or fail to submit all transcripts are accountable for any problems that arise from their misinformation.

## Vocational/Technical Transfer Students

Students wishing to transfer vocational/technical clock hours from an accredited technical school should have an official transcript sent to the College. The Registrar will evaluate the clock hours and assign the appropriate credit hours. These converted hours will be posted to the student's transcript after the transfer student completes a minimum of 12 credit hours at Coffeyville Community College. Students can graduate from the College after completing the general education requirements for the Associate in Applied Science Degree (see page 35). Students may also seek Associate in Arts or Associate in Science Degree options.

## Fire Science Prior Learning Credit (PLC) Policy

The intent of this policy is to provide college credit for courses in the Fire Science Program at Coffeyville Community College (CCC) for eligible fire personnel with prior learning credentials. Eligibility for credit is primarily determined by the Coffeyville Community College Fire Science Program Director and the respective Vice President, who will review the student's record and notify the Registrar's Office of acceptable credit to be awarded.

Students seeking award of college credit through this policy must meet the following criteria:

- The student must have completed approved Fire Science training courses through an IFSTA approved training program (i.e. Kansas Fire & Rescue Training Institute at the University of Kansas).
- The student must be enrolled in the Fire Science program at Coffeyville Community College to request prior learning credits.
- The courses for which students receive credit will



be added to their transcript once the student has completed a minimum of 9 credits at Coffeyville Community College with a minimum 2.0 GPA (C) average or better. Credit for CCC courses will not be awarded without proof of the Fire Service certifications and/or official transcripts from an IFSTA approved training program.

- All earned prior learning credits will receive a grade of "CR" for credit on the CCC transcript.
- Credit obtained through the PLC Policy may not transfer to another college or university.
- Credit cannot be used to repeat classroom credit in which a student has received a grade.
- Credit cannot be used to meet the enrollment requirements for government-funded financial aid programs or to meet resident credit requirements for graduation.
- Students who meet the Fire Science PLC Policy requirements will be eligible for up to 19 college credits listed below. There will be a \$180 fee for administration of the credits for the student's record.

### **Transfer of Credits**

The College recommends that students who plan to transfer to a four-year institution complete an Associate in Arts or Associate in Science degree at Coffeyville Community College. Students should meet with their academic advisor to plan and monitor an academic program that will meet their educational objectives. Students who know where they intend to transfer will be assisted by an advisor in designing a degree program tailored to meet that institution's requirements. Some Kansas universities have dual advising programs to ensure successful transfers. Students still deciding where to transfer will be advised to take general education courses. Vocational, technical and college preparation studies generally do not transfer to the university. However, CCC has articulation agreements with several area universities to accept the Associate in Applied Science Degree in transfer.

Coffeyville Community College has signed transfer articulation agreements with the Kansas Regents Universities and several regional institutions of higher learning. An articulation agreement provides for the transition of credit hours from one institution to another through the articulation of courses required for

completion of a bachelor's degree. Currently, CCC has agreements with the six Kansas Regents Universities, Friends University, Newman University, Southwestern College Professional Studies, Sterling College, Washburn University, Missouri Southern State University in Joplin, Missouri, Northeastern State University in Tahlequah, Oklahoma, Rogers State University in Claremore and Bartlesville, Oklahoma, Oklahoma Wesleyan University in Bartlesville, Oklahoma, and Texas A&M University in Commerce, Texas. Students can check on the transferability of classes from Coffeyville Community College by looking at the transfer university's web site.

For more information on transferability of courses, contact the College Counselor/Academic Advisor.

### **Advanced Placement Policy**

Coffeyville Community College will accept Advanced Placement scores for college credit. A student may receive credit for course(s) with an AP score of 3, 4, or 5. No credit will be awarded for scores below a 3. Courses will be assigned a grade of "CR" for credit only and will not be used to calculate a student's grade point average. Student must provide official documentation of AP scores to the Registrar's Office and request the course(s) be placed on the student's official transcript. To receive the college credit, the student will be responsible for payment of tuition and fees for the respective courses transcribed by CCC.

Students may be required to validate AP scores upon transfer to a four-year institution. Students may also be required to take lower division courses upon transfer to satisfy graduation requirements.

### **Advanced Standing**

Coffeyville Community College may award a limited number of semester hours of credit based on satisfactory scores through the College Level Examination Program (CLEP).

If a student has received education through military training, a maximum of 10 credit hours may also be awarded in accordance with the American Council on Education Guide Book. The student must first submit a copy of the appropriate military records to the Registrar for evaluation. Special fees are charged for military course evaluation and credit hours.

## Classification of Students

Freshman	28 or fewer semester hours of credit earned
Sophomore	29 to 64 semester hours of credit earned
Special	64 or more semester hours of credit earned

## Assessment and Placement

All full-time students or transfer students are required to submit ACT or SAT scores or take the COMPASS test. The purpose of the assessment is to place students in appropriate math and English courses on the basis of their skill level and to promote successful college experiences. Placement is mandatory for math and English classes. The following placement rules apply:

### Using COMPASS Scores

#### Writing

23 or below	PREP-010 Developmental English
24 through 54	PREP-009 Written Communications
55 or above	ENGL-101 English Composition I

#### Reading

Students scoring below a 72 need to enroll in a reading course

#### Math

Pre-Algebra Test	
0 through 23	PREP-003 Elements of Math
24 through 100	PREP-005 Introductory Algebra

#### Algebra Test

0 through 30	PREP-005 Introductory Algebra
31 through 43	MATH-102 Intermediate Algebra
44 through 100	MATH-105 College Algebra

#### College Algebra Test

0 through 43	MATH-105 College Algebra
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### Using ACT Scores

#### English

12 or below	PREP-010 Developmental English
13 through 15	PREP-009 Written Communications
16 or above	ENGL-101 English Composition I

#### Reading

12 or below	PREP-025 Reading Skills I and Vocabulary Study
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#### Math

12 or below	PREP-003 Elements of Math
13 through 15	PREP-005 Introductory Algebra
16 through 19	MATH-102 Intermediate Algebra
20 or above	MATH-105 College Algebra

### Using ASSET Scores

#### Numerical Skills

23-40	PREP-003 Elements of Math
41-55	PREP-005 Introductory Algebra
A score of 40 or above is a prerequisite for enrollment in any algebra course.	

#### Elementary Algebra

23-40	PREP-005 Introductory Algebra
41-55	MATH-102 Intermediate Algebra

#### Intermediate Algebra

23-40	MATH-102 Intermediate Algebra
41-55	MATH-105 College Algebra

#### College Algebra

23-40	MATH-105 College Algebra
41-55	MATH-106 Trigonometry or courses with College Algebra as a prerequisite

#### Writing

Below 35	PREP-010 Developmental English
35-39	PREP-009 Written Communications
40 and above	ENGL-101 English Composition I

#### Reading

Below 40	PREP-025 Reading Skills I and Vocabulary Study
40 or above	College level reading

All new students should either send a copy of their ACT or SAT scores to the Admissions and Advising Center or bring a copy with them when they enroll. If students have not taken the ACT or SAT, or do not have a copy on file, they will be required to take the COMPASS test before enrollment can be completed. When technical difficulties prevent students from taking the web-based COMPASS placement test, students will be required to take the paper and pencil version of the ASSET test in order to enroll in the appropriate math and English courses. For more information contact the Admissions and Advising Center.

### Attendance Policy

Students are expected to attend all classes. Regular class attendance is necessary for maximum success

in college. It is the responsibility of students to make definite arrangements for all work before going on field trips or other College-sponsored trips. School-sponsored activities will be counted as excused absences provided students complete all necessary assignments as designated by the instructors and the activity sponsors notify the instructors at least three (3) days prior to the day(s) the students will be absent. Excused absences are to include academic competition, judging team competition, music events, official athletic events, field trips, convocations and other College-sponsored events as approved by the Vice President for Learning. A student may be withdrawn from any class for excessive absences or non-participation.

### **Withdrawal from Classes for Non-Attendance/Non-Participation**

If a student misses twice the number of credit hours plus one of a class, or has been non-participatory in a mediated course, and is achieving a below average grade, the instructor may request that the student be withdrawn from the class for non-attendance/non-participation. The instructor will notify the Registrar in writing of the withdrawal request. The Registrar will notify the student of the withdrawal from class. A student may appeal a withdrawal from class for non-attendance/non-participation within 10 days of the receipt of the official letter. (See Student Grievance Procedure on page 26.) The student remains responsible for payment of tuition and fees.

### **Class Load**

A full-time class load consists of 12-18 credit hours per semester and/or six-to-nine credit hours per summer session. A student must receive special permission to take more than 21 hours during a semester or more than nine hours during the summer session. Overload petition forms are available from the Registrar's Office.

### **Course Repeat**

Courses may be taken once for credit. However, any course may be repeated. The last repeat of a course shall replace any earlier credit hours or grade points earned for such course. EXCEPTION: Some courses may be taken for credit more than one time. These courses are indicated in the Course Description section. These are either activity or participation courses in which requirements vary from term to term.

### **Dropping and Adding Classes**

If a student wishes to change class time, drop a class or add a class, he/she must contact the Registrar's Office.

1. During pre-registration a student will be allowed to make course changes, which must first be approved by his/her academic advisor.
2. A student who withdraws from a course after the 20th day of classes will receive a "W" for that course, which does not calculate into the GPA.
3. A student will be allowed to add a course up to and including the Final Add Date as indicated on the Master Calendar. The final Add Date is determined by calculating twenty-five (25) percent of the allotted class time. Courses not meeting the entire semester will be calculated in the same manner.
4. A student will be allowed to drop a course up to and including the Final Drop Day as indicated on the Master Calendar. The Final Drop Day is determined by calculating eighty (80) percent of the allotted class time. Courses not meeting the entire semester will be calculated in the same manner.
5. A student remains responsible for payment of tuition and fees if the drop occurs after the tuition refund dates as indicated on the Master Calendar.

### **Electronic Device Policy**

All electronic devices, such as but not limited to, cell phones, media players, laptops, e-readers and notepads are to be turned off and out of sight during class time. Individual faculty may have a less restrictive policy.

### **Grade Point Average**

The "grade point average" for any term is calculated by dividing the number of grade points earned by the number of credit hours attempted (excluding "I", "W" & "CR"). Exception: When a course is repeated for credit, the last enrollment and grade will be used in computing the cumulative grade point average, regardless of whether it improved or lowered the grade.

### **Grading System**

A report showing the grades of a student will be available online through the RAVEN ACCESS system at the end of a semester or session. The ability to view and print report cards may be unavailable if a student is not in good standing with the institution.

Grades reported at the end of each semester are recorded on the permanent record of the student and are reported on any transcript issued by the Registrar. The following grades, with their values and honor points per semester hour, are used:

<u>Grade</u>	<u>GPA/Cr. Hr.</u>	<u>Explanation</u>
A	4	Excellent
B	3	Above Average
C	2	Average
D	1	Below Average
F	0	Failing
I	0	Incomplete
W	0	Withdrawal
CR	0	Credit

A student who fails to complete all requirements of a course by the end of the assigned term may request, and by consent of his/her instructor, be awarded an incomplete ("I"). Incomplete grades will not be allowed without a minimum of 75% of the class work completed at the time the incomplete is given. Course work receiving an "I" will be entered on the student's transcript. The student and instructor shall agree upon a date by which the course shall be completed. The maximum time permitted a student to complete such work shall not exceed one (1) semester following the termination of that course. One year after the termination of the course, the registrar will exercise the authority given by the Academic Affairs Committee to change any "I" grade to a "F." A written contract as prescribed by the College shall be completed by the student and the instructor. Failure to complete the course within the allowed time period shall result in the instructor converting the "I" grade to an "F". It is the responsibility of the instructor to submit a Change of Grade form within ten (10) days after the allotted time for completion of the work, which will authorize the Registrar to make the grade change. For grade point average determination, all grades except "I", "W" and "CR" are used. A "W" is issued to a student who withdraws from a course prior to the last day to drop.

### **Online Classes**

Coffeyville Community College offers a variety of online classes to meet the needs of the students. Online classes are listed with the traditional classes as well as class specific information from each online instructor. Online class information is also posted on the CCC website at [www.coffeyville.edu](http://www.coffeyville.edu).

**Note:** Each online course will maintain a "Syllabus Exam" date. A "Syllabus Exam" date is defined as a

date, by which the student must have the Syllabus Exam inside of each of CCC's online courses completed. Failure of the student to complete the Syllabus Exam by the set date will result in the student being administratively dropped from the online course. The student remains responsible for payment of tuition and fees if the drop occurs after the refund dates as indicated on the master calendar.

### **Raven Access**

Coffeyville Community College offers students the availability to receive and view their records and College information online. Visit [www.coffeyville.edu](http://www.coffeyville.edu) and click on Raven Access. Enter username (Student ID#) and password (Last 4 digits of SSN). Raven Access works on breadcrumbs, the browser back button will not work. Navigational Tabs available are:

Home: Course Schedule Lookup, Event Calendar, and Help

Campus Life: Student Activities

Student: Advising, Business Office, Financial Aid, and Registrar's Office

### **Honor Graduate**

Any person graduating with an associate degree who has an overall grade point average of 3.40 with no grade below a "C" is an honor graduate.

### **Honor Roll**

The names of members of the freshman and sophomore classes who have done outstanding work are placed on the honor rolls at the end of each semester. To be placed on the President's Honor Roll a student must be enrolled in at least 14 hours of graded academic work with a grade point average of 3.75 or above with no grade below a "B". To be placed on the Dean's Honor Roll a student must be enrolled in at least 12 hours of graded academic work with a grade point average of 3.40 or above with no grade below a "B".

### **Academic Fresh Start Policy**

Academic fresh start is a policy which allows returning undergraduate students with poor or marginal academic records to resume work toward an associate degree without the burden created by poor past performance in an earlier college semester. This policy is designed for students who have gained maturity through extended experience outside of educational institutions and who have decided that a return to academic life would be

beneficial. However, academic fresh start is not for every returning student. There are two requirements that a student must meet before being granted this option:

1. Has not been enrolled as a full-time student at any institution of higher education for at least four (4) years.
2. Has made formal application to the Vice President for Learning. This application should describe the reasons for the request and outline an academic plan which includes the declaration of a major.

#### **Fresh Start Criteria:**

1. Minimum 4 years of non-attendance/separation from all institutions of higher learning.
2. Must complete 1 semester at CCC consisting of 12 or more hours, with no grade below a "C," before applying for Fresh Start.
3. Fresh Start is granted once.
4. Entire semester in question must be "wiped out". A student cannot select individual courses.
5. The student's permanent record will remain a record of all work, regardless of institution at which that work was completed. Transcript will show all original courses with the Fresh Start semester appropriately noted.
6. After receiving Fresh Start, credits and grades from the semester in question are not used in GPA computation.
7. Grades transferred from another institution will not be eligible for Fresh Start. The intent of the Fresh Start Policy is to provide a fresh start to students who initially had academic difficulties with an opportunity to begin anew; it is specifically not intended for students simply to boost their GPA, qualify for honors status or establish eligibility for graduation.

#### **Student Military Leave Policy**

Students called to "service" with any military branch will be extended the special consideration for completion of a course(s) or reimbursement for tuition and fees as follows:

1. Receive full tuition, fee and book refund for the

course(s) in accordance with established refund policy, or

2. If past the refund date, the student may withdraw from the course(s) and receive a "W". When the student returns to the institution, they will receive free tuition and fees for the same number of credit hours withdrawn at the time the student was called to military service, or
3. If at least 75% of the course is completed at the time of the call to military service, the student will be given an incomplete "I" grade for the course(s) and may complete the course(s) when they return to the institution. Students will have up to three (3) years from the date they return to the institution to complete the incomplete course work.
4. Graduation requirements, as published in the College catalog in effect at the time of the call to military service, will be used to determine eligibility for graduation.

The uniformed services consist of the following military branches:

Army, Navy, Marine Corps, Air Force or Coast Guard  
Army Reserve, Navy Reserve, Marine Corps Reserve,  
Air Force Reserve or Coast Guard Reserve,  
Army National Guard or Air National Guard,  
Commissioned Corps of Public Health Service  
Any other category of persons designated by the  
President in time of war or emergency

Service in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

Active duty  
Active duty for training  
Initial active duty for training  
Inactive duty training  
Full-time National Guard duty

Individuals must provide advance written or verbal notice to the Vice President for Learning for all military duty. Notice may be provided by the student or by the military branch in which the individual will be serving. Notice is not required if military necessity prevents the giving of notice or the giving of notice is otherwise impossible or unreasonable.

The U. S. Department of Education will determine the procedure for handling financial aid awards for students called for military service.



In the event of a student being called for service, the Vice President for Learning will notify the appropriate College staff to make the appropriate arrangements for the student to leave for military service.

### Transcripts

A student who wishes a transcript of his/her grades forwarded to another educational institution or to a business firm must make a written request each time to the Registrar's Office. A transcript is issued only after the student has fulfilled all of his/her financial obligations to the College. No transcript is official unless it carries the College Seal. There is a \$3.00 per copy charge for each transcript requested, a \$5.00 charge for faxing a transcript, and a \$5.00 charge to fax in a request for a transcript and pay by credit card.

In July 2001, the Southeast Kansas Area Technical School (SEKATS) officially merged with Coffeyville Community College. Student transcripts from the former SEKATS are maintained by Coffeyville Community College in the Registrar's Office. Requests for official transcripts from SEKATS should be made with the College Registrar.

### Who's Who in American Junior Colleges

This is a recognized institution of the American academic community. Who's Who awards are presented annually to outstanding sophomore students. Selections are made by a campus nominating committee and are based on a minimum 3.00 cumulative grade point average, citizenship, participation and leadership in academic and extra-curricular activities and promise of future contribution to society.

### Withdrawal from College

A student who wishes to withdraw from the College before the end of the semester must complete an official Drop Form and confer with the College Counselor/Academic Advisor, Registrar, Financial Aid and Business Office clerk. A student remains responsible for payment of tuition and fees if the withdrawal occurs after the tuition refund dates. A student who officially withdraws from College before the withdrawal deadline will receive a "W" (no credit or penalty) for each course. **Unless all the steps of this procedure have been taken, the student does not receive honorable dismissal, and the semester grades are recorded as assigned by instructors.**

## ADVISEMENT AND COUNSELING

### Academic Advising

All students will be assigned an academic advisor based on their majors and/or participation in college activities. Advisors are faculty members and College personnel who are familiar with degree requirements, course descriptions, and College services. Each student is responsible for working out an educational plan with his or her advisor, visiting with the advisor before enrollment, and discussing any problems or questions when they arise. When planning schedules students must realize that they are ultimately responsible for fulfilling graduation and transfer requirements.

### Counseling

Any discussion topic important to the student is appropriate for counseling. The task of counseling is to confer with the student as an individual on a confidential basis, and to provide the student with informational resources relevant to these discussions. Every attempt is made for counseling to fit the student's particular needs and to make resources available to the student.

## FINANCIAL AID

### Purpose

The Financial Aid Program at Coffeyville Community College is designed to function as a multi-purpose financial assistance service for students. One important purpose of the program is to reward outstanding students for past academic accomplishments and those who seem to have outstanding potential. Another purpose is to provide assistance to students who, without such aid, would be unable to attend college. Basic to this philosophy is the belief that the educational opportunities of able students should not be controlled by their financial resources. The College provides financial aid for students in the form of scholarships, grants, loans and part-time employment. Approximately 79 percent of Coffeyville Community College students annually receive financial aid from federal, state, college and private sources.

Students wishing to apply for federal aid should complete the Free Application for Federal Student Aid (FAFSA). The application is available online at: <http://www.fafsa.ed.gov>.

The Federal PELL GRANT program provides grant assistance to undergraduate students who have no

previous baccalaureate degree. Eligibility is based on financial need and is determined by the federal government.

The Federal SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) provides grant assistance to undergraduate students with no previous degree who demonstrate high financial need. This grant is given to students who also qualify for a PELL GRANT.

The Federal COLLEGE WORK-STUDY program provides employment opportunities for students. It also is a need-based program, and students must qualify for this source of assistance through the aid application.

### **Loans**

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. When you graduate, drop below half-time, or withdraw from your academic program, you will receive a six-month grace period for your Direct Subsidized and Unsubsidized Loans. Your grace period begins the day after you stop attending school on at least a half-time basis. Once your grace period ends, you must begin repaying your loan(s). There is no grace period for Direct PLUS Loans-the repayment period for each Direct PLUS Loan you receive begins 60 days after your school makes the last disbursement of the loan. All Federal Direct Loans are subject to loan fees.

The Direct Loan Program offers the following types of loans:

Federal Direct Subsidized Loan: for students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school at least half-time, during the grace period, and during deferment periods.

Federal Direct Unsubsidized Loan: not based on financial need; interest is charged during all periods, even during the time a student is in school and during grace and deferment periods.

Federal Direct PLUS: unsubsidized loans for the parents of the dependent students and for graduate/professional students. PLUS loans help pay for educational expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods.

### **Return of Title IV Funds**

Title IV funds including Pell, SEOG, ACG and Direct Loans are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the Title IV funds that the student was originally scheduled to receive. Any award amounts received for unearned attendance must be returned.

### **Veteran's Services**

The Financial Aid Office assists veterans and children of deceased or disabled veterans in securing educational benefits. Members of National Guard and Reserve units may be eligible for benefits also. A student receiving veteran's benefits must meet Coffeyville Community College's standards of academic progress. Information may be obtained from the Financial Aid Office.

KSA 73-1216, 73-1217 and 73-1218 provides that, "The board of trustees of every community college, the board of regents of Washburn University of Topeka, the board of control of every area vocational school and the governing body of every other institution of post-high school education which is supported by any state moneys shall provide for enrollment without charge of tuition or fees for any dependent of a prisoner of war, a person missing in action, or a dependent of a person who died as a result of a service-connected disability suffered during the Vietnam Conflict, so long as such dependent is eligible, but not to exceed twelve (12) semesters of instruction or the equivalent thereof at all such institutions for any person."

### **Eligibility**

The eligibility for receiving financial assistance is determined by comparing the cost of attending Coffeyville Community College with the parents' and the student's ability to contribute toward his/her expenses. Financial assistance is viewed as being supplemental to all other resources to meet these costs.

The evaluated financial need equals the difference between the total cost of attending Coffeyville Community College (including all college charges - room and board, books and supplies, personal expenses, and allowable travel expenses) and the ability of the family to contribute to those educational costs. The factors taken into consideration when evaluating the expected contribution include parental income and assets, benefits such as those from Social Security,

Veterans Administration, and rehabilitation awards from outside agencies, and the student's assets and expected savings from employment. The basis for determining the family contribution is from the Free Application for Federal Student Aid.

The most basic eligibility requirements are that you must: (1) demonstrate financial need (for most programs--to learn more, visit **StudentAid.gov/how-calculated**), (2) be a U.S. citizen or an eligible noncitizen, (3) have a valid Social Security number, (4) register (if you haven't already) with Selective Service, if you're a male between the ages of 18 and 25, (5) maintain satisfactory academic progress in college or career school, and (6) show you're qualified to obtain a college or career school education by having a high school diploma or General Educational Development (GED) certificate or completing a high school education in a homeschool setting approved under state law.

Continued eligibility for the various financial aid programs will require the following: (a) continued enrollment; (b) satisfactory academic standing and the progression toward a degree; (c) properly completed and timely filed applications; (d) all college accounts due and payable being current; (e) remain eligible by the individual program guidelines. For the Satisfactory Academic Progress (SAP) policy, visit our website <http://www.coffeyville.edu/>.

### **Student Rights and Responsibilities**

Students receiving Financial Aid have certain rights and responsibilities under the Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study Program, Guaranteed Student Loan and other aid programs. The applicant must, without exception, report any of the following changes to the Financial Aid Office: (a) withdrawal from school; (b) transfer to another school; (c) dropping below half-time status; (d) name change; (e) address change or parents' address change.

If student loans have been received, an exit interview must be arranged with the Financial Aid Office when graduating or withdrawing from Coffeyville Community College. Failure on the aid recipient's part to make some satisfactory arrangements for the settlement of a campus account by the due date may result in one of the following official actions: (a) a hold placed on the student's records and/or (b) referral to a collection agency.

The financial assistance applicant is responsible for obtaining, completing and filing each year the proper financial application, statements, forms, etc., on a timely basis. The applicant has the right to seek and receive full information and counsel from the Financial Aid Office in regard to any financial aid matter. If the family's financial circumstances change due to death, divorce, disability, long-term unemployment or low income, the applicant may become eligible for more assistance. The applicant must take the initiative in notifying the Financial Aid Office of these changes.

An applicant for financial aid must return all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which the applicant submitted his/her application or confidential statement. The applicant is responsible for reading and understanding all forms that must be signed and for keeping copies of them. The applicant accepts responsibility for all agreements he/she signs. When accepting a College Work-Study award, the student must perform the work that was agreed upon by the student and the supervisor. The student is also responsible for understanding the school's refund procedures and policies.

### **Scholarships**

Coffeyville Community College offers scholarships on a competitive basis for academics, activities and athletics. Recipients must be full-time students making reasonable progress toward a degree.

Scholarships for academic, activity and athletic programs cover expenses for Kansas tuition and loan of books each semester, not to exceed the tuition cost of associate degree coursework or \$500 per semester toward technical program expenses, unless otherwise noted.

1. All students are responsible for the payment of all institutional fees.
2. Scholarships may be effective for up to two academic years, as determined by sponsors and in accordance with NJCAA regulations.
3. Activity/Athletic sponsors may submit a written appeal to a Vice President for exceptions to the scholarship policy.

Students may only receive one institutional scholarship and will remain on the original scholarship, unless special circumstances warrant a change. Activity sponsors must agree to scholarship transfers.



Students must meet all institutional requirements as per the scholarship agreement to be eligible for the scholarship the following semester, i.e., minimum grade point average, attendance, activity participation and/or meet NJCAA eligibility rules in athletics. If a student does not meet the scholarship and/or institutional requirements each semester, Coffeyville Community College reserves the right to revoke the scholarship award (i.e., disciplinary reasons, lack of attendance and/or missed performances).

PRESIDENTIAL SCHOLARSHIPS are provided to a select group of students who, because of their academic achievement, leadership and future promise, are recommended by their high school counselor. This select group of students assists in official capacities. The scholarships provide Kansas tuition, loan of books and \$500 toward on-campus housing expense. These scholarships are renewable, provided the student maintains a 3.50 grade point average throughout their college career at CCC. In order to qualify for a Presidential Scholarship, students must have a high school cumulative grade point average of 3.50 or higher and an ACT composite score of 24 or higher. They must also be incoming freshman.

PRESIDENTIAL HONOR SCHOLARSHIPS are available to students with an ACT score of 28 or higher. These students will receive a full scholarship including room, board, tuition, fees and loan of books.

NATIVE AMERICAN LEADERSHIP SCHOLARSHIPS are available for official members of federally recognized tribes. This scholarship will provide tuition and loan of books on the CCC main campus and \$500 toward technical program expenses for qualified students. Students who qualify for a Presidential Scholarship will also receive a \$500 per semester stipend to assist with dorm expenses. This scholarship is awarded to students who complete the application process and sign with a Coffeyville Community College activity group.

DEAN'S SCHOLARSHIPS provide up to \$300 per semester in tuition to students who have earned at least a 3.00 grade point average in high school. These scholarships are renewable provided the student maintains a 3.00 grade point average.

The Coffeyville Community College Foundation awards academic, activity, athletic, memorial, and technical SCHOLARSHIPS to qualified students. ACTIVITY/ATHLETIC/TECHNICAL SCHOLARSHIPS provide financial assistance to students who participate in such

activities or technical programs and/or meet NJCAA eligibility rules in athletics and/or NIRA regulations for rodeo.

GOLD CARD SCHOLARSHIPS may be awarded to Montgomery County and Cherokee County residents who are 55 years of age or older. The GOLD CARD entitles the holder to six (6) credit hours of instruction in Coffeyville Community College courses "tuition free" during a fiscal year. Any institutional or special class fees and/or books that accompany the course offerings must be paid by the student. Institutional fees and class fees vary by course. Fees are subject to change without notice. The Gold Card must be presented at the time of registration to receive the scholarship for tuition. The holder of the Gold Card is entitled to all rights and responsibilities of any student attending Coffeyville Community College.

WELLNESS CARD. Residents of Southern Montgomery County who are age 21 or older are invited to apply for a free Community Wellness Card. The Card allows the holder to take up to three (3) credit hours per semester of wellness classes tuition free. Payment of any fees and/or books is the responsibility of the student. The holder of the Community Wellness Card is entitled to all the rights and responsibilities of any student attending Coffeyville Community College.

### **Residency For the Purpose of Assessing Tuition**

The residency status of students entering Coffeyville Community College is determined by an act of the legislature (Sec. 76-2701 G.G. 1949), which reads as follows: Persons entering the state educational institutions who, if adults, have not been, or if minors, whose parents have not been residents of the State of Kansas for six months prior to the matriculation in the state educational institutions, are non-residents for the purpose of payment of matriculation and incidental fees. Provided further, that no persons shall be deemed to have gained a residence in this state for the aforesaid purpose while or during the elapse of time attending such institution as a student, nor while a student of any seminary of learning, unless, in the case of a minor, his parents shall have become actual residents in good faith of the State of Kansas during such period, or unless, in the case of a minor, he has neither lived with nor been supported by his parents or either of them for three years or more prior to enrollment and during said years has been a resident in good faith of the State of Kansas.

## **Tuition and Fees**

Coffeyville Community College charges tuition and fees on a per credit hour basis. Tuition charges for residents and non-residents are regulated by the Kansas State Legislature. The incidental fee is used to support student activities including clubs, organizations, athletics, parking and student health. The building fee is assessed to fund expansion of the College Union building, classrooms and offices. In addition, certain classes have special fees assessed to help defray the cost of materials and supplies. For a current list of tuition, fees and special fees, see the class schedule.

## **Payment of Tuition, Fees and Residential Housing**

Payment of tuition, fees and residential housing are due before the first day of classes. The enrollment is not finalized until payment is made in full, payment options have been set up, or Financial Aid is confirmed. If the financial aid award does not cover the charges or is not confirmed, a payment is required. The Business Office can accept payments online at [www.coffeyville.edu](http://www.coffeyville.edu) and select Raven Access. Payments can also be made over the phone via credit/debit card.

## **Refunds**

If a student officially withdraws prior to the end of the second week of classes during a regular semester, one hundred percent (100%) of the amount paid in tuition and fees will be refunded. If the student officially withdraws in a regular semester prior to the end of the third week of classes, fifty percent (50%) of the amount paid in tuition and fees will be refunded. No refunds are made after the end of the second week of classes during a summer session. Please check the class schedule for actual refund dates.

Exact dates of the refund periods are published in the official class schedules for the semester and summer sessions. No partial refunds are allowed after the published dates. Check the schedule for actual refund dates.

For a "mini-course", a 100% refund can be claimed prior to the start of the first class period. No refund is made after a mini-course class begins.

Online Courses – At the end of the mid-term, students who have not completed 25% of the online course will be dropped. The student remains responsible for payment of tuition and fees if the drop occurs after the refund dates as indicated on the master calendar.

All refunds are processed in the Business Office.

## **STANDARDS OF ACADEMIC PROGRESS**

Federal regulations require that financial aid recipients maintain satisfactory academic progress towards a degree or certificate to be eligible to receive federal aid. Academic progress will be evaluated at the end of each semester for students receiving Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study and Federal Direct Loans. Summer term is treated the same as fall and spring terms.

The Financial Aid Office will determine the satisfactory progress of each student at the completion of fall, spring and summer semester/terms. Eligibility relative to this policy may also be reviewed as students apply for aid at CCC.

### **Academic progress is measured by the following:**

- Cumulative GPA
- College credits completed/Credit hours attempted or Pace
- Timeframe needed to complete the degree

### **Monitoring Periods, Warnings and Loss of Eligibility or Suspension.**

Students will be monitored based on their most recent academic career for the semester just ending. A review of academic progress is done at the end of each semester for all students regardless of whether the student received federal aid during that term. Students not meeting Satisfactory Academic Progress will receive a letter from the Financial Aid office notifying them of their status.

- The first time a student falls below standards for Satisfactory Academic Progress, the student will receive a "Warning" and will remain eligible for federal aid. Warning status cannot be appealed. While on Financial Aid Warning a student must receive a 2.0 GPA for the semester/term as well as meet the requirements of the pace and the timeframe standards. If a student corrects the deficiency by meeting the standards at the end of the warning term he or she will be removed from warning.
- Two consecutive incidents of Satisfactory Academic Progress violations will result in a loss of financial aid eligibility.
- There is no warning period for the Maximum Timeframe or Pace.
- In addition any student who receives all unsatisfactory grades, all incompletes or totally withdraws from classes will automatically be suspended (i.e. no warning period will be granted).

### **Minimum Cumulative GPA Standard**

All students must maintain a 2.0 GPA.

A student failing to meet the cumulative GPA requirement will be placed on financial aid warning and will remain eligible for federal aid for another semester/term. If they do not meet the cumulative GPA for a second time they will lose their financial aid eligibility.

### **Credit hour Completion/Pace**

Students must complete 67% of all credits attempted at Coffeyville Community College as well as those transferred and accepted from other schools the student has attended. CCC will compare the students cumulative credits attempted against the cumulative credits earned or completed. Credits attempted are defined as all classes for which a student receives a passing grade, F, Incomplete, Withdrawal, or Credit. Credits completed or earned are defined as all classes for which a student receives a passing grade of D- or better.

### **Grade of Incomplete**

Credits for a course in which a student received a grade of incomplete are considered as not completed. When the incomplete grade becomes a letter grade your credits earned may be reevaluated to determine the student's successful completion of the required number of credits. It is the student's responsibility to inform the Financial Aid Office of such a grade change.

### **Course Withdrawal**

Credits for a course from which a student has withdrawn are not considered as completed. Courses dropped before the end of the 20th day certification date (published in the schedule for each semester) will NOT count as attempted credits. Those courses dropped beyond the census or certification date will be counted towards attempted hours.

### **Remedial Courses**

Remedial coursework will be counted towards a student's academic progress and included in attempted hours.

### **Repeated Courses**

All grades and attempted credits will be counted toward academic progress and maximum timeframe. Please note: Federal regulations allow for financial aid to pay for one retake of any previously passed course.

### **Transfer Credits**

Transfer credits that are accepted toward a student's educational program count as both attempted and

completed credits.

### **Maximum Timeframe/Pace**

Students must complete their degree within 150% of the published length of their program. A student enrolled in a degree seeking program must complete their 64 credit hour degree within 96 hours. Pace of completion requirements are specified and aligned with a maximum timeframe permitted.  $\text{Pace} = \frac{\text{total credits completed}}{\text{total credits attempted}}$

### **Satisfactory Academic Progress Appeal**

Students denied financial aid due to unsatisfactory academic progress may appeal for reconsideration of financial aid eligibility. The student's failure to maintain satisfactory academic progress must be the result of mitigating or unusual circumstances. Reasons for an appeal may include, but not limited to; death of a relative, an injury or illness of the student, or other special circumstances. The appeal should address and document the extenuating circumstances AND describe how circumstances have changed so that the student is in a better position to be academically successful. The submission of the appeal does not guarantee a change in the student's financial aid eligibility. The Appeal committee will review the student's appeal and the students will be notified in writing of the committee's decision. All decisions are final. Students may contact the Financial Aid Office to obtain a Satisfactory Academic Progress Appeal Form. Students should submit their approval request to the Financial Aid Office no later than midterm of the semester and allow for approximately two weeks for processing.

### **Approved Appeals and Satisfactory Academic Progress Probation**

A student for which an appeal is approved will be placed on financial aid probation and will need an academic plan completed with the approval of the CCC Counselor/Director of Advising. Certain conditions for academic performance will be set through the academic plan and monitored each semester. The probationary conditions will continue EACH semester/term. If the student fails to meet the conditions of the academic plan the probationary period will be revoked and the student will lose financial aid eligibility. Satisfactory Academic Progress Appeals will only be approved once per academic career.

## **Return of Title IV Funds**

Title IV funds including Pell, SEOG, ACG and Direct Loans are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the Title IV funds that the student was originally scheduled to receive. Any award amounts received for unearned attendance must be returned.

## **HOUSING**

### **On Campus**

On campus housing accommodates male and female students in separate complexes. The men's residential housing is set up for 304 students living within 39 units, while the women's complex houses 233 students. The male facility consists of four bedrooms, a commons area and a bathroom. The female facility consists of two bedrooms, two bathrooms and a small foyer. In addition, each bedroom has a telephone hook-up, cable tv hook-up and refrigerator. Each unit has central heat and air conditioning. A separate unit houses the laundry facilities. For more information contact the Director of Residential Life & Student Conduct.

## **POLICY FOR STUDENT RECORDS**

### **Family Education Rights and Privacy Act of 1974**

In compliance with the Act, also known as the "Buckley Amendment", Coffeyville Community College has established the following policy regarding access to, and confidentiality of, student records.

Upon request, any student of CCC will be granted access to any or all records pertaining directly to said student. Access to records will be granted no more than 10 days following such request. If information in these records is found to be inaccurate, misleading or detrimental to the student, a committee composed of faculty and administrators will hear all cases challenging the content of such records. Such hearings will be scheduled within 10 days of the receipt of a written request for said hearing.

No personally identifiable records will be released from CCC without the written consent of the student. Within the provisions of the Act, access will be granted to the following persons or agencies without the consent of the student:

- (a) school officials who have a legitimate educational interest;
- (b) officials of schools to which the student wishes to transfer;
- (c) authorized representatives of the Comptroller General of the United States, the Secretary and administrative head of an agency; or
- (d) authorized representatives of other institutions in connection with the student's application or receipt of financial aid.

Routine data including student name, local address, telephone listing, parent and next-of-kin information, hometown address, date and place of birth, sex, marital status, classification, class schedule, major/minor fields of study, awards received, participation in officially recognized sports (weight, height, position, etc.) and non-identifiable grouped data for the purpose of educational research will continue to be released without the student's permission. If the student wishes to be deleted from the above exceptions, a written request will be required in order to have his/her name deleted.

## **STUDENT CONDUCT, RESPONSIBILITIES AND RIGHTS**

CCC is committed to providing a learning environment which will allow each student the ability to focus on reaching his/her education objectives. As such, student conduct rules are structured to support behavior which eliminates barriers so that a safe, non-disruptive, and harassment free climate exists where the "rights of an individual" are prevalent for students, staff, and guests. Every effort is made to assure due process by providing a student the opportunity to appear before the Student Conduct Committee if a student has alleged actions which violate institutional policies. The Student Conduct Committee can recommend penalties which may include community service, restrictions, fines, suspensions, mandatory counseling sessions at a student's expense, and/or expulsion.

1. A student will be assured of the following rights: To be informed of the nature of the charges brought against the student;
2. To present testimony, evidence, witness, or other material relevant to the charges;
3. To be represented by an advisor, coach, or faculty member at any time during the disciplinary process;
4. To receive in writing the recommended disposition of the procedure;
5. To appeal their case to the Vice President for Student Services and/or the Vice President for Learning, pending on the issue;
6. To initiate the Student Grievance Procedure.

## STUDENT GRIEVANCE PROCEDURE

In the event that a student has a grievance against a member(s) of the administration, faculty or staff the student may seek redress of the grievance through the following procedure:

1. The student shall inform the person(s) in writing against whom the grievance is brought within 10 school days after the events leading to the grievance. If the grievance is not resolved at this point, the student proceeds to step #2.
2. The student shall inform the immediate supervisor of the person(s) in step #1 in writing of the grievance within 5 school days of the completion of step #1 (including all information pertinent to the grievance). The immediate supervisor of the person(s) against whom the grievance is brought will attempt to resolve the grievance. If the grievance is not resolved at this point, the student proceeds to step #3.
3. The student shall inform the President of the College in writing of the grievance within 5 school days of completion of Step #2. A grievance committee of three members will be selected as follows:
  - a. The individual against whom the grievance has been brought will select one individual from one of the following groups:
    - administrator
    - faculty
    - student
    - staff
  - b. The individual bringing the grievance will select one individual from one of the following groups:
    - administrator
    - faculty
    - student
    - staff
  - c. The individual against whom the grievance has been brought and the individual bringing the grievance will agree upon one individual from one of the following groups:
    - administrator
    - faculty
    - student
    - staff
4. The President will officially notify the three committee members of their appointment and provide general directions for their function. The grievance committee will have access to all information in writing submitted in the previous steps. The grievance committee will make a recommendation to the President of the College within 10 school days of the formation of the committee. The President of the College will inform the student within 5 school days of the submission of the recommendation from the grievance committee as to the disposition of the grievance.



# ASSIGNMENT OF CREDIT HOUR POLICY COFFEYVILLE COMMUNITY COLLEGE CREDIT HOUR ALLOCATION

When allocating credit hours to courses and programs, Coffeyville Community College refers to the following federal definition and the Kansas Board of Regents: Policy and Procedures Manual. Revised June 18, 2014  
Federal Definition of Credit Hour (34 CFR 600.2)  
Credit hour: a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## KANSAS BOARD OF REGENTS POLICY

K.S.A. 71-601 et seq., K.S.A. 71-1801 et seq., K.S.A. 72-4480 and K.S.A. 72-4482 requires that the Kansas Board of Regents approve courses for which credit hours are awarded in community colleges. Procedures for receiving and acting on credit courses submitted by community colleges shall be the responsibility of the President and Chief Executive Officer of the Kansas Board of Regents. Procedures will ensure that quality of instruction is properly addressed by the colleges' boards of trustees, and the approval of credit courses are acted on in a timely and effective manner.

## STATUTES REGARDING DEFINITION OF CREDIT HOUR

1. K.S.A. 2011 Supp. 71-601.
  - a)"Credit hour" means the basic unit of collegiate level instruction, as determined by the state board, in a subject or course offered at a level not higher than those subjects or courses normally offered to freshmen and sophomores in four-year institutions of postsecondary education which subject or course

is approved by the state board.

- b)The term "credit hour" does not include instruction in a subject or course taken by a student enrolled for audit or in any subject or course not approved by the state board.

- c)The state board shall determine whether the subjects and courses offered in the community colleges are at the level of freshmen and sophomore subjects and courses offered in the state educational institutions and shall not approve for funding any subject or course offered at a higher level.

## 2. K.S.A. 2011 Supp. 71-1802.

- a)"Credit hour" means the basic unit of collegiate level instruction, as determined by the state board, in a subject or course offered by any community college, technical college or the institute of technology at a postsecondary level not higher than those programs or courses normally offered to freshmen and sophomores in four-year public institutions of postsecondary education, in a program that has been approved by the state board.

- b)The term "credit hour" does not include instruction in a program or course taken by a student enrolled for audit or not for postsecondary credit, or in any program or course not approved by the state board.

- c)The state board shall determine whether the programs and courses offered are at the level of freshmen and sophomore programs and courses offered in the state educational institutions and shall not approve for funding any program or course offered at a higher level.

## QUALITATIVE PROCESS FOR COURSE APPROVAL

Quality of instruction is the responsibility of the community college governing Board of Trustees and by the chief executive officer. Each institution will utilize a process whereby credit courses are subjected to a qualitative process review prior to application for course approval. The review by each institution will minimally comply with the following expectations:

- courses meet the intent of K.S.A. 71-601 and 71-1802(c) in respect to level of instruction
- the amount of credit assigned to each course is appropriate for the skills, knowledge and competencies included therein
- faculty in the discipline or technical field have either initiated the course proposal or have been meaningfully involved in its review and recommendation for approval
- learning outcomes and appropriate assessment methods are clearly defined in the course outline, syllabus, and/or competencies identified
- facilities, equipment, and other learning resources are adequate to support the expected learning outcomes of the course
- a college “curriculum committee” or equivalent group composed of faculty and administration has reviewed the course proposals

Annually, the President and Chief Executive Officer or designee will request the chief executive officer of each institution to provide a verification that the institution complies with the above criteria relating to a qualitative process review.

## **STANDARDS FOR DETERMINING CREDIT HOURS FOR COURSES**

Credit is the basic unit of collegiate level instruction that is assigned to a course or courses equivalent learning. Credit may be awarded according to the following standards.

### **TIME-BASED STANDARD**

- A regular college semester is defined as 15 weeks of instruction and one week allocated for final exams
- Lecture courses must meet for a minimum of 750 minutes per credit hour (50-minute hour for 15 weeks), plus time allocated for a final exam
- Laboratory courses, including those in vocational-technical programs, must meet for a minimum of 1,125 minutes per credit hour (1.5 x 750 minutes). Laboratory courses are

ones in which students predominantly are involved in experimentation or application learning activities

- Internship, practicum, and on-the-job training courses must meet for a minimum of 45 hours (60 minute hour) per credit hour.
- Physical education activity courses must meet for a minimum of 1,500 minutes per credit hour.
- Clinical courses and apprenticeship courses will meet the minimum required by the respective professional accrediting or regulatory agency, but may not be less than the minimum required for laboratory courses as defined above.

# TRANSFER ARTICULATION AGREEMENT

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 Public University Transfer Agreement and Articulation Guide, will be accepted with junior standing and will have satisfied the general education requirements of all Kansas public universities. Students transferring to Kansas Public Universities 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

1. 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 transfer from nonaccredited community colleges or any other colleges.
2. Transfer students accepted for admission at Kansas public 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 institutions.
  - b. Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.
3. Although the following distribution of courses does not correspond to the General Education requirements at any Kansas public university, it will be accepted as having satisfied the general education requirements of all Kansas public universities.

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

- 12 hours of Basic Skills courses, including:  
6 hours of English Composition; 3 hours of Public Speaking or Speech Communication;  
3 hours of college level Mathematics;  
college algebra and/or statistics will be required of transfer students where university curriculum requires it
- 12 hours of Humanities courses from at least three of the following disciplines:  

Art*	Music*
History	Philosophy
Literature	Theatre*

  
\*Performance courses are excluded.

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

Anthropology	Political Science
Economics	Psychology
Geography	Sociology
  - 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab):
4. Because each institution retains its right to define the requirements of a baccalaureate degree, additional courses, not in the transfer agreement, may be required.
  5. Students attempting to transfer into Technology, Engineering and Architecture programs are considered outside this agreement. 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.
  6. 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 public universities.
  7. Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.



8. 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.
9. Due to rules dictated by the Kansas Board of Regents, transfer students from a vocational/technical program who have earned a certificate not offered by Coffeyville Community College will not be able to use that certificate to complete an Associate in Applied Science Degree. Students wishing to transfer vocational/technical clock hours from an accredited technical school should have an official transcript sent to the College. The Registrar will evaluate the clock hours and assign the appropriate credit hours. These converted hours will be posted to the student's transcript after the transfer student completes a minimum of 12 credit hours at Coffeyville Community College.

# GENERAL EDUCATION CORE REQUIREMENTS

General Education refers to the broad spectrum of knowledge that serves as a foundation for quality of life for all students. This knowledge base draws from skills in the areas of communications, social sciences, natural sciences, humanities, and lifetime wellness.

General Education concepts and skills include, but are not limited to, the following:

## Written and Oral Communications

- Develop skills required for effective written and oral communications.

## Social and Behavioral Sciences

- Develop insights into personal and group psychology.
- Acquire greater insights into one's culture, the cultures of others, and the interrelationships among them.

## Science and Math

- Gain an awareness of the fragile nature of one's environment and how to protect it.
- Acquire skills in the use of various mathematical concepts for personal, business, and technical applications.
- Process information by determining relevant from non-relevant data and drawing sound conclusions.

## Arts and Humanities

- Become responsible citizens who understand the scope of human experience, human diversity, and creativity.

## Computer Science

- Search, process, and present information electronically using current digital technology.

## Lifetime Fitness Concepts

- Identify and determine life style issues and the impact of such issues on quality of life and longevity.
- Acquire an appreciation for the necessity of lifelong learning.

## College Orientation I and II

- Formulation of personal goals and pursuit of those goals.
- Develop more effective study skills needed for success in college.
- Review fundamental skills in reading, writing, and math.

The General Education curriculum includes the following:

1. An integrated, multi-disciplinary outcomes-based, sequential course of study.
2. Pre and post assessment of academic gains.
3. Faculty-wide development, commitment and support.
4. A process for continuous improvement of curriculum and operation.

Specific courses designated as Coffeyville Community College's Core General Education Curriculum are as follows:

English Composition I	3 credit hours
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Public Speaking	3 credit hours
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Computer Concepts and Applications Computer Information Systems or higher level computer course	3 credit hours
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An introductory social science course	3 credit hours
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An introductory lecture art, music, theatre, humanities, philosophy or literature course	3 credit hours
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A natural science course with lab	5 credit hours
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Math course appropriate with placement according to ACT/COMPASS* scores	3 credit hours
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Lifetime Fitness Concepts	2 credit hours
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College Orientation I (Required for first-time, full-time degree-seeking students.)	1 credit hour
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College Orientation II (Capstone Experience)	1 credit hour
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Total	27 credit hours
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\*SAT and ASSET scores are also accepted.

# GENERAL REQUIREMENTS FOR GRADUATION

**All candidates for a degree must meet the following requirements:**

1. Students must earn a minimum of 64 semester hours of credit and 128 grade points (the equivalent of an overall C grade average).
2. At least 6 hours of credit for courses in the field of communications are required.
3. College Orientation I is required for all first-time, full-time, degree-seeking students.
4. College Orientation II (Capstone Experience) is required for all associate degree-seeking students, excluding the Associate in Applied Science Degree. Students should enroll in the course following the completion of 45 credit hours including English Composition I.
5. Students who transfer to Coffeyville Community College and wish to receive a degree must meet the above requirements, with 15 of their last 24 hours of college credit to be successfully completed at CCC, or have successfully completed an approved vocational/technical program at CCC to receive a degree from Coffeyville Community College.
6. Students must complete a grade/degree check in the Registrar's Office at the beginning of their final semester to ensure all graduation requirements will be met.

# ASSOCIATE IN ARTS

This degree is meant to transfer to a baccalaureate degree-granting institution and can be earned online as well as in the classroom. The student must complete 64 semester hours with a grade point average of 2.00 (C) or above. There is a minimum cumulative general education requirement of 36 semester hours. A minimum number of semester credit hours will be required in each of the fields listed below. NOTE: No courses numbered below 100 apply.

