



DONNELLY COLLEGE

EST. 1949

2010-2012 Catalog

608 North 18th Street
Kansas City, KS 66102
P: (913) 621-8700
F: (913) 621-8719
www.donnelly.edu

Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our time by making the love of God tangible in our world. Specifically, the mission of Donnelly College is to provide education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served.

Table of Contents

Table of Contents	2
Profile.....	5
Mission	5
Goals	5
Vision Statement.....	5
Accreditation.....	5
Donnelly’s Memberships.....	6
The Donnelly College Logo	6
Donnelly College Academic Calendar 2010-2012.....	7
Philosophy of General Education	8
Code of Conduct.....	8
Finals Schedule	9
Fall 2010.....	9
Spring 2011	9
Admissions.....	10
Admissions Policy.....	10
Registration Procedures	10
College Credits Now (CCN).....	10
Senior Citizens Program.....	10
Veterans.....	Error! Bookmark not defined.
LPN, CNA & CMA STUDENTS	11
International Students	11
Academic Information/Grading System	12
Credit Hours.....	12
Letter Grades, Grade Points and Explanations	12
Incomplete Grade	12
Grade Appeal Process.....	12
Academic Honors	13
Dean’s List.....	13
Honor Roll	13
Phi Theta Kappa.....	13
Creative Writing Award.....	13
Latin Honors	13
Assessment Plan.....	13
Academic Expectations	13
Academic Policies and Procedures	14

Attendance.....	14
Audit.....	14
Withdrawal from Courses or from School.....	14
Changing Class Schedule	14
Repetition of Courses	14
Refund Policy (Military).....	15
Certificate Programs	15
Transcripts	15
Transfer of Credit	15
Family Education Rights and Privacy Act	15
Directory Information.....	16
Financial Aid.....	17
Policy for Return of Federal Student Aid (Title IV) Funds	22
Satisfactory Academic Progress Policy for Title V Recipients.....	23
Tuition and Fees	24
Donnelly College Refund Policy.....	24
Services for Students	26
Academic advising	26
Career Center	26
Trant Memorial Library	26
Tutoring Services.....	26
Students with Special Needs.....	26
Grievances	26
Graduation.....	28
Associate of Arts Degree Requirements.....	29
Associate of Science Degree Requirements.....	30
U.S. Constitution Requirement	31
Non-Western Civilization Requirement.....	31
Associate in Applied Science Degree Requirements	32
Bachelor of Arts Degree Requirements.....	33
General Education Requirements.....	33
Degree Requirements	33
Bachelor of Applied Science Degree Requirements	33
General Education requirements	33
Degree Requirements	33
Baccalaureate/Associate of Applied Science Concentrations.....	34
Allied health concentration.....	34
Business Concentration	34

Licensed Practical Nurse Concentration.....	34
Information Technology (IT) Concentration	35
Natural science concentration	35
Liberal Arts Concentration.....	35
Mathematics Concentration	35
Fine Arts Concentration.....	36
Social Science Concentration.....	36
Certificate Programs	36
Allied Health Certificate	36
Business Certificate.....	37
Information Technology Certificate	37
Licensed Practical Nurse CertificatE.....	37
English as a Second Language (ESL) Program	38
Transfer and Articulation Agreements.....	39
Credit by Prior Learning Assessment	39
Associate Degree in Nursing	39
Tech Prep	39
Transfer to a four-year institution.....	40
Course Descriptions	41
Administrative Staff.....	83
Faculty.....	84
Donnelly College Board of Trustees	86
INDEX.....	87

This catalog is for informational purposes and does not constitute a contract. Requirements for graduation, fees and other regulations are subject to change without notice and will be effective upon all students as changed.

Profile

Donnelly College is an independent, co-educational college. Founded in 1949, affiliated with the Catholic Church and Benedictine Sisters of Atchison in Kansas and sponsored by the Archdiocese of Kansas City in Kansas, Donnelly was located and has remained in the heart of Kansas City, Kansas.