## I. Written and Oral Communications (9 hours)

English Composition I  
English Composition II

### Physical Science

Astronomy                      Chemistry  
Physical Science              Physics

and any ONE of the following:

Creative Writing              Interpersonal & Group  
Public Speaking              Communications  
Technical Writing

## IV. Arts and Humanities (6 hours)

A minimum of 6 credit hours from the following:

Art                                      Literature  
Communications                  Music  
Foreign Language              Philosophy  
History                              Theatre  
Humanities

## II. Social and Behavioral Sciences (6 hours)

A minimum of 6 credit hours from the following:

Economics                      Marriage & the Family  
Geography                      Psychology  
Government                      Sociology

## V. Computer Science (3 hours)

A minimum of 3 credit hours from the following:

Computer Information Systems  
Computer Concepts and Applications  
or Higher Level Computer Course

## III. Science and Math (8 hours)

Mathematics\*

A minimum of 3 credit hours from the following:

College Algebra or Higher Level Math

Science\*

A minimum of 5 credit hours from either a Biological Science or Physical Science:

### Biological Science

Anatomy and Physiology              Microbiology  
Environmental Science              Biology  
Biology I: Cellular  
and Molecular Biology

## VI. Lifetime Fitness Concepts (2 hours)

## VII. College Orientation I (1 hour)\*\*

## VIII. College Orientation II (1 hour)\*\*\*

## IX. Area of Interest (28 semester hours)

\* Student should check with advisor for specific course requirements at transfer institution.

\*\* College Orientation I is required for all first-time, full-time, degree-seeking students.

\*\*\* College Orientation II is required for all Associate in Arts, Associate in Science, and Associate in General Studies students. Students should enroll in the course following the completion of 45 credit hours including English Composition I.

## ONLINE COURSES

The following Associate of Art courses can be taken either through the “on campus” in-person delivery method or via an “Online” delivery method. The student should check the course schedule to see which delivery method is available for that particular term for each course.

American Social Problems  
Art History & Appreciation I  
Basic Prevention and Care of Athletic Injuries  
Business Communications  
Business Law  
Business Math  
Business Procedures I & II  
Certified Professional Coder  
College Algebra  
College Orientation I & II  
Computer Concepts and Applications  
Computer Information Systems  
Computerized Accounting  
Consumer Education  
Development Psychology  
Early Childhood Development  
Early US History  
Emergency Preparedness  
English Composition I & II  
Environmental Science  
Financial Accounting  
Fundamentals of Business  
General Psychology  
Health Applications (CMA Recertification)  
Human Resource Management  
Insurance, Billing & Coding  
Intermediate Algebra  
Interpersonal & Group Communication  
Introduction to Education  
Introduction to Ethics  
Introduction to Leadership

Introduction to Mass Communication  
Introduction to Sociology  
Introduction to Philosophy  
Introductory Algebra  
Lifetime Fitness Concepts  
Logic and Critical Thinking  
Managerial Accounting  
Marketing  
Marriage and Family  
Medical Terminology  
Music Appreciation  
Nutrition  
Pathophysiology  
Personal Finance  
Personal Hygiene & Community Health  
Physical Science  
Playwriting  
Pre-Prof Teaching Lab  
Presentation Software I & II  
Principles of Macroeconomics  
Principles of Microeconomics  
Psychology of Business  
Public Speaking  
Recent US History  
Small Business Management  
Spreadsheet Applications I & II  
Technical Writing  
Theatre Appreciation  
United States Government  
Video Principles of Multi-Media  
Walking for Fitness  
Word Processing I & II  
World Geography  
Writing for the Workplace  
Written Communications

# ASSOCIATE IN APPLIED SCIENCE IN TECHNICAL STUDIES

Certain courses within this degree may or may not transfer to baccalaureate degree granting-institutions. The student must complete 64 semester hours with a grade point average of 2.00 (C) or above. There is a minimum cumulative general education requirement of 18 semester hours. A minimum number of semester credit hours will be required in each of the fields listed below. NOTE: No courses numbered below 100 apply.

\*The Associate in Applied Science in Construction Technology requires 63 semester hours and Business Math is not required.

## I. Communications (6 hours)

English Composition I

and any ONE of the following:

Creative Writing	Public Speaking
English Composition II	Technical Writing
Interpersonal & Group Communications	

## II. Math (3 credit hours)

\*Business Mathematics or Higher Level Math

## III. Computer Science (3 hours)

A minimum of 3 credit hours from the following:

Computer Information Systems  
Computer Concepts and Applications  
or Higher Level Computer Course

## IV. Humanities (3 hours)

A minimum of 3 credit hours from the following:

Art	Literature
Communications	Music
Foreign Language	Philosophy
History	Theatre
Humanities	

## V. Business Management (3 hours)

A minimum of 3 credit hours from the following:

Fundamentals of Business  
Principles of Management  
Psychology of Business  
Small Business Management

## VI. Approved Vocational/Technical Program (46 hours minimum)

\*A minimum of 15 credit hours must be earned in at least two approved vocational/technical programs (e.g. 15 hours in Electrical and 31 hours in Construction), which will result in the completion of a minimum of 46 credit hours of approved vocational/technical curriculum. Available programs include Auto Service, Business & Computer, Collision Repair, Construction, Dietary Manager, Electrical, Information Systems, Medical Assisting, Practical Nursing, Precision Machining and Welding.

\* Student should check with advisor for specific course requirements at transfer institution.

\*\* College Orientation I is required for all first-time, full-time, degree-seeking students.

\*\*\* College Orientation II is required for all Associate in Arts, Associate in Science, and Associate in General Studies students. Students should enroll in the course following the completion of 45 credit hours including English Composition I.

## ASSOCIATE OF SCIENCE

This degree is meant to transfer to a baccalaureate degree-granting institution. The student must complete 64 semester hours with a grade point average of 2.00 (C) or above. There is a minimum cumulative general education requirement of 46 semester hours. A minimum number of semester credit hours will be required in each of the fields listed below. NOTE: No courses numbered below 100 apply.

- |   |   |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
|---|---|-------------------------|--|------------|------------|-----------|---|-----|------------|----------------|-------|------------------|------------|---------|---------|------------|--|
| <p>I. Written and Oral Communications (9 hours)</p> <p>English Composition I<br/>English Composition II<br/>Public Speaking</p>   | <p><u>Physical Science</u><br/>Astronomy                      Chemistry<br/>Physical Science              Physics</p>     |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| <p>II. Social and Behavioral Sciences (6 hours)<br/>A minimum of 6 credit hours from the following:</p> <table border="0" style="width: 100%;"> <tr> <td>Economics</td> <td>Marriage &amp; the Family</td> </tr> <tr> <td>Geography</td> <td>Psychology</td> </tr> <tr> <td>Government</td> <td>Sociology</td> </tr> </table>   | Economics   | Marriage & the Family   | Geography  | Psychology | Government | Sociology | <p>IV. Arts and Humanities (6 hours)</p> <p>A minimum of 6 credit hours from the following:</p> <table border="0" style="width: 100%;"> <tr> <td>Art</td> <td>Literature</td> </tr> <tr> <td>Communications</td> <td>Music</td> </tr> <tr> <td>Foreign Language</td> <td>Philosophy</td> </tr> <tr> <td>History</td> <td>Theatre</td> </tr> <tr> <td>Humanities</td> <td></td> </tr> </table> | Art | Literature | Communications | Music | Foreign Language | Philosophy | History | Theatre | Humanities |  |
| Economics   | Marriage & the Family   |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Geography   | Psychology  |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Government  | Sociology   |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Art   | Literature  |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Communications  | Music   |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Foreign Language  | Philosophy  |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| History   | Theatre   |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Humanities  |   |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| <p>III. Science and Math (18 hours)</p> <p>Mathematics*</p> <p>A minimum of 3 credit hours from the following:</p> <p>College Algebra or Higher Level Math</p> <p>Science*</p> <p>A minimum of 15 credit hours to include at least one Biological Science, one Physical Science and a sequential course to at least one of the courses, taken from the following:</p> <table border="0" style="width: 100%;"> <tr> <td><u>Biological Science</u><br/>Anatomy and Physiology<br/>Environmental Science<br/>Biology I: Cellular and Molecular Biology</td> <td>Microbiology<br/>Biology</td> </tr> </table> | <u>Biological Science</u><br>Anatomy and Physiology<br>Environmental Science<br>Biology I: Cellular and Molecular Biology | Microbiology<br>Biology | <p>V. Computer Science (3 hours)</p> <p>A minimum of 3 credit hours from the following:</p> <p>Computer Information Systems<br/>Computer Concepts and Applications<br/>or Higher Level Computer Course</p> <p>VI. Lifetime Fitness Concepts (2 hours)</p> <p>VII. College Orientation I (1 hour)**</p> <p>VIII. College Orientation II (1 Hour)***</p> <p>IX. Area of Interest (18 semester hour</p> |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| <u>Biological Science</u><br>Anatomy and Physiology<br>Environmental Science<br>Biology I: Cellular and Molecular Biology   | Microbiology<br>Biology   |                         |  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |

\* Student should check with advisor for specific course requirements at transfer institution.

\*\* College Orientation I is required for all first-time, full-time, degree-seeking students.

\*\*\* College Orientation II is required for all Associate in Arts, Associate in Science, and Associate in General Studies students. Students should enroll in the course following the completion of 45 credit hours including English Composition I.

## ASSOCIATE IN APPLIED SCIENCE

Certain courses within this degree may or may not transfer to baccalaureate degree granting-institutions. The student must complete 63-66 semester hours (dependant upon certificate program) with a grade point average of 2.00 (C) or above. There is a minimum cumulative general education requirement of 18 semester hours. A minimum number of semester credit hours will be required in each of the fields listed below. NOTE: No courses numbered below 100 apply.

\*The Associate in Applied Science in Construction Technology requires 63 semester hours and Business Math is not required.

I. Communications (6 hours)

English Composition I

and any ONE of the following:

Creative Writing	Public Speaking
English Composition II	Technical Writing
Interpersonal & Group Communications	

II. Math (3 credit hours)

\*Business Mathematics or Higher Level Math

III. Computer Science (3 hours)

A minimum of 3 credit hours from the following:

Computer Information Systems  
Computer Concepts and Applications  
or Higher Level Computer Course

IV. Humanities (3 hours)

A minimum of 3 credit hours from the following:

Art	Literature
Communications	Music
Foreign Language	Philosophy
History	Theatre
Humanities	

V. Business Management (3 hours)

A minimum of 3 credit hours from the following:

Fundamentals of Business  
Principles of Management  
Psychology of Business  
Small Business Management

VI. Approved Vocational/Technical Program (46 hours minimum)

\* Student should check with advisor for specific course requirements at transfer institution.

\*\* College Orientation I is required for all first-time, full-time, degree-seeking students.

\*\*\* College Orientation II is required for all Associate in Arts, Associate in Science, and Associate in General Studies students. Students should enroll in the course following the completion of 45 credit hours including English Composition I.



## ASSOCIATE IN GENERAL STUDIES

Certain courses within this degree may or may not transfer to baccalaureate degree-granting institutions. The student must complete 64 semester hours with a grade point average of 2.00 (C) or above. There is a minimum cumulative general education requirement of 31 semester hours. A minimum number of semester credit hours will be required in each of the fields listed below. NOTE: No courses numbered below 100 apply.

- |  |  |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
|--|--|-----------------------|------------------|------------|------------|-----------|---|-----|------------|----------------|-------|------------------|------------|---------|---------|------------|--|
| <p>I. Communications (6 hours)</p> <p>English Composition I</p> <p>and any ONE of the following:</p> <p>Creative Writing<br/>English Composition II<br/>Interpersonal &amp; Group Communications<br/>Public Speaking<br/>Technical Writing</p>   | <p>Science*</p> <p>A minimum of 3 credit hours from the following:</p> <table border="0" style="width: 100%;"> <tr> <td>Biology</td> <td>Physical Science</td> </tr> <tr> <td>Chemistry</td> <td>Physics</td> </tr> </table>   | Biology               | Physical Science | Chemistry  | Physics    |           |   |     |            |                |       |                  |            |         |         |            |  |
| Biology  | Physical Science   |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Chemistry  | Physics  |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| <p>II. Social and Behavioral Sciences (6 hours)</p> <p>A minimum of 6 credit hours from the following:</p> <table border="0" style="width: 100%;"> <tr> <td>Economics</td> <td>Marriage &amp; the Family</td> </tr> <tr> <td>Geography</td> <td>Psychology</td> </tr> <tr> <td>Government</td> <td>Sociology</td> </tr> </table> | Economics  | Marriage & the Family | Geography        | Psychology | Government | Sociology | <p>IV. Arts and Humanities (6 hours)</p> <p>A minimum of 6 credit hours from the following:</p> <table border="0" style="width: 100%;"> <tr> <td>Art</td> <td>Literature</td> </tr> <tr> <td>Communications</td> <td>Music</td> </tr> <tr> <td>Foreign Language</td> <td>Philosophy</td> </tr> <tr> <td>History</td> <td>Theatre</td> </tr> <tr> <td>Humanities</td> <td></td> </tr> </table> | Art | Literature | Communications | Music | Foreign Language | Philosophy | History | Theatre | Humanities |  |
| Economics  | Marriage & the Family  |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Geography  | Psychology   |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Government   | Sociology  |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Art  | Literature   |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Communications   | Music  |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Foreign Language   | Philosophy   |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| History  | Theatre  |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| Humanities   |  |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |
| <p>III. Science and Math (6 hours)</p> <p>Mathematics*</p> <p>A minimum of 3 credit hours from the following:</p> <p>Intermediate Algebra or Higher Level Math</p>   | <p>V. Computer Science (3 hours)</p> <p>A minimum of 3 credit hours from the following:</p> <p>Computer Information Systems<br/>Computer Concepts and Applications<br/>or Higher Level Computer Course</p> <p>VI. Lifetime Fitness Concepts (2 hours)</p> <p>VII. College Orientation I (1 hour)**</p> <p>VIII. College Orientation II (1 hour)***</p> <p>IX. Area of Interest (33 semester hours)</p> |                       |                  |            |            |           |   |     |            |                |       |                  |            |         |         |            |  |

\* Student should check with advisor for specific course requirements at transfer institution.

\*\* College Orientation I is required for all first-time, full-time, degree-seeking students.

\*\*\* College Orientation II is required for all Associate in Arts, Associate in Science, and Associate in General Studies students. Students should enroll in the course following the completion of 45 credit hours including English Composition I.

# CERTIFICATES

The College issues a Certificate of Completion for selected programs, which require less than 64 hours of credit. Those who qualify for the Certificate of Completion are eligible to participate in the graduation ceremonies. Certificates are currently available for the following programs:

## Certificate of Completion

- Auto Collision Repair Technology
- Automotive Service Technology
- Business and Computer Technology
- Construction Technology
- Dietary Manager
- Electrical Technology
- Emergency Medical Technology (EMT)
- Fire Science
- Information Systems Technology
- Licensed Practical Nurse
- Medical Administrative Specialist
- Medical Coder
- Phlebotomy
- Precision Machining Technology
- Welding Technology

## Course Certificates

- Certified Nurse Aide (CNA)
- Certified Medication Aide (CMA)
- Home Health Aide (HHA)

# COLLEGE PREPARATION STUDIES

## STUDENT SUCCESS CENTER

The Main Campus Student Success Center provides free tutoring and instructional services to students enrolled at CCC. Staff will work with students one-on-one, in group settings and with tutorial software to best address a student's needs. The Lab will tutor any subject area currently offered by the College.

The Student Success Center is staffed by a full-time director and two assistants. The Center is located in the lower level of Graham Library and is open Monday through Thursday from 8:00 am to 10:00 pm and Friday from 8:00 am to 5:00 pm. In addition to instructional services students can utilize the Student Success Center for placement testing, computer and Internet access for classroom research, and completion of assignments as needed.

### Mathematics

**PREP-003. Elements of Mathematics.** 3 Hours. This is an introductory course designed to prepare students for the algebra sequence. Emphasis is placed on familiarizing the students with basic areas involving signed numbers, percentages, fractions, decimals and beginning algebra.

**PREP-005. Introductory Algebra.** 3 Hours. This is a beginning course in algebra, designed for those who have not previously studied algebra or for those who want a formal review of basic algebraic concepts. Prerequisite: A minimum score of 24 on the Pre-Algebra Test of the COMPASS, or credit in Elements of Mathematics.

### Reading

**ENGL-110. Reading Skills II and Vocabulary Study.** 3 Hours. This course is a continuation of building basic reading skills, acquiring and refining college level reading skills and intensive study on comprehension and vocabulary skills in specific content areas needed for academic reinforcement. Prerequisite: Instructor's permission.

**PREP-004. Individualized Reading.** 2 Hours. This course is designed to help improve a reader's vocabulary and comprehension. Students will be tested to determine their individual reading level and assigned appropriate work for that level. Textbook, computer software projects and various activities provide students

the opportunity to learn techniques for improving their overall reading ability.

**PREP-006. College Study Skills.** 3 Hours. This course is designed to help students learn study skills that will enable them to be successful in college-level courses. Students will examine ways to integrate these skills into activities of reading, listening and writing.

**PREP-008. Vocabulary Skills.** 1 Hour. Vocabulary Skills is designed to broaden the student's vocabulary and help to make him/her a better reader. The activities of this course provide students the opportunity to improve their reading, spelling and vocabulary usage in everyday life and work areas.

**PREP-025. Reading Skills I and Vocabulary Study.** 3 Hours. This is a basic course in reading instruction. It gives students the opportunity to build basic reading skills, work on advanced reading skills and gain comprehension and vocabulary skills in specific content areas for academic reinforcement. Prerequisite: Instructor's permission.

### English

**PREP-001. Basic Grammar Review.** 2 Hours. This is a short and intense overview and review of the basic elements of modern English usage. Emphasis is placed on the parts of speech, subject-verb agreement and mechanics. Prerequisite: Instructor's permission.

**PREP-007. Spelling Skills.** 1 Hour. This course is designed to help the student actively use and apply the spelling rules and principles of building skill with individual words. In this way, the ability to spell will be strengthened and expanded from individual words to other words. Words will be used actively in workbook assignments to help the student become a better communicator. This course provides for the use of a dictionary as a tool that is essential in building and using communication skills.

**PREP-009. Written Communications.** 3 Hours. This course is designed to prepare the student for basic competency in written communication skills and to aid in preparation for academic success in English Composition I. Sentence structure, usage, punctuation and basic English composition skills are examined. Practice will be given in writing different

types of paragraphs, and short theme writing will be introduced. Prerequisite: A minimum score of 24 on the Writing section of the COMPASS, or fully complete Developmental English with a grade of C or above.

**PREP-010. Developmental English.** 3 Hours. This course provides an intense overview/review of the basic elements of modern English usage. The course includes writing experience with attention to the basic mechanical and structural elements of the writing process. This course is offered to meet the need for a foundation in grammar and sentence structure.

**PREP-030. College Preparation English.** 4 Hours. This course is designed to prepare the student for basic competency in written communication skills and to aid in preparation for academic success in English Composition I. Sentence structure, usage, punctuation, and basic English composition skills are examined. Practice will be given in writing different types of paragraphs, and short theme writing will be introduced. Prerequisite: A score of 54 or below on the Writing section of the COMPASS test.

#### **ENGLISH AS A SECOND LANGUAGE (ESL)**

**PREP-011. Beginning English as a Second Language (ESL).** 5 Hours. This is an intensive language course aimed at preparing non-native students to enter academic courses conducted completely in English, and to integrate into the college community and the college at large. The course will begin with survival English communicative skills.

**PREP-012. Intermediate English as a Second Language (ESL).** 5 Hours. This is an intensive course in English language skills and grammar introducing and practicing grammatical structures by meaningful activities. A gradual shift from basic structures of conversational grammar to more complex structures will be used. Prerequisite: Beginning English as a Second Language (ESL), or its equivalent, or permission of instructor.

**PREP-013. Advanced ESL.** 3 Hours. This is an intensive English language course designed for the high intermediate and advanced student of ESL, using the same methodology and objectives as stated in the Intermediate ESL syllabus. Prerequisite: Permission of instructor.

**PREP-014. Selected Topics in ESL I.** 5 Hours. This course is designed for study and/or analysis of a selected topic in ESL and addresses professional and

occupational requirements of the student. Placement is determined by institutional TOEFL score.

**PREP-015. Selected Topics in ESL II.** 5 Hours. This course is designed for study and/or analysis of a selected topic in ESL and addresses professional and occupational requirements of the student. Placement is determined by institutional TOEFL score.

**PREP-016. Conversational English (ESL).** 3 Hours. This course is designed to develop the oral cross-cultural communication skills of intermediate-level students of English as a Second Language. It maintains a student-centered design and philosophy with an emphasis on values clarification, structured group activities, communicative competencies and individualized vocabulary building.

**PREP-050. Computerized ESL.** 5 Hours. This course is a comprehensive language-learning program for individualized instruction and fast, effective learning. The systematic structure and sequence includes covering listening, reading, speaking, and writing skills, emphasizing communication skills. This class is for beginning level through everyday proficiency. Prerequisite: Instructor's permission.

**PREP-060. Advanced Computerized ESL.** 5 Hours. This is a comprehensive language-learning program for individualized instruction and fast, effective learning. The systematic structure and sequence includes listening, reading, speaking, and writing skills, emphasizing communication skills. This class is for beginning-intermediate level through everyday proficiency. Prerequisite: Permission of instructor.

# **PROGRAMS AND COURSE DESCRIPTIONS**

## **ARTS AND SCIENCES**

ART  
ATHLETIC TRAINING  
BIOLOGY  
CHEMISTRY  
EDUCATION  
ENGLISH/LITERATURE  
FAMILY AND CONSUMER SCIENCES  
FOREIGN LANGUAGE  
HEALTH, PHYSICAL EDUCATION AND  
RECREATION  
HISTORY  
HUMANITIES  
MATHEMATICS  
MUSIC  
PHYSICS/PHYSICAL SCIENCE  
POLITICAL SCIENCE  
PRE-ENGINEERING  
PRE-LAW  
PRE-MEDICINE  
PRE-MORTUARY SCIENCE  
PRE-VETERINARY MEDICINE  
PSYCHOLOGY/COUNSELING  
SOCIOLOGY/SOCIAL WORK  
SPEECH  
THEATRE

## **OCCUPATIONAL/TECHNICAL**

AGRICULTURE/AGRIBUSINESS  
AUTO COLLISION REPAIR TECHNOLOGY  
AUTOMOTIVE SERVICE TECHNOLOGY  
BUSINESS ADMINISTRATION  
BUSINESS AND COMPUTER TECHNOLOGY  
DIGITAL COMMUNICATIONS  
COMPUTER SYSTEMS TECHNOLOGY  
CONSTRUCTION TECHNOLOGY  
ELECTRICAL TECHNOLOGY  
EMERGENCY SERVICES EDUCATION  
FIRE SCIENCE  
HORTICULTURE  
INFORMATION SYSTEMS TECHNOLOGY  
INTERACTIVE DESIGN  
MEDICAL ASSISTANT  
PRECISION MACHINING TECHNOLOGY  
REGISTERED NURSE  
WELDING TECHNOLOGY

## **CERTIFICATE PROGRAMS**

AUTO COLLISION REPAIR TECHNOLOGY  
AUTOMOTIVE SERVICE TECHNOLOGY  
BUSINESS AND COMPUTER TECHNOLOGY  
CONSTRUCTION TECHNOLOGY  
DIETARY MANAGER  
ELECTRICAL TECHNOLOGY  
EMERGENCY MEDICAL TECHNOLOGY (EMT)  
FIRE SCIENCE  
INFORMATION SYSTEMS TECHNOLOGY  
LICENSED PRACTICAL NURSE  
MEDICAL ASSISTANT  
MEDICAL CODER  
PHLEBOTOMY  
PRECISION MACHINING TECHNOLOGY  
WELDING TECHNOLOGY

## **COURSE CERTIFICATES**

CERTIFIED NURSE AIDE (CNA)  
CERTIFIED MEDICATION AIDE (CMA)  
HOME HEALTH AIDE (HHA)

# AGRICULTURE/AGRIBUSINESS

## AGRICULTURE TRANSFER PROGRAM

The two-year transfer program in Agriculture/Agribusiness is designed to provide the basic courses in general education and agriculture to students who plan to complete a bachelor's degree at a university.

Students who plan to major in the business, communications, education and other non-science areas of agriculture are encouraged to pursue the Associate in Arts Degree. The Associate in Science Degree is recommended for students who plan to major in a science-based field such as agronomy, engineering, food and grain science and veterinary medicine.

Students are strongly encouraged to consult with one of the agricultural advisors to enroll and get the recommended courses they need for their desired Agriculture major. Courses that the student may want to take depending on the Agriculture major and which university they plan to attend are listed below.

Recommended Transfer Courses	Credit Hrs
AGRI-170 Agriculture in Our Society	2
AGRI-171 Principles of Agricultural Economics	4
AGRI-172 Principles of Animal Science	3
AGRI-180 Animal Science and Industry	1
AGRI-181 Livestock Selection I	3
HORT-203 Horticultural Science	4
AGRI-270 Soils	4
AGRI-290 Animal Nutrition and Feeding	4
AGRI-293 Principles of Meat Evaluation	3
AGRI-280 Entomology	3
AGRI-260 Agricultural Construction	3
AGRI-262 Agricultural Structures	2
AGRI-264 Agricultural Power	2

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 32-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**AGRI-121. Rodeo Techniques.** 1 Hour. This course includes the history, agricultural importance and competitive sport aspects of rodeo. May be taken for credit four times.

**AGRI-123. Applied Rodeo.** 1 Hour. This is a comprehensive course in implementing the regulations, methods and techniques used in rodeo as a team sport. May be taken for credit four times. Prerequisite: Basic understanding of the skills involved.

**AGRI-157. Agricultural Technology, Engineering, and Systems.** 3 Hours. This course is an introduction to agricultural technology, engineering and agricultural systems. It will include application of physical and engineering problems in agriculture. Course may cover simple machines, natural resource management, machinery systems, equipment calibration, global positioning systems, geographical information systems, internal combustion engines, animal waste systems, electrical and erosion control. Prerequisite: College Algebra.

**AGRI-170. Agriculture in Our Society.** 2 Hours. This course is an orientation to curriculums and career opportunities in the Agriculture Industry. Emphasis will be on career planning as related to a chosen profession and agricultural community. The development of the agriculture industry will also be included as it pertains to career opportunities.

**AGRI-171. Principles of Agricultural Economics.** 4 Hours. This course is a study of economic principles as they relate to agriculture. Emphasis is on application of principles to the solution of farm, agribusiness and agricultural problems. Students will learn the basic micro and macroeconomic concepts needed for analysis and decision-making. The course includes three credit hours of lecture and one credit hour of lab.

**AGRI-172. Principles of Animal Science.** 3 Hours. This course looks at what animal science is today. This course shows how animals fit into all of society and how animals contribute to the well being of humans from a worldwide perspective. This course explores uses that humans have found for our domesticated animals in addition to food and food uses. It explores traditional livestock but also companion animals, aquaculture,



llamoids, rabbits and careers associated with animal science. It also explores food safety, consumer concerns and animal welfare rights.

**AGRI-173. Agricultural Seminar.** 2 Hours. Practical work experience in an agriculture field or related business. Extent of experience will include an appropriate number of classroom and practical experience hours under supervision of the instructor and/or cooperating employer. This will include practical training in all areas of the business which lend to the student's occupational objectives. Permission of the instructor and cooperation of desired employer are needed.

**AGRI-180. Animal Science and Industry.** 1 Hour. This course is a study of the types and classes of market and breeding livestock. This class is a lab that accompanies Principles of Animal Science. It includes animal nomenclature and terminology and comparison of live market and their carcasses. Prerequisite: Principles of Animal Science or concurrent enrollment.

**AGRI-181. Livestock Selection I.** 3 Hours. This is a beginning course in evaluation of animals for slaughter and breeding. It involves the comparison among animals in beef, swine and sheep. It includes developing and presenting written and oral reasons. Members of the Livestock Judging Team are selected from this course; this involves a combination of 5-6 hours lecture, laboratory and activity per week.

**AGRI-227. Agricultural Internship.** 2 Hours. Supervised experience in an agribusiness consisting of on-the-job training at a selected workstation under the supervision of a coordinator is required for the course. Students will be required to complete a report of their job experiences and hours worked. Prerequisite: Enrollment in Agribusiness Program.

**AGRI-260. Agricultural Construction.** 3 Hours. The course is designed to provide students with the theoretical basis, knowledge and skills necessary for the construction/fabrication of metal projects. Emphasis will be placed on: laboratory safety, general laboratory measurements, metal identification/characteristics, oxyacetylene welding and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), plasma cutting, and project construction.

**AGRI-262. Agricultural Structures.** 2 Hours. This course is designed to provide students with the theoretical basis, knowledge and skills necessary for the

construction/fabrication of agricultural structure type projects. Emphasis will be placed on: laboratory safety, general laboratory measurements, material selection, basic construction techniques, electrical theory and operation, plumbing theory and operation, concrete theory and construction, and basic surveying. The course will include one hour of lecture and two hours of laboratory.

**AGRI-264. Agricultural Power.** 2 Hours. This course is designed to provide students with the theoretical basis, knowledge and skills necessary for the repair and maintenance of small gas engines and basic hydraulic systems. Emphasis will be placed on: laboratory safety, general laboratory measurements, engine operation, compression, fuel, governor, electrical, cooling, lubrication systems, engine troubleshooting and basic hydraulics. The course will include one hour of lecture and two hours of laboratory.

**AGRI-270. Soils.** 4 Hours. Fundamental chemistry, physical and biological properties of soils; their formation, fertility and management are included. The course includes three credit hours of lecture and one credit hour of lab. Prerequisite: Fundamentals of Chemistry or Principles of Chemistry I.

**AGRI-280. Entomology.** 3 Hours. This course is designed to promote an understanding of major elements of general entomology and relate them to modern principles of insect pest management. Basic fundamentals of insects, insect structures, and functions along with basic classifications of economically important insects and how they impact society will be studied.

**AGRI-290. Animal Nutrition and Feeding.** 4 Hours. Fundamental principles of animal nutrition including digestion, absorption and metabolism of the various food nutrients will be discussed. Ration formulation, measure of body needs and characteristics of the nutrients will be included. The course includes three credit hours of lecture and one credit hour of lab. Prerequisite: Principles of Animal Science, Chemistry preferred.

**AGRI-292. Meat Science.** 3 Hours. This course is a study of all phases of the 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. Prerequisite: Principles of Animal Science.

**AGRI-293. Principles of Meat Evaluation.** 3 Hours.

This course takes a modern look at the evaluation of carcasses. Emphasis is on carcass grading and evaluation and appraisal of meat. The course includes techniques for comparative analysis of meat carcasses.

**HORT-203. Horticultural Science.** 4 Hours.

Horticultural plant structure and function, effects of environmental factors on plant growth and survey of the fruit, nut, vegetable, bedding plant, pot plant, cut flower, nursery and landscape industries will be studied. Horticultural crop families, growing systems and culture needs, soil preparation and fertilization, selecting and propagating varieties, preventing pests, regulating growth, harvesting, value-added processing and marketing will be included. The course includes three credit hours of lecture and one credit hour of lab.

# ART

The two-year transfer Art program is designed to give students a strong foundation in the visual arts. Student trips are scheduled throughout the year to view exhibits of recognized artists. A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Recommended Courses

		Credit Hrs
ARTS-140	Art History and Appreciation I	3
ARTS-141	Art History and Appreciation II	3
ARTS-150	Ceramics I	3
ARTS-250	Ceramics II	3
ARTS-147	Drawing I	3
ARTS-247	Drawing II	3
ARTS-142	Introduction to Design I	3
ARTS-144	Painting I	3
ARTS-207	Sculpture I	3
ARTS-110	Photography I	3
ARTS-210	Photography II	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**ARTS-110. Photography I.** 3 Hours. This is an introductory course designed to acquaint the beginning student with the materials and techniques of 35mm black and white photography. The course entails instruction in the use of the camera and use of the darkroom facilities for developing and printing. Ownership of, or ready access to, a 35mm hand camera is required of each student. Emphasis in this course is placed on photography as a means of artistic expression.

**ARTS-140. Art History and Appreciation I.** 3 Hours. This is a survey lecture course covering the development of art and architecture in Western culture from prehistoric times to the 18th century. It includes a study of the basic principles and problems of the visual arts along with major historical trends and periods. The relationship between artistic development and cultural changes are also discussed.

**ARTS-141. Art History and Appreciation II.** 3 Hours. This is a survey lecture course covering the development of art and architecture in Western culture from the 18th century to contemporary times. Emphasis is on the development of Modern Art and its relationship to the cultural movements of the time in addition to its influence on the present culture. Prerequisite: Art History and Appreciation I or consent of instructor.

**ARTS-142. Introduction to Design I.** 3 Hours. A basic studio art class introducing the fundamental principles of two-dimensional composition. Emphasis will be on the creative and expressive use of these principles as a means of visual communication.

**ARTS-144. Painting I.** 3 Hours. A basic studio course examining the fundamentals of painting with oil paints. The history and basic techniques are explored. The making of a pallet and use of the pallet are stressed. Emphasis on understanding these principles will be applied throughout the course using the still-life. Color theory and composition are emphasized.

**ARTS-145. Crafts.** 3 Hours. A basic studio course which introduces various studio techniques commonly used by artists in expressing an idea. The basic fundamentals are explored in two-dimensional and three-dimensional mediums. Painting, drawing, ceramics, printmaking and various crafts are explored. Emphasis will be on craftsmanship and use of the studio.

**ARTS-147. Drawing I.** 3 Hours. An introductory studio course examining the basic fundamentals of drawing: line, value, form, gesture and spatial illusions. Emphasis will be on understanding and applying these basic principles through a variety of projects and exercises using charcoal, conte crayon and ebony pencil.

**ARTS-150. Ceramics I.** 3 Hours. An introductory studio course emphasizing three hand-built pottery techniques: pinch, slab and coil. Basic surface, glaze and firing techniques are covered along with a brief introduction to the history of ceramics.

**ARTS-152. Elementary Art.** 3 Hours. This course provides a survey of concepts, theories and experiences for appreciating teaching art. It will enable the future elementary art teacher to develop educational art units and lesson plans for the classroom. This is accomplished by imparting theoretical knowledge and

experiencing practical applications.

**ARTS-207. Sculpture I.** 3 Hours. An introductory studio course focusing on the creative development and use of three-dimensional visual activity. Emphasis will be on the basic principles of three-dimensional composition and the expressive possibilities of sculptural form and space.

**ARTS-210. Photography II.** 3 Hours. This is an advanced photography course designed to encourage and help the student to gain and develop further insight toward what a photograph potentially is. 35 mm black and white photography will be the base format of the class using a single lense reflex camera. However, a pin hole camera and photograms will be explored as well. Emphasis in this course is placed on photography as a means of artistic expression. Ownership of, or ready access to, a 35 mm manual camera is required of each student. Prerequisite: Photography I.

**ARTS-244. Painting II.** 3 Hours. This is an advanced course in painting addressing issues of the still-life, portrait, landscape and abstraction using oil paints. Students will focus on developing content and personal expression. Note: This course is a continuation of the concepts approached in Painting I. Prerequisite: Painting I or consent of the instructor.

**ARTS-247. Drawing II.** 3 Hours. This is an advanced and continuation course of Drawing I. During the semester the student will be required to work on both more "finished work" and experimental drawings. The student will be required to turn in a certain number of drawings three times during the semester for individual critique. This is a studio course, and instruction will occur both on an individual basis and as a group. Strong emphasis will be placed on the experimental and life drawing. Prerequisite: Drawing I or permission of the instructor.

**ARTS-250. Ceramics II.** 3 Hours. A continuation of Ceramics I with the introduction of the potter's wheel as a clay forming tool. Clay and glaze formulation will be explored. Emphasis will be on the creative development of surface and form using an earthenware clay body.

# ATHLETIC TRAINING

The Athletic Training program includes academic courses for students wanting to pursue a degree from an NATA-accredited four-year institution. This program is designed to provide some of the first two years' courses for a student wanting to become a certified athletic trainer. The program provides an opportunity for the student to get "hands-on" experience under the supervision of an NATA certified athletic trainer. A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Recommended Courses

		Credit Hrs
HPER-165	Introduction to Athletic Training	3
BIOL-123	Anatomy and Physiology	5
HPER-101	First Aid	2
HPER-209	Practicum in Athletic Training I	2
PSYC-101	General Psychology	3
HPER-103	Introduction to Health, Physical Education, Recreation	3
FACS-102	Introduction to Nutrition	3
HPER-102	Personal Hygiene and Community Health	3
HPER-190	Introduction to Weight Training	3
HPER-270	Basic Prevention and Care of Athletic Injuries	3
HPER-210	Practicum in Athletic Training II	2
MATH-105	College Algebra	3

## Additional Courses\*

BIOL-101	General Biology	5
PHYS-203	College Physics I	5
PSYC-102	Developmental Psychology	3
HPER-115	Instruction and Analysis of Individual and Dual Sports	3
HPER-130	Instruction and Analysis of Team Sports	3
HPER-111	Lifetime Fitness Concepts	2
HPER-105	Rules and Officiating of Sports	2
MATH-250	Elementary Statistics	3
CHEM-103	Principles of Chemistry I	5
CHEM-104	Principles of Chemistry II	5

\*This is a list of additional courses to help fulfill graduation requirements. Other possible suggested courses might coincide with the Elementary Education and/or Secondary Education course recommendations on Page 67.

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

### HPER-165. Introduction to Athletic Training. 3

Hours. This course is designed to introduce the profession of Athletic Training and its application in athletics, industry, recreation, and to physically active people. It will address the fundamental principles of athletic and active injuries and their management, along with other paramedical-related topics. It will also include some taping and wrapping techniques.

### HPER-190. Introduction to Weight Training. 3 Hours.

This is a "Teach the Teacher" course in beginning weight training. The emphasis is on teaching the what, why, and how of weight training and program development for beginners.

### HPER-209. Practicum in Athletic Training I. 2

Hours. This course is designed to acquaint the student to athletic training through the day-to-day operation of the athletic training room including outside computer assignments. Intended audience includes: athletic trainers, health/physical education majors, coaches, managers and sport/fitness people.

### HPER-210. Practicum in Athletic Training II. 2

Hours. This course is designed to continue where Practicum I (HPER-209) discontinues with the day-to-day operation of the athletic training room including outside computer assignments. Intended audience includes: athletic trainers, health/physical education majors, coaches, managers and sport/fitness people. Prerequisite: Practicum in Athletic Training I.

### HPER-270. Basic Prevention and Care of Athletic Injuries. 3 Hours.

This course is designed to study the principles and practices in prevention, management and rehabilitation of common, minor athletic injuries. Prerequisite: Introduction to Athletic Training is required. Anatomy and Physiology, Practicum in Athletic Training I and First Aid are suggested.

# AUTO COLLISION REPAIR TECHNOLOGY

This curriculum helps the student understand how the automobile is built and what tools and equipment are needed to repair it. The program provides experience working on wrecked or damaged vehicles, providing situations found in a typical collision repair shop for hands-on experience. The student learns various techniques used to restore a damaged vehicle to its pre-accident condition. This training provides the competence needed to become a technician in the field.

## Recommended Courses

(Secondary and Postsecondary Programs)

		Credit Hrs
ACRT-105	Collision Repair Safety	1
ACRT-110	Paint & Refinishing I	3
ACRT-120	Non-Structural A & D Repair I	4
ACRT-125	Structural A & D Repair I	2
ACRT-107	Shop Math & Communications I	2
ACRT-145	Mechanical & Electrical	3
ACRT-130	Paint & Refinishing II	3
ACRT-135	Non-Structural A & D Repair II	4
ACRT-140	Structural A & D Repair II	2
ACRT-217	Shop Math & Communications II	2
ACRT-150	Paint & Refinishing III	3
ACRT-155	Non-Structural A & D Repair III	4
ACRT-160	Structural A & D Repair III	3
ACRT-170	Paint & Refinishing IV	4
ACRT-180	Non-Structural A & D Repair IV	5
ACRT-190	Structural A & D Repair IV	3
ACRT-207	On-the-Job Training (OJT or OJT Equivalent)	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## COURSE DESCRIPTIONS

**ACRT-105. Collision Repair Safety.** 1 Hour (15 Contact Hours). This course covers the rules regarding safety in the use of hand and power tools.

**ACRT-107. Shop Math and Communications I.** 2 Hours (45 Contact Hours). This course teaches the skills necessary to measure and mix paint, and to estimate basic shop materials costs.

**ACRT-110. Paint & Refinishing I.** 3 Hours. Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: identify safety and personal health hazards according to OSHA guidelines and the 'Right to Know' law; determine the different types of substrates and sanding materials relevant to autobody surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacturer specifications of metal treatments and primers; distinguish among the various types of spray guns and equipment; explore various paint codes and specifications for use; Identify the various paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify final detail procedures.

**ACRT-120. Non-Structural A & D Repair I.** 4 Hours. Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: explore the components of safety pertaining to auto collision and repair; explore the parts and construction of vehicles; explore opportunities in the auto collision industry; identify metal straightening techniques; identify the application and use of body fillers; demonstrate proper use, set-up and storage of welding equipment; distinguish between weldable and non-weldable materials; demonstrate fundamental industry standard recommended welds; identify plastics and adhesives used in automotive industry; explain the general purpose of damage, estimation and repair orders; explore the processes required for outer body panel repairs, replacements and adjustments; and demonstrate fundamental cutting procedures.

**ACRT-125. Structural A & D Repair I.** 2 Hours. Through a variety of classroom and/or lab/shop learning and assessment activities, students in this course will: identify measuring procedures; analyze the basic structural damage conditions; identify the safety requirements pertaining to structural damage repair; analyze frame repair methods; analyze unibody inspection and measurement and identify procedures of welding for structural repair.

**ACRT-130. Paint & Refinishing II.** 3 Hours. Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: select proper personal protective equipment; perform proper shop operations according to OSHA Guidelines;



remove paint coatings; apply corrosion resistant coatings; demonstrate proper spray gun operation and cleaning procedures; select proper painting and substrate materials for projects; analyze paint defects, causes and cures; repair paint defects; measure paint mil thickness; and determine final detail procedures for given projects.

**ACRT-135. Non-Structural A & D Repair II. 4 Hours.** Through a variety of classroom and/or lab/shop learning and assessment activities, students in this course will: identify trim and hardware to be protected; examine what to consider when working with movable glass; perform outer body panel repairs; Perform outer body replacements and adjustments; Perform metal straightening techniques; Perform body filling techniques; Perform metal finishing techniques; Use welding procedures in non-structural damage repair; Distinguish between mechanical and electrical components; apply safety standards for the collision repair industry; use cutting procedures in non-structural damage repair; and determine procedures necessary for working with plastics and adhesives.

**ACRT-140. Structural A & D Repair II. 2 Hours.** Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: apply safety requirements pertaining to structural damage repair; analyze frame inspection and repair procedures; determine direct and indirect damage for structural repair; analyze unibody inspection, measurement, and repair procedures; perform welding techniques for structural repair; and identify cutting procedures for structural repair.

**ACRT-145. Mechanical & Electrical. 3 Hours.** Through classroom and/or lab/shop learning and assessment activities, in this course students will: determine how to diagnose steering and suspension; diagnose electrical concerns; complete headlamp and fog/driving lamp assemblies and repairs; demonstrate self-grounding procedures for handling electronic components; determine diagnosis, inspection and service needs for brake system hydraulic components; examine components of heating and air conditioning systems; determine the inspection, service and repair needs for collision damaged cooling system components; distinguish between the under car components and systems; and determine the diagnosis, inspection and service requirements of active and passive restraint systems

**ACRT-150. Paint & Refinishing III. 3 Hours.** Through a variety of learning and/or shop/lab learning and assessment activities, students in this course will:

identify safety and personal health hazards according to OSHA guidelines and the "Right to Know" law; determine the different types of substrates and sanding materials relevant to autobody surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacturer specifications of metal treatments and primers; distinguish among the various types of spray guns and equipment; explore various paint codes and specifications for use; identify the various paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify final detail procedures.

**ACRT-155. Non-Structural A & D Repair III. 4 Hours.** Through a variety of classroom and/or lab/shop learning and assessment activities, students in this course will: remove and install trim and hardware; determine process and procedures necessary for movable glass repair; repair outer body panel; replace and adjust outer body panels; remove and install mechanical and electrical components; demonstrate safety protocol appropriate for the auto repair setting; perform intermediate welding skills on non-structural damage repairs; and perform plastic and adhesive repairs.

**ACRT-160. Structural A & D Repair III. 3 Hours.** Through a variety of classroom and/or shop learning and assessment activities, students in this course will: apply safety requirements pertaining to structural damage repair; perform welding and cutting techniques for structural repair; diagnose unibody direct and indirect damage; apply unibody inspection and measurement procedures; apply unibody repair procedures; apply frame inspection and measurement procedures; apply frame repair procedures; and remove fixed glass.

**ACRT-170. Paint & Refinishing IV. 4 Hours.** Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: apply exemplary safety procedures in all areas of auto body painting and refinishing; perform proper cleaning procedures for a refinish; prepare adjacent panels for blending; prepare plastic panels for refinishing; protect all non-finished areas of vehicle; operate high and low volume/pressure spray gun operations for painting and refinishing; perform all paint system applications on an automobile; apply appropriate paint color matching and mixing procedures; tint color using formula to achieve a blendable match; explore the causes, effects and correction of buffing-related imperfections; explore the causes, effects and correction of pigment flotation; measure mil thickness; apply decals, transfers, tapes, woodgrains, pinstripes to an automobile; apply buffing

and polishing techniques to remove defects; apply cleaning techniques to automobile interior, exterior, glass and body openings; and remove overspray.

**ACRT-180. Non-Structural A & D Repair IV.** 5 Hours. Through a variety of classroom and shop/lab learning and assessment activities, students in this course will: remove trim and hardware; install trim and hardware; repair movable glass; protect adjacent body panels; repair outer body panel; replace outer body panels; adjust outer body panels; replace mechanical and electrical components; demonstrate safety protocol appropriate for the auto repair setting, perform welding skills on non-structural damage repairs; and perform plastic and adhesive repairs.

**ACRT-190. Structural A & D Repair IV.** 3 Hours. Through a variety of classroom and lab/shop learning and assessment activities, students in this course will: apply safety requirements pertaining to structural damage repair; perform advanced welding and cutting techniques for structural repair; perform inspection and measurement of unibody for structural repair; repair unibody direct and indirect damage; perform frame inspection and measurement procedures; repair frame to industry standards; and remove and install fixed glass.

**ACRT-207. On-the-Job Training (OJT or OJT Equivalent).** 3 Hours. Students demonstrating excellent attendance, attitude and mastery of core curriculum competencies may be considered for on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class attendance is also required.

**ACRT-217. Shop Math and Communications II.** 2 Hours. This course introduces the student to the math involved in estimating damage and use of collision repair manuals, as well as that math used for collision repair shop operations.

**CONT-100. Automotive Collision Repair Applications.** Up to 4 Hours. This course is designed to provide practical hands-on applications of the Auto Collision Repair industry, this course provides students with an opportunity to gain knowledge and develop skills in the field. This is a short course focused on current automotive collision repair techniques and application.

# AUTOMOTIVE SERVICE TECHNOLOGY

Classes are offered in a modern facility comparable to professional shops using the latest diagnostic and test equipment. Students receive technical training to go into the automotive industry as entry-level service and diagnostic technicians. Through hands-on training in a shop environment and comprehensive classroom instruction, students learn to repair the complex electrical and computerized systems of today's automobiles and light trucks. Training is tailored to prepare the students for ASE certification tests.

## Recommended Courses

(Secondary and Postsecondary Programs)

	Credit Hrs
ASTC-109 Brakes 1	3
ASTC-237 Brakes 2	5
ASTC-107 Shop Math & Communications 1	2
ASTC-133 Steering and Suspension 1	5
ASTC-233 Steering and Suspension 2	5
ASTC-122 Engine Performance 1	3
ASTC-280 Engine Performance 2	6
ASTC-140 Electrical Systems 1	3
ASTC-223 Electrical Systems 2	6
ASTC-217 Shop Math & Communications 2	2
ASTC-160 Automotive Heating and Air Conditioning	4
ASTC-150 Engine Repair	4
ASTC-170 Automatic Transmission	4
ASTC-207 On-the-Job Training (OJT or OJT Equivalent)	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

### ASTC-107 Shop Math and Communications

**I. 2 Hours.** The basics of written communication, shop math, geometry and reading are taught using computerized software and classroom instruction. Work ethics are also addressed.

**ASTC-109. Brakes 1. 3 Hours.** In this course students will perform system pressure and travel calculations utilizing Pascal's Law; Complete

service work orders; Determine appropriate system pressure tests utilizing service specifications; Determine brake system concerns and necessary actions; Diagnose poor stopping, pulling or dragging concerns caused by malfunctions in the hydraulic system; Determine how to inspect, fabricate and/or replace brake lines and hoses; Determine the service specifications pertaining to the removal, cleaning and refinishing procedures on brake drums; Apply drum brake repair and replacement procedures; Diagnose poor stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns on disc-brake vehicles; Determine disc brake repair and replacement procedures; Determine how to caliper piston retractions; Diagnose wheel bearing noise, wheel shimmy and vibration concerns; Determine how to remove, inspect and replace bearing and hub assemblies through a variety of classroom and lab/shop learning and assessment activities.

**ASTC-122. Engine Performance 1. 3 Hours.** In this learning plan students will: complete work order and check history; identify engine mechanical integrity; explore the fundamentals of fuel system theory; identify fuel system concerns; explore the fundamentals of ignition theory; identify ignition system concerns; identify induction system concerns; identify exhaust system concerns; identify engine mechanical integrity through a variety of learning and assessment activities.

**ASTC-133. Steering and Suspension 1. 5 Hours.** This course is designed to provide theory and principles of operation of the automotive chassis and steering systems. Students will be provided specialized training in chassis repair with diagnosis and safety procedures. Four-wheel alignment will be taught.

**ASTC-140. Electrical Systems 1. 3 Hours.** In this course students will: Complete service work orders; describe the relationship between voltage, ohms and amperage; perform basic electrical circuit repairs; identify electrical system faults; identify basic wiring diagram symbols, components, and legend information; perform basic electrical circuit measurements using a DVOM; describe basic circuit characteristics of series, parallel and series parallel circuits through a variety of classroom and shop learning and assessment activities.

**ASTC-150. Engine Repair. 6 Hours.** This course is designed to provide theory of operation, diagnostic procedures, maintenance, and rebuilding procedures of

automotive engines. Instruction includes valve grinding, installation of cam bearings, fitting rod and main bearings, and safety procedures.

**ASTC-160. Automotive Heating & Air Conditioning.** 4 Hours. This course is designed to teach the student safety, principles of operation, diagnosis, repair procedures and servicing of heating and air conditioning systems.

**ASTC-170. Automatic Transmission.** 4 Hours. This course is designed to train the student in theory, safety, diagnosis, and repair of automatic transmissions and transaxles. Instruction in operation, diagnosis, and repair of automatic transmission will be offered in this course.

**ASTC-207. On-the-Job Training (OJT or OJT Equivalent).** 3 Hours. Students demonstrating excellent attendance, attitude and mastery of core curriculum competencies may be considered for on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class attendance is also required.

**ASTC-217 Shop Math and Communications II.** 2 Hours. Work ethics, customer communication, employability, resume writing, job applications, and interviewing techniques are taught to aid the student in successfully competing for an automotive service entry-level position.

**ASTC-223. Electrical Systems 2.** 6 Hours. This course is a continuation of Electrical Systems 1. The student will learn and apply safety, basic theory of electricity, how to read and interpret wiring diagrams and how to diagnose and repair individual electrical systems on vehicles. These systems include batteries, starting, charging, lights, horn, electric windows, power seats, and all other electrical systems installed on vehicles.

**ASTC-233. Steering and Suspension 2.** 5 Hours. This course is designed to provide theory and principles of operation of the automotive chassis and steering systems. Students will be provided specialized training in chassis repair with diagnosis and safety procedures. Four-wheel alignment will be taught.

**ASTC-237. Brakes 2.** 5 Hours. The student will learn safety, theory, service and repair of automotive brake systems and their components. Emphasis is on hydraulic and antilock brake systems (ABS) including the repair of master cylinders and brake boosters, caliper

rebuild, and brake drum and rotor machining.

**ASTC-280. Engine Performance 2.** 6 Hours. This course is a continuation of Engine Performance 1. Students will learn and apply safety, theory and procedures to properly diagnose and repair problems that may exist in the fuel, ignition, exhaust, emission control and electronically controlled ignition and computerized systems. Emphasis is placed on developing a comprehensive understanding of all electronic components and systems with special emphasis on problem diagnosis.

**CONT-110. Automotive Technology Applications.** Up to 4 Hours. Designed to provide practical hands-on applications of the Automotive Service repair industry, this course provides students with an opportunity to gain knowledge and develop skills in the field. This is a short course focused on current automotive service repair applications.

**CONT-115. Small Engine Repair.** 3 hours. The course provides students with an opportunity to troubleshoot and repair problems with small engines found in a variety of applications, including lawn mowers, tillers, weed-eaters, and motorcycles. This is a short course focused on hands-on troubleshooting and repair.

# BIOLOGY

This program area provides general instruction in the life sciences to prepare students for transfer programs in a wide variety of fields, including biology, environmental science, and medical sciences.

A student's class choices should be chosen with their area of emphasis and transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

Recommended Courses		Credit
		Hrs
BIOL-101	General Biology	5
BIOL-206	Biology I: Cellular & Molecular Biology	5
BIOL-208	Biology II: Organismic Biology	5
BIOL-203	Anatomy and Physiology	5
BIOL-204	Microbiology	5

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**BIOL-101. General Biology.** 5 Hours. This is an introductory course designed to teach the relationship of humans to other living things, as well as the basic chemistry, physics and physiology associated with living things. This course is appropriate for both majors and non-majors who wish to further their education concerning life (bios) in general. The course includes three credit hours of lecture and two credit hours of lab.

**BIOL-103. Environmental Science.** 5 Hours. A basic ecological approach to the diversity of life forms in various environments, and the impacts of human activities on these environments will be studied. Causes of and solutions to air and water pollution, soil erosion and pest problems, loss of biodiversity, deforestation, energy depletion and possible climate changes are featured. It includes discussion of remedy techniques, risk assessment and environmental legislation. Laboratory activities and field trips demonstrate principles discussed in class. The course includes three

credit hours of lecture and two credit hours of lab.

**BIOL-105. Principles of Heredity.** 3 Hours. This course focuses on the laws and theories of heredity with emphasis on man. It will include the study of the structure and function of genes and the process by which genes are transferred from one generation to the next.

**BIOL-111. Wildlife Biology.** 3 Hours. An introduction to important wild mammal, bird and fish species and the ecological principles upon which wildlife conservation management is based. Habitat needs and manipulations, animal behavior, hunting and fishing regulations and protection of endangered wildlife are included. Three hours lecture per week, plus 8 two-hour field studies of wildlife in various habitats. Offered as needed.

**BIOL-113. Environmental Science: Honors.** 5 Hours. A basic ecological approach to the diversity of life forms in various environments, and the impacts of human activities on these environments will be studied. Causes of and solutions to air and water pollution, soil erosion and pest problems, loss of biodiversity, deforestation, energy depletion and possible climate changes are featured. It includes discussion of remediation techniques, risk assessment and environmental legislation. Laboratory activities and field trips demonstrate principles discussed in class. Students will read and discuss various conflicting opinions on environmental problems and solutions. The course includes three credit hours of lecture and two credit hours of lab. Prerequisites: Enrollees must be members of the CCC Honors Program, or obtain permission from the Honors Program Coordinator.

**BIOL-203. Anatomy and Physiology.** 5 Hours. This course covers the study of the structure and functions of the parts of the human body. The course includes three credit hours of lecture and two credit hours of lab. Prerequisite: General Biology or permission of instructor.

**BIOL-204. Microbiology.** 5 Hours. This is a beginning course in the study of microorganisms, designed to acquaint the student with various forms of bacteria, fungi, protozoa and algae. Morphology, life cycles, metabolism and economic importance of microorganisms are stressed. The course includes three credit hours of lecture and two credit hours of prerequisite: General Biology or permission of the



instructor.

**BIOL-205. Field Biology.** 3 Hours. This course uses lecture and field techniques used in classification, identification and ecology of the regional flora, fauna and geological features of the region. Field work will also concentrate on study of fresh water systems including field studies of bacteria, fungi and parasites and the significance of the various groups. Methods of collection and treating specimens for isolation will be included.

**BIOL-206. Biology I: Cellular and Molecular Biology.** 5 Hours. This is the first in a series of two introductory biology classes designed for majors to fulfill an introductory biology requirement. Coursework includes the study of basic biological principles, basic chemistry, cell structures and functions, metabolism, photosynthesis, cellular reproduction, genetics, and biotechnology. By studying these areas, the student is exposed to the major fields of biological study.

**BIOL-208. Biology II: Organismic Biology.** 5 Hours. This is the second in a series of introductory biology classes designed for majors to fulfill their introductory biology requirement. Coursework includes the study of evolution, behavior and ecology, the diversity of life, and plant structure and function. By studying these areas, the student is exposed to the major fields of biological study. Prerequisite: Biology I: Cellular and Molecular Biology or permission of instructor.

**BIOL-210. Pathophysiology.** 3 Hours. This course is designed for the study of the human body. Aspects specifically covered in this course will include the body functions and abnormalities resulting from various human diseases. Prerequisite: General Biology or permission of instructor.



# BUSINESS ADMINISTRATION

This program is focused on exposing students to basic business concepts to prepare students for transfer to a four-year institution to major in business administration, accounting economics, business management, or marketing. Students may also select a two-year option to develop basic skills and knowledge about business to prepare for immediate employment opportunities.

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Recommended Courses

		Credit Hrs
BUSN-116	Fundamentals of Business	3
BUSN-171	Financial Accounting	3
BUSN-221	Managerial Accounting	3
ECON-205	Principles of Macroeconomics	3
ECON-206	Principles of Microeconomics	3
MATH-250	Elementary Statistics	3
BUSN-220	Business Communications	3

## Any one of the following:

COMP-161	Computer Information Systems	3
COMP-162	Computer Concepts and Applications	3
COMP-195	Principles of Web Page Design	3

## Additional Transfer Courses

BUSN-154	Computerized Accounting	3
BUSN-230	Intermediate Accounting I	3
BUSN-260	Business Law I	3
BUSN-114	Principles of Management	3
BUSN-117	Small Business Management	3
BUSN-250	Human Resource Management	3
BUSN-201	Psychology of Business	3
BUSN-175	Introduction to Leadership	3
BUSN-202	Marketing	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**BUSN-114. Principles of Management.** 3 Hours. An analysis of the techniques of management, this course covers the basic management principles of planning, organizing, staffing and controlling.

**BUSN-116. Fundamentals of Business.** 3 Hours. This is a survey of the organization, principles and practices of the business world. This course is designed to provide a general view of the field as a whole and to serve as a foundation for specialized business courses.

**BUSN-119. Personal Finance.** 3 Hours. This course is designed for the non-accounting major. It takes a consumer's view of daily financial issues. It includes preparing personal financial statements, managing credit, and describing the importance of investing to build wealth.

**BUSN-133. Business Math.** 3 Hours. This course is designed for all business students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems.

**BUSN-137. Small Business Management.** 3 Hours. This course develops basic skills necessary to operate a small business within the highly competitive society of today's business world. Emphasis is placed on the responsibilities and procedures encountered in operating a small business. Specific areas covered will be: classifications, types, location, financing, market information, sales promotion, merchandising, controls, credit, buying, pricing and personnel selection and policies.

**BUSN-154. Computerized Accounting.** 3 Hours. This course is designed to teach how the computer can be used as an accounting tool. It is not intended to teach any new accounting concepts, but rather how accounting procedures can be applied through computer applications with the use of a general ledger software package. Also included are modules for accounts receivable and payable, payroll and asset management. Prerequisite: Financial Accounting or permission of instructor.

**BUSN-163. Introduction to Sports Marketing.** 3 Hours. This course provides the fundamental skills and techniques needed to successfully plan and implement sports publicity and marketing.

**BUSN-171. Financial Accounting.** 3 Hours. This course is an introduction to basic accounting concepts and includes the collecting, recording and reporting of data. This course will also introduce corporations. This course is for students with little or no prior knowledge of accounting and will benefit career development of students from all disciplines.

**BUSN-175. Introduction to Leadership.** 3 Hours. An analysis of the theories of leadership, this course covers the basic leadership principles of vision, goal setting, decision making, time management, empowering, delegating, initiating change, ethics and the leader's role in the community.

**BUSN-201. Psychology of Business.** 3 Hours. This is a study of business situations involving people and techniques and how to solve problems and conflict. This course will provide the fundamental human relations skills necessary for business management.

**BUSN-202. Marketing.** 3 Hours. This course is an integrated and analytical approach to the study of the marketing function. It includes the means and methods of marketing policies, flow of goods, government influence and trends in the marketplace. Emphasis will be placed on the 4 P's of marketing - product, price, place and promotion.

**BUSN-220. Business Communications.** 3 Hours. This course covers how to communicate in writing as well as orally and nonverbally. The fundamentals of how to write the different types of business letters, memos, reports, e-mail and web writing will be covered.

**BUSN-221. Managerial Accounting.** 3 Hours. This course uses accounting information in the financial decision-making process. It is for the student who already has some background on how financial information is collected and reported. This course is designed to teach students how to use financial information as a management tool. Prerequisite: Financial Accounting or consent of instructor.

**BUSN-230. Intermediate Accounting I.** 3 Hours. This course is for students who have taken Financial Accounting. It teaches students to take these financial

concepts and apply them to reporting and investment decisions. Prerequisite: Financial Accounting.

**BUSN-250. Human Resource Management.** 3 Hours. This course provides an overview of the Human Resource Management field. Major topics include human resource planning, job analysis, recruitment, staffing, training, compensation and benefits, labor relations, diversity and ethics.

**BUSN-260. Business Law I.** 3 Hours. This course provides an introduction to basic principles of law and the American legal system with emphasis on business applications. Topics covered will include contracts, bailments and negotiable instruments.

**BUSN-265. Business Law II.** 3 Hours. This course is a continuation of material covered in Business Law I. It will provide students with basic business law principles that can be applied in daily business transactions. Topics covered will include agency and employment law, structure of business organizations, commercial paper, credit transactions and government regulations pertaining to business transactions. Prerequisite: Business Law I.

**BUSN-270. Intermediate Accounting II.** 3 Hours. This course is for students who have taken Financial Accounting and Intermediate Accounting I. It teaches students to take these financial concepts and apply them to reporting and investment decisions. Prerequisite: Intermediate Accounting I.

**COMP-161. Computer Information Systems.** 3 Hours. This is a theory course designed to introduce students to the history, terminology and applications of computers. The student will learn the fundamentals of Windows along with many of the application software programs including spreadsheets, word processing, databases and presentation software. The fundamentals of computer programming will also be studied as well as the different programming languages currently being used in industry.

**COMP-162. Computer Concepts and Applications.** 3 Hours. This course provides an introduction to computer concepts and terminology, information technology, and software applications used in business and industry. Included are word processing, spreadsheets, databases, and presentation management.

**ECON-205. Principles of Macroeconomics.** 3 Hours. This course is a study of macroeconomic analysis. Topics include contemporary issues such as inflation,

unemployment, economic growth and how public policy deals with them.

**ECON-206. Principles of Microeconomics.** 3 Hours.

This course is a study of microeconomic analysis.

Topics include consumer and firm behavior, competitive pricing, monopoly power and international trade.

**NALS-190. Introduction to Tribal Leadership.**

3 Hours. This course provides an overview of the fundamentals, actions and characteristics of great leaders described in the academic literature. It focuses on the progression from self, effective group and team participation, leadership fundamentals leading to the creation of a legacy. Examples from successful businesses, the social sector, government and tribal entities and religious institutions are presented. The course also presents the fundamentals of collecting, evaluating and presenting ideas and information using a Socratic-thesis format necessary to leading effectively in a formal group setting.

# BUSINESS AND COMPUTER TECHNOLOGY

The Business and Computer Technology program is offered on the Coffeyville and Columbus Technical Campuses. The programs provide intensive, hands-on training with up-to-date computer applications used in many business environments.

The Columbus technical campus offers Administrative Assistant, and Business Graphics Specialist options, while the Coffeyville Technical campus offers the Medical Administrative Specialist option. CCC offers challenging, technology-oriented business courses for today's high-tech society.

The program offers a one-year certificate as well as a two-year associate degree option. This Microsoft Office User Specialist (MOS) training provides a foundation for graduates to join the workforce in entry-level positions as valuable assets to their employers and assures an employer that a student has obtained the skills, knowledge, and dedication to perform with excellence.

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Core Requirements for Administrative Assistant and Business Graphics Specialist

### (Secondary and Postsecondary Programs)

	Credit Hrs
BCTC 113 - Business Procedures I	5
BCTC 111 - Word Processing I	3
or	
COMP 162- Computer Concepts & Applications	
BCTC 119 - Word Processing II	4
BCTC 123 - Business Procedures II	5
BCTC 141 - Presentation Software I	3
BCTC 150 - Presentation Software II	4
BCTC 143 - Business Procedures III	5
BCTC 173 - Business Procedures IV	5
<b>TOTAL</b>	<b>34</b>

### Elective Specialty Blocks (Minimum 1 Required)

Administrative Assistant Option	14-17
Business Graphics Specialist	14-18
Medical Administrative Specialist	15-18

## Recommended Administrative Assistant Courses

BCTC-160	Spreadsheet Applications I	3
BCTC-175	Spreadsheet Applications II	4
BCTC-215	Database Management I	3
BCTC-226	Database Management II	4
BCTC-207	On-the-Job Training (OJT or OJT Equivalent)	3
<b>TOTAL</b>		<b>17</b>

## Recommended Business Graphics Specialist Courses

BCTC-251	Desktop Publishing Software I	3
BCTC-252	Desktop Publishing Software II	4
BCTC-275	Document Layout and Design	3
BCTC-184	Basic Web Page Design	4
BCTC-207	On-the-Job Training (OJT or OJT Equivalent)	3
<b>TOTAL</b>		<b>17</b>

## Core Medical Administrative Specialist Courses

BCTC-113	Business Procedures I	5
BCTC 111 - Word Processing I		3
or		
COMP 162-	Computer Concepts & Applications	3
BCTC-119	Word Processing II	4
BCTC-123	Business Procedures II	5
BCTC-160	Spreadsheet Applications I	3
BCTC 175	Spreadsheet Applications II	4
BUSN-154	Computerized Accounting	3
<b>TOTAL</b>		<b>27</b>

## Recommended Medical Administrative Specialist Courses

BCTC-220	Medical Machine Transcription	3
MEDA-110	Insurance, Billing and Coding	3
MEDA-160	Medical Terminology	3
MEDA-180	Human Body in Health and Disease	3
MEDA-100	Medical Professional Issues	2
MEDA-150	Medical Administrative Aspects	4
BCTC-207	On-the-Job Training (OJT or OJT Equivalent)	3
<b>TOTAL</b>		<b>21</b>

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64

credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**BCTC-111. Word Processing I.** 3 Hours. This course is designed to provide students with an orientation to word processing concepts including hands-on applications and skill development. Students will use Microsoft Word as the primary course software for exploration in word processing. Course will prepare students for testing to become Microsoft Office Specialist (MOS) certified in Word Specialist.

**BCTC-113. Business Procedures I.** 5 Hours. This course covers competencies in Administrative Assistant I and Business Document Production. This world demands that the administrative professional have not only technology skills but also a broad range of human relation skills (including verbal and written communication) and critical-thinking skills. Due to the ever-changing nature of our world, the administrative professional must also commit to continual learning. By using and learning from the broad range of activities presented in this course, you will be better equipped to meet the demands of that world.

**BCTC-119. Word Processing II.** 4 hours. An advanced course including mail-merge features in word processing (merging documents, sorting, and selecting data), importing/exporting documents, advanced macros and XML. The use of templates, styles, tables, columns, and other beyond-the-basic word processing features will also be covered. Students will use Microsoft Word as the primary course software for exploration in word processing. Course will prepare students for testing to become Microsoft Office Specialist (MOS) certified in Word Expert.

**BCTC-145. Accounting for Small Business (Practice Simulation).** 3 Hours. This course reinforces skills learned in Introduction to Computerized Accounting Software. Students will develop and maintain a simple set of books to strengthen learning.

**BCTC-123. Business Procedures II.** 5 Hours. This course introduces a variety of units to provide the student with critical thinking skills in the area of accessing and managing information, and the transfer of learned concepts. A variety of units will be covered, including Business Mathematics and Computer Literacy.

**BCTC-141. Presentation Software I.** 3 Hours (85 Contact Hours). This course covers the creation of professional quality slide presentations. Students will create computer based slide presentations, transparencies, 35mm slides, audience handouts, and speaker notes. Use of templates, pictures, charts, sound & video will also be included. Students will use Microsoft PowerPoint as the primary course software for exploration in word processing. Course will prepare students for testing to become Microsoft Office Specialist (MOS) certified in PowerPoint.

**BCTC-143. Business Procedures III.** 5 Hours. This world demands that the administrative professional have not only technology skills but also a broad range of human relation skills (including verbal and written communication) and critical-thinking skills. Due to the ever-changing nature of our world, the administrative professional must also commit to continual learning. By using and learning from the broad range of activities presented in this course, you will be better equipped to meet the demands of that world. Getting and keeping a job requires the ability to communicate effectively and efficiently in many different situations. This course will help prepare you to meet these communication necessities through business communications. Business English will provide the opportunity to learn how to communicate effectively in the business world. As a continuation to the foundations of developing sentences and paragraphs, students will learn the appropriate approach to capture the message necessary for effective communication

**BCTC-150. Presentation Software II.** 4 Hours (105 Contact Hours). This course covers the creation of professional quality slide presentations. Students will create advanced computer based slide presentations, transparencies, 35mm slides, audience handouts, and speaker notes. Use of templates, pictures, charts, sound & video will also be included. Course will prepare students for testing to become Microsoft Office Specialist (MOS) certified in PowerPoint.

**BCTC-160. Spreadsheet Applications I.** 3 Hours. This course covers beginning software training in the utilization of Microsoft Excel for integrating activities that are experienced in the workplace. Students will prepare for testing at the beginning level of certification in Microsoft Office Specialist in Excel.

**BCTC-173. Business Procedures IV.** 5 Hours. This course will prepare students to use appropriate and successful strategies for seeking and obtaining employment. Students will identify their personality



type, interests, skills and values; define goals for their lives; and match themselves to career and educational goals and plans. Participants will plan a job search, create a resume, write a cover letter, build a professional profile, write a letter of application, and prepare for and practice a job interview. Students will explore workplace ethics, cultural differences, and social behaviors in business settings.

**BCTC-175. Spreadsheet Applications II.** 4 Hours.

This course covers expert level software training in the utilization of Microsoft Excel for integrating activities that are experienced in the workplace. Students will prepare for testing at the advanced level of certification in Microsoft Office Specialist in Excel.

**BCTC-184. Basic Web Page Design.** 4 Hours. This is an introductory course in Web Page Design. The course will provide students with a strong understanding of web design principles in the planning, building and maintaining of web pages and a web site. Students will design and create web pages using web page editing/publishing software and create and edit graphic images for web pages using image editing software. Upon completion of course, students should be able to apply principles of good web page design and style. Prerequisite: Permission of the instructor.

**BCTC-207. On-the-Job Training (OJT or OJT Equivalent).** Up to 4 Hours. Students demonstrating excellent attendance, attitude and mastery of core curriculum competencies may be considered for on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class attendance is also required.

**BCTC-215. Database Management I.** 3 Hours.

This course is designed to provide students with an orientation to database concepts including hands-on applications and skill development. Students will use Microsoft Access as the primary course software for exploration in database production. Course will prepare students for testing to become Microsoft Office User Specialist (MOUS) certified in Access Specialist.

**BCTC-220. Medical Machine Transcriptions.** 3

urs. This course prepares a student to become a transcriptionist in medical offices, clinics, hospitals and other health facilities. Through 60 prerecorded exercises students become familiar with the following areas of medical transcription: history and physical reports, radiology, operations, pathology, discharge summaries and autopsies. Prerequisite: Medical Terminology I.

**BCTC-226. Database Management II.** 4 Hours

(105 Contact Hours). This course is designed to provide students with hands-on applications and skill development in database concepts. As a continuation, the advanced features of Access will be addressed so students will gain knowledge of how to best use the advanced features helping to build databases that can support a business well into the future. Features such as customizing forms, pivot tables, pivot charts, indexes, and security levels, encrypting, and importing data from other software as well. Students will use Microsoft Access as the primary course software for exploration in database production. Course will prepare students for testing to become Microsoft Office User Specialist (MOUS) certified in Access Expert.

**BCTC-230. Medical Office Procedures.** 6 Hours

This course introduces students to Insurance Forms Preparation, ICD-9/CPT-4 Coding and completion of Medical Office Simulations.

**BCTC-251. Desktop Publishing Software I.** 3 Hours.

This course will expose students to a comprehensive understanding of Adobe Photoshop. Students will develop creative projects through concise instructions, and complete coverage of basic to advanced Photoshop skills to help students create dynamic Photoshop art.

**BCTC-252. Desktop Publishing Software II.** 4 Hours.

This course will expose students to a comprehensive understanding of Adobe Photoshop. Students will develop creative projects through concise instructions, and complete coverage of advanced Photoshop skills to help students create dynamic Photoshop art.

**BCTC-275. Document Layout & Design.** 3 Hours.

This course is an introduction to computer applications and systems that are used in the production of printed media. A variety of software packages will be used to produce professional quality documents. Students will learn to analyze, critique and improve graphic design and layout to communicate a message. Prerequisite: Computer applications I.

**CONT-120. Business/Computer Applications.** Up

to 4 Hours. In this course students receive hands-on experience and will learn relevant software and computer applications. This is a short course focused on current Business/Computer software applications. applications with the use of a general ledger software package. Also included are modules for accounts receivable and payable, payroll and asset management. Prerequisite: Financial Accounting or permission of instructor.



# CHEMISTRY

The recommended program emphasis courses of the chemistry major will transfer to a bachelor's degree program at most Regents institutions. A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Recommended Courses

	Credit Hrs
MATH-115 Calculus with Analytic Geometry I	5
MATH-120 Calculus with Analytic Geometry II	5
MATH-201 Calculus with Analytic Geometry III	3
CHEM-103 Principles of Chemistry I	5
CHEM-104 Principles of Chemistry II and Qualitative Analysis	5
CHEM-201 Organic Chemistry	5
PHYS-203 College Physics I	5
PHYS-204 College Physics II	5
A computer programming course	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**CHEM-101. Fundamentals of Chemistry.** 5 Hours. This course is designed for non-majors in science, such as agriculture, nursing, and home economics, who need one semester of college chemistry. It will give students an opportunity to master the fundamental principles of chemistry, and basic techniques in the laboratory. The course includes three credit hours of lecture and two credit hours of lab. Prerequisite: One year of high school algebra, or one semester of algebra at the college level.

**CHEM-103. Principles of Chemistry I.** 5 Hours. This course is designed for science majors, engineers, medically related majors, pharmacy majors, etc. Topics include measurement, atomic theory, periodic properties, formulas, equations, bonding, molecular geometry, solution stoichiometry, gases, solids and liquids. The course includes three credit hours of lecture and two credit hours of lab. Prerequisite: Intermediate Algebra

or equivalent.

**CHEM-104. Principles of Chemistry II and Qualitative Analysis.** 5 Hours. This course is a continuation of Principles of Chemistry I. Topics include oxidation-reduction, acid-bases, kinetics, equilibrium, ionization, solubility product, thermodynamics, electrochemistry, organic and nuclear reactions. The course includes three credit hours of lecture and two credit hours of lab. Prerequisite: Principles of Chemistry I.

**CHEM-201. Organic Chemistry.** 5 Hours. This course is designed for students who need any course in organic chemistry. The topics include hydrocarbons, alcohols, ethers, aldehydes, ketones, acids, amides, amines, stereoisomers, carbohydrates and amino acids. The course includes three credit hours of lecture and two credit hours of lab. Prerequisite: Principles of Chemistry I.

**CHEM-202. Quantitative Analysis.** 5 Hours. Topics include analysis by volumetric, gravimetric, potentiometric and photometric means. The course includes three credit hours of lecture and two credit hours of lab. Prerequisite: Principles of Chemistry II and Qualitative Analysis.

# CONSTRUCTION TECHNOLOGY

Students in the Construction Technology program prepare for career opportunities in the building industry as construction technicians. This nine-month certification program offers academic and hands-on experiences in areas such as construction materials, building design and layout, concrete, basic structural fabrication, and exterior finishes and applications. It is ideal for the person who is interested in working in the residential and commercial building construction field. The course incorporates on-site construction projects to give students valuable hands-on skills and offers testing to ensure national portability of learned skills.

## Recommended Courses (Secondary and Postsecondary Programs)

		Credit Hrs
CNST-103	Introductory Craft Skill	3
CNST-118	Safety Orientation (OSHA 10)	1
CNST-112	Carpentry Basics	4
CNST-116	Blueprints and Building Codes	4
CNST-107	Shop Math & Communications I	2
CNST-190	Survey & Elevations	3
CNST-126	Floors, Walls & Ceiling Framing	4
CNST-151	Windows, Doors & Stairs	3
CNST-136	Roof Framing	3
CNST-230	Exterior Construction	5
CNST-210	Drywall, Insulation & Ventilation	4
CNST-159	Painting, Finishing, & Interior Design	4
CNST-221	Cabinet Installation & Fabrication	4
CNST-180	Interior Construction	4
CNST-207	On-the-Job Training (OJT or OJT Equivalent)	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**CNST-103. Introductory Craft Skill.** 3 Hours. This is a required course for all students entering the Building Trades Program. The intent of this course is to introduce the students to the construction trades. It is very

important for every student to learn the proper way to conduct themselves while in the shop or on the job site. This course will cover shop safety, (Shop and Job Site), tool safety (Hand and Power tools), personal protective devices, protective railings, proper storage and handling of construction materials, construction drawings, basic math skills, basic communication and employability skills.

**CNST-107. Shop Math and Communications I.** 2 Hours. Basic technical math and work ethics are taught utilizing various sources. The math skills applicable to checking accounts, gross earnings, payroll deductions, employee compensations and personal finance are covered. Prerequisite: COMPASS testing.

**CNST-112. Carpentry Basics.** 4 Hours. The intent of this course is to teach the students history of the construction trade, building materials, hand and power tools and reading plans and elevations. It also describes the apprentice program and career opportunities, different fasteners and adhesives.

**CNST-116. Blueprints and Building Codes.** 4 Hours. This course identifies the importance of accurately reading blueprints and integrates current building codes and zoning ordinances in building construction. Students are instructed in building layout and use variety of measuring, leveling, and lay out of tools.

**CNST-118. Safety Orientation (OSHA 10).** 1 Hours. Students will learn basic OSHA regulations and safety. The students will also learn how to read the OSHA manual properly. This course will stress the importance of PPE, fall protection and hazards, along with other topics.

**CNST-126. Floors, Walls & Ceiling Framing Construction.** 4 Hours. This course will cover laying out and erecting floor, wall and ceiling sections. The emphasis for this course is the understanding of precise layout of studs, sills, floor joist and ceiling members. The student will also learn how to layout partitions, door, and window openings. The student will perform all the layout mentioned above, and know the correct symbols and names of all wall, floor and ceiling components. The student will be introduced to the different methods used for framing buildings and floor framing with an emphasis on the platform, Balloon and post and beam framing method. The tools and materials

used for this type of construction will be covered.

**CNST-136. Roof Framing.** 3 Hours. Students will learn the different types of roofs used in residential and commercial construction. This course is the most demanding of the framing tasks. Unlike floor and wall construction that involve working with straight lines, roofs are sloped requiring the framer to understand and calculate precise angles. The student will learn the names of all the roof parts and how to calculate the angles to achieve a properly constructed roof.

**CNST-151. Windows, Doors & Stairs.** 3 Hours. This course will introduce the student to methods and procedures used in the selection and installation of residential windows, doors and stairs. Students will learn the proper components of windows and doors along with basic stair layout..

**CNST-159. Painting, Finishing, & Interior Design.** 4 Hours. This course focuses on the proper applications and techniques to apply paint, stain, and clear finishes that are commonly used in residential and commercial construction.

**CNST-180. Interior Construction.** 4 Hours. This course will cover the fundamentals of finish interior building construction. This is the final state of the construction process. Students will learn about specialized tools and techniques. This course will cover trimming and installing doors and windows and the appropriate decorative trim and hardware. They will also learn about cold formed steel framing and suspended ceilings.

**CNST-190. Survey & Elevations.** 3 Hours (90 Contact Hours). Students will learn different survey methods and will enable the students to become familiar with surveying, site layout procedures and materials used in construction. Students will learn how to properly use builder's level, transit and laser levels.

**CNST-207. On-the-Job Training (OJT or OJT Equivalent).** 3 Hours (150 Contact Hours). Students demonstrating excellent attendance, attitude and mastery of core curriculum competencies may be considered for on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class attendance is also required.

**CNST-210. Drywall, Insulation, & Ventilation.** 4 Hours (105 Contact Hours). Students will learn to estimate and identify what type of drywall to use. Also

included is how to install, finish, and texture drywall. Proper selection (R-U values) and installation methods are taught. Skills to help calculate proper sizing for ventilation purposes are also included.

**CNST-221. Cabinet Installation and Fabrication.** 4 Hours (105 Contact Hours). The students are exposed to basic cabinet and countertop construction, installation and hardware.

**CNST-230. Exterior Construction.** 5 Hours (140 Contact Hours). This course covers the stage of construction which completes the exterior of the building. The order of installation may be changed but the processes include roofing, housewrap, windows and doors, and siding. These processes typically are occurring at the same time as the trade groups are completing "rough" work in electrical, plumbing, and HVAC.

**CONT-150. Construction Applications.** Up to 4 Hours (0-196 Contact Hours). Designed to provide practical hands-on applications of the Construction industry, this course provides students with an opportunity to gain knowledge and develop skills in the field. This is a short course focused on current Residential Construction applications.

# DIETARY MANAGER

The one-year Dietary Manager program is designed specifically to train members of the dietetic team who function under the close supervision of a registered dietitian and participate in food service operation through assigned tasks. It is for persons currently employed in health care food service. The program includes courses in the theory and experience in food preparation and safety, sanitation, quality control, nutrition, modified diets, personnel management, cost control and ethics.

## Recommended Courses

### (Postsecondary Program Only)

	Credit Hrs
(First Semester)	
DIET-200 Food Facility Management	2
DIET-250 Food Facilities Lab I	5
(Second Semester)	
DIET-150 Patient/Client Nutrition	3
DIET-170 Food Facility Personnel	3
DIET-255 Food Facilities Lab II	2

**DIET-250. Food Facilities Lab I.** 5 Hours (150 Contact Hours). Students will receive hands-on application of theory and practice in food preparation, safety, sanitation, and medical nutrition therapy in a health care food service facility. Prerequisite: High school diploma or GED, and must be employed in the food service department of a healthcare facility.

**DIET-255. Food Facilities Lab II.** 2 Hours (66 Contact Hours). Students will receive hands-on application of theory and practice in food preparation, safety, sanitation, and medical nutrition therapy in a health care food service facility. Prerequisite: High school diploma or GED, and must be employed in the foodservice department of a healthcare facility.

## DESCRIPTION OF COURSES

**DIET-150. Patient/Client Nutrition.** 3 Hours (50 Contact Hours). This course serves as an overview of the theory, observation and supervised application of principles of nutrition and modified diets in a clinical setting. Prerequisite: High school diploma or GED, and must be employed in the food service department of a healthcare facility.

**DIET-170. Food Facility Personnel.** 3 Hours (40 Contact Hours). This course focuses on human resource development and management of food service personnel. Students will learn strategies for hiring, training, supervising and effectively evaluating employees in the food service industry. Prerequisite: High school diploma or GED, and must be employed in the food service department of a healthcare facility.

**DIET-200. Food Facility Management.** 2 Hours (30 Contact Hours). This course will focus on the application of theories and concepts pertaining to the management and operation of a food service facility. Students will learn about quality control, cost control, safety and ethics in the food service industry. Prerequisite: High school diploma or GED, and must be employed in the food service department of a healthcare facility.

# DIGITAL COMMUNICATIONS

This program is designed to prepare students for a career in broadcasting. The course work exposes students to hands-on applications of radio and television concepts and practices through real-life sporting, news, and fine arts performances. Students will learn on computerized digital technology to better prepare them for the broadcasting industry.

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Recommended Courses

	Credit Hrs
COMM-121 Video Principles for Multi-Media	3
COMM-211 Video Production Applications	3
COMM-261 Broadcast Operations	3
COMM-230 Digital Editing	3
COMM-101 Introduction to Mass Communications	3
COMM-151 Introduction to Television Continuity	3
COMM-260 TV Production Practice I	3
COMM-235 Streaming Media for the Web	3
COMM-225 Digital Photography	3
COMM-255 Practical Applications of Graphic Communications	3

## Additional Courses

COMM-262 TV Internship - News	2
COMM-263 TV Internship - Production	2

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**COMM-101. Introduction to Mass Communications.** 3 Hours. This is a three credit hour course focusing on the history and development of print and electronic media, including newspapers, magazines, radio and television. The class will consist of lecture from the required text and videotape presentations dealing with the various forms of mass communications.

**COMM-211. Video Production Applications.** 3 Hours. This course requires self-motivation. The class will be responsible for producing one or more programs for airing on the College cable channel. These programs will run on a regular basis, therefore the students must be dedicated and take their work seriously. There will be some outside reports that will have to be done. Production deadlines are absolute.

**COMM-121. Video Principles for Multi-Media.** 3 Hours. This is a basic course dealing with the disciplines and techniques of video production. The course will cover audio, lighting, cameras and lenses, the switcher, recording and editing, single-camera talent, directing, and other crew positions.

**COMM-225. Digital Photography.** 3 Hours. This course has been created for the photographer who would like to use a computer as a darkroom. By providing a comprehensive introduction to electronic imaging, the course allows beginners and novices to develop the skills and creativity needed to be successful in the field.

**COMM-230. Digital Editing.** 3 Hours. This course is designed to further train students interested in video production, web design or other multi-media applications. The course will focus on techniques for nonlinear digital editing or editing of video and audio using the computer and appropriate software. There will be comparison made between digital editing and traditional analog editing. In addition, the course will cover areas such as shooting video and audio and applying graphics used in the editing process. The course will be taught on PC and MacIntosh platforms. Prerequisite: Video Principles for Multi-Media.

**COMM-235. Streaming Media for the Web.** 3 Hours. This is a course dealing with specific audio and video applications for use on the World Wide Web. The course will cover technical specifications for placement of media on the World Wide Web and how it differs from video and audio used in an analog environment such as broadcast television. The student will learn to combine video, audio and still images to create streaming media.

**COMM-255. Practical Applications of Graphic Communications.** 3 Hours. This is an advanced course in which the students will make practical application using what the student has learned so far in the Graphics Communications program. For example, the student



will design a web site using streaming video, audio clips and/or digital images and graphics. Prerequisite: Video Principles for Multi-Media.

**COMM-260. TV Production Practice I.** 3 Hours.

This class will be responsible for producing one or more programs for airing on the College cable channel. These programs will run on a regular basis, therefore the students must be dedicated and take their work seriously. The whole value of the learning experience of this course is to simulate a working situation and obtain the "hands-on" experience. Prerequisite: Video Principles for Multi-Media.

**COMM-262. TV Internship - News.** 2 Hours. This course is designed to further train the Communications and Broadcasting Technology student. The student must have already taken Video Principles for Multi-Media. The course will deal primarily with advanced techniques in broadcast news. The student, by working a regular shift at a TV station, will attain valuable "hands-on" experience. The course will present ideas and practical knowledge as well as provide the how and whys of special electronic potentials of video equipment. In this course the student will assume the position of a news reporter at a local television station. There is also considerable time spent on sharpening editing and other production skills. The student should gain a fresh perspective on video's conventional working methods that will help to attain greater control and personal expression using today's technology. While the student is at the television station, he/she will be under direct supervision of the news director. Prerequisite: Video Principles for Multi-Media, Video Production Applications and Introduction to Mass Communications.

**COMM-263. TV Internship - Production.** 2

Hours. This course is designed to further train the Communications and Broadcasting Technology student. The student must have already taken Video Principles for Multi-Media, Video Production Applications and Introduction to Mass Communications. The course will deal primarily with advanced techniques in commercial TV production. The student, by working a regular shift at a TV station, will attain valuable "hands-on" experience. The course will present ideas and practical knowledge as well as provide the how and whys of special electronic potentials of video equipment. In this course the student will assume a position in the commercial production department at a local television station. There is also considerable time spent on sharpening editing and other production skills. The student should gain a fresh perspective on video's conventional working methods that will help to attain

greater control and personal expression using today's technology. While the student is at the television station, he/she will be under direct supervision of the production manager. Prerequisite: Video Principles for Multi-Media, Video Production Applications and Introduction to Mass Communications.

**COMM-270. TV Production Practice II.** 3 Hours.

Students in this class should have already taken TV Production Practice I. This course requires self-motivation. The class will be responsible for producing one or more programs for airing on the College cable channel. These programs will run on a regular basis, therefore the production crew must be dedicated and take their work seriously. There will be some outside reports that will have to be completed. Production quality is a major concern that contributes to the overall look of the station. This is also very true in an actual broadcast station. The whole value of the learning experience of this course is to simulate a working situation and obtain the hands-on experience. Prerequisite: TV Production Practice I.

# EDUCATION

The Education program at Coffeyville Community College is designed for students who intend to transfer to a four-year college and university degree program. The Associate in Arts Degree is the most appropriate degree option for most education majors.

Education students must complete a bachelor's degree with state certification in elementary or secondary education. Students may begin their program of study at the community college with courses which will transfer to four-year institutions. Classes should be chosen with both a student's minor and a specific transfer institution in mind. Education students are encouraged to take the Pre-Professional Skills Test (PPST) while attending the community college.

Students should check with an advisor for specific course requirements at transfer institution. The specific classes taken by the education major will largely depend upon the requirements of their intended transfer college/university. Education majors are encouraged to decide early on transfer institution.

## Recommended Elementary Education Courses

		Credit Hrs
PSYC-101	General Psychology	3
PSYC-102	Developmental Psychology	3
MATH-105	College Algebra	3
MATH-250	Elementary Statistics	3
or		
MATH-115	Calculus with Analytic Geometry I	5
BIOL-101	General Biology	5
PHYS-205	Physical Science	5
ECON-205	Principles of Macroeconomics	3
GEOG-120	World Geography	3
ENGL-190	Introduction to Literature	3
ENGL-207	Children's Literature	3
ARTS-152	Elementary Art	3
HIST-102	Early U. S. History	3
or		
HIST-103	Recent U. S. History	3
EDUC-195	Introduction to Education	3
EDUC-220	Pre-Professional Teaching Laboratory	1

## Additional Courses

SOCI-101	Introduction to Sociology	3
ENGL-204	American Literature	3
or		
ENGL-203	Major English Writers	3
GOVN-104	U. S. Government	3
THTR-160	Theatre Appreciation	3

## Recommended Secondary Education Courses

PSYC-101	General Psychology	3
PSYC-102	Developmental Psychology	3
MATH-250	Elementary Statistics	3
or		
MATH-115	Calculus with Analytic Geometry I	5
BIOL-101	General Biology	5
PHYS-205	Physical Science	5
ECON-205	Principles of Macroeconomics	3
GEOG-120	World Geography	3
ENGL-190	Introduction to Literature	3
HIST-102	Early U. S. History	3
or		
HIST-103	Recent U. S. History	3
ARTS-140	Art History and Appreciation I	3
EDUC-195	Introduction to Education	3
EDUC-220	Pre-Professional Teaching Laboratory	1

## Additional Courses

THTR-160	Theatre Appreciation	3
MUSC-122	Music Appreciation	3
SOCI-101	Introduction to Sociology	3
GOVN-104	U. S. Government	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs. (Required cumulative GPA of 2.75 to enter most teacher education programs.)

## COURSE DESCRIPTIONS

### EDUC-195. Introduction to Education. 3 Hours.

This course will provide a survey of the historical, philosophical and cultural foundations of education and an overview of the process of the establishment of educational policy. Common effective teaching methodologies will be examined. The course serves as an introduction to teacher preparation programs at universities and is required for program admissions.

### EDUC-220. Pre-Professional Teaching Laboratory.

1 Hour. This course will provide laboratory experience to those preparing to teach through observing, working with individual students or small groups and sometimes working as a teacher's aid in school settings. Prerequisite: Developmental Psychology.



# ELECTRICAL TECHNOLOGY / ELECTRICIAN

The Electrical Technology program prepares individuals for a career in a variety of areas including residential, commercial, industrial wiring, and plant maintenance. Electricity is essential for light, power, air conditioning, and refrigeration. Electricians install, connect, test, and maintain electrical systems for a variety of purposes, including climate control, security, and communications. They may also install and maintain the electronic controls used for machines in business and industry.

New technologies are expected to continue to stimulate the demand for electricians. Increasingly, buildings will be pre-wired during construction to accommodate use of computers and telecommunications equipment.

## Recommended Courses (Secondary and Postsecondary Programs)

		Credit Hrs
ELEC-130	Safety (OSHA 10)	1
ELEC-116	AC/DC Circuits I	4
ELEC-118	Residential Wiring	4
ELEC-151	National Electric Code I	4
ELEC-153	National Electric Code II	4
ELEC-171	Electrical for HVAC	5
ELEC-228	Commercial Wiring I	4
ELEC-225	Motor Controls	6
ELEC-214	Electronics for Electricians	4
ELEC-226	Programmable Logic Controllers	6
ELEC-240	Print Reading	2
ELEC-207	On-the-Job Training (OJT or OJT Equivalent)	Up to 3
<b>TOTAL</b>		<b>44 - 47</b>

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**CONT-160. Electrical Applications.** Up to 4 Hours (0-196 Contact Hours). This course provides students with an opportunity to gain knowledge and develop skills in the Electrical field. This is a short course focused on current Electrical applications for residential,

commercial, and industrial settings.

**ELEC-116. AC/DC Circuits I.** 4 Hours. An applied science course beginning with atomic structure, electron flow, A.C. and D.C. circuits, continuing through conductor and resistor material types, series and parallel circuits, applying Ohm's, Watt's and Kirchoff's circuit laws and principles, computing voltage drop.

**ELEC-118. Residential Wiring I.** 4 Hours. This course begins with simple lighting circuits and progresses through installing an entire electrical system for a total electrical home. The student should master the installation of basic circuits, application of codes and blueprint reading by the completion of the course.

**ELEC-130. Safety (OSHA 10).** 1 Hour. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Upon successful completion of the course, the participants will receive an OSHA general industry 10 hour course completion card from the Department of Labor.

**ELEC-151. National Electrical Code.** 4 Hours (90 Contact Hours). This is a structured class, which emphasizes learning general knowledge of the code book through the study of individual chapters, articles, sections and tables. Heavy emphasis is placed on preparing a student to pass code exams.

**ELEC-153. National Electric Code II.** 4 Hours. This is a structured class, which emphasizes learning general knowledge of the codebook through the study of individual chapters, articles, sections and tables. Heavy emphasis is placed on preparing students to pass code exams. This is a continuation of the National Electric Code I course on the use and interpretation of the current National Electric Code (NEC chapter 5-9).

**ELEC-171. Electrical for HVAC.** 5 Hours (145 Contact Hours). This class starts with NCCER textbook HVAC 1, progresses through single and 3-phase motors, then finishes with NCCER textbook HVAC 2, including refrigerant/EPA certification preparation.

**ELEC-207. On-the-Job Training (OJT or OJT Equivalent).** 3 Hours (150 Contact Hours). Students

demonstrating excellent attendance, attitude and mastery of core curriculum competencies may be considered for on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class attendance is also required.

**ELEC-214. Electronics for Electricians.** 4 Hours (90 Contact Hours). This course prepares a student to work with electronic switching devices commonly used in digital applications. Troubleshooting standard and digital circuits using electrical meters and o-scopes are emphasized. Discussion and utilization of photovoltaics theory and applications is also emphasized.

**ELEC-225. Motor Controls.** 6 Hours. This course teaches fully automated machine operation through wiring basic motor control circuits and incorporating control components, which give the automated aspects to machine control. Troubleshooting from machine schematics and application of standard troubleshooting techniques is used throughout the class.

**ELEC-226. Programmable Logic Controllers.** 6 Hours. This course combines both hands on hard wiring installation of Programmable Logic Controllers and program development required to make production machines operate, heavy emphasis is placed on trouble shooting the system throughout the course.

**ELEC 228. Commercial Wiring.** 4 Hours. The student will learn to make all conduit bends required for a complete run, tie in single and three phase transformers, and wire out of three phase wye and delta connected panels using industrial wiring methods.

**ELEC-240. Print Reading.** 2 Hours. This course identifies the importance of accurately reading blueprints and integrates current building codes and zoning ordinances in building construction.

# EMERGENCY SERVICES EDUCATION

## EMERGENCY MEDICAL TECHNICIAN (EMT)

This program addresses information and techniques currently considered to be the responsibilities of the basic life support EMT, according to the Kansas Emergency Medical Services Education Standard. The course consists of didactic (lecture) instruction, lab skills, Clinical Rotation and Field Internship.

The knowledge required to function as an EMT must be LEARNED as it is inherent as an applied science.

Classroom instruction includes anatomy and physiology and recognition and care of acute medical emergencies and trauma related injuries.

### Emergency Medical Technology Requirements:

		Credit Hrs
EMTP-136	Emergency Medical Technician	11
EMTP-116	Emergency Defensive Driving	1
EMTP-115	Cardiopulmonary Resuscitation (CPR)	1

## EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC (EMT-P)

The Coffeyville Community College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

The Emergency Medical Technology-Paramedic (EMT-Paramedic) program addresses information and techniques currently considered to be the responsibilities of an EMT-Paramedic according to National Standard DOT Curriculum. The program consists of didactic (lecture) instruction, practical skill training, clinical observation and training, and Field Internship observation and training. The program requires a minimum of 18 months to complete.

Prospective students must hold a current EMT license to apply to the program and students are selected on a competitive basis. Students must have a "C" or better in Anatomy & Physiology to be considered for the EMT/Paramedic program.

Students must complete an Associate degree to be eligible to participate in the National Board Exams as required by the Kansas State Board of EMS. A total of 68 college credits are awarded for successful completion of the EMT-P program and the Associate of Applied Science degree. A minimum of 1210 clock hours is required for completion. All program and institutional degree requirements must be met prior to testing for the National Board Exams.

### EMT-P Prerequisite:

	Credit Hrs
*BIOL-203 Anatomy & Physiology	5

\*NOTE: Students must have a "C" or better in Anatomy & Physiology to be considered for the EMT/Paramedic program.

### EMT-P Requirements:

	Credit Hrs
EMTP-142 MICT I	6
EMTP-150 MICT II	3
EMTP-160 MICT III	2
EMTP-175 Medical Emergencies I	5
EMTP-180 Medical Emergencies II	4
EMTP-185 Paramedic Cardiology	3
EMTP-235 Medical Emergencies III	3
EMTP-260 Medical Emergencies IV	2
EMTP-270 Medical Emergencies V	3
EMTP-280 Clinical Preparatory Lab	2
EMTP-290 Clinical Applications I	3
EMTP-291 Clinical Application II	2
EMTP-145 Emergency Medical Services Operations and Management	1
EMTP-100 Advanced Cardiac Life Support	1
EMTP-230 Field Internship I	5
EMTP-247 Field Internship II	5
EMTP-224 EMICT: Advanced Practical Skills/Techniques	3

**ADD TOTAL EMT/PARAMEDIC HOURS 53**

<b>General Education Requirements:</b>		<b>Credit Hrs</b>
ENGL 101	English Composition I	3
SPCH 211	Interpersonal Communications	3
COMP 162	Computer Concepts & Apps or higher level computer class	3
BUSN 133	Business Math or higher level math class	3
	Humanities Course	3
<b>TOTAL GENERAL EDUCATION HOURS</b>		<b>15</b>
<b>TOTAL ASSOCIATE DEGREE HOURS</b>		<b>68</b>

## EMERGENCY MEDICAL RESPONDER

This program addresses information and techniques currently considered to be the responsibilities of the basic life support EMR, according to the Kansas Emergency Medical Services Education Standard. The course consists of didactic (lecture) instruction, lab skills and Field Internship.