As a Catholic liberal arts and professional college, Donnelly's institutional philosophy derives from a belief in God and the dignity of each person.

As an educational institution, Donnelly believes that education can lead people to recognize their potential and value as human beings, to be aware of their relationship to God and to function as constructive members of society.

As a college in the heart of the city, Donnelly is committed to a policy of equal opportunity for all persons without regard to race, sex, age, handicap, national origin, religious tradition or family status as specified by federal and state laws and regulations. This policy is applicable to all employment practices, admissions procedures, and services to students, faculty, staff and the community.

Mission

Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our own time by making the love of God tangible in our world. Specifically, the mission of Donnelly College is to provide education and community services with personal concern for the needs and abilities of each student especially those who might not otherwise be served.

Goals

Donnelly College provides education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served. The following Institutional Goals have been specified for carrying out this mission.

1. To help students develop their potential through awareness of their relationship with God, the community, the environment and themselves.
2. To challenge students to think clearly and to communicate effectively.
3. To offer students guidance and opportunities for growth in self-confidence, responsibility and leadership.
4. To enable students to discover and use instructional and learning resources effectively.
5. To prepare students for living in an intercultural society by providing opportunities for enrichment and by association with an appreciation of individuals of differing races, religions, nationalities and cultures.
6. To prepare and encourage students to continue their education for higher degrees.
7. To assist students in both career development and job placement.
8. To provide students with relevant educational programs by responding to the changing needs of the local community.
9. To encourage students to participate in community activities and services by designing opportunities and providing examples.

Vision Statement

In the year 2016, Donnelly College will be known for its wide variety of outstanding programming options and will serve as a model of excellence in all programs and instruction. Donnelly's Catholic identity will be apparent in all of its programs and services. Donnelly will be a financially strong institution with an expanded presence in order to best serve our students and our community. Our utmost priority, in all endeavors, will be to demonstrate unwavering commitment to the respect of diversity of every individual.

Accreditation

Donnelly College is accredited by The Higher Learning Commission and a member of the North Central Association, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413; PH: (312) 263-0456 or (800) 621-7440; FAX: (312) 263-7462; www.ncahlc.org.

Donnelly's Memberships

American Association of Collegiate Registrars and Admissions Officers

American Library Association

Council for Advancement and Support of Education

Kansas Association of Collegiate Registrars and Admissions Officers

Kansas Independent College Association

National Association of Academic Advising

National Association of Financial Aid Administration

National Association of Foreign Student Affairs

National Association of Student Personnel Administrators

National Council of Independent Colleges

The Donnelly College Logo

The Donnelly College logo is the official seal, adapted from the College's original coat of arms. Donnelly's traditional colors are gray and deep red, with its silver shield and red cross derived from the shield of St. George for Donnelly's founder and first honorary president, Bishop George J. Donnelly (1889-1950).

The College also has a merchandise logo which reflects the abbreviation of the name, DC, connected by a Benedictine cross. This logo showcases Donnelly's Benedictine foundations and Catholic values as well as the College's historic liberal arts emphasis.



Donnelly College Academic Calendar 2010-2012

FALL SEMESTER 2010

August	9-13	Enrollment
August	10	Faculty Workshop
August	14	Student Orientation
August	16	Day and evening classes begin
August	20	Last day for schedule changes
September	6	Labor Day – No classes
September	7	Classes resume
September	16	Convocation
October	9	Quarter ends
November	23	Class works ends – 9:10 p.m.
November	24-27	Thanksgiving vacation – No classes
November	29	Classes resume
December	1	Last day to withdraw from classes
December	13-15	Final exams
December	15	Semester ends – 10:00 p.m.
December	17	Grades due in Registrar's Office by 8:00 a.m.