The knowledge required to function as an EMR must be LEARNED as it is inherent as an applied science.

### Electives

	<b>Credit Hrs</b>
EMTP-132 Instructor—CPR Certification	1
EMTP-231 Pediatric Advanced Life Support (PALS)	1
EMTP-250 Neonatal Resuscitation	1
EMTP-155 Pediatric Education for Pre-hospital Professionals (PEPP)	1
EMTP-165 Pediatric Pre-hospital Care (PPC)	1
EMTP-114 Advanced Cardiac Life Support Instructor	1
EMTP-240 12 Lead EKG Interpretation	1
EMTP-275 Training Officer I	1
EMTP-285 Training Officer II	2
HPER-160 Scuba Diving	1

## EMERGENCY MEDICAL RESPONDER

This program addresses information and techniques currently considered to be the responsibilities of the basic life support EMR, according to the Kansas Emergency Medical Services Education Standard. The course consists of didactic (lecture) instruction, lab skills and Field Internship.

The knowledge required to function as an EMR must be LEARNED as it is inherent as an applied science. Classroom instruction includes anatomy and physiology and recognition and care of acute medical emergencies and trauma related injuries.

## Emergency Medical Responder Requirements for Certification

	<b>Credit Hrs</b>
EMTP-119 Emergency Medical Responder	5
EMTP-115 Cardiopulmonary Resuscitation (CPR)	1
<b>Electives</b>	
EMTP-132 Instructor--CPR Certification	1
EMTP-116 Emergency Defensive Driving	1

## Continuing Education Electives

	<b>Credit Hrs</b>
EMTP-100 Advanced Cardiac Life Support	1
EMTP-115 Cardiopulmonary Resuscitation (CPR)	1
EMTP-131 EMT/Continuing Ed Seminar	1
EMTP-132 Instructor—CPR Certification	1
EMTP-231 Pediatric Advanced Life Support (PALS)	1
EMTP-114 Advanced Cardiac Life Support Instructor	1
EMTP-240 12 Lead EKG Interpretation	1
EMTP-245 Advanced Cardiac Life Support for Experienced Providers	.5
EMTP-250 Neonatal Resuscitation	1

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

### EMTP-100. Advanced Cardiac Life Support.

2 Hours. This course is designed to provide nurses, physicians, paramedics and others involved in the health care profession with information regarding advanced life support, according to AHA guidelines. Prerequisite: Must have current CPR card and obtain a packet of information no less than 2 weeks prior to the first class meeting.

**EMTP-114. ACLS Instructor.** 1 Hour. This course is designed for currently certified ACLS providers who wish to become instructors of the ACLS curriculum.

### EMTP-115. Cardiopulmonary Resuscitation (CPR).

1 Hour. This course includes didactic and practical skills components. Students will learn techniques

for recognizing and treating foreign body airway obstructions and cardiopulmonary arrest. Students will be tested in both written and practical skills abilities, adhering to American Heart Association curriculum for basic life support.

**EMTP-116. Emergency Defensive Driving.** 1 Hour. This course addresses driving issues, to include: air bags, anti-lock brakes, safety belts, child restraints and substance abuse. The course focuses on the operator's ability to read traffic conditions, act accordingly and prevent collisions. Key safe driving techniques and concepts will be discussed. The course teaches operators how to look at the traffic scene, analyze the situation and adapt the appropriate techniques and concepts to handle it. Prerequisite: Current driver's license.

**EMTP-119. Emergency Medical Responder.** 5 Hour. This program addresses information and techniques currently considered to be the responsibilities of the basic life support EMR, according to the Kansas Emergency Medical Services Education Standard. The course consists of didactic (lecture) instruction, lab skills and Field Internship.

The knowledge required to function as an EMR must be LEARNED as it is inherent as an applied science.

Classroom instruction includes anatomy and physiology and recognition and care of acute medical emergencies and trauma related injuries.

**EMTP-131. Emergency Medical Technology - Continuing Education Seminar.** 1 Hour. This course is designed to provide First Responders, EMT's, EMT-I's, EMT-D's, and MICT's with a refresher training program to meet Kansas Recertification Requirements. Topics covered vary, and include those listed in the National Standard DOT curriculum. Prerequisite: Board of EMS Attendant Certification or higher level of medical providership.

**EMTP-132. Instructor - CPR Certification.** 1 Hour. This AHA Instructor course is a comprehensive program designed to prepare AHA instructors to disseminate the science, skills and philosophy of resuscitation programs to participants enrolled in AHA courses.

The purpose of this course is to provide instructor candidates with the knowledge and skills necessary to reach and teach potential BLS providers. This course provides a structured initiation for the instructor candidate and serves as the foundation for his/her

development. It provides instructor candidates the opportunity to develop and refine their presentation and teaching skills. After completing the course instructor candidates are expected to continue to prepare and practice with guidance from experienced instructors. After a period of mentoring and monitored teaching experiences, the instructor candidate becomes an AHA instructor capable of teaching all AHA BLS courses. Prerequisite: American Heart Association health care provider certification.

**EMTP-136. Emergency Medical Technician.** 11 Hours. This program addresses information and techniques currently considered to be the responsibilities of the basic life support EMT, according to the Kansas Emergency Medical Services Education Standard. The course consists of didactic (lecture) instruction, lab skills, Clinical Rotation and Field Internship.

The knowledge required to function as an EMT must be LEARNED as it is inherent as an applied science. Classroom instruction includes anatomy and physiology and recognition and care of acute medical emergencies and trauma related injuries.

**EMTP-142. MICT I.** 6 Hours. This course addresses the Medical Overview, Cardiology, and Respiratory Modules of the National DOT Paramedic Curriculum. Review of Basic Patient Assessment components, with the addition of Advanced components are covered. The Cardiology section is an extensive lesson designed to teach a comprehensive approach to the care of patients with cardiovascular compromise. The Respiratory section will include a thorough discussion of the signs/symptoms and assessment findings of disorders of the respiratory system and current therapeutics used to treat them.

**EMTP-145. Emergency Medical Services Operations and Management.** 1 Hour. This course is based on the operations section of the National DOT Paramedic Curriculum. Lecture presentation will present aspects of pre-hospital medicine. What makes out-of-hospital care different from nursing or medical practice is the field environment and the need to bring care to the patient in that environment. Rather than an easy stroll to the bedside, the foundation of pre-hospital care is the need to bring good patient care to "bad places." The paramedic must be trained to at least an awareness level in all of the field environments they will encounter. Prerequisites: EMT Certification; current driver's license with state of residency; and Anatomy and Physiology, MICT I, MICT II, MICT III, Medical Emergencies I, Medical Emergencies II, Medical



Emergencies III, Medical Emergencies IV, Medical Emergencies V, and Clinical Preparatory Lab all with a grade of C or higher.

**EMTP-150. MICT II.** 3 Hours. This course addresses components of the Kansas Paramedic Instructional Guidelines dealing with pharmacology and medication administration. This course identifies avenues to help the paramedic implement a patient care management plan based on principles and applications of pharmacology, teaches the safe and precise methods of venous access and medication administration and discusses the knowledge necessary to establish and/or maintain a patient airway, and oxygenate and ventilate a patient. The course also presents factors that will enhance therapeutic communications based on life span development of all age groups.

**EMTP-160. MICT III.** 2 Hours. This course covers the Patient Assessment units of the National DOT paramedic curriculum. The course will teach a comprehensive approach to scene assessment, history taking, patient assessment, and field monitoring devices. The course is also designed to provide the paramedic student with a process of clinical decision making that allows him/her to use the assessment findings to form a field impression and develop an emergency care plan.

**EMTP-175. Medical Emergencies I.** 5 Hours. This course addresses the Medical Overview and Respiratory Modules of the National DOT Paramedic Curriculum. Review of Basic Patient Assessment components, with the addition of Advanced Components are covered. The Respiratory section will include a thorough discussion of the signs/symptoms and assessment findings of disorders or the respiratory system and current therapeutics used to treat them.

**EMTP-180. Medical Emergencies II.** 4 Hours. This course addresses the Shock and Resuscitation, Abdominal & Gastroenterology, Genitourinary & Renal, Neurology, Endocrine, and Allergies and Anaphylaxis modules of the National DOT Paramedic Curriculum. All sections include a review of the pertinent anatomy and physiology and assessment findings associated with each disorder. General pathophysiology and current therapeutics will also be included.

**EMTP-185. Paramedic Cardiology.** 3 Hours. This course addresses the Medical Overview, Cardiology, and Respiratory Modules of the National DOT Paramedic Curriculum. The Cardiology section is an extensive lesson designed to teach a comprehensive approach to the care of patients with cardiovascular compromise.

**EMTP-230. Field Internship I.** 5 Hours. During this course the MICT student will work with trained and certified MICT's on Type I vehicles and and put into practice the skills and knowledge he/she gained during the previous semesters. Prerequisites: EMT Certification; current driver's license with state of residency; Anatomy and Physiology, MICT I, MICT II, MICT III, Medical Emergencies I, Medical Emergencies II, Medical Emergencies III, Medical Emergencies IV, Medical Emergencies V, Clinical Preparatory Lab, Clinical Applications I and Clinical Applications II all with a grade of C or higher; ACLS certification; approval from Registrar that all general education requirements for AAS degree are fulfilled; proof of personal hospitalization insurance; proof of MINIMUM malpractice insurance 1,000,000/3,000,000 aggregate; and proof of immunizations: Hep B SERIES/Titer within 3 years, MMR, Tetanus Toxoid within 5 years and current Tb Tine.

**EMTP-235. Medical Emergencies III.** 3 Hours. This course addresses several modules of the National DOT EMT-Paramedic Curriculum to include hematological, environmental emergencies and infectious and communicable diseases. Also included are psychiatric and behavioral disorders. This information on each illness includes epidemiology, pathophysiology, initial assessment findings, focused history, detailed physical exam and management. Prerequisites: EMT Certification; current driver's license with state of residency; Anatomy and Physiology, MICT I, MICT II, MICT III, Medical Emergencies I and Medical Emergencies II all with a grade of C or higher.

**EMTP-240. 12 Lead EKG Interpretation.** 1 Hour. The 12 Lead course is designed to provide nurses, physicians, paramedics, and other health care professionals with information regarding 12 Lead Interpretation. Prerequisite: Must possess a valid ACLS card.

**EMTP-245. Advanced Cardiac Life Support for Experienced Providers.** 1 Hour. This course is designed to provide MICT's, PA's, nurses and physicians the ability to utilize knowledge to decide when to change the resuscitation approach and prevention of cardiac arrest within the last 10 minutes prior to arrest. Prerequisite: Certification for at least one year in ACLS.

**EMTP-247. Field Internship II.** 5 Hours. During this course the MICT student will work with trained and certified MICT's on Type I vehicles and put into practice the skills and knowledge he/she gained during the previous semesters. Prerequisites: EMT Certification; current driver's license with state of



residency; Anatomy and Physiology, MICT I, MICT II, MICT III, Medical Emergencies I, Medical Emergencies II, Medical Emergencies III, Medical Emergencies IV, Medical Emergencies V, Clinical Preparatory Lab, Clinical Applications I and Clinical Applications II all with a grade of C or higher; ACLS certification; approval from Registrar that all general education requirements for AAS degree are fulfilled; proof of personal hospitalization insurance; proof of MINIMUM malpractice insurance 1,000,000/3,000,000 aggregate; and proof of immunizations: Hep B SERIES/Titer within 3 years, MMR, Tetanus Toxoid within 5 years and current Tb Tine. This is a continuation of EMTP-230 Field Internship I.

**EMTP-250. Neonatal Resuscitation.** 1 Hour. This course is designed to provide MICT's, PA's, nurses and physicians the ability to effectively treat and manage the neonate.

**EMTP-258. Advanced Burn Life Support Course.** .5 Hour. The quality of care during the first hours after a burn injury has a major impact on long-term outcome. Yet, most initial burn care is provided outside of the burn center environment. The course is an eight-hour course designed to provide participants with the ability to assess and stabilize patients with serious burns during the first critical hours following injury and to identify those patients requiring transfer to a burn center. The course is not designed to teach comprehensive burn care, but rather to focus on the first 24 post-injury hours. Prerequisite: RN, D.O., M.D., Kansas State and/or National certification at the EMT, EMT-I, EMT-D, or MICT level.

**EMTP-260. Medical Emergencies IV.** 2 Hours. This course addresses the gynecology, obstetrics and neonatology modules of the National DOT EMT-Paramedic Curriculum. This course separates gynecological emergencies from obstetrical emergencies in an effort to provide a more detailed understanding of the anatomic structures and physiology of the female reproductive system. Only through understanding the proper assessment can the findings be used to formulate a field impression that enables the paramedic to structure an appropriate treatment plan. This course covers gynecologic emergencies that present with excessive bleeding and/or abdominal pain. It also focuses on the need for protecting patient privacy, providing care for sexual assault and protecting crime scene evidence.

The course also provides a detailed understanding of the anatomic structures and physiology of the

female reproductive system as it relates to the process of childbirth. It differentiates between normal and abnormal delivery, and covers topics including abdominal pain, excessive vaginal bleeding and hypertensive crisis as well as providing a thorough discussion of childbirth preparation, normal delivery, abnormal delivery and post-delivery care for both the mother and newborn.

Neonatology, i.e., a recently born infant, is addressed as a component of this course. Treatment strategies and specific situations include meconium stained amniotic fluid, apnea, diaphragmatic hernia, bradycardia (both of which have high mortality rates), premature infants and respiratory distress. Hypoglycemia, which has serious ramifications, is included. Common birth injuries and aspects of mechanical and anoxic trauma are also addressed. Prerequisites: EMT Certification; current driver's license with state of residency; and Anatomy and Physiology, MICT I, MICT II, MICT III, Medical Emergencies I, Medical Emergencies II and Medical Emergencies III all with a grade of C or higher.

**EMTP-270. Medical Emergencies V.** 3 Hours. This course addresses the pediatric, geriatric and abuse and assault module of the National DOT EMT-Paramedic Curriculum.

The pediatric section includes the priorities, assessment and treatment protocols from the Emergency Medical Services for Children (EMSC) project and outlines its objectives. The course reinforces information from the neonatology section and provides an ample unit on developmental aspects that cover physical, cognitive and emotional guideposts. Included are implications for paramedic use. The anatomic and physiological section is a review of previous material and is succinctly treated. The assessment section includes a transition phase from initial assessment to the focus history. This is an important distinction that alerts the paramedic to allow the child to become familiar with the advanced sections. Specific pathophysiologic problems include respiratory compromise, shock, dysrhythmias, seizures, hypoglycemia, hyperglycemia, infection and poisoning and toxic exposure. The pediatric trauma approach is more specific and is guided by the latest edition of the Advanced Trauma Life Support (ATLS) program for physicians by the American College of Surgeons, Committee on Trauma. Child abuse and neglect, as well as children with special needs, are included. The geriatric section addresses the special needs of the elderly. Included are presentations on demographics, the effect of aging on body systems, altered physiology, multiple coexisting diseases, nonspecific and atypical

presentations, limitations of mobility, self-care and the marked influence of the social system. The course emphasizes understanding the special needs of the elderly, the changes that the aging process brings about in physical structure, body composition and organ function will be a fundamental knowledge base in maintenance of life support functions. The special health care problems of the elderly – diabetes, hearing and visual impairment, hypertension, arthritis and cardiovascular disease and their complications in treatment are covered.

This course also includes information on a variety of "challenged" patients. This includes patients with physical challenges (hearing, visual and speech impairments, obesity, and paraplegia/quadriplegia), mental challenges (mental illness, developmental disability, emotional impairments), and challenges with chronic diseases (arthritis, cancer, cerebral palsy, cystic fibrosis, multiple sclerosis, muscular dystrophy, poliomyelitis, head injuries, spina bifida and myasthenia gravis). Content in each of these areas includes a description of the challenge and accommodations that may be necessary in its assessment and management. This section concludes with discussion of four additional challenged groups: culturally diverse, terminally ill, those with communicable disease and financially challenged.

This course concludes with providing the knowledge and perspective to manage patients who are receiving complex medical care in a nontraditional setting. Although acute intervention from home care is the primary focus, the student also gains knowledge about extended-care and hospice facilities. After addressing the type of chronic care patients, the section provides general pathophysiology of body systems, assessment and management knowledge and skills. The section concludes with specific, acute home-health situations. Prerequisites: EMT Certification; current driver's license with state of residency; and Anatomy and Physiology, MICT I, MICT II, MICT III, Medical Emergencies I, Medical Emergencies II, Medical Emergencies III and Medical Emergencies IV all with a grade of C or higher.

**EMTP-280. Clinical Preparatory Laboratory.** 2 Hours. This laboratory course is designed for the student who has successfully completed the majority of the didactic courses in the paramedic curricula. It is intended to allow the student to "put the whole experience together." This unit focuses on patient assessment-based management and contains information and practice scenarios to help students apply the

fundamentals of patient care. The course contains didactic presentation on "putting it all together" and then shifts to common chief complaint categories. The students practice acting as a team leader and partner doing assessment, initial resuscitation, scene choreography, treatment and patient presentation. Most of the common chief complaints that paramedics will encounter in the field are included in this unit. Next to actually being in the field, these scenarios with programmed patients and actual equipment are one of the best ways to take the mountain of theoretical material and focus it. It is also an excellent way to begin developing "team leadership" skills that are critical to actually being an effective field paramedic. The student will be afforded opportunities to develop effective teamwork prior to entering the clinical and field phases of the paramedic curricula.

Additionally, this course affords laboratory practice time for the student to review and "fine tune" Type I skills necessary for the student to enter the clinical area. Prerequisites: EMT Certification; current driver's license with state of residency; and Anatomy and Physiology, MICT I, MICT II, MICT III, Medical Emergencies I, Medical Emergencies II, Medical Emergencies III, Medical Emergencies IV, and Medical Emergencies V all with a grade of C or higher.

**EMTP-290. Clinical Applications I.** 3 Hours. This hands-on clinical experience course represents one of the most important components of paramedic education since this is where the student learns to synthesize cognitive and psychomotor skills. This course allows the student to integrate and reinforce the didactic and skills laboratory components of the program. The ability to serve in the capacity of an entry-level paramedic requires experience with actual patients. This course enables the student to build a database of patient experiences that serves to help in clinical decision making and pattern recognition.

Minimum patient contacts have been specified to assure each student is offered diversity and repetitive practice in specific areas. Time-based minimums in each area of clinical practice are listed as a scheduling guideline only. Minimum patient contacts, as well as minimum clock hours, MUST be attained for the student to receive a passing grade. A student must complete a MINIMUM of 170 clock hours in the emergency room, OB/GYN, Surgery/Recovery Room, with the Medical Director, in other areas of a medical facility as assigned.

Prerequisites: EMT Certification; current driver's license with state of residency; Anatomy and Physiology, MICT

I, MICT II, MICT III, Medical Emergencies I, Medical Emergencies II, Medical Emergencies III, Medical Emergencies IV, Medical Emergencies V, and Clinical Preparatory Lab all with a grade of C or higher; proof of personal hospitalization insurance; proof of MINIMUM malpractice insurance 1,000,000/3,000,000 aggregate; and proof of immunizations: Hep B SERIES/Titer within 3 years, MMR, Tetanus Toxoid within 5 years and Tb Tine within 6 months.

**EMTP-291. Clinical Applications II.** 2 Hours. This course is a continuation of Clinical Applications I. This hands-on clinical experience course represents one of the most important components of paramedic education since this is where the student learns to synthesize cognitive and psychomotor skills. This course allows the student to integrate and reinforce the didactic and skills laboratory components of the program. The ability to serve in the capacity of an entry-level paramedic requires experience with actual patients. This course enables the student to build a database of patient experiences that serves to help in clinical decision making and pattern recognition.

Minimum patient contacts have been specified to assure each student is offered diversity and repetitive practice in specific areas. Time-based minimums in each area of clinical practice are listed as a scheduling guideline only. Minimum patient contacts, as well as minimum clock hours, MUST be attained for the student to receive a passing grade.

Because of the unpredictable nature of emergency medicine, the hospital environment offers two advantages in paramedic education: volume and specificity. In the hospital setting, the paramedic student can see many more patients than is possible in the field. This is a very important component in building up a “library” of patient care experiences to draw upon in clinical decision making.

The use of multiple departments within the hospital enables the student to see an adequate distribution of patient situations. This course takes advantage of critical care units, OB/GYN, operating rooms/anesthesia, recovery, pediatrics, psychiatric, doctors offices, clinics, laboratories, pharmacies, day care centers, well baby clinics, and community and public health centers. A student must complete a MINIMUM of 114 clock hours in the emergency room, OB/GYN, Surgery/Recovery Room, with the Medical Director, and in other areas of a medical facility as assigned.

Prerequisites: EMT Certification; current driver's license with state of residency; Anatomy and Physiology, MICT I, MICT II, MICT III, Medical Emergencies I, Medical Emergencies II, Medical Emergencies III, Medical Emergencies IV, Medical Emergencies V, Clinical Preparatory Lab, and Clinical Applications I all with a grade of C or higher; proof of personal hospitalization insurance; proof of MINIMUM malpractice insurance 1,000,000/3,000,000 aggregate; and proof of immunizations: Hep B SERIES/Titer within 3 years, MMR, Tetanus Toxoid within 5 years and Tb Tine within 6 months.

# ENGLISH/LITERATURE

The writing and literature courses of the English/Literature major will transfer to a bachelor's degree program. Students in the English/Literature program should also take a variety of courses in the humanities and social sciences. A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

Recommended Courses		Credit Hrs
ENGL-101	English Composition I	3
ENGL-102	English Composition II	3
ENGL-190	Introduction to Literature	3
ENGL-202	Creative Writing	3
ENGL-207	Children's Literature	3

For this major the Communications Division recommends 10 hours of a foreign language (all same language).

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 32-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**ENGL-101. English Composition I.** 3 Hours. This course provides review of language mechanics through writing assignments with emphasis on expository and argumentative forms. Prerequisite: A minimum score of 55 on the Writing section of the COMPASS, or fully complete Written Communications with a grade of C or above.

**ENGL-102. English Composition II.** 3 Hours. This course provides practice in needed mechanics and expository writing with emphasis on literary analysis and the research paper. Prerequisite: English Composition I with grade of C or above.

**ENGL-105. English Improvement for Foreign Students.** 3 Hours. This course is designed to meet the needs of students who come from countries with a native language other than English. The course content includes grammar, structure, usage, vocabulary

development, listening comprehension, dictation and reading comprehension. The student is also given the opportunity to improve in conversational English by practice in oral drills, dialogues and group conversation.

**ENGL-190. Introduction to Literature.** 3 Hours. This course is a study of short fiction and poetry with a thematic emphasis. The course covers various themes universal to all cultures. The selections used are multi-cultural and expand on issues present in society. Such themes are parent/child relationships, innocence/ experience, search for power, search for the American dream, failures and successes, violence, security, isolation, fantasy vs. reality, love, and men and women conflicts. Through the broad scope of selections, students will gain a deeper understanding and appreciation for literature. Prerequisite: English Composition I.

**ENGL-200. Native American Literature.** 3 Hours. Students in this course will explore the literary traditions of American Indians by studying stories, songs, orations, poems, plays and films that reflect the lived experiences of indigenous cultures. To emphasize the role of experience, students will have an opportunity to hear guest speakers - storytellers and singers, writers and poets, actors and playwrights - comment upon their art. Students will also engage in a variety of classroom activities (often supplemented by various audio/visual resources and multimedia technologies) designed to cultivate an intimacy with the themes of Native American literature. Moreover, each student will record his or her experience with the course materials in a creative journal, a project that will be limited only by the imaginative faculties of the individual student. While the creative journal will be the primary means of evaluating student understanding, a number of topical exams also will be administered. Prerequisite: English Composition I or permission of instructor.

**ENGL-202. Creative Writing.** 3 Hours. This course is designed to facilitate the student's creative faculties and abilities. The course will serve as an introduction to the writing of original poetry, short fiction and drama. Instruction in literary techniques will direct the student's writing. In addition to working within literary conventions to produce manuscripts, students will be exposed to exemplary texts by selected authors. Students will learn to critique their own work and the work of others by participating in writing workshops. Students

will be introduced to markets for creative writing and will be encouraged to submit some work for publication. Prerequisite: English Composition II or permission of instructor.

**ENGL-203. Major English Writers.** 3 Hours. This course will trace the development of style from its Old English origin to the twentieth century. Through class discussion, journal writing, oral presentations, papers and tests, students will examine literary periods and individual pieces of literature. The course is designed to provide an overview of English literature and promote an understanding of literature of the past and its connection with the society of today. Prerequisite: English Composition I.

**ENGL-204. American Literature.** 3 Hours. This is a course of critical reading and evaluation of selected major American writings from the 17th century to present. Examples of the major genres will be studied, including oral literatures, poetry, drama, the essay, the short story and the novel. The course emphasis is upon central figures and representative selections from major works in selected literary traditions. Prerequisite: English Composition I.

**ENGL-205. Old Testament Literature.** 3 Hours. Students will be guided in a study of the Old Testament from a literary viewpoint. Students will learn a set of principles for interpreting the Old Testament as a piece of literature, and they will analyze specific passages, using these literary principles. The students will become familiar with the eight literary genres in the Old Testament, and they will analyze each. Students will also examine the literary unity of the Old Testament. This course is not a study of religious doctrine or theology. Prerequisite: English Composition I.

**ENGL-206. New Testament Literature.** 3 Hours. This course includes an evaluative study of the books of the New Testament in the light of their literary and cultural contributions. Prerequisite: English Composition I.

**ENGL-207. Children's Literature.** 3 Hours. This is a how-to course to teach a child to want to read. The course is an introduction to books that are a joy to read, that have been written especially for children and that meet high literary and artistic standards. The focus is to teach elementary education majors how to teach their future students to want to read. Prerequisite: English Composition I.

**ENGL-209. Poetry and Drama.** 3 Hours. This course

is an introduction to various types of poetry and drama of literature, early as well as contemporary. A basic approach how to analyze poetry and drama and express appreciation and interpretations of the broad scope of the literary are both past and present. Prerequisite: English Composition I.

**ENGL-210. Fiction and Prose.** 3 Hours. This course is a literature course designed to stimulate an understanding of the short story and the novel by means of critical and introspective reading. The student's reading will be enriched by class discussions, lectures, oral reports, an understanding of fictional elements and an overview of consummate writers who have mastered their craft. Prerequisite: English Composition I.

**ENGL-220. African American Literature.** 3 Hours. This course will explore the distinct literary traditions of African Americans, kept alive beyond slavery through song, sermon, and other spoken and written forms. Through an aesthetic approach the student will experience the centuries long emergence of the traditions in poetry, fiction, drama, essays, speeches, letters, autobiographies, sermons, criticism, journals, and folk literature from secular songs to rap. Students will engage in a variety of classroom activities (often supplemented by various audio/visual resources and multi-media technologies) designed to cultivate an intimacy with the themes of African American literature. Moreover, each student will record his or her experience with the course materials in a creative journal, a project that will be limited only by the imaginative faculties of the individual student. While the creative journal will be the primary means of evaluating student understanding, a number of topical exams will also be administered. Prerequisite: English Composition I or permission of instructor.

**ENGL-290. Technical Writing.** 3 Hours. This course offers practice in writing short reports, formal reports and basic business correspondence with emphasis on purpose, audience analysis, organization, style and format. Prerequisite: English Composition II.

**ENGL-291. Technical Writing for Business and Industry.** 3 Hours. This course offers practice in writing short reports, formal reports and basic business correspondence with emphasis on purpose, audience analysis, organization, style and format. Prerequisite: English Composition II or permission of instructor.

**ENGL-297. Contemporary American Film.** 3 Hours. This course analyzes modern American films with particular attention to storytelling techniques, examined



cinematic rendering and thematic meaning. Films will be examined against the backdrop of their specific historical-socio-political context. Prerequisite: English Composition I with a grade of C or above.



# FAMILY AND CONSUMER SCIENCES

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Recommended Courses

		Credit Hrs
FACS-120	Consumer Education	3
FACS-117	Early Childhood Development.	3
FACS-210	Nutrition	3
FACS-107	Marriage and the Family	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**FACS-107. Marriage and the Family.** 3 Hours. This course is a study of all kinds of relationships within the marriage and family experience, including premarital relationships. The differences among families and marriages, family structures and functions, changes throughout the family life cycle, and the history of marriage and family in American culture will be examined.

**FACS-117. Early Childhood Development.** 3 Hours. This course is designed to be an in-depth study of the child beginning with prenatal development and extending through infancy, the pre-school years, and extending through middle childhood and adolescence. Laboratory observations of children at various stages of physical growth and emotional development are included in the course of study.

**FACS-120. Consumer Education.** 3 Hours. The course is designed to assist consumers to buy products and services efficiently (1) by using resources available to them, (2) by increasing their problem-solving and decision-making skills, and (3) by offering very practical help in buying food, clothing, transportation, furniture, housing, insurance and credit. Budgeting, consumer fraud and cost-comparison projects are a part of the

course.

**FACS-210. Nutrition.** 3 Hours. This course emphasizes the basic principles of normal nutrition in relation to individual and family health throughout the life cycle. Socio-psychological aspects as well as physiological aspects of nutrition are included. The six major nutrients will be investigated for their function in the body and sources in the diet. Participation in projects is required.

# FIRE SCIENCE

The Fire Science program prepares graduates for entry-level firefighter positions with various emergency organizations, including fire departments, industry emergency response teams, and first responder agencies. The program allows students to complete the International Fire Science Training Association (IFSTA) Firefighter I and II certifications, complete an Associate Degree, and prepare for transfer to a bachelor degree program at an area university. This program is designed to prepare students for careers in fire fighting, fire investigation, consulting, industrial safety, fire engineering, and fire prevention.

## FIRE SCIENCE PRIOR LEARNING CREDIT (PLC) POLICY

Current fire personnel may be eligible for prior learning credits (PLC) based on their successful completion of IFSTA certifications in Firefighter Basic Skills, Firefighter I and II, Fire Apparatus Driver/Operator: Pumper, and/or Structural Collapse Rescue Technician Level I and II. Students seeking award of college credit through the PLC policy must meet the following criteria:

- The student must have completed approved Fire Science training courses through an IFSTA approved training program (i.e. Kansas Fire & Rescue Training Institute at the University of Kansas).
- The student must be enrolled in the Fire Science program at Coffeyville Community College to request prior learning credits.
- The courses for which students receive credit will be added to their transcript once the student has completed a minimum of 9 credits at Coffeyville Community College with a minimum 2.0 GPA (C) average or better. Credit for CCC courses will not be awarded without proof of the Fire Service certifications and/or official transcripts from an IFSTA approved training program.
- All earned prior learning credits will receive a grade of "CR" for credit on the CCC transcript.
- Credit obtained through the PLC Policy may not transfer to another college or university.
- Credit cannot be used to repeat classroom credit in which a student has received a grade.

- Credit cannot be used to meet the enrollment requirements for government-funded financial aid programs or to meet resident credit requirements for graduation.
- Students who meet the Fire Science PLC Policy requirements will be eligible for up to 19 college credits. There will be a \$180 fee for administration of the credits for the student's record.

Recommended Courses		Credit Hrs
FIRE-100	Fire Service Orientation and Terminology	3
FIRE-110	Firefighter I	5
FIRE-120	Hazardous Materials - Awareness	1
FIRE-121	Hazardous Materials – Operations	3
FIRE-130	Firefighter II	4
FIRE-140	Introduction to Fire Origin and Cause	3
FIRE-145	Fundamentals of Fire Prevention	3
FIRE-150	Building Construction Related to Fire Science	3
EMTP-136	Emergency Medical Technician	11
EMTP-116	Emergency Defensive Driving	1

## Elective Courses

FIRE-155	Fire Detection & Suppression Systems	3
FIRE-160	Pumping Apparatus Driver/Operator	3
FIRE-170	Fire Service Hydraulics and Water Supply	3
FIRE-171	Fire Service Hydraulics and Water Supply Lab	3
FIRE-180	Fire Investigator	3
FIRE-190	Wildland Firefighting for Structural Firefighters	3
FIRE-200	Rescue Practices	3
FIRE-201	Rescue Practices Lab	3
FIRE-210	Strategic and Tactical Considerations on the Fire Grounds	3
FIRE-220	Fire and Emergency Service Instructor I	3
FIRE-230	Industrial Firefighting	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 31-38. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

### **FIRE-100. Fire Service Orientation and Terminology.**

3 Hours. The purpose of this course is to acquaint students and firefighters with the history, traditions, terminology, organization, and operation of the fire service. Students and firefighters will learn

the organizational structure of the fire department and also learn how the fire department interacts with other local, state, and federal agencies. The course contains information about typical job and operation descriptions that should provide insight into the inner workings of the fire service. The student and firefighter will learn the meaning of and use correctly the extensive fire service terminology glossary. The overall purpose of the fire service is to protect life and property from the effects of fire and other hazards.

**FIRE-110. Firefighter I.** 5 Hours. This course addresses the basic requirements of a person who wishes to serve as Fire Fighter Level I as defined in National Fire Protection Association (NFPA) Standard 1001, Standard for Fire Fighter Professional Qualifications. The basic skills and job performance requirements covered will reflect either what a firefighter actually does on the job or should be expected to do. A Fire Fighter I is a person who is minimally trained to function safely and effectively as a member of a fire fighting team under direct supervision. This course will utilize classroom instruction, discussion, and exploration as well as performance based skill development in practical exercises with fire apparatus and firefighting tools on the fire grounds.

### **FIRE-120. Hazardous Materials – Awareness.**

1 Hour. This course is designed to meet the requirements for National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and Office of Domestic Preparedness (ODP) first responders Awareness Level. Awareness level first responders are those persons who, in the course of their normal duties, could be first on the scene of an emergency involving hazardous materials and are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel, and secure the scene. The course addresses the first responder's responsibilities to recognize the hazardous material and take the appropriate initial actions when hazardous materials spills or releases are encountered. Its scope is limited to giving detailed information about the initial defensive operations. Additionally, it addresses the control of hazardous materials from a safe distance and requesting the assistance of trained

hazardous materials technicians who have specialized training.

### **FIRE-121. Hazardous Materials – Operations.**

3 Hours. This course is designed to meet the requirements for National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and Office of Domestic Preparedness (ODP) first responders Operations Level. Operations level first responders are those persons who respond to releases or potential releases of hazardous materials as part of the initial response to the incident for the purpose of protecting nearby persons, the environment, or property from the effects of the release, and who are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading. Also addressed are the procedures to collect hazard and response information from MSDS; CHEMTREC/CANUTEC/SETIQ; local state, and federal authorities, and shipper/manufacturer contacts. Then using that information, analyze the hazardous materials incident to determine the magnitude of the problem and request the assistance of trained hazardous materials technicians who have specialized training.

**FIRE-130. Firefighter II.** 4 Hours. This course addresses the basic requirements of a person who wishes to serve as a Fire Fighter Level II as defined in National Fire Protection Association (NFPA) Standard 1001, Standard for Fire Fighter Professional Qualifications. The basic skills and job performance requirements covered will reflect either what a firefighter actually does on the job or should be expected to do. A Fire Fighter II is a person who may operate under general supervision and may be expected to lead a group of equally or lesser trained personnel through the performance of a specified task. This course will utilize classroom instruction, discussion, and exploration as well as performance based skill development in practical exercises with fire apparatus and firefighting tools on the fire grounds.

### **FIRE-140. Introduction to Fire Origin & Cause.**

3 Hours. The purpose of this course is to provide a guide to emergency response personnel (ERP) who are charged with trying to determine the origin and cause of a fire. It is intended to provide company officers, firefighters, and other emergency personnel with information that will assist them in this process. Included are guidelines for ERP's who are on the scene during and immediately after a fire. The information generated by the work of the initial responders is critical to the conduct of an accurate fire investigation. The information gathered can be used to determine the origin of the fire and how it started. Additionally, an

investigation can fix responsibility for the fire either as an accidental event or one that was intentionally set. From the initial investigation, the information gathered can form the foundation for sound courtroom testimony in both civil and criminal trials brought before the court. The outcomes of these legal proceedings help reduce the potential for additional incidents resulting from arson by removing the responsible party from society, or by eliminating a defective device or process from general use.

**FIRE-145. Fundamentals of Fire Prevention.**

3 Hours. This course addresses the organization, methodology, and processes of fire prevention. Methods and skills are demonstrated and developed for conducting inspections as well as surveying and mapping procedures. Upon successful completion of the course the students will be equipped to determine and recognize fire and life safety hazards, solution and correction of hazards, and when appropriate, enforcing the solution. It explores and emphasizes the need for good public relations and community motivation in fire prevention and overall life safety-injury prevention programs.

**FIRE-150. Building Construction Related to Fire Science.** 3 Hours. This course is intended to furnish the firefighter with basic information about how buildings are designed and constructed. This information will aid in decision-making related to fire prevention and fire control. Whether the firefighter's duties include studying and enforcing fire codes, inspecting buildings, developing pre-incident plans, fighting fires, directing fireground operations, overseeing firefighter safety, or investigating the origin and cause of fires, a thorough understanding of building construction principles and practices will enable the firefighter to make better, safe, and more timely decisions to protect people and property from potential as well as actual fires.

**FIRE-155. Fire Detection & Suppression Systems.**

3 Hours. This course is designed to provide up to date instruction and information on fire detection and suppression systems. It is aimed at municipal firefighters, industrial fire protection personnel, and all others seeking additional information in this area. The course contains instruction and information on automatic sprinkler systems, hose standpipe systems, and fixed fire pump installations. Portable fire extinguishers, fixed special agent extinguishing systems, and fire alarm and detection systems are also addressed. Description and explanation on the design, operation, and inspection of these systems and equipment is provided. This course is intended to familiarize the fire service and

other interested personnel with hazard recognition, extinguishing agents, detection and alarm systems, fixed extinguishing systems, fire behavior, and water supplies for extinguishing systems.

**FIRE-160. Pumping Apparatus Driver/Operator.**

3 Hours. This course details the important responsibilities of firefighters who are assigned to drive and operate a fire department vehicle that is equipped with a fire pump. The purpose of the course is to present general principles of pump operations, along with the application of those principles wherever feasible. It is also meant to guide driver/operators in the proper operation and care of apparatus. This course serves as an overview of qualities and skills needed by driver/operator, safe driving techniques, types of pumping apparatus, positioning of apparatus to maximize efficiency and water supply, fire pump theory and operation, hydraulic calculations, water supply considerations, relay pumping principles, water supply procedures, foam systems operation, and apparatus maintenance and testing.

**FIRE-170. Fire Service Hydraulics & Water Supply.**

3 Hours. The purpose of this course is to allow firefighters to become more professional in the area of fire service hydraulics. This course will not only explain how various equipment or equations work, but why they work and why firefighters need to know them. The information contained in this course is designed to meet the objectives put forth in the model course outlined for Fire Protection Hydraulics and Water Supply as established by the Fire and Emergency Services Higher Education (FESHE) initiative led by the United States Fire Administration (USFA). Every effort will be made in this course to demonstrate and explain how equipment and theory have benefited from modern technology. The firefighter student will be instructed in the most modern, efficient, and simplest manner of performing the task at hand. In some cases the older methods will also be demonstrated and explained to provide a detailed understanding of the physical characteristics of water and the scientific principle of its movement.

**FIRE-171. Fire Service Hydraulics & Water Supply Lab.**

3 Hours. The purpose of this course is to allow firefighters to become more professional in the area of fire service hydraulics. This course will not only explain how various equipment or equations work, but why they work and why firefighters need to know them. The information contained in this course is designed to meet the objectives put forth in the model course outlined for Fire Protection Hydraulics and Water Supply as established by the Fire and Emergency Services Higher

Education (FESHE) initiative led by the United States Fire Administration (USFA). Every effort will be made in this course to demonstrate and explain how equipment and theory have benefited from modern technology. The firefighter student will be instructed in the most modern, efficient, and simplest manner of performing the task at hand. In some cases the older methods will also be demonstrated and explained to provide a detailed understanding of the physical characteristics of water and the scientific principle of its movement.

**FIRE-180. Fire Investigator.** 3 Hours. This course addresses the basic skills needed to conduct fire investigations. Successful methods are demonstrated for conducting legal fire investigations that culminate, when appropriate, in prosecution for arson. Upon successful completion of the course, the students will be equipped to identify the origin and cause of a fire, and conduct a technically and legally sound investigation. Subjects covered include behavior of fire, health and safety, determining point of origin, accidental and incendiary fire cause determination, motivation of the fire-setter, fire scene investigation and follow-up techniques, fire protection systems, vehicle fires, fatal fires, incendiary devices, legal aspects, interview techniques, evidence, and report writing.

**FIRE-190. Wildland Firefighting for Structural Firefighters.** 3 Hours. This course is intended to furnish the firefighter with basic information needed to effectively perform the various tasks involved in wildland firefighting. Primarily firefighters whose central focus is fighting structure fires, but who are also responsible for protecting wildland (forest) and wildland/urban interface areas. Safe and effective initial response to wildland fires requires basic training in wildland firefighting, such as wildland fire behavior, suppression methods, tools, safety, and communications. In addition to basic knowledge, skills, and experience, wildland firefighters must learn to use specialized techniques, tools, and equipment in order to mitigate wildland fire emergencies. An effective wildland fire fighting incident response requires that wildland firefighters be familiar with various types of equipment and the different features of the terrain and topography. This course identifies critical wildland firefighting skills that structural firefighters need to be safe and effective in an initial attack on a wildland fire in their jurisdiction or when working with state and federal wildland firefighters.

**FIRE-200. Rescue Practices.** 3 Hours. This course is designed to develop and teach essential rope rescue skills, knowledge, and techniques required for the

student to function as an effective and competent rescuer in a high angle or vertical environment. The instruction will cover rope safety, equipment, knots craft, basic and advanced rigging, belaying techniques, repelling, rescue skills, self/victim rescue, team organization and system analysis. The course will incorporate classroom instruction using lecture, discussion, demonstration, and hands-on activities/applications with multiple practice sessions. The course will incorporate a field instruction lab where students will learn, practice and demonstrate rigging, rope rescue skills, team based rescue, rope safety, anchoring, belay techniques, repelling, and victim rescue. In the lab environment the student will demonstrate and become proficient in the skills and techniques required to conduct rope rescue operations.

**FIRE-201. Rescue Practices Lab.** 3 Hours. This course is designed to develop and teach essential rope rescue skills, knowledge, and techniques required for the student to function as an effective and competent rescuer in a high angle or vertical environment. The instruction will cover rope safety, equipment, knots craft, basic and advanced rigging, belaying techniques, repelling, rescue skills, self/victim rescue, team organization and system analysis. The course will incorporate classroom instruction using lecture, discussion, demonstration, and hands-on activities/applications with multiple practice sessions. The course will incorporate a field instruction lab where students will learn, practice and demonstrate rigging, rope rescue skills, team based rescue, rope safety, anchoring, belay techniques, repelling, and victim rescue. In the lab environment the student will demonstrate and become proficient in the skills and techniques required to conduct rope rescue operations.

**FIRE-210. Strategic & Tactical Considerations on the Fire Grounds.** 3 Hours. This course is designed as an in-depth analysis in the principles of fire control through the utilization of personnel, equipment, and extinguishing agents on the fire ground. A systems approach to guide the firefighters and driver operators who aspire to the position of company officer, company officers and for training officers responsible for teaching and developing officers and officer candidates through the process of problem identification and solution response. From pre-incident planning to incident scene control, this course addresses the tools for response in numerous situations including among others, building collapse, high rise fires, strip malls, and large commercial buildings. Building construction is examined including the basic types and their strength, weaknesses, fire resistance and collapse potential. The Command Sequence method for problem identification and strategy tactics is utilized as well as the Cue-Based



Decision-Making, taught at the National Fire Academy, to describe incident scene problem-solving.

**FIRE-220. Fire & Emergency Service Instructor**

**I.** 3 Hours. The purpose of this course is to provide fire and emergency services instructor candidates with basic instructional knowledge. This knowledge is necessary to develop skills for preparing and presenting training for personnel of fire and emergency service organizations through a variety of instructional methods. Fire and Emergency Service Instructor Level I will be responsible for assembling course materials, delivering a prepared lesson plan, managing instructional resources, using instructional aids and evaluation tools, and reviewing and adapting lesson plans to meet the training and instructional needs of the target group. Fire and Emergency Service Instructor Level I also prepares and maintains accurate training records in accordance with the requirements of the jurisdiction.

**FIRE-230. Industrial Firefighting.** 3 Hours. This course is designed to examine fire prevention and fire protection with business and industrial environments by exploring the control of hazards including smoking, housekeeping, electrical, flammable gases, welding and cutting.



# FOREIGN LANGUAGE

If a student enters college with one year or less of foreign language, the student should take an elementary course in that language. The student's class choices should be chosen with the help of an advisor and with the transfer institution in mind.

composition, and conversation. Prerequisite: Spanish III or its equivalent.

Recommended Courses		Credit Hrs
FLNG-100	Conversational Spanish	3
FLNG-110	Conversational Spanish II	3
FLNG-103	Spanish I	5
FLNG-104	Spanish II	5
FLNG-203	Spanish III	3
FLNG-204	Spanish IV	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**FLNG-103. Spanish I.** 5 Hours. This course includes the study of the structure of the language, elementary conversation, reading and writing.

**FLNG-104. Spanish II.** 5 Hours. This course is a continuation of Spanish I: the study of the structure of the language, elementary conversation, reading and writing. The class is designed to include cultural awareness and reading short stories written by major Hispanic writers. Prerequisite: Spanish I or instructor's permission.

**FLNG-203. Spanish III.** 3 Hours. This course includes the reading of modern short stories, poetry and drama. This is an intermediate Spanish course which integrates language and culture by reviewing grammatical points with high interest topics. The class is designed to develop language skills and cultural awareness through the active use of art, music and literature from the Spanish-speaking world. Prerequisite: Spanish II or its equivalent.

**FLNG-204. Spanish IV.** 3 Hours. This course includes the review of the structure of the language,

# HEALTH AND PHYSICAL EDUCATION

This program includes academic courses for students wanting to pursue a degree from a four-year institution in health, physical education, coaching and other related fields. A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

Recommended Courses		Credit Hrs
BIOL-123	Anatomy and Physiology	5
HPER-165	Introduction to Athletic Training	3
PSYC-101	General Psychology	3
PSYC-102	Developmental Psychology	3
HPER-101	First Aid	2
HPER-115	Instruction and Analysis of Individual and Dual Sports	3
HPER-130	Instruction and Analysis of Team Sports	3
HPER-103	Introduction to Health, Physical Education, Recreation	3
FACS-102	Introduction to Nutrition	3
HPER-111	Lifetime Fitness Concepts	2
HPER-102	Personal Hygiene and Community Health	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**AGRI-121. Rodeo Techniques.** 1 Hour. This course includes the history, agricultural importance and competitive sport aspects of rodeo. May be taken for credit four times.

**HPER-101. First Aid.** 2 Hours. This course is designed to acquaint the student with procedures necessary when assisting victims of accidents or sudden illness needing emergency treatment. Meets the requirements for American Red Cross certificates: Standard First Aid and CPR.

**HPER-102. Personal Hygiene and Community Health.** 3 Hours. This course discusses the physical

and mental aspects of healthy living and the application of the principles of health to the individual, school and community. Helps students view health as a quality of life and explores a variety of health alternatives.

**HPER-103. Introduction to Health, Physical Education and Recreation.** 3 Hours. This course is designed to provide prospective health and physical educators with an insight into health, physical education and sports so they may obtain a basic understanding of the profession. It discusses philosophy, history, concepts and the significance to total education.

**HPER-105. Rules and Officiating of Sports.** 2 Hours. This course is designed to provide information to students in the areas of contest rules and official's responsibilities in the following five major sports: basketball, football, baseball, softball and volleyball. Each sport will represent a unit in which the students will display an understanding and appreciation of general rules and official responsibilities by performing well on quizzes/tests, daily assignments and presentations.

**HPER-106. Weight Training and Body Conditioning.** 2 Hours. This course is designed to introduce and develop strength and endurance through various methods of weight training and conditioning techniques. Different principles of total fitness development will be discussed. May be taken for credit four times to apply toward graduation.

**HPER-111. Lifetime Fitness Concepts.** 2 Hours. This course is designed to inform and motivate students to learn techniques which will improve fitness, promote personal wellness and develop a positive lifestyle behavior. Health related components of physical fitness will be presented through lectures, demonstrations and personal assessment. Students will be expected to apply these concepts through implementation of their own personal exercise and weight control programs.

**HPER-112. Physical Fitness.** 2 Hours. This course is designed to introduce and develop fitness and conditioning through various methods of cardiorespiratory and muscular training techniques. Different principles of total fitness development will be discussed. May be taken for credit four times to apply toward graduation.

**HPER-113. Physical Fitness II.** 2 Hours. This course is designed to introduce and develop fitness and conditioning through various methods of cardiorespiratory and muscular training techniques. Different principles of total fitness development will be discussed. May be taken for credit four times to apply toward graduation.

**HPER-114. Weight Training and Body Conditioning II.** 2 Hours. This course is designed to introduce and develop strength and endurance through various methods of weight training and conditioning techniques. Different principles of total fitness development will be discussed. May be taken for credit four times to apply toward graduation.

**HPER-115. Instruction and Analysis of Individual and Dual Sports.** 3 Hours. This course is designed to introduce history, theories, safety precautions, teaching progressions and skill development so the student can understand and acquire competency in individual and dual sports. Sports activities to be selected from the following: badminton, table tennis, golf, racquetball, tennis and fitness activities.

**HPER-130. Instruction and Analysis of Team Sports.** 3 Hours. This course is designed to introduce history, theories, safety precautions, teaching progressions and skill development so the student can understand the acquisition of competencies in team sports. Sport activities to be selected from the following: basketball, field hockey, flag football, soccer, softball, team handball and volleyball.

**HPER-140. Individual Activity.** 1 Hour. This is a service course designed to meet the interests of students who desire to participate and develop skills in individual lifetime sports and activities: archery, bowling, fly casting, fly tying, golf, knitting, tennis, pocket billiards, swimming, dance, tumbling, walking, weight training, jogging. Specific courses emphasizing only one sport or activity will be offered each semester.

**HPER-150. Team Activity.** 1 Hour. These are service courses designed to meet the interests of students who desire to participate and develop skills in team sports and activities: baseball, basketball, football, soccer, softball, volleyball. Specific courses emphasizing only one sport or activity will be offered each semester.

**HPER-172. Wellness.** 1 Hour. This course is designed to acquaint the student with the various aspects of a healthy lifestyle, to understand behavior modification techniques and incorporate them into healthy lifestyle

options. It discusses diet, stress and fitness principles necessary for healthy living.

**HPER-190. Introduction to Weight Training.** 3 Hours. This is a "Teach the Teacher" course in beginning weight training. The emphasis is on teaching the what, why, and how of weight training and program development for beginners.

**HPER-201. Recreational Activities.** 3 Hours. This course is designed to acquaint the student with the basic rules and fundamentals of several recreational activities. The course will include a brief consideration of a wide variety of lifetime activities including billiards, bowling, swimming and table tennis.

**HPER-203. Theory and Techniques of Football.** 2 Hours. This course is designed to introduce the student to the fundamentals, techniques, various teaching and coaching theories and skill progressions involved in football. Individual and offensive and defensive team strategies will be discussed through lectures, demonstrations, videos and reports.

**HPER-206. Theory and Techniques of Track and Field.** 2 Hours. This course is designed to introduce the student to the fundamentals, techniques, various teaching/coaching theories and skill progressions involved in the various events of track and field. Individual training strategies will be discussed through lectures, demonstrations, videos and reports.

**HPER-212. Adventure Hiking.** 3 Hours. This physically strenuous course is designed to give the student a better understanding of the fundamental knowledge needed to enjoy hiking and backpacking with fun and safety. Students will experience a lifelong activity that promotes a healthy and active lifestyle. Topics will include safety, first aid, ecology, clothing, food, walking technique, navigation, fitness training.

## **VARSITY ATHLETICS**

**AGRI-123. Applied Rodeo.** 1 Hour. This is a comprehensive course in implementing the regulations, methods and techniques used in rodeo as a team sport. May be taken for credit four times. Prerequisite: Basic understanding of the skills involved.

**HPER-112. Physical Fitness - Cheerleading.** 2 Hours. This course is designed to develop fundamental skills in the various techniques associated with cheerleading which includes stunts and tumbling.

Members of the team are selected annually. Their responsibilities include regular practice, various competitions and performances at most intercollegiate athletic football and basketball games.

**HPER-112. Physical Fitness - Dance.** 2 Hours. This course is designed to develop specialized skills in a minimum of five different styles of dance including pom, lyrical, jazz, hip-hop and modern. Members of the team are selected annually. Their responsibilities include regular practice, various competitions as budgets allow and performances at most home intercollegiate athletic football and basketball games.

**HPER-119. Football.** 1 Hour. This course is designed to develop fundamental skills using selected drills and participation. Fall semester only. May be taken for credit two times. Prerequisite: Approval by the Head Football Coach.

**HPER-120. Basketball.** 1 Hour. This is a service course designed to meet the interests of students who desire to participate and develop skills in the team sport of basketball. May be taken for credit two times. Prerequisite: Instructor approval.

**HPER-121. Golf.** 1 Hour. This course is designed to help a student develop skills unique to golf. Opportunities will be presented to enable a student to build skills and develop techniques which are specific to the game through drills, teaching progressions and activities. May be taken for credit two times.

**HPER-123. Track.** 1 Hour. This course is designed to develop fundamental skills using selected drills and participation. Spring semester only. May be taken for credit two times. Prerequisite: Instructor approval.

**HPER-124. Baseball.** 1 Hour. This course is designed to help a student develop skills unique to baseball. Opportunities will be presented to enable a student to build skills and develop techniques which are specific to the game through drills, teaching progressions and activities. May be taken for credit two times.

**HPER-125. Volleyball.** 1 Hour. This course is designed to help a student develop fundamental skills unique to power volleyball. Opportunities will be presented that enable a student to play and have fun while building skills and developing techniques which are specific to the game through drills, teaching progressions and activities. May be taken for credit two times.

**HPER-127. Softball.** 1 Hour. This course is designed to develop fundamental skills using selected drills and participation. Spring and Fall semesters only. May be taken for credit two times.

**HPER-131. Basketball II.** 1 Hour. This is a service course designed to meet the interests of students who desire to participate and develop skills in the team sport of basketball. May be taken for credit two times. Prerequisite: Instructor approval.

**HPER-132. Golf II.** 1 Hour. This course is designed to help a student develop skills unique to golf. Opportunities will be presented to enable a student to build skills and develop techniques which are specific to the game through drills, teaching progressions and activities. May be taken for credit two times.

**HPER-133. Baseball II.** 1 Hour. This course is designed to help a student develop skills unique to baseball. Opportunities will be presented to enable a student to build skills and develop techniques which are specific to the game through drills, teaching progressions and activities. May be taken for credit two times.

**HPER-134. Track II.** 1 Hour. This course is designed to develop fundamental skills using selected drills and participation. Spring semester only. May be taken for credit two time

**HPER-136. Softball II.** 1 Hour. This course is designed to develop fundamental skills using selected drills and participation. Spring and Fall semesters only. May be taken for credit two times.

**HPER-150. Team Activity: Soccer.** 1 Hour. This is a service course designed to meet the interests of students who desire to participate and develop skills in the team sport of soccer.

## HEALTH PROGRAMS

The following courses are designed to train students to work for a health care facility providing specific patient care. Students who successfully complete the CNA, CMA, or HHA courses must pass the corresponding state exam to receive certification in those areas.

**CMAD-115. Certified Medication Aide (CMA).** 4 Hours . This course is designed to teach the concepts of correct medication administration as approved by the secretary of health and environment for the purpose of administering medications in a long term care facility under the supervision of a professional nurse or a licensed practical nurse.

**CNAD-105. Certified Nurses Aide (CNAD).** 5 Hours  
This course is designed to teach the concepts of direct patient care and apply current nursing assistant practices to long term care facilities. Clinical experience will consist of working with an RN instructor in a nursing assistant role during training process in an assigned long term care facility.

**CNAD-110. Social Service Designee.** 1 Hour (36 Contact Hours). This course provides an overview of the bio-psychosocial aging process and addresses the role of the activity and social service departments in resident care, the health care team concept, communication skills, regulatory standards, protocols, conflict resolution, and management principles. This course prepares the student for the role of Social Service Designee in a long-term care facility as the person accountable to designated consultants.

**CNAD-120. Activity Director.** 1 Hour (36 Contact Hours). This course prepares the student for the duties of an Activity Director. The Activity Director is responsible for the scheduling and presentation of a variety of activities for residents of long-term care facilities, hospitals, assisted living facilities, etc. Must be able to implement a plan of care to improve or restore Activities of Daily Living (ADL).

**CONT-230. Health Applications.** Up to 3 Hours (0-90 Contact Hours). This continuing education course allows students to gain knowledge and practical applications of health-related careers through lecture and lab settings.

**HHAD-120. Home Health Aide.** 1 Hour (20 Contact Hours). This is a 20-hour course designed to teach the concepts of caring for clients in their own home using equipment and/or adapting materials available in the home. Student must hold a valid nurse aide certificate issued by the KDHE, be at least 18 years of age and have completed 4 years of high school or have a GED diploma.

# HISTORY

This program is designed for the transfer-oriented student who wishes to work towards a degree in history or social science. A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Recommended History Courses

		Credit Hrs
HIST-102	Early United States History	3
HIST-103	Recent United States History	3
GOVN-104	United States Government	3
GEOG-120	World Geography	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**GEOG-120. World Geography.** 3 Hours. This survey course includes climatology, oceanography, morphology, earthquakes and volcanism from physical geography; and military, political, urban, cultural and economic fields from social geography. The course is structured to allow students to pursue the fields which are most relevant to their major field of study.

**GOVN-104. United States Government.** 3 Hours. This course is a survey of U. S. national government with emphasis on the Constitution, the Congress, the President and the Supreme Court. Foreign Policy since 1938 is also emphasized.

## **HIST-102. Early United States History.** 3 Hours.

A study of the origins of the American nation to the surrender at Appomattox. Special emphasis is placed on the political, economic and social development of the American nation.

## **HIST-103. Recent United States History.** 3 Hours.

The emergence of modern America from 1865 to the present presented in chronological sequence with emphasis on those political, social and economic events that shaped our modern history.



# HORTICULTURE

Demand for workers trained in the plant sciences is growing, especially for landscape designers, nursery production and garden center managers, crop farm and orchard managers, golf course and athletic field managers, technical representatives for agricultural service companies, ecological restoration specialists and horticultural therapists.

## Recommended Courses

		Credit Hrs
BIOL-101	General Biology	5
HORT-203	Horticultural Science.	4
CHEM-103	Principles of Chemistry I	5
AGRI-270	Soils	4
HORT-248	Landscape Design	3
BIOL-202	General Botany	5
HORT-252	Plant Propagation	3
HORT-146	Landscape Plants	1

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**HORT-141. Community Gardening.** 3 Hours. This course is designed to help students with the home culture of vegetables, herbs, small fruits, bedding plants, and fruit and nut trees. Choosing types of plants, edible landscaping, selecting and preparing a site, fertilizing and controlling pests, training and pruning, harvesting and preserving are featured. Students will start seeds in the greenhouse, transplant and care for a food garden.

**HORT-146. Landscape Plants.** 1 Hour. This course studies the identification, culture and landscape use of a variety of plants adapted to this climate. A survey of important evergreen and deciduous trees and shrubs, groundcovers, ornamental grasses and herbaceous perennial and annual flowers will be conducted. Campus walks and slides will be used to study many of the plants. Two-thirds hour lecture and two-thirds hour lab per credit hour.

**HORT-203. Horticultural Science.** 4 Hours. Horticultural plant structure and function, effects of

environmental factors on plant growth, and survey of the fruit, nut, vegetable, bedding plant, pot plant, cut flower, nursery and landscape industries are covered. Students will learn about horticultural crop families, growing systems and culture needs, soil preparation and fertilization, selecting and propagating varieties, preventing pests, regulating growth, harvesting, value-added processing and marketing.

**HORT-221. Herbaceous Ornamental Plants.** 2 Hours. Students will learn the identification, cultural requirements and landscape value of ornamental flowering herbaceous plants. This course provides garden design principles and various styles of gardens, and design and installation of herbaceous beds and borders. Two hours lecture/studio/practicum per week.

**HORT-248. Landscape Design.** 3 Hours. In this course students will learn to create pleasing planting designs for residential, business and public properties. Site analysis and modifications, determining clients' needs, design principles, choosing plant materials, maintenance considerations, installation and care of plantings will be covered. Students will create designs for a campus area, a home, a business and will participate in installing their campus design. Offered for one credit and for three credits.

**HORT-252. Plant Propagation.** 3 Hours. Students will learn the principles and techniques of reproducing plant varieties by seed, leaf and root cuttings, bulbs, corms, tubers and rhizomes; layering, divisions, grafting and budding, and tissue culture. Basic fundamentals of seed structure and vegetative makeup of plants are emphasized. Students will propagate plants in the greenhouse, then grow them in the greenhouse or nursery until sale or landscape installation size. Offered for three credits and for one credit. Prerequisite: Horticultural Science.

**HORT-284. Landscape Development Practicum.** 3 Hours. This course provides a learn-by-doing approach to landscape installation, development and management. Students will evaluate campus landscape conditions and needs, and will suggest and implement improvements. They will install new plantings, edgings and mulch, stake and prune plants and fertilize and apply irrigation and herbicides.

# HUMANITIES

The Humanities provide general education courses to expose students to a greater understanding, appreciation, and enjoyment for our culture, resources, and environment.

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**ARTS-155. Cinematic Traditions: Film Genres.** 3 Hours. A critical survey of the accomplishments of artists and craftspeople in the relatively short history of film making, a record of creative collaborations which changed critical and commercial perceptions of visual art and storytelling will be featured in this course.

**HUMN-104. Introduction to Philosophy.** 3 Hours. This course is a survey of the main problems in philosophy as presented in the writings of major philosophers. The course will present a study of the intellectual problems of our times as well as draw upon the knowledge and inquiries of past contemporaries. Philosophical concepts and theories will be explored by using applications of present social trends, issues and problems.

**HUMN-120. Issues in Philosophy.** 3 Hours. This course will examine the philosophical positions underlying contemporary issues, and the relationship of those issues to our inherited and diverse intellectual tradition. The emphasis is placed on understanding relevant philosophical issues, enabling the students to formulate their own informed conclusions.

**HUMN-125. Humanities I.** 1 Hour. This course enables the student to study the disciplines that serve as outlets for human expression. Opportunities will be provided to gain insight into human communication

efforts in art, drama, music, dance and literature. The student will become acquainted with these areas through lectures, demonstrations, exhibits, concerts and self-study. May be taken for credit three times.

**HUMN-130. History and Development of Motion Pictures.** 3 Hours. This course is designed to provide a critical survey of motion pictures as a distinctive form and as a medium of expression and communication, with attention given to silent films, early talking pictures and cinema innovators from the origins of the motion picture medium.

**HUMN-135. Humanities II.** 2 Hours. This is a continuation of the study begun in Humanities I including a second series of lectures, demonstrations, exhibits and readings. Prerequisite: Humanities I.

**HUMN-151. Comparative Humanities.** 3 Hours. Comparative Humanities is designed to bring the humanities into focus in relation to the modern world through lectures, demonstrations, readings and field trips. The Humanities are the disciplines that provide people with resources for engaging in humanistic concerns and leading a satisfying existence. They include the arts, religion, philosophy, architecture, history and those aspects of social and physical sciences which affect the quality and conduct of human life. A primary goal of Comparative Humanities is to enhance student learning through on-site instruction. While certain classes should remain on campus, others may benefit from the opportunities provided by travel. Course may be repeated.

**HUMN-153. Comparative Humanities: Honors.** 3 Hours. This course is designed to bring the humanities into focus in relation to the modern world through lectures, demonstrations, readings and field trips. The Humanities are the disciplines that provide people with resources for engaging in humanistic concerns and leading a satisfying existence. They include the arts, religion, philosophy, architecture, history and those aspects of social and physical sciences which affect the quality and conduct of human life. A primary goal of Comparative Humanities is to enhance student learning through on-site instruction. Our primary focus will be the current Phi Theta Kappa Honors Study Topic. Prerequisite: Selection for the CCC Honors Program.

**HUMN-156. Honors Seminar.** 1 Hour. The purpose of the seminar is to focus on topics of an interdisciplinary nature to stimulate critical thinking. All seminar classes will have different content. Discussions, guest lecturers, along with extensive reading and writing will be the chosen methods of instruction. Prerequisite: Selection for the CCC Honors Program.

**HUMN-180. Introduction to Ethics.** 3 Hours. This course is an introductory study of the nature of morality, moral judgments, moral knowledge and the relation of morality to religion. The course will take an integrated approach, combining the appeal and strengths of the moral problems approach with classical texts, thus providing a solid foundation in moral theory and moral reasoning.

**HUMN-208. World Religions.** 3 Hours. This course is a meaningful and thoughtful approach to the study of religions, relevant for humanities and cultural studies. The series explores modern religious practices and interpretations around the world: Buddhism, Judaism, Catholicism, Taoism, Zen, Islam and others. Prerequisite: English Composition I.

**HUMN-218. Logic and Critical Thinking.** 3 Hours. This course is a basic introduction to both deductive and inductive reasoning. Emphasis is placed on identifying, analyzing and constructing arguments. It examines the logical structure of English sentences, determining validity, examining premises, and using a symbolic system which models logical relations among sentences. Special emphasis will be placed upon the logical appraisal of everyday arguments and the analysis of value arguments.

**HUMN-225. Humanities III.** 3 Hours. Humanities is designed to enable the student to study the disciplines which pursue humanistic concerns, the relationship between the humanities, the arts and the sciences. Traditionally, these have included the fine arts, literature, drama, philosophy and religion, but the new humanist is greatly interested in anthropology, history, psychology and those aspects of the sciences and math which have direct bearing upon the qualities of human life. The student will become acquainted with these areas through lectures, demonstrations, exhibits and textual materials.

**HUMN-235. Humanities IV.** 3 Hours. Humanities is designed to enable the student to study the disciplines which pursue humanistic concerns, the relationship between the humanities, the arts and the sciences. Traditionally, these have included the fine arts, literature, drama, philosophy and religion, but the new humanist is

greatly interested in anthropology, history, psychology and those aspects of the sciences and math which have direct bearing upon the qualities of human life. The student will become acquainted with these areas through lectures, demonstrations, exhibits and textual materials.

**HUMN-253. Comparative Humanities II: Honors.** 3 Hours. This course is designed to bring the humanities into focus in relation to the modern world through lectures and readings. The primary focus will be the current Phi Theta Kappa Honors Study Topic. Readings, lectures and writings will be the focus of this in-depth Humanities class. Prerequisite: Selection for the CCC Honors Program and a passing grade in Comparative Humanities: Honors.

# INFORMATION SYSTEMS TECHNOLOGY

Students will receive hands-on experience working with Wide Area Networks (WAN) and Local Area Networks (LAN), and learning to troubleshoot technical problems. Students will be given instruction in the skills necessary for dealing with customers and customer networking problems in a business situation. Instruction will prepare students for industry recognized certifications, including A+, Network+, Microsoft Windows and Server, CISCO, Linux+, and Security+.

Recommended Courses		Credit Hrs	Contact Hrs
NETW-100	Desktop Hardware and Operating Systems I	6	163
NETW-105	Desktop Hardware and Operating Systems II	6	163
NETW-160	Networking Technology	6	164
NETW-170	Introduction to Linux	6	162
Network Administration Technology - Second Year			
NETW-125	Server Administration I	6	162
NETW-130	Server Administration II	6	163
NETW-253	Information Assurance and Comp. Security I	6	162
NETW-263	Information Assurance and Comp. Security II	6	163
TOTAL CREDIT/CONTACT HOURS		48	1300

Recommended course of study prepares the student for certification in:

CompTIA A+ Certification  
 CompTIA Network+ Certification  
 CompTIA Security+ Certification  
 Microsoft Certified Information Technology Professional  
 CompTIA Linux+ Certification

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**CONT-210. Networking Applications.** Up to 4 Hours (0-196 Contact Hours). This course provides students with hands-on experience to troubleshoot, repair, and install computer networks. Students learn basic networking concepts and terminology, as well as troubleshooting techniques.

**NETW-100. Desktop Hardware and Operating Systems I.** 6 Hours (163 Contact Hours). This course provides the student with a broad base of knowledge and competency in technologies including installation, configuration, diagnosing, preventative maintenance and basic networking of desktop computers.

**NETW-105. Desktop Hardware and Operating Systems II.** 6 Hours (163 Contact Hours). This course is an extension of the knowledge and skills identified in Desktop Hardware and Operating Systems I, with more of a "hands-on" orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems. Topics will also include customer service and communication skills to work with clients.

**NETW-125. Server Administration I.** 6 Hours (162 Contact Hours). This course provides a comprehensive guide for anyone wanting to obtain a solid background in basic Server Administration concepts and is intended to prepare the student to complete the MCITP certification. This course guides students through the basics of Windows Server Administration. Students will learn the basics of server setup, installation and purposing in an information technology environment. This course will also include troubleshooting various server related issues.

**NETW-130. Server Administration II.** 6 Hours (163 Contact Hours). This course covers advanced topics for anyone wanting to obtain a solid background in basic Server Administration concepts and is intended to prepare the student to complete the MCITP certification. Students will learn how to integrate network administration in medium and large scale implementations across multiple locations. Emphasis is given in DNS configuration and Active Directory setup and administration. Prerequisite: Server Administration I.

**NETW-170. Introduction to Linux.** 6 Hours (162 Contact Hours). This course provides a student with the basic skills to plan, install, and perform day-to-day administration on Linux-based networking environments. Topics covered include planning, installing, configuring, maintaining, and troubleshooting a Linux/UNIX system.

**NETW-160. Networking Technology.** 6 Hours (164 Contact Hours). This course covers network technologies, media and topologies, devices, management, tools and security. It is designed to provide students a fundamental understanding of internetworking. Topics include an emphasis on OSI network layering model, Local Area Network (LAN) and Wide Area Network (WAN) physical technologies, and the latest skills needed by technicians, such as basic principles on how to secure a network.

**NETW-230. Network Administration I.** 6 Hours (163 Contact Hours). Introduction to the computer networking field. Covers network terminology and protocols, communication fundamentals in Data networks and the Internet. Includes study of the Open Systems Interconnection (OSI) model, using a top down approach, cabling and cabling tools, basic Cisco router, configuration, Ethernet technologies, Internet Protocol (IP) addressing, and overview of Internet Protocol version 6 (IPv6), basic configuring and testing of the network, and network standards. This course begins preparation for the Cisco Certified Network Associate (CCNA) examination. Prerequisite: Networking Technology.

**NETW-235. Network Administration II.** 6 Hours (163 Contact Hours). This course provides advanced instruction of Cisco switches found in medium to large networks. It introduces students to the deployment of state-of-the art Local Area Networks (LAN). The course focuses on the selection and implementation of the appropriate Cisco Internetworking Operating System (IOS) services to build reliable scalable multilayer-switches LANs. Students will develop skills with Virtual LANs (VLAN), Virtual Trunking Protocol (VTP), Spanning Tree Protocol (STP), inter-VLAN routing, redundancy, Quality of Service (QoS) issues, LAN security, and transparent LAN services.

**NETW-253. Information Assurance and Computer Security I.** 6 Hours (163 Contact hours). This course is designed to provide students with a fundamental understanding of network security principles and implementation. Topics covered include authentication, the types of attacks and malicious code that may be used

against computer networks, and creating secure off-site connections.

**NETW-263. Information Assurance and Computer Security II.** 6 Hours (163 Contact Hours). This course is designed to provide students with a fundamental understanding of network security policy and attack prevention. Topics covered include the threats and countermeasures for e-mail, Web Applications, remote access, and file and print services. A variety of security topologies will be discussed as well as technologies and concepts used for providing secure communication channels, secure internetworking devices, intrusion detection systems, and firewalls.



# INTERACTIVE DESIGN

The Interactive Design curriculum provides students with the skills needed to professionally design and create web pages. Courses incorporate hands-on training where students will learn how to develop web pages with images, video and animation as well as determine fundamental principles of design and site maintenance.

Recommended Interactive Design Courses		Credit Hrs
COMP-162	Computer Concepts and Applications	3
COMP-195	Principles of Web Page Design**	3
COMP-205	Web Design Technologies*	3
COMP-277	Desktop Publishing: Adobe InDesign**	3
COMP-284	Web Page Design: HTML/XHTML	3
COMP-285	Image Manipulation: Adobe Photoshop	3
COMP-286	Illustration: Adobe Illustrator*	3
COMP-289	Web Production I***	3
COMP-296	Web Animation: Adobe Flash	3
COMP-297	Web Page Design: Adobe Dreamweaver	3
COMP-298	Special Projects	3
COMP-299	Web Production II***	3

\* Offered only in the fall semester

\*\* Offered only in the spring semester

\*\*\* May be repeated

**COMP-161. Computer Information Systems.** 3 Hours. This is a theory course designed to introduce students to the history, terminology and applications of computers. The student will learn the fundamentals of Windows along with many of the application software programs including spreadsheets, word processing, databases and presentation software. The fundamentals of computer programming will also be studied as well as the different programming languages currently being used in the industry.

**COMP-162. Computer Concepts and Applications.** 3 Hours. This course provides an introduction to computer concepts and terminology, information technology, and software applications used in business and industry. Included are word processing, spreadsheets, databases, and presentation management.

**COMP-190. Microcomputer Applications I.** 1-3 Hours. Students receive hands-on experience with microcomputers while learning introductory theories and

practical applications of a software program. Software programs may include Windows, Word, Excel, Access, FrontPage, Internet and Web Design.

**COMP-191. Adobe PageMaker.** 3 Hours. The Adobe PageMaker program is a program widely accepted among designers, graphic designers, writers, editors and typesetters as a tool to integrate text and graphics from many sources into virtually any kind of publication, from newsletters and brochures to color catalogs and magazines, with maximum precision and control. In this course the student will be expected to learn and explore the creative and practical possibilities of the program. The student will learn the basic functions and applications of the Adobe PageMaker program.

**COMP-195. Principles of Web Page Design.** 3 Hours. This course is intended for those with some computer experience and includes practical hands-on project work. In this course, students learn the principles of the World Wide Web, learn to identify common problems in Web design, plan a web site project and have a practical understanding of how to build, update and publish a web site using a visual editor and HTML. The course is hands-on and production-driven where students learn about web design and authoring through lectures, discussions, demonstrations and through developing actual web pages.

**COMP-205. Web Design Technologies.** 3 Hours. This introductory course introduces the fundamentals of popular Web page design tools and technologies. No prior knowledge of HTML/XHTML or any other languages or tools is required. Students will be introduced to the basics of HTML/XHTML and Cascading Style Sheets. They will also learn basic Web design using the authoring tool Macromedia Dreamweaver. Images and animations will be created by using Adobe PhotoShop, Adobe ImageReady, Macromedia Fireworks and Macromedia Flash. The JavaScript scripting language and Dynamic Hypertext Markup Language (DHTML) may also be examined if time permits.

**COMP-245. Interactive Authoring: Adobe Director.** 3 Hours. This course is an introduction to creating multimedia applications using Macromedia Director MX. Students will learn how to plan and create movies from scratch, import and manage media from other sources, add navigation and user interaction, and prepare



and deliver movies for distribution on CD-ROM or the Web.

**COMP-256. Web Graphics.** 3 Hours. The main purpose of this course is to instruct students in basic and intermediate graphics design skills primarily for a Web environment and to prepare students for future careers as Web Designers. The basics of graphics design are included, from logos to icons to sliced images. This course affords a wealth of opportunity for hands-on experience using the primary design tools used in industry today.

**COMP-276. Presenting With Multimedia.** 3 Hours. Multimedia introduces students to the creation and use of business presentations using multimedia software. Multimedia covers evaluation of media for various target audiences, advantages and disadvantages of various presentation methods/media, principles of design and creation of presentations.

**COMP-277. Desktop Publishing: Adobe InDesign.** 3 Hours. This course will expose students to InDesign, a comprehensive software program that allows students to create output-ready layouts for anything from a simple coupon to an 8-page newsletter to a 120-page full-color magazine. This program interfaces seamlessly with Adobe Photoshop and Illustrator.

**COMP-282. Internet Navigation and Exploration.** 3 Hours. This course introduces students to the primary tools of the Internet. Hands-on exercises teach students how to access information from a multitude of different areas

**COMP-283. Web Page Design with Microsoft FrontPage.** 3 Hours. This course introduces students to the popular Web design program Microsoft FrontPage. Students will be introduced to the World Wide Web and will develop skills in construction of web pages and web sites through tutorials and cases related to business applications. Students will create, publish, test and maintain Web pages using the visual editor.

**COMP-284. Web Page Design with HTML.** 3 Hours. This course introduces the student to the language of Hypertext Markup Language (HTML) for creating properly formatted pages for the World Wide Web. Students will create, publish, test and maintain Web pages using HTML.

**COMP-285. Image Manipulation: Adobe Photoshop.** 3 Hours. This course will expose students to a comprehensive understanding of Adobe Photoshop.

Students will develop creative projects through concise instructions, and complete coverage of basic to advanced Photoshop skills to help students create dynamic Photoshop art.

**COMP-286. Illustration: Adobe Illustrator.** 3 Hours. This course will expose students to creative projects, concise instructions, and complete coverage of basic to advanced Illustrator skills, helping students create polished, professional-looking illustrations. Students will create everything from simple graphics, icons and text to complex and multilayered illustrations, all of which can be used within a page layout, in a multimedia presentation, or on the Web

**COMP-289. Web Production I.** 3 Hours. In this course students will learn how to develop Web sites utilizing the skills they have acquired from previously required Web Design course work. The course will teach students how to manage the Web site development process. In this course students will explore all aspects of Web Production from page design through user testing to uploading and maintenance.

**COMP-290. Microcomputer Applications II.** 1-3 Hours. Students receive hands-on experience with microcomputers while learning advanced theories and practical applications of a software program. Software programs may include Windows, Word, Excel, Access, FrontPage, Internet and Web Design.

**COMP-291. Digital Media: Adobe Premiere.** 3 Hours. This course will teach students how to create digital movies using Adobe Premiere software. Students will learn how to capture and edit digital video and will learn creative ways to include digital videos in DVDs, web sites and other multimedia projects. They will also learn how to: assemble and edit a video sequence; enhance video with transitions, effect and titles; work with audio, capture video, and export a video.

**COMP-296. Web Animation with Macromedia Flash.** 3 Hours. This course is designed to teach students how to use Macromedia Flash to create dynamic, compelling and highly interactive Web content. Students will use Macromedia Flash as a drawing tool, an animation environment, a programming language and a web authoring package.

**COMP-297. Web Page Design with Macromedia Dreamweaver.** 3 Hours. The main purpose of this course is to provide students with a comprehensive understanding of Macromedia Dreamweaver, and the knowledge, skills and abilities necessary to create Web sites.

**COMP-298. Special Projects.** 3 Hours. In this course a student will plan and execute a project to enhance their overall understanding of the interactive design. Projects will follow an individual approach and will include all aspects of the project from conception, design and production. Prerequisite: Permission of instructor.

**COMP-299. Web Production II.** 3 Hours. This course is a continuation of Web Production I which will teach the students how to develop Web sites utilizing the skills they have acquired from previously required Web Design course work. The course will teach students how to manage the Web site development process. In this course students will explore all aspects of Web Production from page design through user testing to uploading and maintenance. Prerequisite: Web Production I.

# MATHEMATICS

The Math program provides the fundamental mathematics courses to prepare general students and math and engineering majors for transfer to a four-year institution.

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

Recommended Course		Credit Hrs
MATH-115	Calculus with Analytic Geometry I	5
MATH-120	Calculus with Analytic Geometry II	5
MATH-201	Calculus with Analytic Geometry III	3
MATH-202	Differential Equations	3
ENGR-210	Engineering Physics I	5
ENGR-211	Engineering Physics II	5
A computer programming course		3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**MATH-102. Intermediate Algebra\*.** 3 Hours. This course is designed to survey the basic topics in algebra which will enable the student to enter a course in college algebra. Prerequisite: A minimum score of 31 on the Algebra Test of the COMPASS or credit in Introductory Algebra with a grade of C or above.

**MATH-105. College Algebra\*.** 3 Hours. Topics included in the course are quadratic equations, ratios, proportions and variation, complex numbers, determinants, and elimination theory and inequalities. Prerequisite: A minimum score of 44 on the Algebra Test of the COMPASS or credit in Intermediate Algebra with a grade of C or above.

**MATH-106. Trigonometry\*.** 3 Hours. This course is an introduction to trigonometry for students of various majors. Topics included in this course are law of sines, law of cosines, and the Pythagorean Theorem.

Prerequisite: A minimum score of 44 on the College Algebra Test of the COMPASS or credit in College Algebra with a grade of C or above.

**MATH-115. Calculus with Analytic Geometry I\*.** 5 Hours. This course is a study of derivatives and integrals with applications. Prerequisite: Trigonometry with a grade of C or above.

**MATH-117. Introduction to Analytic Processes.** 3 Hours. This course employs the concepts of function, limit, derivative, integral and related topics. This three-hour course is designed for the non-mathematics or non-engineering majors; pre-calculus for business majors. Prerequisite: College Algebra with a grade of C or above.

**MATH-120. Calculus with Analytic Geometry II.** 5 Hours. This course treats integration techniques, series, polar coordinates and vector applications. Prerequisite: Calculus with Analytic Geometry I with a grade of C or above.

**MATH-201. Calculus with Analytic Geometry III.** 3 Hours. This course treats the multi-variable concepts of partial derivatives and multiple integrals, vector valued functions and line integrals. Prerequisite: Calculus with Analytic Geometry II with a grade of C or above.

**MATH-202. Differential Equations.** 3 Hours. This course treats the various types of solutions of differential equations. Prerequisite: Calculus with Analytic Geometry III with a grade of C or above.

**MATH-250. Elementary Statistics.** 3 Hours. This course is an introduction to statistics for students of various majors. Topics included in this course are analysis of data, discrete and continuous distributions, sampling and statistical inference. Prerequisite: Intermediate Algebra with a grade of C or above.

\*Completion of the COMPASS Test is required for students prior to enrolling in their first math course. ACT, ASSET or SAT scores are also accepted.

# MEDICAL ADMINISTRATIVE SPECIALIST

The program offers a one-year certificate as well as a two-year associate degree option. A medical administrative specialist is an office administrator who has specialized skills relating to the health field. An administrative specialist in any capacity performs clerical tasks and manages office files, systems, and most of the daily functions required of office personnel. A medical administrative specialist performs all of these tasks, but must also have extensive knowledge of the medical field.

## Core Requirements for Medical Administrative Specialist

BCTC-111	Word Processing I	3
BCTC-119	Word Processing II	4
BCTC-113	Business Procedures I	5
MEDA-110	Insurance, Billing and Coding	3
MEDA-160	Medical Terminology	3
MEDA-180	Human Body in Health and Disease	3
MEDA-100	Medical Professional Issues	2
BCTC-160	Spreadsheet Applications I	3
BCTC-175	Spreadsheet Applications II	4
BCTC-123	Business Procedures II	5
BCTC-220	Medical Machine Transcription	3
BUSN-154	Computerized Accounting	3
MEDA-150	Medical Administrative Aspects	4
BCTC-207	On-the-Job Training (OJT or OJT Equivalent)	3
TOTAL		48

**BCTC-111. Word Processing I.** 3 Hours. This course is designed to provide students with an orientation to word processing concepts including hands-on applications and skill development. Students will use Microsoft Word as the primary course software for exploration in word processing. Course will prepare students for testing to become Microsoft Office Specialist (MOS) certified in Word Specialist.

**BCTC-113. Business Procedures I.** 5 Hours. This course introduces students to the many dimensions and duties of the administrative assistant position. Office support personnel must understand a variety of general office functions in order to provide efficient support of management functions. This course will provide a practical approach to office procedures such as organization, time management, telecommunications, mail, proper use of office equipment, and records management. Class instruction may be on a group or individual basis.

**BCTC-119. Word Processing II.** 4 hours. An advanced course including mail-merge features in word processing (merging documents, sorting, and selecting data), importing/exporting documents, advanced macros and XML. The use of templates, styles, tables, columns, and other beyond-the-basic word processing features will also be covered. Students will use Microsoft Word as the primary course software for exploration in word processing. Course will prepare students for testing to become Microsoft Office Specialist (MOS) certified in Word Expert.

**MEDA-100 Medical Professional Issues.** 2 Hours. Reviews the role and function of the Medical Assistant. This course focuses on the basic concept of the professional practice of medicine and the scope of practice of the Medical Assistant. Students discuss the personal and professional characteristics and legal and ethical standards for Medical Assistants, explore professional and personal therapeutic communication, and address time management and goal setting.

**MEDA-110 Insurance Billing & Coding.** 3 Hours. Explores the medical insurance system and related billing and coding. Students learn how to complete and submit electronic and paper insurance claim forms, perform referrals, and apply the correct procedure and diagnostic codes.

**BCTC-123. Business Procedures II.** 5 Hours. This course introduces a variety of units to provide the student with critical thinking skills in the area of accessing and managing information, and the transfer of learned concepts. A variety of units will be covered, including Business Mathematics and Computer Literacy

**BCTC-160. Spreadsheet Applications I.** 3 Hours. This course covers beginning software training in the utilization of Microsoft Excel for integrating activities that are experienced in the workplace. Students will prepare for testing at the beginning level of certification in Microsoft Office Specialist in Excel.

**BCTC-175. Spreadsheet Applications II.** 4 Hours. This course covers expert level software training in the utilization of Microsoft Excel for integrating activities that are experienced in the workplace. Students will prepare for testing at the advanced level of certification in Microsoft Office Specialist in Excel.

**MEDA-150 Medical Administrative Aspects. 4**

Hours. 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. Focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

**MEDA-160 Medical Terminology. 3 Hours.** This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building system will be used to learn word parts that are used to construct or analyze new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented.

**MEDA-180 Human Body in Health and Disease.**

3 Hours. Focuses on diseases that are frequently diagnosed and treated in the medical office setting.

**BCTC-207. On-the-Job Training (OJT or OJT Equivalent).** Up to 4 Hours. Students demonstrating excellent attendance, attitude and mastery of core curriculum competencies may be considered for on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class attendance is also required.

**BCTC-220. Medical Machine Transcriptions. 3**

urs. This course prepares a student to become a transcriptionist in medical offices, clinics, hospitals and other health facilities. Through 60 prerecorded exercises students become familiar with the following areas of medical transcription: history and physical reports, radiology, operations, pathology, discharge summaries and autopsies. Prerequisite: Medical Terminology I.

**BUSN-154. Computerized Accounting. 3 Hours.**

This course is designed to teach how the computer can be used as an accounting tool. It is not intended to teach any new accounting concepts, but rather how accounting procedures can be applied through computer applications with the use of a general ledger software package. Also included are modules for accounts receivable and payable, payroll and asset management. Prerequisite: Financial Accounting or permission of instructor.



# MEDICAL ASSISTANT

Medical Assistants are multi-skilled professionals dedicated to assisting in patient care management. This health care professional performs administrative and clinical duties and may manage emergency situations, facilities, and/or personnel. Medical assistants work in physicians' offices, clinics, hospitals and other medical facilities under the supervision of a physician.

## Medical Assistant Requirements for Certification

	Credit Hrs
MEDA-150 Medical Administrative Aspects	4
MEDA-100 Medical Professional Issues	2
MEDA-110 Insurance, Billing and Coding	3
MEDA-155 Patient Care I	4
MEDA-255 Patient Care II	4
MEDA-240 Clinical Laboratory Diagnostics	5
MEDA-250 Pharmacology for Allied Health	3
MEDA-251 Pharmacology Administration	1
MEDA-180 Human Body in Health and Disease	3
MEDA-185 Emergency Preparedness	1
MEDA-275 Medical Assistant Externship	6
MEDA-128 Phlebotomy Essentials	3
MEDA-129 Phlebotomy Clinical Applications	3
MEDA-160 Medical Terminology	3
EMTP-115 Cardiopulmonary Resuscitation	1

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## Phlebotomy (Certificate Program)

Phlebotomy is designed to teach skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. It includes instruction on vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning.

## Phlebotomy Requirements:

	Credit Hrs
MEDA-128 Phlebotomy Essentials	3

MEDA-129 Phlebotomy Clinical Applications	3
EMTP-115 Cardiopulmonary Resuscitation (CPR)	1

Medical Coding is designed to teach students the coding rules for the CPT, ICD-9-CM and Level II (HCPCS) coding systems and then apply the rules to code patient services. In addition, a variety of payment systems are presented. The medical topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed. Also covered is the use of International Classification of Disease, Clinical Modification (ICD-9-CM) and Current Procedural Terminology (CPT) codes in medical billing and insurance claims.

## Medical Coding Requirements:

	Credit Hrs
MEDA-160 Medical Terminology	3
MEDA-110 Insurance, Billing and Coding	3
MEDA-190 Certified Professional Coder	6

## Recommended Courses:

MEDA-180 Human Body in Health and Disease	3
MEDA-250 Pharmacology for Allied Health	3

## DESCRIPTION OF COURSES

**MEDA-128. Phlebotomy Essentials.** 3 Hours. This course offers skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Point of Care Testing (POCT) will also be discussed for waived laboratory procedures.

**MEDA-129. Phlebotomy Clinical Applications.** 3 Hours. This course is an intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhances skills, and integrates knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience.



The student will demonstrate skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions which include: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis is on infection control and prevention, proper patient identification, labeling of specimens, quality assurance, specimen handling, processing and accessioning.

The course is designed to allow students to develop the skills, knowledge, and attitude required to function in a professional manner in the health care setting. Laboratory information services, client services and quality assurance may be covered. Students must perform a minimum of 50 successful venipunctures and 25 successful skin punctures. Students will be scheduled for 120+ hours of clinical. Students who successfully complete Clinical Rotation will be awarded a certificate of completion and be eligible to take a national certification exam. Prerequisite: Successful completion of Phlebotomy Essentials, students must be 18 years of age prior to sitting for national registry exam, and high school diploma/GED required before taking the national registry exam.

**MEDA-100. Medical Professional Issues.** 2 Hours. The role and function of the medical assistant is reviewed. This course focuses on the basic concept of professional practice of medicine and the scope of practice of the medical assistant. Students discuss the personal and professional characteristics and legal and ethical standards for medical assistants, explore professional and personal therapeutic communication, and address time management and goal setting.

**MEDA-110. Insurance, Billing and Coding.** 3 Hours. This course explores the medical insurance system and related billing and coding. Students learn how to complete and submit electronic and paper insurance claim forms, perform referrals, and apply the correct procedure and diagnostic codes. Prerequisite: Medical Terminology is recommended.

**MEDA-150. Medical Administrative Aspects.** 4 Hours. This course provides an introduction to the administrative skills needed for a medical office. Students will learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. Focus is on the financial aspects of the medical office including accounts payable and accounts receivable. Students will examine billing and collection procedures. Prerequisite: Medical

Terminology is recommended.

**MEDA-155. Patient Care I.** 4 Hours. This course introduces basic clinical skills necessary for the medical assistant. Aseptic practice for the medical office will be defined, basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied. Prerequisite: Medical Terminology.

**MEDA-160. Medical Terminology.** 3 Hours. This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building system will be used to learn word parts that are used to construct or analyze new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented.

**MEDA-180. Human Body in Health and Disease.** 3 Hours. This course focuses on diseases that are frequently diagnosed and treated in the medical office setting. Basic anatomy and physiology will be discussed. Prerequisite: Medical Terminology is recommended.

**MEDA-185. Emergency Preparedness.** 1 Hour. This course is designed to provide healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

**MEDA-190. Certified Professional Coder.** 6 Hours. This course is designed to teach students the coding rules for the CPT, ICD-9-CM and Level II (HCPCS) coding systems and then apply the rules to code patient services. In addition, a variety of payment systems are presented. The medical topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed. The course also covers the use of International Classification of Disease, Clinical Modification (ICD-9-CM) and Current Procedural Terminology (CPT) codes in medical billing and insurance claims.

**MEDA-200. Basic EKG Interpretation.** 3 Hours. This course is designed to provide healthcare providers the ability to understand and interpret basic EKG's. The student will be provided with a practical

yet comprehensive approach to the skill of EKG interpretation.

**MEDA-240. Clinical Laboratory Diagnostics.** 5 Hours. The role and function of the professional in the clinical laboratory is introduced. Topics include safety in the laboratory, CLIA government regulations and quality assurance, and microscope procedures and concepts. Students perform procedures in the different departments of the laboratory including specimen collection and performance of CLIA 88 low and moderate complexity testing. Students demonstrate competency in the wide variety of specimen techniques used to collect process, and test specimens. Prerequisite: Phlebotomy is recommended.

**MEDA-250. Pharmacology for Allied Health.** 3 Hours. This course is designed to enable the beginning medical professional to understand the foundation and principles of entry level pharmacology. The student will be provided with an introduction to the classifications, effects, side effects and adverse reactions for medications.

**MEDA-251. Pharmacology Administration.** 1 Hour. In this course students will prepare and administer medications via several routes including oral, parenteral (excluding intravenous), transdermal, and inhalation. Emphasis is placed on safe and accurate administration.

**MEDA-255. Patient Care II.** 4 Hours. This course introduces basic clinical skills necessary for the medical assistant. Aseptic practice for the medical office will be defined, basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied. Prerequisite: Patient Care I.

**MEDA-275. Medical Assistant Externship.** 6 Hours. This course provides the student with an opportunity to apply clinical, laboratory, and administrative skills in a supervised, non-remunerated externship in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Prerequisites: Student must have completed all Medical Assistant curriculum courses to be eligible for this class and approved by the director of the Medical Assistant program; proof of immunizations: Hep B SERIES/Titer within 3 years, MMR, Tetanus Toxoid within 5 years, current Tb Tine; students must pass the college specified

background check and random drug screen; and current Cardiopulmonary Resuscitation (CPR) certification (health care provider level) is required.

# MUSIC

The Choral and Instrumental Music programs serve two primary functions: for music majors it provides a solid academic and performance foundation to prepare them for transfer to a four-year institution; for non-music majors it provides an opportunity to participate in musical performances and activities to expand their knowledge and appreciation for music.

Class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Recommended Courses

	Credit Hrs
MUSC-123 Music Theory I	3
MUSC-118 Sight Singing and Ear Training I	3
MUSC-117 Applied Music	1
MUSC-124 Music Theory II	3
MUSC-119 Sight Singing and Ear Training II	3
MUSC-223 Music Theory III	3
MUSC-218 Advanced Sight Singing and Ear Training I	3
MUSC-219 Advanced Sight Singing and Ear Training II	3
MUSC-224 Music Theory IV	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**MUSC-107. Class Piano.** 1 Hour. Class instruction in Keyboard. Instruction in piano is designed to develop musicianship and technical proficiency, and to further the ability to sight read and to assimilate music without guidance. Prerequisite: Consent of instructor.

**MUSC-109. Instrumental Combo Ensemble. 2 Hours.** This is an advanced performance-oriented course dealing with all aspects of small group instrumental performance. Styles of music will include but are not limited to: jazz, rock, pop, funk, and ska. Students will have several on- and off-campus performance opportunities throughout the semester.

**MUSC-110. West African Drum Ensemble. 2 Hours.** This course is designed to enable the student to gain greater appreciation and understanding of music of Sub-Saharan Africa, primarily West Africa. Students will prepare and perform traditional West African rhythms. Students will engage in community education through campus performances and various outreach opportunities

**MUSC-111. Concert Choir.** 1 Hour. The Concert Choir sings many styles of choral literature from the Baroque Era to the present, and a public concert culminates each semester. This course is open to all students who enjoy singing and will enable them to better understand and appreciate the aesthetics of choral music. May be taken for credit four times.

**MUSC-112. Wind Ensemble.** 2 Hours. This course explores all areas of wind band literature. It is created to improve technical playing, overall musicianship, work ethic, and motivation through challenging literature. The wind ensemble comprises of students on campus and is open to anyone who auditions. This ensemble performs a concert at the end of the semester and performs at area high schools across Southeast Kansas. This ensemble also serves as the basketball band for Coffeyville Community College. May be taken for credit two times. Prerequisite: Student needs to have a minimum two years of band experience or consent of instructor.

**MUSC-113. Drum Ensemble.** 1 Hour. This course is designed to enable the student to gain greater appreciation and understanding of the percussive arts, specifically through the marching percussion genre. Students will prepare and perform literature consisting of classic street beats, modern cadences, world music styles, and stage pieces. Students will engage in community education through campus performances and various outreach opportunities.

**MUSC-114. Concert Band.** 1 Hour. This course explores all areas of wind band literature. It is created to improve technical playing, overall musicianship, work ethic, and motivation through challenging literature. Membership in the course is drawn from students on campus and community members. This ensemble performs a concert at the end of the semester. Prerequisite: Student needs to have a minimum two years of band experience or consent of instructor.

**MUSC-115. Instrumental Ensemble.** 1 Hour. This is a small ensemble open to all college students who are qualified instrumentalists. The group prepares and performs music primarily suited for the composition of the group. May be taken for credit four times. Prerequisite: Minimum two years band experience and consent of the instructor.

**MUSC-116. Marching Band.** 2 Hours. An instrumental music unit emphasizing performances, drilling and coordination of drills with suitable music as the basis of the course. May be taken for credit two times. Prerequisite: Consent of instructor. Student needs to have a minimum two years of band experience.

**MUSC-117. Applied Music.** 1 Hour. Private instruction in Piano, Voice, Brass, Percussion, Woodwind, and Conducting will be offered. May be taken for credit four times. Prerequisite: Consent of instructor.

**MUSC-118. Sight Singing and Ear Training I.** 3 Hours. This course is designed for students who plan to major in music. It begins with an introduction to musicianship to help students learn to read music with a particular emphasis on the basic skills of reading music at sight and the mental recognition of phrases and melodies so they can be transcribed to staff paper. The course includes singing and dictation of rhythms in simple and compound meters, scales and diatonic melodies; study and analysis of representative music literature are included.

**MUSC-119. Sight Singing and Ear Training II.** 3 Hours. This course is a continuation of aural skill training with introduction to modulating melodies and elementary harmonic dictations, with studies of related music literature. Keyboard work will include the playing of major scales using key signatures. Prerequisite: Sight Singing and Ear Training I.

**MUSC-120. Vocal Ensemble.** 1 Hour. The singers in this ensemble are selected by audition. This ensemble performs more contemporary literature and utilizes choreography in its performances. May be taken for credit four times.

**MUSC-122. Music Appreciation.** 3 Hours. This course intends to develop a capacity for critical listening and an appreciation for the various musical styles. Special attention is given to works from the standard musical repertoire of the Renaissance, Baroque, Classical, Romantic and Contemporary eras of music history. This class is designed exclusively for the non-

music major.

**MUSC-123. Music Theory I.** 3 Hours. The content of this course includes the study of major and minor scales, key signatures, triads of the principal harmonies and basic rhythmic structure. Notational practices, part-writing and manuscript writing are included. The course is grounded in the basic tonal functions of the common practice period.

**MUSC-124. Music Theory II.** 3 Hours. The second semester theory course resumes the study of the common practice period, including root position triads, their doubling, spacing and connection of first and second inversion triads; phrase structure and cadences; progressions; non-harmonic tones; dominant and non-dominant seventh chords and secondary dominants. Prerequisite: Music Theory I.

**MUSC-125. Caribbean Ensemble. 2 Hours.** This course is designed to enable the student to gain greater appreciation and understanding of music of the Caribbean. Students will prepare and perform traditional Caribbean music and styles including but not limited to Pop, Reggae, and Calypso. Students will engage in community education through campus performances and various outreach opportunities

**MUSC-127. Fundamentals of Music Review.** 3 Hours. This course will prepare the student for the music theory courses (I-IV) by increasing students' music analysis skills.