SPRING SEMESTER 2011

January	3-7	Enrollment
January	4	Faculty Workshop
January	10	Day and Evening classes begin
January	14	Last day for schedule changes
January	17	Dr. Martin Luther King Day – No classes
March	5	Quarter ends
March	14-19	Spring Break
March	22	Classes resume
April	22, 23	Easter Break – No classes
April	25	Classes resume
April	27	Last day to withdraw from classes
May	9-11	Final exams
May	11	Semester ends at 10:00 p.m.
May	13	Grades due in Registrar's Office by 8:00 a.m.
May	14	Graduation

SUMMER SESSION 2011

May	23-27	Enrollment
May	31	Classes begin
June	1	Last day for schedule changes
July	4	Independence Day – No classes
July	26	Summer session ends

Philosophy of General Education

Donnelly College is committed to offering a liberal arts education to all of its students. The general education requirements are designed to ensure that liberal arts and sciences graduates develop a breadth of knowledge and skills that will enable them to become educated participants in a diverse global community. The program strives to develop in every student qualities that mark a well-educated person. Upon completion of the program, students will have acquired skills and proficiencies in analytical thinking, academic inquiry, effective communication and symbolic problem solving. The goals of our general education program reflect the mission of this institution and are common to all student programs, regardless of majors or career goals. Every member of the Donnelly College faculty has a responsibility to help maintain the general education program's commitment to excellence and to participate in the achievement of the program's goals.

Code of Conduct

In fulfillment of its mission, Donnelly College promotes an environment conducive to academic, social, spiritual and personal growth for persons from a variety of economic, social, religious, racial, ethnic and national backgrounds. An individual who enters this college community voluntarily assumes the obligation to accept the Code of Conduct and to promote its purposes and functions.

All members of the Donnelly College community are expected to maintain standards of conduct befitting productive and responsible citizens of an academic community and that reflect Donnelly College's values and specific mission "to provide education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served."

Furthermore, the College is committed to the maintenance of an overall atmosphere of civility and respect through adherence to these guiding principles:

All members of the community are expected to exhibit integrity and personal honesty;

All members of the community will display conduct which avoids embarrassment, physical harm, or indignities to others and to themselves;

All members of the community will exhibit genuine interest in all community members, and will make that interest apparent at all times;

All members of the community will respect the privacy of other members and of information obtained in the course of activities;

All members of the community will respect the rights and views of other community members, such that all individuals will be treated with respect, courtesy and good faith;

All members of the community will refrain from behavior that results in harassment or discrimination;

All members of the community who have responsibility for employing and/or evaluating other community members will do so in a responsible, considerate and equitable fashion;

All members of the community will refrain from the use of their professional relationship to further their own interests, financial or otherwise;

All members of the community will conform to standards of propriety congenial to the College's heritage and aims, as well as to the laws of the state and nation;

All members of the community will adhere to the principles of equal education and employment opportunity without regard to age, race, sex, religion, disability or national origin.

Violation of the College's Code of Conduct may lead to disciplinary action(s) or may be grounds for dismissal. The College may take disciplinary action whenever conduct interferes with its responsibility to provide opportunity for educational achievement or to protect the rights, health and safety of its members.

Finals Schedule

Finals for Saturday and evening classes and classes shorter than the full semester schedule, will be held during the last class period.

- The following schedule adjusts the last three days of the semester to allow longer periods for those courses requiring comprehensive exams. Each final exam is extended over two 50-minute periods.
 - Instructors who do *not* require comprehensive examinations as part of their course(s) are asked to follow this schedule for their final days of each semester in order to prevent conflicts in the exam schedule.
 - Classes listed "by arrangement" schedule exams by arrangement.
- Please note: The semester ends at **10 p.m. on the last day of the semester.**

FALL 2010

Finals for day classes will be conducted from December 13-15 on the schedule below. Fall semester ends December 15 at 10 p.m.