**MUSC-128. Aural Skills and Theory I & II.** 4 Hours. Beginning to midterm: The course is designed for students who plan to major in music. Strong abilities in sight-reading music will be tested before enrollment in this class. The course includes singing and dictation of rhythms in simple and compound meters. Scales, and diatonic melodies; study and analysis of representative music literature are also included. The content of this course includes the study of major and minor scales, key signatures, triads of the principal harmonies and basic rhythmic structure. Notational practices, part-writing and manuscript writing are included. The course is grounded in the basic tonal functions of the common practice period. Midterm to final: Continuation of aural skill training with introduction to modulating melodies and elementary harmonic dictations, with studies of related music literature. Keyboard work will include the playing of major scales using key signatures. This course is the second course in a sequence of four sight singing and ear training courses designed for the student who is majoring in music. It is a

continuation of the learning of musical skills taught in Sight Singing and Ear Training I. This course includes further sight singing and dictation of rhythms in simple and compound meters; diatonic intervals and scales, subdivision of beats in simple and compound meters; and intervals from the Dominant Seventh Chord. The second semester theory course resumes the study of the common practice period, including root position triads, their doubling, spacing and connection of the first and second inversion triads; phrase structure and cadences; progressions; non-harmonic tones; dominant and non-dominant seventh chords, and secondary dominants.

**MUSC-180. Choreography.** 2 Hours. This course will teach the student basic choreography dance steps and body movement. Students will learn choreography to a complete musical show. This course will require much physical endurance and intense concentration. The purpose of this course is to add movement to enhance a choral performance. Prerequisite: Consent of the instructor and chosen for Raven Soundsations.

**MUSC-218. Advanced Sight Singing and Ear Training I.** 3 Hours. Student's aural and reading abilities will be increasingly challenged by problems of rhythm, meter and pitch through specific exercises and studies of related musical literature. Prerequisite: Sight Singing and Ear Training II.

**MUSC-219. Advanced Sight Singing and Ear Training II.** 3 Hours. This course includes reading of two or more melodic lines, score reading and preparation, and aural analysis of melodies and harmonic progressions as played or sung. This course is the fourth course in a sequence of four sight singing and ear training courses designed for the student who is majoring in music and is recommended to be taken in conjunction with Music Theory IV. Prerequisite: Advanced Sight Singing and Ear Training I.

**MUSC-223. Music Theory III.** 3 Hours. This course continues the study of the common practice period including modulation to closely related keys, borrowed chords, augmented sixth chords, Neapolitan sixths, chromatic mediants, modulation to foreign keys, ninth, eleventh and thirteenth chords. Prerequisite: Music Theory II.

**MUSC-224. Music Theory IV.** 3 Hours. This course begins with a study of impressionistic composers, and is concluded with a study of twentieth century harmonic devices. Prerequisite: Music Theory III.

**MUSC-228. Aural Skills and Theory III & IV.** 4 Hours. Beginning to midterm: Students' aural and reading abilities will be increasingly challenged by problems of rhythm, meter and pitch through specific exercises and studies of related musical literature. This course continues the study of the common practice period including modulation to closely related keys, borrowed chords, augmented sixth chords, Neapolitan sixths, chromatic mediants, modulation to foreign keys, ninth, eleventh, and thirteenth chords.

Midterm to final: Reading of two or more melodic lines, score reading and preparation, and aural analysis of melodies and harmonic progressions as played or sung. This course is the fourth course in a sequence of four sight singing and ear training courses designed for the student who is majoring in music. It is a continuation of the learning of musical skills taught in Aural Skills and Theory I & II. This course includes material to further develop the students' skills insight singing. This course begins with a study of impressionistic composers, and is concluded with a study of twentieth century harmonic devices. Prerequisite: Aural Skills and Theory I & II.



# NURSING

## LICENSED PRACTICAL NURSE

The Licensed Practical Nurse program is designed to prepare graduates for entry level nursing positions with various health care organizations, including doctor's offices, hospitals, and nursing homes. The program is designed to allow completion of the Licensed Practical Nurse certification and preparation to continue in the Registered Nurse associate degree program with the option to transfer to BSN programs at area universities.

### Required Licensed Practical Nurse Prerequisite Courses

		Credit Hrs
PSYC-101	General Psychology	3
BIOL-203	Anatomy & Physiology	5
PSYC-102	Developmental Psychology	3
MATH-102	Intermediate Algebra or higher level math course	3

An active Certified Nurse Aide (CNA) certificate is required for acceptance into the Licensed Practical Nurse Program.

### Required Licensed Practical Nurse Courses

NSPN-100	Foundations of Nursing	4
NSPN-105	Foundations of Nursing Clinical	2
NSPN-120	Medical Surgical Nursing I	4
NSPN-125	Medical Surgical Nursing I Clinical	3
NSPN-130	Nursing Pharmacology	3
ENGL-101	English Composition I	3
NSPN-140	Medical Surgical Nursing II	4
NSPN-145	Medical Surgical Nursing II Clinical	3
NSPN-150	Maternal Child Nursing I	2
NSPN-155	Maternal Child Nursing I Clinical	1
NSPN-160	Gerontology Nursing	2
NSPN-170	Mental Health Nursing	2

## REGISTERED NURSE

The Registered Nurse program is a two-year associate degree program focused on completion of the Registered Nurse curriculum. The program prepares graduates for entry level nursing positions with various health care organizations, including doctor offices, hospitals, and nursing homes. The program is designed to allow completion of the NCLEX-RN Registration and the Associate of Applied Science degree with the option to transfer to BSN programs at area universities.

- Completion of a practical nursing program is required. Students must be a Licensed Practical Nurse to apply for the RN program.
- LPN's from out-of-state may be required to take additional course work to meet Kansas standardized curriculum requirements prior to admission into the RN program.

### Required Registered Nurse Courses

		Credit Hrs
NSRN-200	LPN Bridge Course	1
NSRN-212	Mental Health Nursing II	2
NSRN-222	Maternal Child Nursing II	3
NSRN-227	Maternal Child Nursing II Clinical	2
BIOL-204	Microbiology	5
SPCH-111	Public Speaking	3
NSRN-230	NCLEX-RN Review Course	1
NSRN-242	Advanced Nursing	6
NSRN-245	Advanced Nursing Clinical	3
NSRN-260	Leadership & Management in Nursing	2

## DESCRIPTION OF COURSES

**NSPN-100. Foundations of Nursing.** 4 Hours. This course introduces the student to the foundations of nursing practice using NAPNE and ANA Standards of Nursing Care, NAPNE and ANA Code of Ethics, the nursing process, and basic principles of physical, psychosocial/cultural, and spiritual assessment. Emphasis is on basic nursing skills, medical language, and medication administration to promote, maintain, and restore health for the individual, family, and community throughout their lifespan. Prerequisites: CNA Certification, Anatomy & Physiology and General Psychology. Corequisite: Foundations of Nursing Clinical. Students must be successful in both Foundations of Nursing and Foundations of Nursing Clinical in order to progress in the Nursing Program.

**NSPN-105. Foundations of Nursing Clinical.** 2 Hours. This course introduces the student to clinical nursing practice in a variety of health care settings. Foundations of Nursing Clinical is an experiential learning practicum of Foundations of Nursing. Emphasis is on providing therapeutic care using basic nursing skills, and medication administration to promote, maintain, and restore health for the individual and family throughout their lifespan. Prerequisites: CNA Certification, Anatomy & Physiology, and General Psychology. Corequisite: Foundations of Nursing.



Students must be successful in both Foundations of Nursing and Foundations of Nursing Clinical in order to progress in the Nursing Program.

**NSPN-120. Medical Surgical Nursing I.** 4 Hours. This course introduces the student to medical surgical nursing principles. Emphasis is on therapeutic nursing care used to effect alterations in adult physical health. The nursing process is used to promote, maintain, and restore health for the individual across the lifespan. Prerequisites: CNA Certification, Anatomy & Physiology and General Psychology. Corequisite: Medical Surgical Nursing I Clinical. Students must be successful in both Medical Surgical Nursing I and Medical Surgical Nursing I Clinical in order to progress in the Nursing Program.

**NSPN-125. Medical Surgical Nursing I Clinical.** 3 Hours. This course introduces the student to medical surgical clinical nursing practice in a variety of health care settings. Medical Surgical Nursing I Clinical is an experiential learning practicum of Medical Surgical Nursing I. Emphasis is on providing therapeutic nursing care to effect alterations in adult physical health. The nursing process is used to promote, maintain, and restore health for the individual across the lifespan. Prerequisite: CNA Certification, Anatomy & Physiology and General Psychology. Corequisite: Medical Surgical Nursing I. Students must be successful in both Medical Surgical Nursing I and Medical Surgical Nursing I Clinical in order to progress in the Nursing Program.

**NSPN-130. Nursing Pharmacology.** 3 Hours. This course introduces the student to nursing pharmacology. Emphasis is on key principles of pharmacokinetics, and generic and brand named drugs that promote, maintain, and restore health for the individual across the lifespan. Prerequisites: Anatomy & Physiology and General Psychology. Corequisites: Foundations of Nursing and Medical Surgical Nursing I.

**NSPN-140. Medical Surgical Nursing II.** 4 Hours. This course continues to introduce the student to medical surgical nursing principles. Emphasis is on supportive and restorative therapeutic care measures used to effect alterations in adult physical health. The nursing process is used to promote, maintain, and restore health for the individual across the lifespan. Prerequisites: Anatomy & Physiology and General Psychology. Corequisite: Medical Surgical Nursing II Clinical. Students must be successful in both Medical Surgical Nursing II and Medical Surgical Nursing II Clinical in order to progress in the Nursing Program.

**NSPN-145. Medical Surgical Nursing II Clinical.** 3 Hours. This course continues to introduce the student to medical surgical clinical nursing practice in a variety of health care settings. Medical Surgical II Clinical is an experiential learning practicum of Medical Surgical Nursing I. Emphasis is on providing supportive and restorative therapeutic care measures used to effect alterations in adult physical health. The nursing process is used to promote, maintain, and restore health for the individual across the lifespan. Prerequisites: Certified Nurse Aide, Anatomy & Physiology and General Psychology. Corequisite: Medical Surgical Nursing II. Students must be successful in both Medical Surgical Nursing II and Medical Surgical Nursing II Clinical in order to progress in the Nursing Program.

**NSPN-150. Maternal Child Nursing I.** 2 Hours. This course introduces the student to maternal child nursing. Emphasis is on supportive and restorative therapeutic care measures for pregnancy, labor and delivery, care of the newborn, and basic pediatric care. The nursing process is used to promote, maintain, and restore health for the individual and family across the lifespan. Prerequisites: Anatomy & Physiology and General Psychology. Corequisite: Maternal Child Nursing I Clinical. Students must be successful in both Maternal Child Nursing I and Maternal Child Nursing I Clinical in order to progress in the Nursing Program.

**NSPN-155. Maternal Child Nursing I Clinical.** 1 Hour. This course introduces the student to clinical maternal child nursing practice. Maternal Child I Clinical is an experiential learning practicum of Maternal Child Nursing I. Emphasis is on providing supportive and restorative therapeutic care measures for pregnancy, labor and delivery, care of the newborn, and basic pediatric care to promote, maintain, and restore health for the individual and family throughout their lifespan. Prerequisites: Anatomy & Physiology and General Psychology. Corequisite: Maternal Child Nursing I. Students must be successful in both Maternal Child Nursing I and Maternal Child Nursing I Clinical in order to progress in the Nursing Program.

**NSPN-160. Gerontology Nursing.** 2 Hours. This course introduces the student to basic geriatric nursing. Emphasis is on examining attitudes, values, and knowledge about aging. Communication is a central concept of the course using the nursing process to promote and maintain health for the aging individual at home and in the community. Prerequisites: Anatomy & Physiology and General Psychology. Corequisites: Medical Surgical Nursing II, Medical Surgical Nursing

II Clinical, Maternal Child Nursing I, Maternal Child Nursing I Clinical, and Mental Health Nursing.

**NSPN-170. Mental Health Nursing.** 2 Hours. This course introduces the student to essentials of psychiatric mental health nursing. Emphasis is on examining the treatments of human responses to mental health, and psychiatric disorders. Communication is a central concept of the course using the nursing process to promote and maintain mental health across the lifespan. Prerequisite: Anatomy & Physiology and General Psychology. Corequisites: Medical Surgical Nursing II, Medical Surgical Nursing II Clinical, Maternal Child Nursing I, Maternal Child Nursing I Clinical, and Gerontology Nursing.

**NSRN-200. LPN Bridge Course.** 1 Hour. This course is required for all licensed practical nurses (LPN's) matriculating into the Coffeyville Community College Registered Nurse (RN) program. Emphasis is on the change in role, responsibility, and accountability when moving from an LPN to an RN scope of Practice. Critical thinking, math review, nursing process, and essential nursing concepts will serve to bridge the transition, and prepare the student to enter third semester coursework. Prerequisite: Anatomy and Physiology, General Psychology, Developmental Psychology, and an active LPN Kansas License.

**NSRN-212. Mental Health Nursing II.** 2 Hours. This course explores complex concepts in mental health nursing and focuses on providing specialized care to mental health clients in crisis. The nursing process will be applied with emphasis on critical thinking, therapeutic nursing interventions, and effective communication and interpersonal skills. Prerequisites: LPN Bridge Course. Students must be successful in Mental Health Nursing II in order to progress in the Nursing Program.

**NSRN-222. Maternal Child Nursing II.** 3 Hours. This course introduces the student to a greater depth and breadth of understanding Maternal Child Nursing. As a continuation of Maternal Child Nursing I and Maternal Child Nursing I Clinical, this course expands on previous concepts of care and delves into high-risk maternity, newborn, and pediatric nursing care. Emphasis is on advanced therapeutic nursing care for maternal child, pediatric, and adolescent patients. Maternal Child Nursing II prepares the student to become a member of a specialized maternal child and pediatric team that serves this specific population to promote, maintain, and restore health. Prerequisites: Mental Health Nursing II. Corequisite: Maternal Child

Nursing II Clinical. Students must be successful in both Maternal Child Nursing II and Maternal Child Nursing II Clinical in order to progress in the Nursing Program.

**NSRN-227. Maternal Child Nursing II Clinical.** 2 Hours. This course introduces the student to a greater depth and breadth of understanding of Maternal Child Nursing. Maternal Child Nursing II Clinical is an experiential learning practicum of Maternal Child Nursing II. Emphasis is on providing advanced therapeutic nursing care for maternal child, pediatric, and adolescent patients. Maternal Child Nursing II Clinical prepares the student clinically to become a specialized maternal child and pediatric team member that serves this specific population to promote, maintain, and restore health. Prerequisites: Mental Health Nursing II. Corequisite: Maternal Child Nursing II. Students must be successful in both Maternal Child Nursing II and Maternal Child Nursing II Clinical in order to progress in the Nursing Program.

**NSRN 230.NCLEX-RN Review Course.** 1 Hour. This course is designed to provide a comprehensive review of the latest National Council Licensure Exam (NCLEX-RN) test plan for the RN graduate. The course will review all body systems as well as test-taking strategies, study skills, and stress management techniques. Prerequisites: Maternal Child Nursing II and Maternal Child Nursing II Clinical. Students must be successful in the NCLEX-RN Review Course in order to progress in the Nursing Program.

**NSRN-242. Advanced Nursing.** 6 Hours. This course builds on previous concepts of medical surgical care to adult patients and focuses on medical and mental health for adults in acute and critical care settings. Emphasis is on providing specialized acute and critical care through advanced therapeutic nursing care for problems of oxygenation, renal functioning, regulatory endocrine mechanisms, shock, burns, multiple organ dysfunction, and emergency and disaster nursing to restore adult health. Prerequisites: NCLEX-RN Review Course. Corequisite: Advanced Nursing Clinical. Students must be successful in both Advanced Nursing and Advanced Nursing Clinical in order to progress in the Nursing Program.

**NSRN-245. Advanced Nursing Clinical.** 3 Hours. This course introduces the student to a greater depth and breadth of understanding of high acuity medical surgical nursing in specialized complex and critical care settings. Advanced Nursing Clinical is an experiential learning practicum of Advanced Nursing. Emphasis is on providing advanced supportive and restorative

care measures for problems of oxygenation, renal functioning, regulatory endocrine mechanisms, shock, burns, multiple organ dysfunction, and emergency and disaster nursing to restore adult health. The course is designed to prepare the student clinically to become a critical care team member that serves to restore adult health. Prerequisites: Maternal Child Nursing II and Maternal Child Nursing II Clinical.

**NSRN-260. Leadership & Management in Nursing.**  
2 Hours. This course is a capstone course for the Registered Nurse program. Emphasis is on current issues, trends, and principles of health care leadership and management. An assigned preceptorship will serve to directly engage the student in professional nursing practice. Prerequisites: Maternal Child Nursing II and Maternal Child Nursing II Clinical . Corequisites: Advanced Nursing and Advanced Nursing Clinical.

# PHYSICS/PHYSICAL SCIENCE

This curriculum is for those students desiring to major in science on a broad level. This approach lends itself well to declaring a more specific major in the field of science at a later date. The science and math courses of the science major will transfer to a four-year institution. A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Recommended Courses

		Credit Hrs
MATH-115	Calculus with Analytical Geometry I	5
MATH-120	Calculus with Analytical Geometry II	5
ENGR-210	Engineering Physics I	5
ENGR-211	Engineering Physics II	5
CHEM-103	Principles of Chemistry I	5
CHEM-104	Principles of Chemistry II and Qualitative Analysis	5
PHYS-111	Introduction to Astronomy	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**ENGR-210. Engineering Physics I.** 5 Hours. This is a theory and lab course which covers vectors, mechanics, wave motion, simple harmonic motion and the Laws of Thermodynamics including Kinetic Theory. Calculus is used in the problem solving. The course includes four credit hours of lecture and one credit hour of lab. Prerequisite: Calculus with Analytic Geometry I or concurrently enrolled in Calculus with Analytic Geometry I.

**ENGR-211. Engineering Physics II.** 5 Hours. This course is a theory and lab course which continues with heat, thermodynamics, optics, electricity and magnetism, and elements of modern physics. Calculus is used in the problem solving. The course includes four credit hours of lecture and one credit hour of lab. Prerequisite: Engineering Physics I.

**PHYS-111. Introduction to Astronomy.** 3 Hours. This is a course designed for the non-science major. Emphasis will be placed on fundamentals of astronomy

and astrophysics, including history and methodology.

**PHYS-120. Physical Geology.** 5 Hours. This course is designed to provide the student with an understanding of the basic concepts of physical geology. The nature and properties of material composing the earth, the processes by which it is formed, altered, transported, and distorted, the distribution of this material, and the nature and development of landscape will be covered. The course includes three credit hours of lecture and two credit hours of lab.

**PHYS-121. Historical Geology.** 5 Hours. This course will focus on the history of the Earth from its formation within the Milky Way Galaxy to the evolution of Homo sapiens. It will be divided into two areas: physical development of the Earth and the biological development of the Earth. The course includes three credit hours of lecture and two credit hours of lab.

**PHYS-203. College Physics I.** 5 Hours. This is a theory and lab course which covers vectors, mechanics, simple harmonic motion and the Laws of Thermodynamics including Kinetic Theory. College algebra and trig skills are required. The course includes four credit hours of lecture and one credit hour of lab. Prerequisite: College Algebra or Trigonometry in high school or college.

**PHYS-204. College Physics II.** 5 Hours. This is a theory and lab course which continues with heat, thermodynamics, optics, electricity and magnetism and elements of modern physics. The course includes four credit hours of lecture and one credit hour of lab. Prerequisite: College Physics I.

**PHYS-205. Physical Science.** 5 Hours. This course is designed for students who need a physical science requirement, especially elementary education majors. Topics include astronomy, atmospheric science, geology and nuclear reactions.

**PHYS-212. Physics Seminar.** 2 Hours. This is a continuation of the introductory physics sequence in which the student will study more advanced topics of "modern" physics. Special emphasis is given to relativity, atomic and nuclear structure, and quantum mechanics. Additional topics in statistical mechanics, and solid state physics will be included as time allows. Prerequisite: College Physics I and College Physics II or Engineering Physics I and Engineering Physics II.

## POLITICAL SCIENCE

The program provides general education courses in government and international relations to prepare a student for transfer to a four-year institution to pursue a degree in Political Science.

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

### Recommended Courses

		Credit Hrs
HIST-102	Early United States History	3
ECON-205	Principles of Macroeconomics	3
ECON-206	Principles of Microeconomics	3
HIST-103	Recent United States History	3

GOVN-104	United States Government	3
GEOG-120	World Geography	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

### DESCRIPTION OF COURSES

**GOVN-104. United States Government.** 3 Hours. This course is a survey of U.S. national government with emphasis on the Constitution, the Congress, the President and the Supreme Court. Foreign Policy since 1938 is also emphasized.

## PRE-ENGINEERING

The science and math courses of the Pre-Engineering major will transfer to most four-year institutions. A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

### Recommended Courses

		Credit Hrs
MATH-115	Calculus with Analytic Geometry I	5
MATH-120	Calculus with Analytic Geometry II	5
MATH-201	Calculus with Analytic Geometry III	3
MATH-202	Differential Equations	3
ENGR-210	Engineering Physics I	5
ENGR-211	Engineering Physics II	5
CHEM-103	Principles of Chemistry I	5
CHEM-104	Principles of Chemistry II and Qualitative Analysis	5
A computer programming course		3

To complete an associate degree the program emphasis credit hours and the general education credit hours,

which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

### DESCRIPTION OF COURSES

**ENGR-210. Engineering Physics I.** 5 Hours. This is a theory and lab course which covers vectors, mechanics, simple harmonic motion and the Laws of Thermodynamics including Kinetic Theory. Calculus is used in the problem solving. The course includes four credit hours of lecture and one credit hour of lab. Prerequisite: Calculus with Analytic Geometry I.

**ENGR-211. Engineering Physics II.** 5 Hours. This course is a theory and lab course which continues with heat, thermodynamics, optics, electricity and magnetism, and elements of modern physics. Calculus is used in the problem solving. The course includes four credit hours of lecture and one credit hour of lab. Prerequisite: Engineering Physics I.

## PRE-LAW

Admission to law school is highly competitive and is based on the student's undergraduate grade point average and a law school admission test. Law school admissions tests help determine a student's reading comprehension and deductive reasoning abilities.

Law schools do not require a specific undergraduate major. However, the undergraduate major should be sufficiently rigorous, and majors that emphasize verbal and analytical skills are recommended.

Thus, Economics, English, History, Mathematics, Philosophy and Political Science are traditionally good pre-law majors.

A student's class selections should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## PRE-MEDICINE

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

MATH-105	College Algebra	3
MATH-106	Trigonometry	3
MATH-115	Calculus with Analytic Geometry I	5

### Recommended Courses

		Credit Hrs
BIOL-203	Anatomy and Physiology	5
BIOL-204	Microbiology	5
CHEM-103	Principles of Chemistry I	5
CHEM-104	Principles of Chemistry II and Qualitative Analysis	5
PHYS-203	College Physics I	5
PHYS-204	College Physics II	5

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.



## PRE-MORTUARY SCIENCE

Students interested in Mortuary Science are encouraged to select courses with the requirements of the mortuary science college in mind. Requirements for licensure in the Mortuary Science field vary from state to state. Since course requirements for mortuary science programs vary, students should review the specific program requirements of the college in which they plan to transfer. The following courses are general education requirements found at most mortuary science colleges.

### Recommended Courses

		Credit Hrs
ENGL-101	English Composition I	3
ENGL-102	English Composition II	3
SPCH-111	Public Speaking	3

BIOL-101	General Biology	5
BUSN-171	Financial Accounting	3
COMP-162	Computer Concepts and Applications	3
BIOL-203	Anatomy and Physiology	5
BIOL-204	Microbiology	5
PSYC-101	General Psychology	3
HUMN-104	Introduction to Philosophy	3
or		
HUMN-180	Introduction to Ethics	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Certain general education courses are preferred for different programs.

## PRE-VETERINARY MEDICINE

The suggested curriculum of courses for Pre-Veterinary Medicine is designed to ensure that the student both meets the admissions requirements and is on track to complete the bachelor's degree. Students planning to apply to a college of veterinary medicine should check with that university and their advisor.

### Recommended Courses

		Credit Hrs
AGRI-170	Agriculture in Our Society	2
AGRI-172	Principles of Animal Science	3
AGRI-180	Animal Science and Industry	1
AGRI-290	Animal Nutrition and Feeding	4
AGRI-171	Principles of Ag Economics	4
AGRI-293	Principles of Meat Evaluation	3
BIOL-101	General Biology	5
CHEM-103	Principles of Chemistry I	5
CHEM-104	Principles of Chemistry II and Qualitative Analysis	5

MATH-105	College Algebra	3
MATH-106	Trigonometry	3
PHYS-203	College Physics I	5
PHYS-204	College Physics II	5

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

# PRECISION MACHINING TECHNOLOGY

The Precision Machining Technology program is designed to give students the skills necessary to become gainfully employed in the manufacturing industry. Industry provides many jobs for machinists who operate machine tools that use different metals to form specific products through the use of drills, lathes, milling, grinding and Computerized Numeric Controls (CNC). Selecting the proper materials and tools, planning the project sequence according to the blueprints or written specifications, and forming the metal product while holding accuracies to within thousandths of an inch are skills obtained through the understanding of dimensions, units of measure and measuring instruments that are necessary for proficiency in machine technology.

## Recommended Courses

(Secondary and Postsecondary Programs)		Credit Hrs
MACH-110	OSHA 10 Safety	1
MACH-120	Precision Measurement and Gauges	2
MACH-140	Math for Manufacturing	3
MACH-116	Print Reading	2
MACH-160	Metallurgy	1
MACH-106	Machining I	6
MACH-145	Precision Machining II	6
MACH-180	Workplace Ethics	2
MACH-107	Shop Math and Communications I	2
MACH-205	Machining III	6
MACH-215	Machining IV	6
MACH-245	Machining V	6
MACH-230	CNC Operations	3
MACH-207	On-the-Job Training (OJT or OJT Equivalent)	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

### CONT-190. Precision Machining Applications.

Up to 4 Hours. This course provides students with an opportunity to gain practical hands-on skills in the Precision Machining field. This is a short course focused on machining applications found in many

industrial settings and includes safety, machine maintenance, and machining concepts.

### MACH-100. Precision Machining I. 6 Hours.

Program orientation and workplace skills, rules and regulations and physical layout of shop area are discussed. Orientation of safety issues, precision measurement tools and their applications, proper use of hand tools, and bench work procedures are covered in both the classroom and shop areas. Blueprints, math applications, cutting fluids, proper layout of parts, proper inspection of parts, material cutting, using band saws and drilling machines are taught by lecture, demonstrations and student practice. Safety, work habits and production are emphasized.

### MACH-107. Shop Math and Communications I.

2 Hours. Checking account, gross earnings, payroll deductions, work ethic, customer communication applications, employability techniques, such as job applications, job interviewing techniques and resumes are taught to aid the student in competing for successful employment and better understanding of employee compensation.

### MACH-106. Machining I. 6 Hours.

Program orientation and workplace skills, rules and regulations and physical layout of shop area are discussed. Orientation of safety issues, precision measurement tools and their applications, proper use of hand tools, and bench work procedures are covered in both the classroom and shop areas. Blueprints, math applications, cutting fluids, proper layout of parts, proper inspection of parts, material cutting, using band saws and drilling machines are taught by lecture, demonstrations and student practice. Safety, work habits and production are emphasized.

**MACH-110. OSHA Safety.** 1 Hour. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Upon successful completion of the course, participants will receive an OSHA general industry 10 hour course completion card from the Department of Labor.

**MACH-116. Print Reading.** 3 Hours. Students will learn to identify basic lines, views and abbreviations

used in blueprints, interpret basic 3D sketches using orthographic projections and blueprints, determine dimensions of features of simple parts, sketch simple parts with dimensional measurements, determine dimensions of a multi-feature part, interpret GDT symbols, frames and datums.

**MACH-120. Precision Measurement & Gauges.** 2 Hours. This course covers use of steel rules English and Metric, calipers, micrometers, height gage, depth gage, gage blocks, sign bar, bore gages, and other assorted precision measuring instruments as well as precision layout. Topics include: English and metric conversion, hardness testing, calibration of instruments, importance of repeatability, hands on measurement, instrument inspection and care.

**MACH-131. Bench Work.** 1 Hours. Students will be provided the opportunity to learn and practice bench work skills such as filing, drilling, tapping, deburring and layout for projects. They will gain valuable practical experience in the use of various hand tools by producing basic bench work projects. Topics will include safety, print reading, job planning, and quality control.

**MACH-135. Machine Tool Processes.** 1 Hour. This course will introduce the learner to the hazards that may be found in an industrial type setting. It will emphasize how to make quality suggestive changes. It will also concentrate on tool selection for a particular job and allow the student to make sound decisions in estimating, and machine cycle times. Group problem solving skills will be applied in this course to a brainstorm cost analysis and tool geometry.

**MACH-140. Math for Manufacturing.** 3 Hours. This course covers arithmetic skills required in a machine shop environment. Topics include: common and decimal fractions, powers, roots, percentages, calculation of area for common geometric shapes, tapers, English, metrics, conversion, machine rpm formulas, units of angular measurement, sign bar and basic right hand trigonometry.

**MACH -145. Machining II.** 6 Hours. Introduction to lathe terminology, proper operation of a manually operated lathe and various applications of the machining processes are taught. Safety, machine maintenance, machine care and sound work habits are stressed. Trigonometry is taught to apply in shop applications.

**MACH-160. Metallurgy.** 1 Hour. Covers the structure, processing, thermal and mechanical properties of: metals, plastics, polymers and ceramic materials.

Topics include: classification and properties of metals, synthesis and structure of polymers, chemical and heat treatment principals, corrosion avoidance, and selection of materials for particular application.

**MACH-170. Quality Control and Inspection.** 1 Hour. Students will be introduced to Quality Control Procedures that will provide them with the principles of locating, analyzing and performing techniques used for precision measurement to be obtained, and the common tools that can be associated with the procedures. The course will also emphasize the importance of interchangeability.

**MACH-180. Workplace Ethics.** 2 Hours. This course is designed to develop productive work habits, spirit of team work, and a sense of responsibilities as might be required in a machine shop environment. Students are taught how to develop a work plan including the critical thinking skills necessary to accomplish this plan. The importance of respect both for fellow students as well as shop equipment is stressed. Finally, students are encouraged to develop the essential skills of communications and dependability both with their classmates and college personnel.

**MACH-205. Machining III.** 6 Hours Proper terminology, machine set-up and operation of milling machines are taught through lectures, demonstrations, text/workbooks and shop practices. Safety, machine maintenance, machine care and precision machining concepts are emphasized. Prerequisite: Precision Machining II.

**MACH-207. On-the-Job Training (OJT or OJT Equivalent).** 3 Hours. Students demonstrating excellent attendance, attitude and mastery of core curriculum competencies may be considered for on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class attendance is also required.

**MACH-215. Machining IV.** 6 Hours. Terminology and proper handling of precision grinders and grinding wheels are taught. Grinding wheel selection, work holding methods, wheel dressing and surface finishing, as required by blueprint, are taught. After manual lathe skills are obtained, students are introduced to the terminology and operation of computerized lathes. Safety, machine maintenance, machine care and direct job related skills are required. Prerequisite: Precision Machining III and Metallurgy.

**MACH-230. CNC Operations.** 3 Hours. Covers set up,

maintenance and safe operations of Computer Numerical Controlled (C.N.C.) equipment; such as C.N.C. Mill and C.N.C. Lathe. Prerequisite: Precision Machining V.

**MACH-245. Machining V.** 6 Hours. Advanced theory and safety on manual machining equipment and basic CNC programming. G & M codes, offsets, cutter compensation, cutting tool speeds and feeds. Introductions to Computer Aided Drawing and Computer Assisted Machining (CAD/CAM). Introduction to Tool and Die making and machining knowledge in order to build molds, dies, jigs and fixtures. Training in specific areas to be determined by student and instructor as up grading current / new skills. Prerequisite: Precision Machining IV.

# PSYCHOLOGY/COUNSELING

The Psychology curriculum is designed to provide the first two years' requirements for a degree at a four-year university. A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

Recommended Courses		Credit Hrs
PSYC-101	General Psychology	3
PSYC-102	Developmental Psychology	3
PSYC-120	Psychology of Human Adjustment	3
PSYC-125	Human Sexuality	3
HUMN-208	World Religions	3
SOCI-101	Introduction to Sociology	3
GOVN-104	United States Government	3
HIST-102	Early United States History	3
SOCI-201	American Social Problems	3
FACS-107	Marriage and the Family	3
FACS-117	Early Childhood Development.	3
HUMN-104	Introduction to Philosophy	3
SOCI-290	Prob. in Sociology: Child Abuse	2
Foreign Language (all same language)		10

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**FACS-117. Early Childhood Development.** 3 Hours. This course is designed to be an in-depth study of the child beginning with prenatal development and extending through infancy, the pre-school years, and extending through middle childhood and adolescence. Laboratory observations of children at various stages of physical growth and emotional development are included in the course of study.

**PSYC-100. College Orientation I.** 1 Hour. This required course is designed to help students make a successful transition to the community college. The students will recognize and appreciate the diversity while adjusting to the academic, social, cultural and civic awareness necessary for college and lifetime success.

**PSYC-101. General Psychology.** 3 Hours. This course is an introduction to the science of psychology with an emphasis on the principles which lead to a greater understanding of human behavior. A variety of laboratory experiences will be included in the course.

**PSYC-102. Developmental Psychology.** 3 Hours. The principles of growth and development in the physical, cognitive, social, emotional and personality aspects are covered. Application of current research in the actual world of infants, children, adolescents and adults will be emphasized. Prerequisite: General Psychology.

**PSYC-104. College Success Strategies.** 2 Hours. This course is designed to help students become more successful in college and in life. Students will learn strategies for creating greater academic, professional and personal success. Prerequisite: College Orientation I.

**PSYC-107. College Orientation II.** 1 Hour. College Orientation II (Capstone Experience) emphasizes aspects of many academic disciplines which affect the quality and conduct of human life. Topics include more focused practice in effective study and test-taking skills. This section of College Orientation II will focus on those English (reading/writing), math, critical thinking, and science skills needed to perform successfully on standardized achievement tests. A primary goal of College Orientation II (Capstone Experience) is to enhance student learning through online instruction. The course follows the same procedures and is subject to the same standards as other credit classes. Three subject areas (Reading/Writing/ Math) will have a module on WebCT for the student to complete. Prerequisite: Student will have completed College Orientation I, English Composition I, and 45 credit hours.

**PSYC-120. Psychology of Human Adjustment.** 3 Hours. A study of factors designed to promote personality characteristics that reflect mental health. Emphasis will be centered on the development of the positive aspect of personality rather than on the correction of negative, undesirable characteristics.

**PSYC-125. Human Sexuality.** 3 Hours. This course is an introduction to the science of human sexuality with an emphasis on the principles which lead to a greater understanding of human behavior in relation to human sexuality. A variety of laboratory experiences will be included in the course.

**PSYC-201. Problems in Psychology.** 1 Hour. A course designed to meet the special educational needs of individuals majoring in the Social Sciences. The course uses the individual research, guided reading and/or class lecture methods of instruction. Course content varies according to the special interests or unique needs of the students. Prerequisite: Consent of instructor.



## SOCIOLOGY/SOCIAL WORK

The Sociology program helps students understand the role and influences of our society both present and past. The program is designed not only for general students, but for sociology, counseling, and social work majors to continue their education at a four-year institution.

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

Recommended Courses	Credit Hrs
SOCI-101 Introduction to Sociology	3
SOCI-201 American Social Problems	3
FACS-107 Marriage and the Family	3
PSYC-102 Developmental Psychology	3
FLNG-103 Spanish I	5
FLNG-104 Spanish II	5
ENGL-290 Technical Writing	3
FACS-117 Early Childhood Development.	3

These courses are also recommended for students pursuing a degree in Criminal Justice or Police Science.

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### DESCRIPTION OF COURSES

**FACS-107. Marriage and the Family. 3 Hours.** This course is a study of all kinds of relationships within the marriage and family experience, including premarital relationships. The differences among families and marriages, family structures and functions, changes throughout the family life cycle, and the history of marriage and family in American culture will be examined.

**SOCI-101. Introduction to Sociology. 3 Hours.** This course is designed for both the general student and the behavioral science major. Basic concepts, terms and works of prominent figures who have contributed to sociology are included.

**SOCI-124. Introduction to Criminal Justice. 3 Hours.** This is an introductory course designed to give an overview of the various components of the justice system. This course is designed for men and women at the beginning of their academic careers and for those who are working in the field of criminal justice and want to broaden their knowledge and advance professionally. Criminal justice is a practical science exploring the roles of law enforcement, the courts, corrections and criminal behavior and their relationships within the larger framework of public policy.

**SOCI-201. American Social Problems. 3 Hours.** This course examines the social problems which confront today's society. Prerequisite: Introduction to Sociology or permission of instructor.

**SOCI-290. Problems in Sociology. 2 Hours.** Independent research or a reading program in some field of the student's interest is used in this course which is taught in specially arranged conferences with the instructor. Prerequisite: Consent of instructor.

# SPEECH

The Speech major offers a variety of classes to students who are interested in speech communication and forensics. The curriculum is designed to provide the foundation to continue into a speech education program for prospective teachers.

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

## Recommended Courses

		Credit Hrs
SPCH-111	Public Speaking	3
SPCH-112	Oral Interpretation	3
SPCH-211	Interpersonal and Group Communications	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**SPCH-111. Public Speaking.** 3 Hours. This is a survey course in communication emphasizing platform speaking, public deliberations and critical thinking. The course focuses upon public speaking, evaluation and the practical application of those experiences.

**SPCH-121. Public Speaking: Honors.** 3 Hours. This is a survey course in communication emphasizing platform speaking, public deliberations and critical thinking. The course focuses upon public speaking, evaluation and the practical application of those experiences. It is designed to foster a more sophisticated level of skill development and theoretical understanding of the concepts presented in Public Speaking by using teaching strategies that focus upon the skills of Honors students. Emphasis will be placed on different assignments that promote a deeper understanding of the concepts taught in the basic course.

Public Speaking: Honors will have more group interaction exercises which lead to discovery learning. Speeches will be practiced in small groups in order to

get feedback on content and development. Students in this class will also have a chance to read and discuss essays, articles and famous speeches. Prerequisite: Student must be a member of the CCC Honors Program or have permission from the Program Coordinator.

**SPCH-211. Interpersonal and Group Communications.** 3 Hours. This is a survey course in communication emphasizing informal and organizational communication skills and strategies. This course further surveys theory and research related to interpersonal communication. The course focuses on effectively managing personal and professional relationships.

# THEATRE

Students are offered a variety of classes and work in a modern, open stage auditorium where techniques in theatre design and acting are addressed. Students are offered the opportunity to work with guest artists and professional groups. The curriculum is designed to provide the foundation to continue into a theatre education program for prospective teachers.

A student's class choices should be planned with the requirements of the transfer institution in mind. See your advisor for enrollment information and transfer institution requirements.

Recommended Courses		Credit Hrs
THTR-160	Theatre Appreciation	3
THTR-175	Theatre Appreciation: Honors	3
THTR-200	Playwriting	3
ENGL-214	Classic Theatre: The Humanities in Drama	3
THTR-165	Directing Project	2
THTR-164	Fundamentals of Acting I	3
THTR-264	Fundamentals of Acting II	3
THTR-166	Improvisation	3
THTR-266	Improvisation II	3
THTR-161	Stagecraft	3
THTR-265	Stagecraft II	3
THTR-167	Stage Movement	3
THTR-168	Theatre Internship	1
THTR-163	Theatre Production	1-4
THTR-162	Workshop in Theatre Design	3
THTR-270	Acting Styles	3

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**ENGL-214. Classic Theatre: The Humanities in Drama.** 3 Hours. This course is a study of drama and literature by European authors of the 17th, 18th and 19th centuries to be developed around a selection of 13 televised plays, augmented by textual materials and readings.

**THTR-160. Theatre Appreciation.** 3 Hours. This course is a basic approach to the what, why and how of theatre. The course provides an introduction to the history of the theatre as reflected in architecture, design, playwriting and acting of the major periods.

**THTR-161. Stagecraft.** 3 Hours. This course is an introduction to stage scenecraft techniques: basic carpentry, scene painting, props, lighting, sound, design, and direction through laboratory experience mixed with lecture. Students will work on construction and operating crews, handle business details under supervision and generally participate in the operation of the college theatre.

**THTR-162. Workshop in Theatre Design.** 3 Hours. This course offers practical experience in areas of play production other than directing, acting and construction. Areas are properties, publicity, makeup, costuming and house management.

**THTR-163. Theatre Production.** 1 Hour. Credit is earned by participation in school theatrical and assigned crew presentations and granted upon recommendation of instructor of dramatics. May be taken for credit four times. Prerequisite: Required of all Theatre Scholarship students.

**THTR-164. Fundamentals of Acting I.** 3 Hours. This course is a beginning acting class for majors and non-majors in theatre. Students will learn and perform four contrasting monologues during the course of the class. The course is designed to further acting skills in several areas, including characterization, body movement, make-up, costuming, voice and stage techniques. An acting recital will be held during finals and is open to the public.

**THTR-165. Directing Project.** 2 Hours. This course offers practical experience in the area of play production. It is designed to provide the student training in directing techniques. Practical application of the presented theatre principles will be required. Prerequisite: Permission of instructor.

**THTR-166. Improvisation.** 3 Hours. This is a theatre course designed to provide the student training in body movement, voice techniques, stage presence, spontaneity and acting techniques. Practical application of the presented theatre principles is required.

**THTR-167. Stage Movement.** 3 Hours. This course is designed to further acting skills in regards to stage movement. These acting skills include characterization, body movement, voice and stage techniques.

**THTR-168. Theatre Internship.** 1-2 Hours. This course consists of practical work experience in the theatre performance, or technical theatre in the sceneshop of the college theatre. Students and their job supervisors will report on the students' hours worked and their experiences in technical or performance theatre, emphasizing the development of workplace skills. The course will present ideas and practical knowledge as well as provide the how's and why's of technical and performance theatre positions. Prerequisite: Permission of instructor.

**THTR-170. Theatre Practicum.** 1 Hour. Credit is earned by participation in a College stage production. Performer must be cast in a role that will meet 45 clock hours of rehearsal. Technicians may also take this course for technical areas, as long as they meet the specific hours needed. A log sheet must be turned in and have dates and entries of rehearsals and performances attended. May be taken for credit four times.

**THTR-171. Theatre Production II.** 1 Hour. Credit is earned by participation in school theatrical and assigned crew presentations and granted upon recommendation of instructor of dramatics. May be taken for credit four times. Prerequisite: Required of all Theatre Scholarship students.

**THTR-172. Theatre Production III.** 1 Hour. Credit is earned by participation in school theatrical and assigned crew presentations and granted upon recommendation of instructor of dramatics. May be taken for credit four times. Prerequisite: Required of all Theatre Scholarship students.

**THTR-173. Theatre Production IV.** 1 Hour. Credit is earned by participation in school theatrical and assigned crew presentations and granted upon recommendation of instructor of dramatics. May be taken for credit four times. Prerequisite: Required of all Theatre Scholarship students.

**THTR-175. Theatre Appreciation: Honors.** 3 Hours. This course is an introductory approach to the what, why and how of theatre. The course focuses upon an introduction to the history of theatre as identified in architecture, design, playwriting and acting of the major periods. It also focuses on application of theatre criticism and theory of plays through written analysis. It

is designed to foster a more challenging, sophisticated level of skill development and theoretical understanding of theatre concepts by using field trips, guest artists, written papers, review, play readings and theatre history lectures. This class uses teaching strategies that focus upon the skills of Honors students. Prerequisite: Student must be a member of the CCC Honors Program.

**THTR-200. Playwriting.** 3 Hours. This course is an introductory class for beginning and experienced writers of plays, for theatre majors and those students studying to be playwrights. Students will learn specific techniques, practical exercises, candid exploration of famous plays and methods from award-winning playwrights during the course of this class. This course is designed to work with the basic building blocks of dramatic structure, study the exploration of developing character, analyze the elements of good dialogue writing, research the different methods of how to get plays published and explore different marketing tools to make a play a best seller. A playwright's recital of original work from the class will be held during finals and is open to the public.

**THTR-220. Voice and Diction.** 3 Hours. This course is a study of vocal mechanisms, phonetics and related exercises to improve articulation, pronunciation and expressive intonation. The course also covers the International Phonetic Alphabet and its uses in vocal performance. Prerequisite: Fundamentals of Acting I.

**THTR-240. Sketch Comedy I.** 3 Hours. This course will provide students with an overview of modern improvisation techniques. These core skills are useful to performers, instructors and directors. Special emphasis will be placed on techniques used to build an ensemble and the use of improv as a tool to boost creativity. Students will learn how improv can be used to help the performer with auditions and performances. Students will also learn the various techniques needed to create written comedy sketches for performance. Prerequisite: Improvisation I.

**THTR-245. Sketch Comedy II.** 3 Hours. This course will challenge students to continue their comic writing abilities. Comic situations from classic and contemporary theatre pieces will be studied. Comic techniques will be applied to current writings and reviewed in dramatic comedies. Comedy techniques will also be studied by reading and analyzing various playwrights throughout history. Prerequisite: Sketch Comedy I.

**THTR-250. Musical Theatre Audition. 3 Hours.**

This course is a beginning musical theatre class for majors and non-majors in theatre, music, and musical theatre. Students will learn and perform two contrasting monologues and two contrasting songs during the course of the class. It is designed to teach auditioning skills for those students auditioning for musical theatre, theatre or music departments at the four year universities or colleges. The course will also require the students to learn how to put a professional performance resume together along with a portfolio.

**THTR-264. Fundamentals of Acting II. 3 Hours.**

This course is designed to further acting skills in several areas, including characterization, body movement, make-up, costuming, voice and stage techniques.

**THTR-265. Stagecraft II. 3 Hours.** This is a course designed to further stagecraft skills in several areas, including design of a set, experience construction methods and techniques and business through laboratory mixed with lecture. Students will work on construction and operating crews, handle business details under supervision and participate in the operation of the College theatre. Prerequisite: Stagecraft.

**THTR-266. Improvisation II. 3 Hours.** This is a theatre course designed to provide the student advanced training in body movement, voice techniques, stage presence, spontaneity, acting techniques and character development. Practical application of the presented theatre principles is required. Prerequisite: Improvisation.

**THTR-270. Acting Styles. 3 Hours.** This course is an advanced class for majors in theatre. Students will learn and perform three period monologues and scenes during the course of the class. It is designed to help the student work with verse, including characterization, body movement, voice and stage techniques. An acting recital will be held during finals and is open to the public. Prerequisite: Fundamentals of Acting I and Fundamentals of Acting II.

# WELDING TECHNOLOGY

Welding Technology offers individuals independent training in contemporary processes and techniques used in welding. Welding serves industry in areas such as construction, manufacturing and engineering. The program offers virtually all the welding and cutting processes used in production and repair in today's industry as well as an intensive hands-on approach to blueprints, welding symbols and shop math that is used throughout the steel fabrication industry. It also develops the student's knowledge on a wide assortment of different types of metal such as aluminum, stainless steel, low alloy and low carbon, with an emphasis being placed on pipe. Working with an advisory board, the welding program operates an up-to-date lab where students will learn on state-of-the-art equipment, developing welding and workplace skills.

Limited welding codes and specifications are introduced in producing a safe product. The codes and specifications that are available are only guidelines for general manufacturers. This in turn dictates the welding procedure specification required for each essential variable. Gas pressure, tip sizes, welding speeds, amperage and voltage settings, wire feed rates, electrode sizes and inert gas selections are just some of the training arenas the student is introduced to for a welding technician career. Welding technicians should be able to work in a variety of weather conditions.

## Recommended Courses

(Secondary and Postsecondary Programs)		Credit Hrs	Contact Hrs
WELD-110	Welding Safety OSHA 10	1	15
WELD-111	Oxy Acetylene and Safety	3	90
WELD-120	Shielded Metal Arc Welding	3	85
WELD-140	Shielded Metal Arc Welding II	3	85
WELD-160	Shielded Metal Arc Welding III	5	150
WELD-181	Gas Metal Arc Welding	3	85
WELD-231	Gas Metal Arc Welding II	5	140
WELD-222	Fluxed Cored Arc Welding I	5	140
WELD-232	Fluxed Cored Arc Welding II	5	140
WELD-190	Gas Tungsten Arc Welding	3	85
WELD-210	Gas Tungsten Arc Welding II	3	85
WELD-220	Gas Tungsten Arc Welding III	6	170
WELD-242	Pipe Layout and Blueprint Reading	1	30
TOTAL		46	1300
WELD-207	On-the-Job Training (OJT or OJT Equivalent)	Up to 3	0-150

To complete an associate degree the program emphasis credit hours and the general education credit hours, which must be taken from the list approved by the General Education Committee, must total at least 64 credit hours in fields outlined on Pages 30-36. Also see specific curriculum guide for program emphasis. Certain general education courses are preferred for different programs.

## DESCRIPTION OF COURSES

**CONT-200. Welding Applications.** Up to 4 Hours (0-196 Contact Hours). This course provides students with hands-on practice and skill development in various welding applications to prepare the student for a career in welding. This is a short course focused on Welding applications found in commercial and industrial settings.

**WELD-110. Welding Safety OSHA 10.** 1 Hour (15 Contact Hours). Students will learn basic OSHA regulations and safety. The students will also learn how to read the OSHA manual properly. This course will stress the importance of PPE, fall protection and hazards, along with other topics.

**WELD-111. Oxy Acetylene and Safety.** 3 Hours (90 Contact Hours). This course is a lab course designed to give students practical work experience in Oxy Acetylene welding. Students will receive instruction for proper set-up and operation of Oxy Acetylene cutting and welding equipment to produce quality cuts and bevels on pipe of various thicknesses. This will include techniques of Oxy/Acetylene welding carbon steel pipe and soldering and brazing of copper pipe to medical gas standards. Related safety subjects will also be covered.

**WELD-120. Shielded Metal Arc Welding.** 3 Hours (85 Contact Hours). An extensive study into the technology of systems used in today's field of welding - manufacturing, construction, power/energy, transportation, fabrication and piping processes. The format is lecture, demonstration, student application and evaluation.

**WELD-140. Shielded Metal Arc Welding II.** 3 Hours (85 Contact Hours). An extensive study into the technology of systems used in today's field of welding - manufacturing, construction, power/energy, transportation, fabrication and piping processes. The format is lecture, demonstration, student application and



evaluation.

**WELD-160. Shielded Metal Arc Welding III.** 5 Hours (150 Contact Hours). This course is a lab course designed to give students practical work experience in Shielded Metal Arc Welding. Students will receive instruction in electrodes used, the machines, striking the arc, running continuous beads, and positions used to weld in all positions on pipe.

**WELD-181. Gas Metal Arc Welding.** 3 Hours (85 Contact Hours). This course is a lab course designed to give students practical work experience in Gas Metal Arc Welding. Students will study the various components of this welding process, will learn to properly set up and operate MIG welding equipment to weld 1 G position and produce quality pipe welds.

**WELD-190. Gas Tungsten Arc Welding.** 3 Hours (85 Contact Hours). This course is a lab course designed to give students practical work experience in Gas Tungsten Arc Welding (TIG). Students will learn to properly set up and operate TIG welding equipment to weld in all positions on pipe.

**WELD-207. On-the-Job Training (OJT or OJT Equivalent).** 3 Hours (150 Contact Hours). Students demonstrating excellent attendance, attitude and mastery of core curriculum competencies may be considered for on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class attendance is also required.

**WELD-210. Gas Tungsten Arc Welding II.** 3 Hours (85 Contact Hours). This course is a lab course designed to give students practical work experience in Gas Tungsten Arc Welding (TIG). Students will learn to properly set up and operate TIG welding equipment to weld in 5G position on pipe.

**WELD-220. Gas Tungsten Arc Welding III.** 6 Hours (170 Contact Hours). This course is a lab course designed to give students practical work experience in Gas Tungsten Arc Welding (TIG). Students will learn to properly set up and operate TIG welding equipment to weld in 6G position on pipe.

**WELD-222. Fluxed Cored Arc Welding I.** 5 Hours (140 Contact Hours). Emphasis is on maintenance and safety of equipment, setting up and using all types of MIG and Fluxcored equipment, passing test bends in 1G, 2G, 3G and 4G, and using 3/8" which will lead to certification.

**WELD-231. Gas Metal Arc Welding II.** 5 Hours (140 Contact Hours). This course is a lab course designed to give students practical work experience in Gas Metal Arc Welding. Students will study the various components of this welding process, will learn to properly set up and operate MIG welding equipment to weld in all positions and produce quality pipe welds.

**WELD-232. Fluxed Cored Arc Welding II.** 5 Hours (140 Contact Hours). This course is a lab course designed to give students practical work experience in Fluxed Cored Arc Welding. Students will receive instruction for proper setup and operation of Fluxed Cored Arc welding equipment to produce quality pipe welds of various thicknesses. Related safety subjects will also be covered.

**WELD-242. Pipe Layout and Blueprint Reading.** 1 hour (30 Contact Hours). This course is a study of industrial production and fabrication of piping formations and processes. Emphasis is placed on terminology, symbols, and industry standard welding processes. Students will demonstrate the ability to interpret plans and drawings used in industry and the application of fabrication and layout skills. Prerequisite: The successful completion of bend tests in SMAW, GMAW, and GTAW courses.

**The following courses may be offered on demand:**

BUSN-131. Accounting I. 3 Hours. This course is an introduction to basic accounting concepts, and includes the collecting, recording and reporting of data. Emphasis is placed on proprietorship records. It is designed for students with little or no prior knowledge of bookkeeping or accounting. It will benefit students from all disciplines. This course will assist in career development for accounting majors and students from other fields of study.

BUSN-132. Accounting II. 3 Hours. This course is a continuation of Accounting I and includes introduction to partnerships and corporate accounting. Also, basic principles of managerial accounting are introduced. Prerequisite: Accounting I.

ENGL-123. Advanced American Sign Language. 3 Hours. This course is an advanced section of American Sign Language. It is designed for those wanting to expand their vocabulary to the next level. Acquisition of advanced conversational fluency incorporating idiomatic signed expressions will be taught. Prerequisite: Beginning American Sign Language.

HSMG-248. Advanced Baking and Confectionary Art. 3 Hours. Upon successful completion of this course, the student will be able to demonstrate an understanding of the preparation of specialty bakery products. Student projects will cover specialty yeast and rich dough products, pastries, torts, laminates, choux doughs, decorated cakes, candy making and chocolate skills, chilled desserts, sugar cooking and display pieces. The student will also demonstrate skills in preparing molten sugar in a safe and economic manner. Products will be made from cast, blown and pulled sugar to make decorative pieces.

ENGL-201. Advanced Composition. 3 Hours. Analysis of effective writing of past and present with critical writing assignments aimed at developing advanced skill in communication of ideas. Research is covered. Prerequisite: English Composition I and English Composition II.

CONT-220. Advanced Computer Repair/Upgrades. Up to 4 Hours (0-196 Contact Hours). Designed to provide practical hands-on experience with troubleshooting and repair of computers and related equipment, this course focuses on advanced computer repair concepts, repair procedures, and equipment upgrades.

HSMG-241. Advanced Food Preparation. 3 Hours. Upon successful completion of this course, the student should be able to demonstrate an understanding of advanced skills necessary for preparing international cuisine. Teamwork and time management will be emphasized. Students should be able to apply professional presentation techniques to all assignments.

EMTP-252. Advanced HAZMAT Life Support (AHLS). 1 Hour. This course is designed to give pre-hospital and mid-level health care professionals the education and confidence they need to effectively treat hazardous material exposure patients. This course of instruction will reinforce and expand on the essential information needed for pre-hospital and in-hospital professionals to assess and treat the exposed HAZMAT patient. The course is a dynamic teaching tool that will be subject to ongoing review and modification, in concert with changes in the science of emergency and clinical advances in HAZMAT educational design and methodology. Prerequisite: Kansas State and/or National certification at the EMT, EMT-I, EMT-D, or MICT level; advanced and mid-level health care providers.

NETW-290. Advanced Networking I. 6 Hours (180 Contact Hours). This is an advanced course that allows the student to continue on after completing the Information Systems Technology program and work on completing their Microsoft Certified Systems Engineer requirements. Prerequisite: Information Systems Technology program.

NETW-295. Advanced Networking II. 6 Hours (180 Contact Hours). This is an advanced course that allows the student to continue on after completing the Networking Technology program and work on completing Sun Certified System Administrator for Solaris™ Certification. Prerequisite: Advanced Networking I.

NSRN-240. Advanced Nursing. 4 Hours. This course introduces the student to a greater depth and breadth of understanding of high acuity medical surgical nursing. As a continuation of Medical Surgical Nursing II and Medical Surgical Nursing II Clinical, this course revisits and expands on previous concepts of adult health. Emphasis is on providing specialized complex and critical care through advanced supportive and restorative therapeutic care measures for problems of oxygenation, renal functioning, regulatory endocrine mechanisms, shock, burns, multiple organ dysfunction, and emergency and disaster nursing to restore adult health. Prerequisites: Maternal Child Nursing II and Maternal

Child Nursing II Clinical.

COMM-115. Advanced Writing for the Mass Media. 3 Hours. Intensive course emphasizing reportorial principles and practices. Students enrolled in this class should expect to receive expanded assignments and more advanced writing projects. Students will be assigned projects that can be published in College publications and The Coffeyville Journal. Prerequisite: Writing for the Mass Media.

ARTS-211. Adventure Photography. 2 Hours. This course is designed to take the student photographer from his or her level of experience to a more advanced level of photography while developing a desire for life-long learning. Through photographic exploration students will apply basic and advanced photography skills to record an adventure.

AGRI-125. Agricultural Accounting and Taxes. 2 Hours. Fundamentals of accounting related to farm use and keeping accurate records.

AGRI-226. Agri-Selling. 2 Hours. Discussion of professional selling in the field of Agriculture, including sales professionalism, psychology of selling and the selling process. Emphasis is on problem solving for the customer and combining technical agriculture with sales and marketing skills.

BIOL-123. Anatomy and Physiology. 5 Hours. This course covers the study of the structure and functions of the parts of the human body. The course includes three credit hours of lecture and two credit hours of lab. Prerequisite: General Biology or permission of instructor.

AGRI-257. Applications of Global Positioning Systems. 3 Hours. This course studies fundamental processes of global positioning systems and geographic information systems with the primary interest on agriculture applications. General technical aspects of GPS satellites, differential correction and hardware will be covered. Agricultural mapping, navigation, variable rate technology and yield monitoring will be discussed.

BCTC-163 . Applied Communications. 3 Hours. This course is designed to help the student develop and refine career related communications skills.

OTAP-102. Applied Kinesiology. 3 Hours. Course will integrate the structure function of the neuromuscular skeleton system. Human motion will then be related to functional tasks including activities of daily living.

This is a study of the neuromuscular system. Functional movement is explored as a basis for understanding exercises and task behavior. Prerequisite: Admission to OTA Program.

BUSN-174. Applied Math for Technical Programs. 3 Hours. This course is designed to help vocational students and other career-minded students develop and refine job-related mathematics skills. The course includes material on arithmetic operations, problem-solving techniques, estimation of answers, data analysis and graphing, measurement skills, unit analysis, and some basic geometry.

CADT-247. Architectural Drafting and Design. 5 Hours (140 Contact Hours). The fundamentals of architectural drafting are introduced in this course. Prerequisite: Computer Aided Design IV.

AGRI-291. Artificial Insemination of Cattle Seminar. 1 Hour. Consists of actual breeding of cattle by artificial insemination. Proper technique and sanitation are emphasized. The course includes a review of the female bovine reproductive tract and estrus cycle.

EMTP-208. Automatic Electric Defibrillation. .5 Hour. The AED mini course is incorporated into the EMT program as required by the Board of EMS, Topeka, Kansas, and requires 8 clock hours to complete. This program addresses information and techniques currently considered to be the responsibilities of the EMT who employs AED's in their approach, in accordance with local component Medical Society. The program consists of didactic (lecture) instruction and practical skill training.

Classroom instruction includes anatomy and physiology and recognition and care of acute cardiac medical emergencies. Skills in performing CPR, application and safe usage of the AED and other emergency care procedures/considerations are taught and/or reviewed. Prerequisites: High school diploma or GED, valid driver's license with state of residency, and must be at least 18 years of age.

HPER-109. Basic Athletic Training. 3 Hours. This course is designed to study the principles and practices in prevention, management and rehabilitation of common, minor athletic injuries, together with practice in administering taping techniques. Prerequisite: Anatomy and Physiology, Practicum in Athletic Training I and First Aid are suggested.

EMTP-209. Basic Dysrhythmia Interpretation. 4

Hours. This course is designed to prepare the participant to identify basic cardiac arrhythmias. The emphasis is on recognizing both normal and abnormal patterns, with some knowledge of intervention. The course requires memorization of terms and data presented during the course. Additional study is strongly encouraged.

ENGL-114. Basic Reading Tutoring Techniques. 3 Hours. This course is designed to provide an opportunity to practice professionally accepted approaches and techniques with step-by-step instructions with tutoring basic literacy. Prerequisite: Permission of instructor.

ENGL-113. Beginning American Sign Language. 3 Hours. This course is a basic introduction to American Sign Language and will lay the foundation for building signs for future ASL (American Sign Language) courses. ASL questions, commands, vocabulary and sentence structure will be covered. Expressive and receptive sign vocabulary building will be taught through class activities leading to basic conversational skills in ASL.

CONT-140. Beginning Computer Repair/Upgrades. Up to 4 Hours (0-196 Contact Hours). Designed to provide practical hands-on experience with troubleshooting and repair of computers and related equipment, this course focuses on basic computer components, repair procedures, and equipment upgrades.

COMM-205. Broadcast Announcing. 3 Hours. This is a three credit hour course dealing with techniques and skills essential for a successful radio or television announcer. Areas to be covered are ad-libbing, working with equipment, pronunciation, voice usage and other specialized techniques, from news reporting to play-by-play sports announcing. The class will consist of lecture from the required text and performance training in class and in the television studio.

COMM-105. Broadcasting Sales. 3 Hours. This is a course that prepares the student for broadcast/cable sales careers in today's highly competitive markets. The course deals with realistic, practical background knowledge and tips on selling techniques needed for success in large and small markets. Practical application will be stressed as well as implementation of tools and techniques.

COMM-261. Broadcast Operations. 3 Hours. This course is designed to further train the Communications and Broadcasting Technology student. The student must have already taken Video Principles for Multi-Media. The course will deal primarily with advanced techniques

in station operations. The student, by working a regular shift at the College-owned TV station, will attain valuable "hands-on" experience. The course will present ideas and practical knowledge as well as provide the how and whys of special electronic potentials of video equipment. One of the primary duties of the student will be to insert locally produced programming into the regular broadcast schedule of the station. There is also much time spent on sharpening editing and other production skills. The student should gain a fresh perspective on video's conventional working methods that will help him/her attain greater control and personal expression using today's technology. Prerequisite: Video Principles for Multi-Media.

BCTC-222. Business Communications. 3 Hours. This course covers how to communicate in writing as well as orally and nonverbally. The fundamentals of how to write the different types of business letters, memos and reports will be covered. Prerequisite: Student must successfully complete Business English or have consent of instructor to enroll.

BCTC-122. Business English. 3 Hours. This course provides an intensive review of the rules governing written communications. Included in this review is grammar, sentence structure, subject and verb agreement, punctuation, abbreviations, capitalization and number expression.

BUSN-130. Business Seminar. 2 Hours. The student receives two hours credit for successfully completing over 225 hours of approved work experience in an approved job station for pay or a workshop related to job experience. Students develop skills in a directly or indirectly related employment area similar to their career goal. Emphasis is placed on development of management skills and attitudes useful to gainful employment in business. May be taken for credit four times.

BUSN-149. Business Seminar: Studies in Finance and Economics Application. 3 Hours. This course provides an analysis of topics important to successful business operations. Politics in the organization, stress management, time management, team building and constructive use of conflict are included in the course. This course is "application" oriented and provides valuable work experience to the student.

CMAD-105. Certified Medication Aide (CMA). 3 Hours (75 Contact Hours). This is a 75-hour course designed to teach the concepts of correct medication administration for the purpose of administering



medications in a long-term care facility under the supervision of a professional nurse. Must be 18 years old and a certified nurse aide to enroll. Student must pass a state test at the completion of the course to become certified to pass medications.

CNAD-100. Certified Nurse Aide (CNA). 4 Hours (90 Contact Hours). This is a 90-hour training course designed to provide the skills needed to become a Kansas certified nurse aide. It will include training in direct patient care in all areas to fulfill their activities of daily living. Must be at least 16 years of age.

BUSN-281. Change. 3 Hours. This course prepares the student to become a change agent even when not in control of change itself; to view change as an opportunity rather than a threat or danger. Students will learn to develop specific strategies which will help them move forward in change rather than become victims of organizational change.

NETW-280. Cisco CCNA Certification. 6 Hours (162 Contact Hours). This course is designed to provide the student with the ability to describe the features and functions of networking components, and to possess the knowledge and skills needed to install, configure and troubleshoot basic networking hardware, protocols and services. Also addressed is improving technical ability in the areas of media and topologies, protocols and standards, network implementation, security and network support. Topics include bridging, switching, network and WAN protocols, reference model and layered communication, routing, network management, LAN design, physical connectivity, Cisco basics, IOS and Network Basics. Prerequisite: Network+ Certification, Microsoft Certification, Linux+ Certification, or instructor permission.

CADT-257. Civil Drafting and Design. 5 Hours (140 Contact Hours). The fundamentals of civil drafting and design are introduced in this course. Prerequisite: Computer Aided Design IV.

MUSC-121. Class Guitar. 2 Hours. This is a class approach to guitar instruction for beginning guitar students. Students must provide their own guitar.

OTAP-130. Clinical Conditions I. 3 Hours. This course is an overview of disease conditions and management of various psychiatric conditions treated in occupational therapy. Prerequisite: Admission to OTA Program.

OTAP-230. Clinical Conditions II. 3 Hours. The study of etiology and management of various

physical problems addressed in occupational therapy. Corresponds an overview of assessment and treatment interventions. Prerequisite: Clinical Conditions I.

OTAP-135. Clinical Theory and Practice I. 3 Hours. Course provides an overview of assessment and treatment procedures utilized in Occupational Therapy. Prerequisite: Admission to the OTA Program.

OTAP-235. Clinical Theory and Practice II. 3 Hours. Continues with an overview of assessment and treatment interventions. Prerequisite: Clinical Theory and Practice I.

MATH-125. College Algebra: Honors. 3 Hours. Topics included in the course are quadratic equations, ratio, proportion and variation, complex numbers, determinants, and elimination theory and inequalities. Prerequisites: Intermediate Algebra with a grade of C or above or equivalent and admission to the CCC Honors Program.

ACRT-117. Collision Orientation and Safety. 3 Hours (45 Contact Hours). This course covers the rules regarding safety in the use of hand and power tools.

AVIA-208. Commercial and Instrument Pilot: Ground Training. 3 Hours. FAA regulations, the Airman's Information Manual and Advanced Meteorology in preparation for the FAA commercial written test is included. The instrumental portion covers instruments and systems, with flight sheets, IFR planning and VOR flight, ILD and ADF approaches, IFR regulations and procedure, IFR Clearance shorthand. Prerequisite: Additional training in navigation.

EDUC-190. Commercial Driver's License. 1 Hour. This course will prepare the student to successfully pass the Kansas Commercial Driver's License written examination and obtain any necessary endorsements.

AVIA-209. Commercial Pilot Flight Training. 4 Hours. An additional 125 hours of flying must be obtained over and above that obtained for the private pilot's license. This will involve both dual and solo, and a much greater flight proficiency will be expected from the student before he will be allowed to take the commercial flight test. The student must have passed the commercial written examination before the flight test will be given. Extensive cross country flights will be made into controlled airports and under the jurisdiction of the airway Traffic Control Center. Prerequisite: Private Pilot's license or equivalent, Class II medical Certificate.

GOVN-106. Comparative Government. 3 Hours. This course is a survey of the twentieth century evolution of the political systems of Britain, Germany and Russia.

CONT-130. Computer Aided Design Applications. Up to 4 Hours (0-196 Contact Hours). In this course students receive hands-on experience and will learn relevant software and computer applications for Computer Aided Design. This is a short course focused on current CAD software applications.

CADT-107. Computer Aided Design I. 5 Hours (130 Contact Hours). Basic computer operations are covered along with data handling, command structure and the coordinate system. Design geometry is studied along with ANSI/ASME design standards. Entity draw commands are introduced along with edit and layering commands.

CADT-170. Computer Aided Design II. 6 Hours (150 Contact Hours). This course teaches students how to obtain information about a drawing. Standard text fonts are introduced along with file handling. Drawing concepts such as orthographic production are explained and used. Prerequisite: Computer Aided Design I.

CADT-225. Computer Aided Design III. 5 Hours (140 Contact Hours). This course teaches students how to obtain information about a drawing through the operating system. Standard drawing scales are introduced along with file handling. Drawing concepts of geometric shapes are explained and used along with dimensioning. Prerequisite: Computer Aided Design II.

CADT-227. Computer Aided Design IV. 5 Hours (140 Contact Hours). This course covers three-dimensional construction and display. It also provides instruction in 3D modeling commands and various customizing techniques. The outcomes are aimed at increasing the productivity and enhancing the use of AutoCAD commands and techniques. Prerequisite: Computer Aided Design III.

BCTC-130. Computer Applications I. 7 Hours. This course is designed to provide students with in-depth training in word processing concepts. Students will use Microsoft Word as the primary course software. This course will prepare students for testing to become Microsoft Office Specialist (MOS) certified at the core and expert levels of Word.

BCTC-180. Computer Applications II. 7 Hours. In this course, students will explore the advanced features of Microsoft PowerPoint, including customizing templates

and the PowerPoint environment, as well as making a presentation interactive by using hyperlinks. The student will enhance a presentation by using custom clip art, animation, and movies, and work with embedded and imported objects using Microsoft applications. Working in the Windows environment, disk and file management, and the Internet will be presented. This course covers all the objectives for the Microsoft Office Specialist (MOS) exams to prepare students for testing.

BCTC-190. Computer Applications III. 7 Hours. This course offers training in the features and functions of Microsoft Excel in a professional environment. Advanced techniques for analyzing and manipulating data in Excel will help prepare students for testing to become Microsoft Office Specialist (MOS) certified at the core and expert levels of Excel.

BCTC-200. Computer Applications IV. 7 Hours. At the conclusion of this Office course, students will understand how to use the basic and advanced capabilities of Access to build databases, query data, design forms and generate reports. The course covers all the objectives for the Microsoft Office Specialist (MOS) exams to prepare students for testing.

COMP-212. Computer Programming: C++. 3 Hours. This course is designed to introduce students to the concepts of programming in a machine independent language. One will learn the fundamentals to structured programming and object-oriented programming in the language C++. Prerequisite: Introduction to Computer Programming: BASIC or previous knowledge of programming.

COMP-221. Computer Programming: Java. 3 Hours. This course is designed to introduce students to the concepts of programming in a machine independent language. One will learn the fundamentals to structured programming and object-oriented programming as well as writing applets for Web pages in the language JAVA. Prerequisite: Introduction to Computer Programming: BASIC or experience with another high-level language.

COMP-226. Computer Programming: JavaScript. 3 Hours. This course is designed to introduce students to the concepts of writing computer programs and Web pages using JavaScript. The student will learn all of the tools used in JavaScript and then will integrate them to build a Web page. Some of the tools that will be covered include expressions, decision statements, loops, arrays, functions, strings, events and objects. Prerequisite: Introduction to Computer Programming:



BASIC or previous knowledge of programming.

COMP-214. Computer Programming: Visual C++. 3 Hours. This course is designed to introduce students to the concepts of programming in a machine independent language. One will learn the fundamentals to structured programming and object-oriented programming in the language Visual C++. Prerequisite: Introduction to Computer Programming: BASIC or previous knowledge of programming.

FLNG-100. Conversational Spanish. 3 Hours. This course teaches the language by practice. Grammar and structure are taught, but the concentration is on conversational usage in everyday situations. Vocabulary and pronunciation are practiced.

FLNG-110. Conversational Spanish II. 3 Hours. This course is a continuation of Conversational Spanish. It teaches the language by practice. Grammar and structure are taught but the concentration is on conversational usage in everyday situations. Vocabulary and pronunciation are practiced. Prerequisite: Conversational Spanish or permission of instructor.

MANG-220. Cost Accounting. 3 Hours. This is an introduction to the principles of cost accounting as they apply to the manufacturing process. This study will include an introduction to both job order and process cost accounting. Using cost information as a tool for managerial control will be included in the study. Prerequisite: Financial Accounting.

PHYS-113. Contemporary Readings in Astronomy. 1 Hour. The course covers the current literature of astronomy, primarily paperbacks and cassette recordings. A strong emphasis will be placed on science and astronomy in current science fiction.

HORT-249. Crop Pest Management. 3 Hours. This course studies the identification, prevention and control of insect and mite pests, diseases, weeds and vertebrate pests of crops. It will include cultural, biological, physical, genetic and chemical methods of control. Students will learn classes of pesticides, legal restrictions, safety and application methods. Students will calibrate and apply water through various types of sprayers, and will gain a Kansas Pesticide Applicator's License.

AGRI-211. Crop Science. 4 Hours. Basic production principles for agronomic crops, including corn, soybeans, sorghum, wheat, native and forage grasses

will be discussed. Culture needs of various crops, crop rotations, soil preparation and fertilization, selecting varieties, preventing pests, harvesting and storing crops will be included. The course includes three credit hours of lecture and one credit hour of lab.

PSYC-197. Death and Dying Seminar. 1 Hour. Designed to aid the student in looking at his/her own feelings and experience with death.

ENGL-100. Debate Workshop. 2 Hours. Class by appointment for an intensive study of argumentation and debate. May be taken four (4) times for college credit.

EDUC-113. Defensive Driving. 1 Hour. This course addresses driving issues, to include: air bags, anti-lock brakes, safety belts, child restraints and substance abuse. Prerequisite: Current driver's license.

ARTS-143. Design II. 3 Hours. This a continuation of the course in Introduction to Design I. Prerequisite: Introduction to Design I.

BCTC-270. Desktop Publishing Software. 7 Hours. This course is designed to identify the concepts and applications of desktop publishing and develop competencies using powerful computer software as a desktop publishing tool. A variety of software packages will be examined. Students will learn how to combine text and graphics to create professional quality documents.

NETW-115. Desktop Operating Systems. 6 Hours networking environment in which to develop their skills (162 Contact Hours). Students will learn a broad base of techniques and methods in configuring and troubleshooting desktop personal computer operating systems. Emphasis is placed on fluency of Microsoft products utilized in the majority of business and personal computing situations within the marketplace. Prerequisite: Network Desktop Support.

EDUC-298. Directed Independent Study (Non-Vocational). 1-3 Hours. A structured learning experience offered as an extension of the regular curriculum, intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with academic, non-vocational disciplines. This class may be used for not more than 6 hours of credit to apply toward a degree.

EDUC-298. DIS: PPST Preparation: Writing. 1 Hour. Pre-Professional Skill Test Preparation: Writing. PPST Preparation is a one-credit hour course designed to help applicants to teacher education adequately prepare for

the Pre-Professional Skills Test (PPST) in writing. It provides an intense overview/review of basic skills in the writing area. Individualized evaluation of students' skill levels will determine the area/areas in which direct instruction will be given to assist in passing the admission and/or certification test. A multimedia approach to curriculum provides teachers-in-training a motivating and challenging means of improving skill abilities.

EDUC-298. DIS: PPST Preparation: Reading. 1 Hour. Pre-Professional Skill Test Preparation: Reading. PPST Preparation is a one-credit hour course designed to help applications to teacher education adequately prepare for the Pre-Professional Skills Test (PPST) in reading. It provides an intense overview/review of basic skills in the reading area. Individualized evaluation of students' skill levels will determine area/areas in which direct instruction will be given to assist in passing the admission and/or certification test. A multimedia approach to curriculum provides teachers-in-training a motivating and challenging means of improving skill abilities.

EDUC-298. DIS: PPST Preparation: Mathematics. 1 Hour. Pre-Professional Skill Test Preparation: Mathematics. PPST Preparation is a one-credit hour course designed to help applicants to teacher education adequately prepare for the Pre-Professional Skills Test (PPST) in mathematics. It provides an intense overview/review of basic skills in the mathematics area. Individualized evaluation of students skill levels will determine area/areas in which direct instruction will be given to assist in passing the admission and/or certification test. A multimedia approach to curriculum provides teachers-in-training a motivating and challenging means of improving skill abilities.

OTAP-250. Documentation and Medical Terms for OTA. 2 Hours. Allows student to identify and explore future technology related to health care and patient treatment. Provides legal and ethic guidelines related to documentation and practice in documentation and terminology for OTA's record keeping. Prerequisite: Admission to the OTA Program.

HIST-110. Early European History. 3 Hours. The historical development of various European cultures, with emphasis on economic, political and social forces that shaped European History to 1500.

BUSN-182. E-commerce. 3 Hours. This course provides a survey of the emergence of e-commerce to present.

BUSN-280. Effective Business Presentations. 3 Hours. This course prepares the student to make presentations in a business setting. Topics covered will include essentials of PowerPoint and Astound, as well as the foundations of delivering a speech.

CADT-252. Electrical and Electronic Drafting and Design. 5 Hours (140 Contact Hours). The fundamentals of electrical and electronic drafting and design are introduced in this course. Prerequisite: Computer Aided Design IV.

EMTP-223. EMT Intermediate - Practical Skills/ Techniques. 1 Hour. Presented in this integrated course are the physiological effects and clinical use of drugs used in advanced, pre-hospital life support. The course is designed to be held in conjunction with the EMT-I didactic course. Practical application of knowledge gained through study in the EMT-I course will be accomplished in this section. Those skills covered in this section are outlined in the National DOT Curriculum for EMT-I, and are delineated in the general course syllabus.

EMTP-222. Emergency Medical Technology - Intermediate. 3 Hours. Presented in this integrated course are the physiological effects and clinical use of drugs used in advanced, pre-hospital life support. An introduction of drugs that may be administered by the EMT-I in management of acutely ill or injured patients and knowledge of use, action, dosage, side effects, contraindications, mode of administration and antidotes. Body fluids and electrolytes, acid-base balance and parenteral therapy are introduced in this module through lecture presentation.

HAZW-240. Emergency Response I. 3 Hours. This course is designed to teach students how to develop an emergency response contingency plan for a facility. Preparedness includes analyzing the hazards, writing and implementing the contingency plans, training employees for an emergency and evaluating the effectiveness of the contingency plan.

HAZW-245. Emergency Response II. 3 Hours. This course covers the coordination and implementation of emergency response procedures. Through simulated emergencies, students will assess the incident, respond to the emergency, supervise clean-up and provide public relations information. Prerequisite: Hazard Communication Standard or Hazardous Materials Regulations I, Emergency Response I. Hazardous Materials Regulations III should be taken concurrently or before Emergency Response II.

ENGR-101. Engineering Graphics I. 3 Hours. This course includes the geometry of engineering drawing. Topics covered include engineering lettering and freehand sketching, graphical solution of problems in three dimensions and the graphical representation of points, lines and planes.

ENGR-102. Engineering Graphics II. 3 Hours. This includes graphical representation of the solution of engineering problems, charts and graphs, nomography, vectors, principles of dimensioning, section and working drawing. Prerequisite: Engineering Graphics I.

ENGL-103. English Composition I: Honors. 3 Hours. This course provides outstanding students with challenging writing assignments to assist them in mastering the expository and argumentative modes of composition. Critical thinking skills are emphasized. Prerequisite: Students must have been selected to participate in the CCC Honors Program or have permission of the instructor.

ENGL-115. English Composition II: Honors. 3 Hours. This course builds on the foundations of English Composition I: Honors. Emphasis is on analytic reading, critical thinking, expository writing and incisive research - both primary and secondary. Prerequisites: English Composition I: Honors with a C or above. Enrollees must be members of the CCC Honors Program, or obtain permission from the Honors Program Coordinator.

OTAP-255. Environmental Adaptation. 3 Hours. This course presents principles of adapting environments for different patient populations. Includes fabrication of several simple devices, splinting and positioning techniques. Prerequisite: Admission to the OTA Program.

AGRI-167. Equine Management. 3 Hours. Covers areas normally needed in management and training of horses.

BUSN-176. Experiential Leadership. 1 Hour. This course involves a series of activities that require various degrees of teamwork, fun, trust, cooperation and communication. Each activity will have an objective for the group to obtain. These goals will vary and be established by the instructor. Every task will be followed by oral discussion. Whenever possible analogies will be made toward "real life" situations.

BUSN-185. Introduction to Sports Management. 3 Hours. This course provides a comprehensive overview

of the fundamental principles of business management in relation to the sports industry.

HPER-269. Fitness and Health Education for Adults. 3 Hours. This course is designed to acquaint the student with a basic understanding of diet, health and fitness principles and skills necessary for healthful living.

HORT-216. Floral Design. 1-3 Hours. Students will learn to create a variety of fresh and dried floral arrangements including basic shapes, wedding and holiday designs. The use of mass, form, line and filler materials and negative space is emphasized, along with use of color, balance, rhythm and harmony in designs. Students will help grow, harvest, condition and dry flowers for designs. Offered for 1 credit and for 3 credits.

HSMG-242. Food Costing and Beverage Management. 3 Hours. Upon successful completion of this course the student should have acquired the knowledge required to maintain sales and cost histories, develop systems for monitoring current activities and demonstrate techniques required to anticipate future costs and sales. The student should also be able to demonstrate an understanding of beverage control and how it is issued in all types of operations. This course covers the histories of alcoholic beverages, their uses, storage procedures, internal control systems and state and local alcoholic beverage control laws.

HSMG-244. Food Production Specialties. 3 Hours. Upon successful completion of this course the student should be able to demonstrate an understanding of convenient food products from the frozen state or a prepared mix into a finished product, and be able to do a comparison in taste, cost and labor. The student should also be able to demonstrate an understanding of the preparation of cold food products (Garde manger). The student should understand gourmet purchasing and be able to categorize and identify imported and domestic cheese. This course will introduce basic ice carving techniques and planning of special functions (menu, mise en place, preparation and serving). The student will be able to demonstrate proper and attractive arrangement of food for plate and platter to be used for a buffet or banquet. This class will work with the Introduction to Catering class to produce a large banquet or buffet.

FLNG-101. French I. 5 Hours. This course includes study of the structure of the language, drill in pronunciation, elementary conversation and reading.

FLNG-102. French II. 5 Hours. This course is a continuation of French I with emphasis on conversation and reading. Prerequisite: French I or its equivalent.

FLNG-201. French III. 3 Hours. This course is a continuation of the study of the structure of the French language through listening, speaking and reading. Prerequisite: French II or its equivalent.

FLNG-202. French IV. 3 Hours. This course is a review of the structure of the language with emphasis upon reading of modern French. Prerequisite: Instructor permission.

HSMG-143. Fundamentals of Baking. 4 Hours. Upon successful completion of this course the student will be able to demonstrate an understanding of bakeshop production as it relates to the basic principles of ingredients, measurement, mixing, proofing, baking and final presentation. The students will be able to identify and use professional baking equipment. The students will prepare a wide variety of desserts usually made in a restaurant or hotel kitchen, as well as understand the set up work and displaying the finished product.

ELEC-106. Fundamentals of Electricity. 4 Hours (90 Contact Hours). This is an applied science course beginning with atomic structure, electron flow, A.C. and D.C. circuits, continuing through conductor and resistor material types, series and parallel circuits, applying Ohm's, Watt's and Kirchoff's circuit laws and principles, and computing voltage drop.

OTAP-275 Future Technologies. 2 Hours. Allows students to identify and explore future technology related to health care and patient treatment. Prerequisite: Admission to OTA Program.

BIOL-201. General Zoology. 5 Hours. This course covers the structure and function of animals. Principles of relationship, heredity, environment, geographic distribution and economic importance are considered. Representative types of animal life are dissected. The course includes three credit hours of lecture and two credit hours of lab. This course is designed for Biology majors. A strong high school biology background or General Biology is recommended.

BIOL-202. General Botany. 5 Hours. This is an introductory course designed to acquaint the student with the fundamental relationships between plants and animals. The course includes three credit hours of lecture and two credit hours of lab. This course

is designed for Biology majors. A strong high school biology background or General Biology is recommended.

FLNG-105. German I. 3 Hours. This course will introduce the student to the German language and the culture of the German speaking people. Emphasis is on developing fundamental oral and written vocabulary and grammar.

FLNG-106. German II. 3 Hours. This course is designed to continue with the introduction of the German language and to offer advanced phrases and vocabulary to the presentation of the second level of the German language. Prerequisite: German I.

FLNG-206. German III. 3 Hours. This course will expand the communicative skills. Cultural understanding will increase and oral communication will continue through situations between students and through listening to tapes. Prerequisite: German I and German II.

FLNG-207. German IV. 3 Hours. This course will further expand the study of the German language. This course will be taught entirely in German. Prerequisite: German I, German II and German III.

CONT-170. Graphic Arts/Printing Applications. Up to 4 Hours (0-196 Contact Hours). This course provides students with an opportunity to gain practical knowledge and learn hands-on skills in the printing industry. This is a short course focused on printing applications found in business and industry settings.

PRTC-120. Graphic Arts/Printing I. 6 Hours (180 Contact Hours). This course is comprised of class/lab work, beginning with an overview of the printing industry. The fundamentals of layout and design are to lay a foundation for students to proceed into the design aspect of layout and design. Beginning photography is taught using 35mm and digital cameras. Students learn and practice photography skills and film development. Computer skills are developed so students can work independently on PC or Apple Power Macs.

PRTC-140. Graphic Arts/Printing II. 6 Hours (180 Contact Hours). This course is a continuation of Graphic Arts/Printing I. Students continue training toward more advanced theory and practice with emphasis towards more hands-on practice than theory. Operation in darkroom procedures with extra emphasis on personal safety is explored and utilized. Operation and maintaining of plate exposure units and developing



equipment is taught and practiced. Operation and setup procedures are followed in the pressroom with the opportunity of producing quality one-color work. Prerequisite: Graphic Arts/Printing I.

PRTC-162. Graphic Arts/Printing III. 6 Hours (180 Contact Hours). Building on Graphic Arts/Printing I and II, the student works into more advanced projects. Image assembly comes more into play where a higher quality of work must be maintained in the pre-press area. Computer operations are more advanced. Flat bed scanners are utilized for inputting graphics and photos into design and layout software. Theory and operation of image setters is explored, using the setup of computer operations to direct workflow into the image setter. Image setter and processor setup will be one of the course settings for computer-to-plate technology. Multi-color work will come off the offset duplicators, and students will complete the hands-on projects in the bindery area. Prerequisite: Graphic Arts/Printing II.

PRTC-182. Graphic Arts/Printing IV. 6 Hours (180 Contact Hours). Advanced study of the printing processes continues in this, the final course of training. Advanced students also have the opportunity, when it is available, to participate in On-the-Job Training. Advanced photography is used in camera to computer and photo-manipulating software. Operating techniques for a majority of imaging, text and design software is covered. Prerequisite: Graphic Arts/Printing III.

HORT-251. Greenhouse Production Practicum. 3 Hours. This course provides a learn-by-doing approach to the production and marketing of important greenhouse crops, including annual vegetables and flowers for bedding plants, herbaceous perennials, woody ornamentals, hanging basket crops and house plants. Students will propagate plants from seed and vegetatively care for plantings and market the finished crops. Can be taken for up to 6 credits.

HAZW-150. Hazard Communication Standard. 3 Hours. This course is designed to provide instruction concerning the development and implementation of a hazard communication program for employees, the community and emergency response personnel. Topics covered include hazard determination, the written program, labeling and placarding, material safety data sheets (MSDS) and the employee training program.

HAZW-250. Hazardous Materials Health Effects. 4 Hours. A review of the research done to determine the systematic health effects of exposure of chemicals. Topics covered include determination of risk factors,

route of entry of hazardous materials and their effects on target organs, acute and chronic effects and control measures. Prerequisite: Anatomy and Physiology I.

HAZW-251. Hazardous Materials Recovery, Incineration and Disposal. 3 Hours. The course is designed to explain the methods of recovery, incineration and/or disposal of hazardous waste. Topics include contracting qualified disposal organizations, obtaining permits and ensuring regulatory compliance of hazardous waste. Prerequisite: Fundamentals of Chemistry.

HAZW-130. Hazardous Materials Regulations I. 3 Hours. This course will provide a historical overview of the occupation, consumer and environmental health and safety issues. The student will be introduced to past and present government regulations which helped shape the worker, consumer and environmental protection programs in the United States. Emphasis will be placed on identifying applicable OSHA regulations, interpreting them and recommending compliance strategies.

HAZW-230. Hazardous Materials Regulations II. 3 Hours. An in-depth study of the Environmental Protection Agency including the Resource Conservation and Recovery Act (RCRA); the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); the Toxic Substance Control Act (TSCA); the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); and other clean air, land and water issues. Emphasis will be placed on developing methods and strategies to ensure regulatory compliance. Prerequisite: Hazardous Materials Regulations I.

HAZW-235. Hazardous Materials Regulations III. 3 Hours. Determine the applicability of federal, state and local regulations dealing with hazardous materials. Emphasis will be placed on obtaining an understanding of transportation regulations and emergency response regulations. Prerequisite: Hazardous Materials Regulations I and II.

HAZW-220. HAZWOPER (Initial/Emergency Response Technician). 3 Hours. This course is designed for personnel involved in hazardous waste operations who must comply with the training requirements of 29 CFR 1910.120. It addresses safety issues associated with hazardous materials, including hazard recognition, personal protective equipment, toxicology, monitoring equipment and procedures, first aid, site control and contingency planning.

OTAP-265. Healthcare Systems Development. 1

Hour. This is a study of the health care system and the role of the OTA in it. Topics include ethical and legal issues in health care, the role of the COTA in the OT department, levels of authority and responsibility, OT practice settings, reimbursement in health care issues, record keeping, developmental policies and procedures. Explores the health care system including reimbursement, medical/legal issues in health care, the world of the OTA within the OT department, levels of authority and responsibility. OT practice settings, reimbursement in health care, departmental policies and procedures. Prerequisite: Admission to the OTA Program.

CONT-180. Heat/Air Applications. Up to 4 Hours (0-196 Contact Hours). Designed to provide practical hands-on applications of the Heating/Air Conditioning/Ventilation (HVAC) industry, this course provides students with an opportunity to gain knowledge and develop skills in the field. This is a short course focused on trouble-shooting, repair, and installation of HVAC systems.

ARTS-154. The History of African American Art. 3 Hours. This is an introductory course designed to acquaint the beginning student with the knowledge needed to gain a general understanding of African American art. This course provides information on philosophical, economic and cultural aspects of African American art and a review of the history of African American art in the U.S. Emphasis in this course is placed on the historical contributions of African American art to American culture.

ARTS-148. History of Modern Art. 3 Hours. A survey course that encompasses the study of the visual arts for the past 100 years.

HPER-107. The History and Business of Professional Wrestling. 1 Hour. This class will explore the cultural history and media business industry surrounding the masculine drama of professional wrestling known today as sports entertainment. Beginning with wrestling's roots in sport and carnival, the class examines how new technologies and changes in the television industry led to evolution for pro wrestling style and promotion and how shifts in wrestling characters demonstrate changes in the depiction of American masculinity. The class will move chronologically in an examination of how wrestling characters and performances have changed, focusing particularly on the history of pro wrestling, 1900s to the present. Students may have previous knowledge of wrestling but are not required to, nor are they required to be a fan (although it is certainly not

discouraged, either).

HORT-144. Home Horticulture. 1-3 Hours. This course provides an introduction to selecting, designing with and caring for ornamental plants for the home, including trees, shrubs, groundcovers, lawns, perennial and annual flowers and house plants. Students will raise outdoor plants and house plants in the greenhouse. Offered for one credit and for three credits.

AGRI-150. Horse Science. 3 Hours. This course is designed to acquaint students with the horse and the horse industry. Areas studied will include: functions, selection, types, breeds, classes, breeding, feeding, buildings and equipment, health training, horsemanship, management and business aspects of the horse.

HORT-296. Horticulture Internship. 1-3 Hours. This course will provide a practical on-the-job experience in an on- or off-campus, horticulture-related establishment. It will serve as a link between classroom theory and professional experience as well as provide job contacts, personal references and other forms of assistance in preparation for full-time employment. Prerequisites: Enrollment in the Horticulture Program. The internship is an experiential learning situation that requires an adequate academic background and uses actual work experience, usually with pay, to illustrate or reinforce the academic background. Students are considered eligible for internships only after they have completed sufficient course work to allow them to get the maximum benefit from the experience. The student's academic advisor will determine whether a student has a sufficient background. A student will have successfully completed 30 or more credits of college work and at least two horticulture courses before an internship may be attempted.

HSMG-246. Hospitality Management Design and Equipment. 3 Hours. This course includes detailed information about food service design that covers layout, design and equipment specification. Upon successful completion of this course, the student should be able to understand and develop a food service design concept including location, facility, equipment, menu and type of clientele expected.

HSMG-249. Hospitality Management Internship. 4 Hours. Upon successful completion of this course the student will be able to define purchasing techniques and specification writing for items used in the industry. In addition, students will be able to demonstrate decision-making skills in the areas of quality, quantity, specifications and general-value analysis. Students



will be given an in-depth look at food purchasing, bid systems, inventory control, storeroom procedures, receiving of food, par stocks, food storage and rotation. Identification of meats, seafood, dairy products and dry goods will be taught. This will include grading, purchasing, storage and processing of primal cuts to portion size. Proper cooking methods will be identified.

HSMG-243. Hospitality Management Purchasing. 3 Hours. Upon successful completion of this course the student should be able to demonstrate an understanding of an actual food service operation, identifying and explaining operational problems. The student should be able to construct and contrast solutions to these problems. While enrolled in this course, the student must work a minimum of 320 hours in an approved food service operation.

FACS-106. Housing and Interior Design. 3 Hours. This course consists of a study of period architecture, interiors, furniture styles, floor plans, art principles and color, woods and wood furniture construction, floral arrangement, lighting, kitchen planning, windows and walls and use of home accessories. Field trips are an integral part of the course.

FACS-116. Housing and Interior Design Seminar. 3 Hours. This is a course designed to offer the student a study of housing terms, architectural styles and period furniture. Restorations of colonial architecture and ante-bellum homes are included. The second half of the course deals with a study of famous homes.

OTAP-110. Human Growth and Development. 3 Hours. This course explores human growth and development through the life cycle and relates appropriate occupational therapy interventions at the life span. This course explores the physical, cognitive and psychosocial development of individuals from conception to death. Prerequisite: Admission to the OTA Program.

HVAC-100. HVAC I. 6 Hours (180 Contact Hours). This course covers basic thermodynamic principles, common terms and definition of those terms used in the industry, a brief history and development of the industry, the use and care of hand tools, service of domestic refrigeration and electrical controls applying to domestic refrigeration, and installation and service of window air conditioners.

HVAC-120. HVAC II. 6 Hours (180 Contact Hours). This course is for beginning students, starting with elementary electricity, with topics progressing through Ohm's Law series and parallel circuits, resistors, voltage,

current, meters, magnetism, electromagnetic induction, conductors and insulators. This course also provides instruction covering operating controls, safety controls, motors, testing equipment, troubleshooting procedures, schematic reading and understanding electrical motors. Prerequisite: HVAC I.

HVAC-200. HVAC III. 6 Hours (180 Contact Hours). This course covers installation and service of window air conditioners, repair and installation of refrigeration, both mechanical and electrical. Also included is an introduction to heating systems, their fuels, venting and their controls, the study of the properties of air humidity, dew point, enthalpy and system efficiency, personal courtesy and responding to customer calls. Prerequisite: HVAC II.

HVAC-220. HVAC IV. 6 Hours (180 Contact Hours). This course covers the installation and service of residential split systems, package systems, commercial air conditioning and their controls, duct systems design and layout, layout and forming of basic sheet metal ducts to be used in the installation of a central heating and cooling system, an introduction to heat pumps, starting with theory, operations through application, and servicing the heat pump system. This course also covers the process of estimating the cost of making a repair to a system, and/or the cost of replacing equipment, provides calculations of heat loss and heat gain through various building materials and puts to use many of the covered courses throughout the year. Prerequisite: HVAC III.

NETW-121. Implementing Windows Client. 3 Hours (80 Contact Hours). The focus of this course is the use of Microsoft Windows as an operating system in a business environment. Planning a simple network system, installation and configuration of the software and hardware, resource management, connectivity, running application software under Windows, monitoring and optimizing system hardware, and troubleshooting all lead the student to a deeper understanding of local area network use and administration.

HAZW-140. Industrial Processes. 3 Hours. Emphasis is placed on where hazardous materials are used and generated in various types of industrial processes. Understanding the constraints of product lines are discussed. Special attention is paid to potential acute and chronic hazard exposures from various industrial processes. Co-Requisite: Organic Chemistry.

HAZW-293. Industrial Safety. 2 Hours. This course is designed to teach basic safety instruction in hazard communication, confined space and lockout/tagout

awareness, fire extinguisher (selection and use), blood borne pathogens, cardiopulmonary resuscitation and first aid.

ELEC-218. Industrial Wiring. 3 Hours (90 Contact Hours). The student will learn to make all conduit bends required for a complete run, tie in single and three phase transformers, and wire out of three phase wye and delta connected panels using industrial wiring methods. Industrial/commercial photovoltaic and solar array applications are also emphasized in accordance with NEC Article 690.

NETW-255. Information Assurance and Computer Security I. 4 Hours (108 Contact hours). This course is designed to provide students with a fundamental understanding of network security principles and implementation. Topics covered include authentication, the types of attacks and malicious code that may be used against computer networks, and creating secure offsite connections.

NETW-260. Information Assurance and Computer Security II. 4 Hours (108 Contact Hours). This course is designed to provide students with a fundamental understanding of network security policy and attack prevention. Topics covered include the threats and countermeasures for e-mail, Web Applications, remote access, and file and print services. A variety of security topologies will be discussed as well as technologies and concepts used for providing secure communication channels, secure internetworking devices, intrusion detection systems, and firewalls.

HSMG-144. Intermediate Food Preparation. 3 Hours. This course is designed to help the student move from basic to intermediate food preparation skills. Students will review the skills necessary for producing the five basic sauces with proper use of utensils, equipment and safety and sanitation procedures and will be introduced to secondary sauces as well as a wide range of American regional cuisines. Techniques for preparing potatoes, grains and pastas will be practiced, as well as eggs and dairy product cookery. Using mise en place, students will begin to prepare for buffets and a la carte restaurant cooking using proper preparation techniques for fruits and vegetables. Students will identify and prepare various salads, dressings, marinades and sandwiches. Plate presentation will be discussed and practiced.

NETW-140. Internetworking I. 4 Hours. The Cisco Networking Academies program consists of four semesters. The program is designed to teach students the skills needed to design, build, and maintain small to

medium-size networks.

This course covers semester 1 of the Cisco curriculum and is designed to provide students with classroom and laboratory experience in current and emerging network technology that will empower them to enter the workforce and/or further their education and training in the computer networking field.

NETW-145. Internetworking II. 4 Hours. The Cisco Networking Academies program consists of four semesters. The program is designed to teach students the skills needed to design, build, and maintain small to medium-size networks. This course covers semester 2 of the Cisco curriculum and is designed to provide students with classroom and laboratory experience in current and emerging network technology that will empower them to enter the workforce and/or further their education and training in the computer networking field.

NETW-240. Internetworking III. 4 Hours. The Cisco Networking Academies program consists of four semesters. The program is designed to teach students the skills needed to design, build, and maintain small to medium-size networks.

This course covers semester 3 of the Cisco curriculum and is designed to provide students with classroom and laboratory experience in current and emerging network technology that will empower them to enter the workforce and/or further their education and training in the computer networking field.

NETW-245. Internetworking IV. 4 Hours. The Cisco Networking Academies program consists of four semesters. The program is designed to teach students the skills needed to design, build, and maintain small to medium-size networks.

This course covers semester 4 of the Cisco curriculum and is designed to provide students with classroom and laboratory experience in current and emerging network technology that will empower them to enter the workforce and/or further their education and training in the computer networking field.

SOCI-199. Introduction to Anthropology. 3 Hours. A survey course designed to introduce the beginning student to the broad discipline of Anthropology.

HSMG-247. Introduction to Catering. 3 Hours. Upon successful completion of this course the student should be able to explain different types of catered events within the hospitality industry. The student should be able to explain the importance of marketing,

contract writing, food production, room arrangement and personnel requirements relative to a specific catered event. This course should dovetail with Food Production Specialties for practical experiences.

COMP-203. Introduction to Computer Programming: Visual BASIC for WINDOWS.

3 Hours. Visual BASIC is a sophomore level course designed to introduce students to the concept of Object Oriented Event@ program design and coding. Utilizing Window controls and features will be an integral part of these exercises. This course carries a credit of three hours. Prerequisite: Knowledge of an introductory level programming such as BASIC, FORTRAN or C.

HSMG-141. Introduction to Food Preparation. 3 Hours. This course will serve as an introduction to hand tools, sharpening and handling basic dimensions and vegetable cuts. Students will become skilled in peeling fruits and vegetables and the accompanying clean-up. Proper sanitation and safety applications will be used. Upon successful completion of this course the students will be able to demonstrate skills in moist, dry and combination heat cooking with larger quantities, recipe conversions and production of the five major sauces. The student should also be able to identify and operate food service equipment used in a commercial kitchen.

AGRI-267. Introduction to Geographical Information Systems. 3 Hours. This course studies fundamental processes of Geographical Information Systems using the ArcGIS software. An emphasis on agriculture and the application of this software will be used in this course. This course presents the historical development of desktop GIS mapping and continues with hands-on experience in a computer lab using ArcView software. Students will complete exercises using all the components of ArcView.

FACS-142. Introduction to Hospitality Management (Sanitation and Safety). 3 Hours. Upon successful completion of this course the student will be able to understand and describe the organization of the food service and public lodging industries. The student will also be able to describe the departmental functions, the positions of the industries in the American economic system, functions and limitations of these types of establishments. Career opportunities in the hospitality management field will be explored. This course will also include an introductory study of sanitation and safety throughout the hospitality industry.

GOVN-107. Introduction to International Relations. 3 Hours. This course is a survey of the international

relations of the Great Powers from the turn of the twentieth century to the present, emphasizing the origins of war, the Cold War and current events.

FACS-102. Introduction to Nutrition. 3 Hours. This course emphasizes the basic principles of normal nutrition in relation to individual and family health throughout the life cycle. Socio-psychological aspects as well as physiological aspects of nutrition are included. The six major nutrients will be investigated for their function in the body and sources in the diet. Participation in projects is required.

OTAP-101. Introduction to Occupational Therapy. 4 Hours. This course provides an introduction to Occupational Therapy including philosophy, goals and focus of this discipline. The course will provide a history of the profession and will include roles of health providers. This course reviews the philosophy, history and development of the profession as well as the scope and practice and the roles of different disciplines. Prerequisite: Admission to the OTA Program.

COMM-151. Introduction to Television Continuity. 3 Hours. This is an entry-level course dealing with writing and producing scripts for radio and television broadcasting. Different types of commercials are studied as well as consumer motivation, legal and ethical issues, promotions, public service announcements and copywriter qualifications. The course is designed to give students an idea of actual working conditions at various sizes of stations. Students perform exercises that incorporate the skills taught in each chapter. Since each chapter builds on the previous ones, material learned in earlier exercises is utilized in later assignments.

ARTS-170. Introduction to Watercolor Painting. 3 Hours. An introductory studio course in watercolor techniques. Subject matter is still-life and the human figure, plus on-location landscape.

SOCI-205. Issues in Today's Economy: Honors. 3 Hours. This course is a practical guide to current issues in our economy. There is an emphasis on topics such as inflation and unemployment, national defense, taxes and deficits, regulatory climate, race and gender discrimination, pollution, entitlement programs and international problems.

EMTP-225. IV Therapy. 3 Hours. This course meets the requirements in K.S.A. 65-1136 and K.A.R. 60-16-101 to 104, and includes didactic and clinical training covering: 1) Monitoring IV infusions, calculating and maintaining the calculated flow rate of IV infusions,

discontinuing IV infusions and removal of peripheral lines, changing IV dressings, observing and reporting subjective and objective signs of adverse reactions to IV administration and documenting observations and procedures performed, while under the supervision of a registered professional nurse. 2) Adding parenteral solutions to existing patient IV lines or by piggyback lines, changing IV tubing, inserting IV fluid therapy cannulas under limited circumstances and maintaining the patency of IV lines with heparin or normal saline, while under the supervision of a registered professional nurse. Prerequisite: Must be a nurse with a current license

HIST-258. Kansas History. 3 Hours. This is a survey course that explores the history of Kansas from 1541 to the present, with emphasis on cultural approaches to state history. The geography of Kansas is given substantial treatment as an influence on the state's history and culture.

BCTC-100. Keyboarding I. 2 Hours. This course provides instruction in developing the basic keyboarding skills needed to key alphabetic, numeric, and special symbol characters, as well as teaching the skills needed to use a 10-key keypad. This course is designed to meet the needs of individuals who are beginners as well as for those who desire to improve their basic keyboarding skills. The emphasis is on the development of the techniques for building speed and accuracy on straight-copy timings.

BCTC-101. Keyboarding II. 3 Hours. This is a course structured to give a student the fundamental skills and knowledge necessary to continue his/her study in keyboarding, or to acquire keyboarding skills for their own personal use. Students will learn to format personal letters, business letters, outlines, reports, data sheets and tables. Prerequisite: Keyboarding I.

BCTC-121. Job Search Skills Class. 2 Hours. This course provides instruction for skills required to look for and obtain a job. Resume preparation, survey of job market opportunities, interview techniques and application completion will be covered.

JRNL-104. Journalism Practice. 1 Hour. Journalism practice credits are awarded for a minimum of two hours of work each week on production of the College newspaper, magazine and radio news broadcasts. May be taken for credit four times.

EMTP-295. Kansas BEMS Instructor Coordinator. 9 Hours. This program is designed for those individuals

interested in providing and/or coordinating First Responder and EMT initial training courses and approved EMS continuing education programs in the State of Kansas. It will provide the participant with opportunities to gain information needed to practice as an I/C in the State of Kansas. The Kansas Board of EMS has approved this program. It addresses information and techniques currently considered to be the responsibilities of the I/C according to the Kansas Board of EMS. Curriculum is based upon the 2002 National Guidelines for Educating EMS instructors (NAEMSE), Kansas enrichments as mandated/ recommended by the Kansas Education and Examination Taskforce, Kansas Basic Life Support Skills Task Analysis and applicable statutes and regulations. Prerequisite: Current certification at or above the EMT level, or a physician licensed to practice medicine and surgery in the State of Kansas or a licensed professional nurse; proof of one of the following: Training Officer II, Kansas teaching certificate; certification as a CPR instructor at the professional level; proof of one (1) year of EMS street experience; letter of commitment from a certified IC stating intent of mentorship and three professional letters of recommendation.

EMTP-299. Critical Care Emergency Medical Transport Program. 9 Hours. This course is designed to provide paramedics, physicians, physician assistants and nurses an in-depth approach to critical care patient management. Prerequisite: Two years experience as a paramedic, registered nurse, physician assistant or licensed physician with a current CPR, ACLS, PALS, PHTLS or BTLT certification. Nursing may exchange PHTLS/BTLT for TNCC.

HPER-144. Karate I. 1 Hour. This is a service course designed to introduce theories, skill techniques and terminology.

HPER-142. Karate II. 1 Hour. This is a service course that introduces theories, skill techniques and terminology. It includes more practice and refining of skills. Prerequisite: Karate I.

HPER-143. Karate III. 1 Hour. This is a service course that introduces theories, skill techniques and terminology. It is for the student more advanced in karate. It includes more practice and refining of skills. Prerequisite: Karate II.

BCTC-102. Keyboarding III. 3 Hours. This course is designed for students who wish to develop speed and accuracy required for office employment. Prerequisite:



Keyboarding I and II or consent of instructor.

CADT-165. Lab Math and Communications I. 3 Hours (90 Contact Hours). This course introduces the student to basic mathematics including design concepts using whole numbers, fractions, decimals, metric and measurements. In algebra, the student studies design concepts including signed numbers, basic algebraic operations, simple and complex equations. Communications will cover basic design documents such as problem layouts, invoices, bid sheets and parts listing.

CADT-265. Lab Math and Communications II. 3 Hours (90 Contact Hours). This course introduces the student to geometry, including design concepts using angle measurement, geometric principles, triangles, polygons and geometric construction. In trigonometry, the student studies design concepts including trigonometric functions with right triangles. Communications will cover advanced design documents such as response letters, output resumes and applications.

PRTC-125. Lab Math and Communications I. 2 Hours (45 Contact Hours). Review of basics in English, Math and Reading are taught using the Plato computerized software and classroom instruction. Basic shop math and work ethics are taught utilizing various sources.

PRTC-165. Lab Math and Communications II. 2 Hours (45 Contact Hours). Work ethics, customer communication applications, employability techniques, such as job applications, job interviewing techniques and resumes are taught to aid the student to compete at a more competitive level for successful employment.

HSMG-245. Legal Aspects of Hospitality Management. 3 Hours. This course will introduce the student to the legal aspects of managing a hospitality operation. The course offers an overview of the legal subjects relevant to hospitality, including various federal and state legislation that regulate the industry. Students will become familiar with a hospitality operator's legal rights and responsibilities, and students will be able to identify potential legal problems.

OTAP-125. Level IA Fieldwork Practicum. 1 Hour. Beginning skills in clinical observation. These practicums are scheduled in a variety of clinical settings which allows students to develop confidence as a medical team member. Students are assigned a total of three OT settings with an opportunity to observe psychosocial dysfunction, physical disabilities and pediatrics. Prerequisite: Admission to the OTA

Program.

OTAP-140. Level IB Fieldwork Practicum: Psychosocial. 1 Hour. Students are assigned to different fieldwork sites emphasizing psychosocial dysfunction and will practice skills learned during the concurrent semester. Prerequisite: Admission to the OTA Program.

OTAP-240. Level IC Fieldwork Practicum: Physical Disabilities. 1 Hour. Students are assigned to different fieldwork sites emphasizing physical dysfunction and will practice skills learned during the concurrent semester. Prerequisite: Admission to the OTA Program.

OTAP-290. Level IIA Fieldwork Practicum. 6 hours. This in-depth practicum requires a full-time commitment from the student and allows the student exposure to a population within a facility with intensive supervision by a registered occupational therapist or certified occupational therapy assistant. Practical application of clinical skills learned in the OTA program. Students are assigned to selected affiliate settings and provided with in-depth supervision in the clinical setting. One-of-two, six-week clinical rotations. Prerequisite: Completion of OTA Program Requirements in the classroom.

OTAP-295. Level IIB Fieldwork Practicum. 6 Hours. This in-depth practicum requires a full-time commitment from the student and allows the student exposure to a population within a facility with intensive supervision by a registered occupational therapist or certified occupational therapy assistant. Practical application of clinical skills learned in the OTA program. Students are assigned to selected affiliate settings and provided with in-depth supervision in the clinical setting. One-of-two, six-week clinical rotations. Prerequisite: Completion of OTA Program Requirements in the classroom.

HPER-170. Lifelong Conditioning. 1 Hour. This course deals with the continuous conditioning of the cardiovascular system (heart, lungs and blood vessels), enhanced flexibility of the muscles, ligaments and tendons and strength of the musculoskeletal system (muscles and bones) through various forms of aerobic and anaerobic exercise. May be taken for credit more than once.

NETW-175 Linux (Unix) Administration. 6 Hours (162 Contact Hours). This course provides a student with the basic skills to plan, install, and perform day-to-day administration on heterogeneous networking environments. Administration of Microsoft, Novell, Linux, UNIX, and other vendor solutions may be addressed. Topics covered include planning, installing,

configuring, maintaining, and troubleshooting a Linux/Unix system. Prerequisite: Microsoft Certification or permission of instructor.

AGRI-182. Livestock Selection II. 3 Hours. As an extension of Livestock Selection I, this includes evaluation and selection of live, domestic farm animals and function of red meat species in relation to carcass merit. Included is collegiate competition during the spring semester. Prerequisite: Livestock Selection I or consent of instructor.

BCTC-219. Machine Transcription. 2 Hours. This course is designed to prepare students with entry-level job proficiency using transcribing and dictating machines. Students will learn to proofread and edit business documents, improve English competencies, develop awareness of career opportunities in word processing and gain an understanding of the importance of written communication in the business world. Prerequisite: Keyboarding III and Microcomputer Applications II/WordPerfect.

ASTC-283. Manual Transmissions and Axles. 6 Hours. This course is designed to train students in theory, safety, diagnosis and repair of manual drive trains, transaxles, axles, drive shafts and components associated with the systems. Diagnosis and repair of clutch systems and related components will be offered in this course.

AGRI-228. Marketing Agricultural Products. 3 Hours. This course is designed to acquaint the student with alternative forms of marketing agricultural products. Emphasis is placed on the futures and options markets to price livestock and grain commodities. Includes analyzing market potential and simulating trading positions in the market. Prerequisite: Principles of Agricultural Economics.

NSRN-220. Maternal Child Nursing II. 2 Hours. This course introduces the student to a greater depth and breadth of understanding Maternal Child Nursing. As a continuation of Maternal Child Nursing I and Maternal Child Nursing I Clinical, this course expands on previous concepts of care and delves into high-risk maternity, new born, and pediatric nursing care. Emphasis is on advanced supportive and restorative therapeutic care measures for maternal child, pediatric, and adolescent patients. Maternal Child Nursing II prepares the student to become a member of a specialized maternal child and pediatric team that serves this specific population to promote, maintain, and restore health. Prerequisites: Foundations of Nursing, Foundations of Nursing Clinical, Medical Surgical

Nursing I, Medical Surgical Nursing I Clinical, Nursing Pharmacology, Medical Surgical Nursing II, Medical Surgical Nursing II Clinical, Maternal Child Nursing I, Maternal Child Nursing I Clinical, Gerontology Nursing, Mental Health Nursing.

NSRN-225. Maternal Child Nursing II Clinical. 3 Hours. This course introduces the student to a greater depth and breadth of understanding of Maternal Child Nursing. Maternal Child Nursing II Clinical is an experiential learning practicum of Maternal Child Nursing. Emphasis is on providing advanced supportive and restorative therapeutic care measures for maternal child, pediatric, and adolescent patients. The course is designed to prepare the student clinically to become a specialized maternal child and pediatric team member that serves this specific population to promote, maintain, and restore health. Prerequisites: Foundations of Nursing, Foundations of Nursing Clinical, Medical Surgical Nursing I, Medical Surgical Nursing I Clinical, Nursing Pharmacology, Medical Surgical Nursing II, Medical Surgical Nursing II Clinical, Maternal Child Nursing I, Maternal Child Nursing I Clinical, Gerontology Nursing, Mental Health Nursing.

FACS-104. Meal Management. 3 Hours. Principles of meal planning and service. Buying principles are also considered.

MACH-115. Mechanical Blueprint Reading. 2 hours (45 Contact Hours) This course provides the understanding and interpretation of a variety of mechanical blueprints. Emphasis is placed on reading and interpreting blueprints found in the machining environment. Students will gain ability to recognize and identify symbols and specifications common to modern industrial blueprints. Topics include: lines and symbols, views, surface finish, material, form and position, title blocks, sketching, features, sections, 2 and 3 dimensional objects, geometric dimensioning and tolerancing (GD&T).

MEDA-125. Medical Assisting I (Administrative). 3 Hours. The role and function of the administrative medical assistant is reviewed. Topics include understanding effective facilities management, office equipment use, purchase and maintenance of supply inventory, office management policy and procedures manuals, and medical office communications. Information will be given on medical records and chart documentation, financial management and medical bookkeeping, accounting principles and procedures, and medical insurance and coding. Prerequisite: Professional Issues, Anatomy and Physiology, and



Medical Terminology.

MEDA-225. Medical Assisting II (Clinical). 6 Hours. The role and function of the clinical medical assistant is reviewed. Topics include understanding infection control, knowledge of instrumentation used during exams, demonstration of skills in taking vital signs, preparing patients for office surgery and diagnostic testing. The student will gain knowledge of general pharmacology, laboratory testing, EKG and other diagnostic testing. Prerequisite: Medical Assisting I (Administrative), Administrative Aspects I, and Phlebotomy Essentials.

EMTP-172. Medical Emergencies I. 8 Hours. This course addresses the Medical Overview, Cardiology, and Respiratory Modules of the National DOT Paramedic Curriculum. Review of Basic Patient Assessment components, with the addition of Advanced Components are covered. The Cardiology section is an extensive lesson designed to teach a comprehensive approach to the care of patients with cardiovascular compromise. The Respiratory section will include a thorough discussion of the signs/symptoms and assessment findings of disorders of the respiratory system and current therapeutics used to treat them.

BCTC-107. Medical Keyboarding. 3 Hours. This course is designed to help students learn about preparing and processing medical forms and to aid students in becoming knowledgeable about the skills necessary for obtaining and keeping a position in a medical office, hospital or extended care facility. Prerequisite: Keyboarding III, Microcomputer Applications II/ WordPerfect and consent of instructor.

BCTC-255. Medical Terminology I. 3 Hours. This course provides an introduction to the medical terms most commonly used in today's medical office. It serves as an adjunct to other medical courses for nurses, medical technologists, laboratory assistants and medically related professionals, including community health workers and medical social workers. It is useful to students in biology, health, anatomy, physiology, nursing and pre-med.

MUSC-104. Methods of Teaching Orchestral Instruments (Brass). 2 Hours. This course includes procedures and materials for class and private instruction of brass instruments. Emphasis on tone qualities, different embouchure and necessary techniques for performance and instruction is included.

MUSC-130. Methods of Teaching Orchestral

Instruments (Double Reeds). 2 Hours. This covers procedures and materials for class and private teaching. Major emphasis on tone quality, embouchure and technique. Reed making for double reeds.

MUSC-105. Methods of Teaching Orchestral Instruments (Percussion). 2 Hours. Procedures and materials for class and private instruction of percussion instruments. Application of snare drum fundamentals. Study of basic techniques for all percussion instruments.

MUSC-132. Methods of Teaching Orchestral Instruments (Strings: Cello, Bass). 2 Hours. This covers procedures and materials for class and private teaching. Performance and fundamentals, and theory and reading knowledge are included.

MUSC-131. Methods of Teaching Orchestral Instruments (Strings: Viola and Violin). 2 Hours. This covers procedures and materials for class and private teaching. Performance and fundamentals, and theory and reading knowledge are included.

MUSC-106. Methods of Teaching Orchestral Instruments (Woodwinds). 2 Hours. The course covers procedures and materials for class and private teaching, with major emphasis on tone quality, embouchure and technique.

COMP-295. Microcomputer Applications III. 3 Hours. This is a continuation of Microcomputer Applications II. Advanced techniques of a software program and continued use of content learned in Microcomputer Applications II are taught. Prerequisite: Program director must approve selection of MCA course.

HIST-111. Modern European History. 3 Hours. A study of European cultures from 1500 through the World Wars. Special emphasis is placed on the interplay of political and economic forces that shaped modern Europe.

ELEC-215. Motor Controls. 8 Hours (235 Contact Hours). Fully automated machine operation is taught through wiring basic motor control circuits and incorporating control components which give the automated aspects to machine control. Troubleshooting from machine schematics and application of standard troubleshooting techniques are used throughout the class. Photovoltaics and photo detector controls are discussed and utilized.

MUSC-201. Music Methods for Classroom Teacher. 3 Hours. This course is designed for students majoring in elementary education. The development of children's musical growth through singing, listening, rhythmic and

creative activities is explored in the class. Prerequisite: Student needs to be a high school graduate and plans to major in elementary education.

HIST-240. Native American History. 3 Hours. This course is a survey course that explores the histories and cultures of the North American Indian. Special emphasis will be given to the tribes of the Great Plains and Southwest.

NETW-265. Network+ Certification. 6 Hours (162 Contact Hours). This course is designed to provide the student with the ability to describe the features and functions of networking components, and to possess the knowledge and skills needed to install, configure and troubleshoot basic networking hardware, protocols and services. Also addressed is improving technical ability in the areas of media and topologies, protocols and standards, network implementation, security and network support. Topics include knowledge of Network and WAN protocols, reference model and layered communication, routing, network management, LAN design, physical connectivity, Network basics and troubleshooting. Prerequisite: A+ Certification or equivalent experience with instructor permission.

NETW-110. Network Desktop Support. 6 Hours (163 Contact Hours). This course provides the student with a broad base of knowledge and competency in technologies including installation, configuration, diagnosing, preventive maintenance and basic networking of desktop personal computers.

COMP-217. Networking Fundamentals. 3 Hours. The main goal of this course is to provide a comprehensive understanding of computer networking. Students will be introduced to the fundamental network building blocks, the types of networks and the concepts behind their operations. They will learn about the network topologies used today and design a network using these topologies. In addition, the vast array of network equipment will be discussed, including hubs, routers, switches and NICs. The course provides a range of laboratory and hands-on assignments that teach the student both the theories behind networking and the steps for bringing a network to reality.

NETW-135. Novell Networking. 6 Hours (162 Contact Hours). Topics include hardware components, NetWare Basics, NDS, network access, implementing NDS and File System Security, log-in scripts, monitoring and optimization, troubleshooting, DNS, DHCP, NSS, network time protocol, licensing issues, Web server management, FTP server configuration, server

administration, NDS concepts and repair.

ACRT-112. Non-Structural Repair I. 7 Hours (200 Contact Hours). The student will learn the rules regarding general shop safety, major structural construction of an automobile, use of body shop hand tools, as well as safe use and maintenance of air and fluid equipment and accessories.

NSRN-210. Nursing Pathophysiology. 3 Hours. This course introduces the student to nursing pathophysiology. The course is consistent with the premise that a strong scientific base is essential in nursing's quest to promote, maintain, and restore health. Emphasis is on introducing the student to causes, pathophysiology, signs and symptoms, diagnostic tests, and empirical treatment of selected disorders encountered in the health care practice environment. Prerequisites: Anatomy & Physiology and General Psychology.

OTAP-260. Occupational Therapy Seminar. 2 Hours. This course provides a seminar format to discuss a variety of timely and critical topics relevant to OTA's and the OT profession. Prerequisite: Admission to the OTA Program.

CADT-207. On-the-Job Training (OJT or OJT Equivalent). 3 Hours (0-195 Contact Hours). Students are placed at on-site training locations in cooperation with local businesses. This allows students to gain skills working in their field while still attending classes. Minimum competencies in core curriculum must be maintained. Attendance must be excellent and a professional attitude demonstrated before students will be considered for this opportunity.

HVAC-207. On-the-Job Training (OJT or OJT Equivalent). Up to 4 Hours (0-195 Contact Hours). Students are placed at on-site training locations in cooperation with local businesses. This allows students to gain skills working in their field while still attending classes. Minimum competencies in core curriculum must be maintained. Attendance must be excellent and a professional attitude demonstrated before students will be considered for this opportunity.

NETW-207. On-the-Job Training (OJT or OJT Equivalent). 3 Hours (0-195 Contact Hours). Students demonstrating excellent attendance, attitude and mastery of core curriculum competencies may be considered for on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class

attendance is also required.

**PRTC-207. On-the-Job Training (OJT or OJT Equivalent).** 3 Hours (0-195 Contact Hours). Students are placed at on-site training locations in cooperation with local businesses. This allows students to gain skills working in their field while attending classes. Attendance must be excellent and a professional attitude demonstrated before students will be considered for this opportunity.

**SPCH-112. Oral Interpretation.** 3 Hours. This course is designed to give the student a basic foundation in oral interpretation of literature, which is equally concerned with the analysis and appreciation of the work of literary art, as well as the preparation and requirements necessary for its performance in an oral and visual manner.

**OTAP-115. OTA Interpersonal and Group Skills.** 2 Hours. This course will provide the student with basic group and interpersonal group solving skills. Small and large group processes will be discussed, and the student will be provided with opportunities to practice a variety of interactive communication and group techniques. The course will cover fundamentals of communication in both small and large group processes. The student will explore various techniques.

**BUSN-160. Payroll Accounting.** 3 Hours. Payroll Accounting is a study of the current payroll tax laws and the records that are required by these laws. The course will study various methods of payroll calculations, payroll deductions, payroll record keeping and the reporting of payroll information. Prerequisite: Financial Accounting or consent of instructor.

**EMTP-231. Pediatric Advanced Life Support (PALS).** 1 Hour. This course includes: 1) the information needed for recognizing the infant or child at risk of cardiopulmonary arrest, 2) information and strategies for preventing cardiopulmonary arrest in infants and children, and 3) the cognitive and psychomotor skills necessary for resuscitating and stabilizing the infant or child in respiratory failure, shock or cardiopulmonary arrest. The course is intended for health care providers with responsibilities for the well-being of infants and children. Practical application of skills and knowledge in critical situations are emphasized by using case presentations. Prerequisite: Registrants must be health care providers, i.e., medical, nursing, paramedical or allied health personnel, whose daily occupation demands proficiency in the knowledge and skills of Pediatric Advanced Life Support. Others may audit a Pediatric

Advanced Life Support course at the discretion of the course director. As another prerequisite to the Pediatric Advanced Life Support course, registrants must have successfully completed a BLS course within the past one year unless a pediatric BLS course is included as part of the PALS course.

**EMTP-155. Pediatric Education for Pre-hospital Professionals (PEPP).** 1 Hour. The PEPP course is designed to give pre-hospital professionals the education and confidence they need to effectively treat pediatric patients. This course of instruction will reinforce and expand on the essential information needed for pre-hospital professionals to assess and treat the pediatric patient. The PEPP course is a dynamic EMS teaching tool that will be subject to ongoing review and modification, in concert with changes in the science of emergency pediatrics and advances in EMS educational design and methodology. Prerequisite: Kansas State and/or National certification at the EMT, EMT-I, EMT-D, or MICT level.

**EMTP-165. Pediatric Pre-hospital Care (PPC).** 1 Hour. This course is designed to give pre-hospital professionals the education and confidence they need to effectively treat pediatric patients. This course of instruction will reinforce and expand on the essential information needed for pre-hospital professionals to assess and treat the pediatric patient. The PPC course is not a one-time effort but rather a dynamic learning experience that will be subject to ongoing review and modification. The emotions triggered when managing the child and family in emergency situations are a special concern commonly raised by pre-hospital providers. Feelings run strong when the pre-hospital provider sees his or her own child in the patient, confronts the injustice of child abuse or neglect or relives the tragedy of a child's death. Handling parents who may be unreasonable and demanding adds another stressful dimension to the duties of the pre-hospital provider. PPC is aimed at decreasing the uneasiness of pre-hospital care providers to the pediatric patient. Prerequisite: Kansas State and/or National certification at the EMT, EMT-I, EMT-D, or MICT level.

**CNAD-150. Phlebotomy.** 1 Hour (40 Contact Hours). This course is designed for phlebotomists, laboratory technologists and those who train phlebotomy teams. Discussion will emphasize those basic skills necessary to properly obtain, by venipuncture or capillary puncture, and handle adequate blood specimens for clinical laboratory testing. It is the goal of this course to provide a general overview and update on those techniques, procedures and issues to the collection of

blood specimens for routine clinical laboratory testing in order to develop well-trained, proficient and professional phlebotomists. Blood-drawing techniques, specimen requirements, specimen handling procedures and patient contact recommendations will vary with the institution being served.

HPER-207. Physical Education for the Elementary Teacher. 3 Hours. This is a course geared to physical education and elementary education majors who might be called upon to teach physical education on the elementary level. The course will emphasize the physical abilities of children at different ages and the various activities that are best for each age level.

HORT-246. Plant Science. 4 Hours. The course covers the fundamentals of plant structure, growth and development. Emphasis is placed on the principles involved in the response of plants to environmental stresses so as to help the student understand the behavior of plants in agricultural and horticultural situations.

BUSN-111. Practical Accounting. 3 Hours. This course is designed for the non-accounting major. The course includes bookkeeping procedures using the double entry bookkeeping method. Emphasis will be placed on the accounting cycle, cash control and payroll records.

MACH-100. 6 Hours. Program orientation and workplace skills, rules and regulations and physical layout of shop area are discussed. Orientation of safety issues, precision measurement tools and their applications, proper use of hand tools, and bench work procedures are covered in both the classroom and shop areas. Blueprints, math applications, cutting fluids, proper layout of parts, proper inspection of parts, material cutting, using band saws and drilling machines are taught by lecture, demonstrations and student practice. Safety, work habits and production are emphasized.

MACH-125. Precision Machining II. 6 Hours (180 Contact Hours). Introduction to lathe terminology, proper operation of a manually operated lathe and various applications of the machining processes are taught. Safety, machine maintenance, machine care and sound work habits are stressed. Trigonometry is taught to apply in shop applications. Prerequisite: Precision Machining I, Math for Manufacturing, and Mechanical Blueprint Reading.

BUSN-140. Principles of Banking. 3 Hours. A basic course in the organization and operation of commercial

banks and the Federal Reserve System. Recent monetary and banking trends are emphasized.

HORT-142. Principles of Greenhouse Management. 1-3 Hours. Students will learn greenhouse operations and management including greenhouse layout, structures, glazing materials, heating, cooling, irrigation, lighting, benching, growing medium handling, fertilization systems, pest control, growth regulators, scheduling crop production, traffic flow, crop handling, processing and shipping. Students will care for a variety of greenhouse crops from propagation until sale or utilization. Offered for one credit and for three credits.

BUSN-112. Principles of Retailing I. 3 Hours. This course deals with skills of managing and operating a retail business. The course includes sections on opportunities in retailing, establishing a retail store and merchandise management. Emphasis is placed on analysis of buying and pricing merchandise, inventory control, store location and terminology used in retailing.

AVIA-106. Private Pilot Flight Training. 2 Hours. This instruction will involve both dual and solo for a total minimum number of flying hours of 35. There are three cross country flights of which two are dual and one is solo. Certain flight proficiencies must be exhibited before the flight instructor will recommend that the student take the FAA flight test. Upon the successful completion of this flight test and if he has previously passed the FAA written examination, he will be issued a private pilot's license by the FAA. Prerequisite: Class III medical certificate.

AVIA-105. Private Pilot Ground Training. 3 Hours. This course covers airplane operation and performance, meteorology, communications and FAA regulations, navigation and emergency procedures. This course should prepare a student to pass the FAA written test for a private pilot's license.

HPER-202. Problems of Intramural Sports. 3 Hours. This course is designed to train physical education teachers or any recreational leader called upon to organize and administer an intramural program.

ELEC-216. Programmable Logic Controllers. 8 Hours (235 Contact Hours). This course combines both hands-on hard wiring installation of Programmable Logic Controllers and program development required to make production machines operate. Heavy emphasis is placed on troubleshooting the system throughout the course.

BUSN-235. Project Management. 3 Hours. This course provides the fundamental skills and techniques



needed to successfully plan and implement self-managed projects.

COMM-111. Publication Production. 2 Hours. Participants in this course will be responsible for the production of a CCC publication. Activities are as follows: soliciting and selecting those materials to be published (i.e. editing); designing the publication's pages; fitting the texts accepted for publication to the design parameters (i.e. layout); advertising the finished product (i.e. marketing).

SPCH-109. Public Speaking Stress Management. 1 Hour. This course is designed for those persons who consider themselves to be high in communication apprehension when facing a public speaking situation. It will focus on relaxation techniques and methods of speech preparation.

BUSN-150. Real Estate. 3 Hours. Real Estate is designed for students who have an interest in the real estate field. The course consists of a comprehensive view of fundamental real estate procedures, will aid the student in understanding the process of obtaining a real estate sales license and will help the student gain the minimum knowledge and skills required to execute simple, personal real estate transactions.

MATH-203. Real Numbers. 3 Hours. This course is designed to introduce the prospective elementary school teacher to the Real Number System. Concentrating on the Whole Numbers, this course will include set theory, various number systems, elementary statistics and problems requiring the student to solve simple equations. Prerequisite: Intermediate Algebra or a score of 31 or higher on the COMPASS test.

JRNL-103. Reporting and Editing. 3 Hours. Practice in recognizing, gathering, writing and processing of news for all the mass media. Layout and makeup of publications, sizing of photographs and libel and slander are also covered. Prerequisite: Survey of Journalism or high school journalism and consent of instructor.

ELEC-108. Residential Wiring. 8 Hours (235 Contact Hours). This course begins with simple lighting circuits and progresses through installing an entire electrical system for a total electrical home. The student should master the installation of basic circuits, application of codes and blueprint reading, including solar wind and geo-thermal alternative energy sources by the completion of the course.

HAZW-260. Sampling and Analysis. 5 Hours.

Emphasis is placed on the methodology of sampling, analyzing and interpreting results of analysis of hazardous materials. The program will include industrial hygiene monitoring, testing pH and moisture content, selecting analytical service laboratories and an introduction to chemical methods of analysis including spectroscopy and chromatography. Prerequisite: Organic Chemistry.

FACS-140. Sanitation and Safety. 1 Hour. This course will be an introductory study of safe food handling techniques and safety for the food service worker. Foodborne illnesses and their causes will be studied. The implementation of the HACCP system will be emphasized.

HPER-160. Scuba Diving. 3 Hours. This is a basic course in theoretical and practical aspects of scuba diving. Classroom work consists of diving physics and physiology, use of dive tables and modern scuba equipment. Practical work consists of 20 hours of pool instruction given in a nearby freshwater lake and will include 5 open water dives. Upon successful completion of the course, students will be certified by the Professional Association of Diving Instructors. Prerequisite: Moderate swimming ability.

NETW-250. Security+ Certification. 6 Hours (163 Contact Hours). Those holding the Security+ certification have demonstrated the aptitude and ability to master such knowledge areas as: general security concepts, communications security, infrastructure security, basics of cryptography and operational/organizational security.

HIST-109. Seminar in American History. 3 Hours. This course uses the seminar approach to study the Civil War and reconstruction. Causes and consequences of intersectional strife from 1850-1877 are explored. Special emphasis is placed on the concept of living history. Prerequisite: Early U.S. History or permission of instructor.

HSMG-145. Seminar in Menu Planning and Sales Promotion (Dining Room Management). 3 Hours. Upon successful completion of this course the student should be able to explain the components of menu planning for every type of service and facility. In addition, the student should be able to demonstrate an understanding of food costing, menu layout (selection and development), price structures and theory of menu design. Students will be introduced to basic service techniques, various service styles and identification of dining room equipment. Students will be introduced

to greeting, seating, selling and waiting techniques. Computer software systems for the food service industry will be reviewed.

PSYC-198. Seminar in Psychology. 1 Hour. Intended to provide the opportunity to sharpen technical writing skills and expand knowledge in a particular area of psychology.

ENGL-212. Seminar in Shakespeare. 3 Hours. This general education humanities class is a course of critical reading and evaluation of selected plays and sonnets by William Shakespeare. This is accomplished by reading and discussing selected works. Prerequisite: English Composition I.

SOCI-250. Seminar in Stress Management. 3 Hours. This course develops basic skills necessary to deal with personal stress. Students should be able to recognize stress in others and understand the problems of dealing with stressful situations.

NETW-125. Server Administration I. 6 Hours (162 Contact Hours). Students prepare for the Microsoft Server Environment certification exam. Students will learn the basics of server setup, installation, and purposing in an information technology environment. The course will also include troubleshooting various server related issues. Prerequisite: Desktop Operating Systems.

NETW-130. Server Administration II. 6 Hours (163 Contact Hours). This course will prepare the student for the Microsoft Server Network Infrastructure examination. Students will learn how to integrate network administration in medium and large scale implementations across multiple locations. Emphasis is given in DNS configuration and Active Directory setup and administration. Prerequisite: Server Administration I.

NETW-210. Server+ Certification. 2 Hours (70 Contact Hours). Exam topics include advanced hardware issues such as RAID, SCSI, multiple CPU's, SAN's, server types, system bus architectures, disaster recovery, upgrading and security concepts.

ELEC-183. Single and Three Phase Motors. 3 Hours (90 Contact Hours). This class begins with the simplest AC motor and progresses through industrial three phase motors. Each student rebuilds motors commonly found in industry. The student will also learn common troubleshooting techniques and how to use the electrical meters employed in motor installation and repair.

OTAP-270. Skills for the OTA. 3 Hours. Provides practice in specific OT areas including job hunting, ethnic/legal issues and program planning. This course provides an opportunity for students to hone skills prior to Fieldwork Practicum II. Prerequisite: Admission to the OTA Program.

SOCI-220. Social Work as a Profession. 3 Hours. This course examines the values, techniques and skills that social workers utilize in their work. A review of literature that relates to social work is included.

BCTC-128. Spelling Improvement. 1 Hour. This course gives the student reasons why words are misspelled and what should be done in each area for improvement.

SOCI-150. Stress Management Workshop. 1 Hour. This course is designed to introduce students to the techniques and procedures used in effective stress management. Students practice relaxation techniques to reduce stress levels.

MANG-170. Supervision in Action. 3 Hours. This course will acquaint the student with the overall scope of managing others.

HSMG-240. Supervisory Management. 3 Hours. Upon successful completion of this course the student will be able to analyze and explain basic supervisory management skills, management styles, motivation with emphasis on human relations, delegation training, evaluation and communication. The hiring and firing functions with FSLA guidelines will be covered. Students should be able to demonstrate an understanding of the external factors affecting the hotel-restaurant industry. They will be able to describe the skills necessary to secure a position in management within the hospitality industry.

BUSN-129. Supervisory Skills. 1 Hour. Provides guidance and skill practice to enable a supervisor to develop positive, mature methods of handling employee problems.

JRNL-101. Survey of Journalism. 3 Hours. A study of the development of journalism, of principal personalities in American journalism and their contributions and of media's role in today's society.

HPER-110. Swimming for Fitness. 1 Hour. This course is designed to improve swimming skills and introduce water safety precautions. It incorporates swimming into



a recreational, aerobic, life-fitness activity. This course is designed for a student more advanced in swimming. Prerequisite: Individual Activity: Swimming or consent of instructor.

NETW-220. Systems Administration I. 6 Hours (162 Contact Hours). This course covers introduction into overall information systems integration and implementation. Students will learn the proper techniques of purchasing IT resources, implementation and installation in a variety of Information Technology scenarios. Prerequisite: Server Administration II.

NETW-225. Systems Administration II. 6 Hours (162 Contact Hours). This course provides a continued in-depth look at administration of systems running multiple operating systems as well as integration into intranet, internet, and extranet applications providing resources to all aspects of the information technology business model. Prerequisite: Systems Administration I.

BUSN-168. Team Building. 3 Hours. This course is a practical guide to working in or with project teams. It is comprehensive, using step-by-step instructions, illustrations and worksheets as well as other hands-on activities. The student will experience projects from the inception to closure. Prerequisite: Permission of instructor.

CADT-102. Technical Drafting I. 5 Hours (130 Contact Hours). This course is designed to acquaint students with the techniques used in drafting based on ANSI/ASME standards. It includes engineering lettering, line conventions, orthographic projection and dimensioning practices. It encompasses the basic concepts and techniques of technical drafting as well as the use and knowledge of supplies and equipment.

CADT-120. Technical Drafting II. 6 Hours (150 Contact Hours). The concepts of blocks and external referencing are introduced in this course. Assigning attributes and creating a Bill of Material is implemented. Dimensioning is exhibited within the problems and assignments.

CADT-214. Technical Drafting III. 5 Hours (140 Contact Hours). Developing views, auxiliary and sectioning are studied as part of the concepts of basic design methods. Basic fit tolerancing and computer generated algebra are introduced. Dimensioning is exhibited within the problems and assignments.

CADT-217. Technical Drafting IV. 5 Hours (140 Contact Hours). This course covers pictorial

drawings that include three-dimensional and isometric applications implemented with wire frame/extrusion computer generated techniques. Computer generated geometry is introduced. Dimensioning is exhibited within the problems and assignments.

EMTP-105. Technical Rope Rescue - 1. 2 Hours. This is an introductory course designed for individuals interested in becoming involved with high-angle rescues. The course will cover the following topics: rope safety, knots, anchoring, belaying techniques, rappelling and victim rescue. Also, the course serves as a prerequisite for advanced technical rope rescue programs.

EMTP-106. Technical Rope Rescue - 2. 2 Hours. This is an advanced level course for the serious rope technician. The rescuer will learn and practice advanced rigging, rescue skills, team-based rescue and other skills that are used in the Technical Rope environment. The nature of this course is technical and due to the time constraints, intensive. All students enrolled in this course must be well-versed on basic knot skills. The following topics and their accompanying skills include: equipment, knot craft, anchoring, belaying, rappelling, self/victim rescue, team organization and system analysis.

HPER-122. Tennis. 1 Hour. The course is participation in varsity tennis. Spring Semester only. May be taken for credit two times

SOCI-210. The Social Welfare System. 3 Hours. This course introduces the beginning student of social work to the basic concepts, historical features and bureaucratic structure of the social welfare system. Special emphasis is placed upon the psychological and sociological basis for a social welfare system.

HPER-205. Theory and Techniques of Baseball. 2 Hours. This course is designed to introduce the student to the fundamentals, techniques and various teaching and coaching theories involved in baseball. Strategies for success at every level will be discussed through lectures, demonstrations, videos and practical applications of the techniques.

HPER-204. Theory and Techniques of Basketball. 2 Hours. This course is designed to introduce the student to the fundamentals, techniques, various teaching/coaching theories and skill progressions involved in basketball. Individual and team offensive and defensive strategies will be discussed through lectures, demonstrations, videos and reports.

HPER-211. Theory and Techniques of Softball. 2 Hours. This course is designed to introduce the student to the fundamentals, techniques, various teaching/ coaching theories and skill progressions involved in softball. Individual and team offensive and defensive strategies will be discussed through lectures, demonstrations, videos, practical application and reports.

OTAP-145. Therapeutic Media I. 2 Hours. This course explores activity analysis and how it relates to varying types of therapeutic media. A variety of media will be explored with a focus on analyzing and adapting medias into a treatment context. Leisure and play activities, activities of daily living and other tasks which are used as therapy techniques will be explored. Prerequisite: Admission to the OTA Program.

OTAP-245. Therapeutic Media II. 3 Hours. Continuation of Therapeutic Media I techniques and processes with an emphasis on technology, adaptive equipment and orthotics. Prerequisite: Therapeutic Media I.

BCTC-197. Time Management Workshop. 1 Hour. Designed to help participants learn a process of effective time management.

HPER-108. TIPS: Transitional Issues and Perspectives for Success. 1 Hour. In this era of technology and career changes, all students are potential university graduates. This course covers all areas of the transition, from completing applications and applying for scholarships and financial aid, through the post transfer experience.

NALS-180. Tribal Government. 3 Hours. An overview of the history and operation of tribal governments in the United States, this course includes an examination of the Constitution, treaties, federal law, and the rights of Native American Tribes to govern their people and their lands.

BUSN-167. Total Quality Management. 3 Hours. This course will give students exposure to the total quality management concept. It is designed to increase participants' knowledge of quality improvement basics as well as an in-depth study of Dr. Deming and his theories. Students will study other TQM philosophies and compare and contrast them with those of Dr. Deming.

EMTP-275. Training Officer I. 1 Hour. This program is designed for those individuals interested in providing and/or coordinating approved single program

provider continuing EMS education programs in the State of Kansas. It will provide the participant with opportunities to gain information and practice as a Training Officer I in the State of Kansas.

The Kansas Board of EMS has approved this program. It addresses information and techniques currently considered to be the responsibilities of the TO I according to the Kansas Board of EMS. Curriculum includes sections of the National DOT Standard Curriculum for EMS Instructors, Kansas Basic Life Support Skills Task Analysis and applicable statutes and regulations. Prerequisite: Currently certified at or above the EMT level, or as a physician licensed to practice medicine and surgery or licensed professional nurse. Local appointing authority must appoint the candidate. EMTP-285. Training Officer II. 2 Hours. This program is designed for those individuals interested in providing and/or coordinating approved single program provider continuing EMS education programs in the State of Kansas. It will provide the participant with opportunities to gain information and practice as a Training Officer II in the State of Kansas.

The Kansas Board of EMS has approved this program. It addresses information and techniques currently considered to be the responsibilities of the TO II according to the Kansas Board of EMS. Curriculum includes sections of the National DOT Standard Curriculum for EMS Instructors, Kansas Basic Life Support Skills Task Analysis and applicable statutes and regulations. Prerequisite: Currently certified at or above the EMT level, or as a physician licensed to practice medicine and surgery or licensed professional nurse. Candidate must have current approval as a Training Officer I. Local appointing authority must appoint the candidate.

HIST-209. U. S. History Seminar II. 3 Hours. This course is designed for students with a special interest in the field of Civil War and reconstruction history. Special emphasis is placed on historical research and independent study. Prerequisite: Seminar in American History.

BCTC-203. Vocabulary Improvement. 1 Hour. This course helps the student improve business vocabulary skills. Students may add hundreds of words to their vocabularies and gain a vocabulary-attack skill by the study of Latin and Greek roots.

COMP-287. Web Page Design. 3 Hours. This course introduces students to popular Web design editors. Students will be introduced to the World Wide Web and

will develop skills in construction of web pages and web sites through tutorials and cases related to business applications. Students will create, publish, test and maintain Web pages. Prerequisite: Internet Navigation and Exploration or permission of instructor.

**HORT-247. Weed Management.** 3 Hours. An introductory course to weed identification, weed control and legal implications of weed control.

**HIST-225. Western Civilization I.** 3 Hours. This course is a program of study which, within a historical framework, emphasizes the reading and discussion of influential writings and ideas that have shaped the intellectual and cultural heritage of the Western World during its ancient, medieval, and early modern periods.

**HIST-230. Western Civilization I: Honors.** 3 Hours. This course is a program of study which, within a historical framework, emphasizes the reading and discussion of influential writings and ideas that have shaped the intellectual and cultural heritage of the Western World during its ancient, medieval, and early modern periods.

**HIST-235. Western Civilization II.** 3 Hours. This course continues the exploration of ideas begun in Western Civilization I. It begins with the Age of Reason and the American and French revolutions, continues with 19th century philosophy, evolution, Marxism, and existentialism, and ends with psychoanalysis, relativity, feminism, and post-colonial freedom movements. Prerequisite: Permission from instructor.

**HIST-245. Western Civilization II: Honors.** 3 Hours. This course is a program of study which, within a historical framework, emphasizes the readings and discussion of influential writings and ideas that have shaped the intellectual and cultural heritage of the Western World. Western Civilization II: Honors includes readings from the modern period. Prerequisite: Those enrolling must be members of the Honors Program or have permission from the Honors Coordinator.

**NETW-150. Windows Networking.** 6 Hours (162 Contact Hours). This course is designed to provide the student with the basic skills to plan, install, and perform day-to-day administration on heterogeneous networking environments. Administration of Microsoft, Novell, Linux, UNIX, and other vendor solutions may be addressed. Topics include installing Win2k server, resource access, storage use, network connections implementing and administering resources, managing

and troubleshooting hardware devices, monitoring and optimization of system performance and reliability, network protocols and services and implementing, monitoring and troubleshooting security. Prerequisite: Network+ Certification or instructor permission. **HPER-126. Wrestling.** 1 Hour. Participation in varsity wrestling.

**NETW-241. Windows Server.** 4 Hours (108 Contact Hours). This course is designed to provide students with the knowledge and skills to perform competently in the role of a network administrator utilizing the Windows network operating system. Students completing this course will be able to accomplish basic fundamental network management tasks, including planning server roles and subsequent requirements, planning the network file system, implementing user accounts and file system security, implementing network printing, and managing the network servers. Prerequisite: Implementing Windows Client.

**COMM-110. Writing for the Mass Media.** 3 Hours. This course is designed to give an overview of journalism with emphasis on how news is gathered and written for the various communication media. Developing news judgment, learning observation skills, interviewing and other methods of gathering information, assuming responsibility and acquiring a writing style are all parts of the course. Mechanics such as grammar, spelling, punctuation and sentence structure will be emphasized. With instructor permission, student will be permitted to work on College publications and other campus publications.

#### Other courses that may be offered on demand:

		Credit Hrs	Contact Hrs
Commercial Construction			
CNST-173	Commercial Construction I	6	180
CNST-255	Commercial Construction II	6	180
CNST-207	On-the-Job Training (OJT or OJT Equivalent)	Up to 2	0-98
Computer Aided Design Courses			
ENGR-103	Engineering Drawing I	3	
ENGR-104	Engineering Drawing II	3	
CADT-275	Lab Math and Communications III	3	90
CADT-272	Structural and Pipe Drafting and Design	5	140
Automotive Service Technology – Advanced Addendum (Inactive)			

ASTC-190	Air Management Systems	2	70
ASTC-285	Anti-Lock Brake Systems	4	125
ASTC-280	Automotive Engine Performance II	6	162
ASTC-185	Diesel Fuel and Delivery Systems	5	150
ASTC-195	Glow Plugs and Starting System	2	70
ASTC-247	Heavy Truck Power Train	4	110
ASTC-243	Heavy Truck Suspension and Brakes	3	90
ASTC-207	On-the-Job Training (OJT or OJT Equivalent)	3	0-195
ASTC-180	Safety Procedures and Practices of Diesel Mechanics	1	30
ASTC-257	Shop Math and Communications III	3	90
ASTC-277	Shop Math and Communications IV	1	45
ASTC-290	Supplemental Restraints	4	130
ASTC-175	Theory and Principles of Diesel Engines	1	35

#### Building and Maintenance Technology Courses (Inactive)

BMTC-101	Orientation and Workplace Skills	1	20
BMTC-107	Shop Math and Communications I	3	90
BMTC-103	Introduction to Building Maintenance and Structure	3	90
BMTC-113	Maintenance of Motors and Controls	3	90
BMTC-114	Maintenance of Outlets, Switches, Fixtures, and Thermostat Controls	3	90
BMTC-118	Programmable Controls/Logic Fundamentals	7	180
BMTC-122	Electrical Code	3	90
BMTC-123	AC/DC Fundamentals/Basic Electronics	6	160
BMTC-127	Blueprint Reading/Symbol Identification	2	40
BMTC-217	Shop Math and Communications II	3	90
BMTC-132	Heat and Air Maintenance	3	90
BMTC-133	Plumbing Maintenance	1	30
BMTC-137	Care of Tools and Equipment	1	40
BMTC-138	Floor/Fabric Care	3	90
BMTC-202	Hazardous Water/Chemical/Solvents and Fire Safety	4	110
BMTC-207	On-the-Job Training (OJT or OJT Equivalent/HT)	3	0-195

#### Welding Technology – Advanced Addendum (Inactive)

WELD-247	Shop Math and Communications III	1	45
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