	Mon. Dec. 13	Tues. Dec. 14	Wed. Dec. 15
8:00-9:40	Classes meeting 8:00 a.m. MWF <i>or</i> 4 times/wk <i>or</i> daily	Classes meeting 8:00 a.m. TR	Classes meeting 9:00 a.m. MWF <i>or</i> 4 times/wk <i>or</i> daily
10:00-11:40	Classes meeting 10:00 a.m. MWF <i>or</i> 4 times/wk <i>or</i> 5 times/wk	Classes meeting 9:25 a.m. TR	Classes meeting 11:00 a.m. MWF <i>or</i> 4 times/wk <i>or</i> daily
12:00-1:40	Classes meeting 12:00 p.m. MWF <i>or</i> 4 times/wk <i>or</i> daily	Classes meeting 11:40 a.m. TR	Classes meeting 1:00 p.m. MWF <i>or</i> 4 times/wk <i>or</i> daily
2:00-3:40	Classes meeting 2:35 p.m. TR	Classes meeting 1:10 p.m. TR	Classes that meet 2:00 p.m. MWF <i>or</i> 4 times/wk <i>or</i> daily

SPRING 2011

Finals for day classes will be conducted from May 9-11 on the schedule below. Spring semester ends May 11 at 10 p.m.

	Mon. May 9	Tues. May 10	Wed. May 11
8:00-9:40	Classes meeting 8:00 a.m. MWF <i>or</i> 4 times/wk <i>or</i> daily	Classes meeting 8:00 a.m. TR	Classes meeting 9:00 a.m. MWF <i>or</i> 4 times/wk <i>or</i> daily
10:00-11:40	Classes meeting 10:00 a.m. MWF <i>or</i> 4 times/wk <i>or</i> 5 times/wk	Classes meeting 9:25 a.m. TR	Classes meeting 11:00 a.m. MWF <i>or</i> 4 times/wk <i>or</i> daily
12:00-1:40	Classes meeting 12:00 p.m. MWF <i>or</i> 4 times/wk <i>or</i> daily	Classes meeting 11:40 a.m. TR	Classes meeting 1:00 p.m. MWF <i>or</i> 4 times/wk <i>or</i> daily
2:00-3:40	Classes meeting 2:35 p.m. TR	Classes meeting 1:10 p.m. TR	Classes that meet 2:00 p.m. MWF <i>or</i> 4 times/wk <i>or</i> daily

Admissions

ADMISSIONS POLICY

In keeping with the mission of “providing an opportunity for higher education, with a special concern for those who might not otherwise be served,” Donnelly College maintains an open admissions policy.

Any person is eligible to enroll at Donnelly College who has graduated from an accredited high school, successfully passed the GED examination, or met Ability to Benefit testing standards approved by the U.S. Department of Education. Students will be enrolled in appropriate preparatory courses if placement tests show they need to improve basic skills in reading, writing and/or mathematics.

As an equal opportunity institution, the college accepts applicants without regard to race, religion, color, creed, national origin, sex, age, physical disability or veteran status. Students who falsify admissions information and/or fail to submit all necessary transcripts are subject to academic dismissal.

REGISTRATION PROCEDURES

- 1) Complete an application form and return it to the Admissions Office.
- 2) If requesting financial aid or scholarships, complete the FAFSA (Free Application for Federal Student Aid), electronically selecting Donnelly College to receive the results.)
- 3) Request appropriate transcripts be sent to Donnelly College Registrar:
 - a) first-time college students have high school transcript or GED certificate indicating the date of graduation.
 - b) transfer students have college or university transcript.
 - c) part-time, non-degree seeking adult students who want to take classes for personal or professional development are not required to submit transcripts; however, only nine hours may be accumulated in this manner.
- 4) Placement testing is required for first-time college students and some transfer students. Placement into College Level courses (100 or above) requires a reading score of 64 or above on the Placement Test. Preparatory courses and College Level courses may not be taken concurrently.

COLLEGE CREDITS NOW (CCN)

Donnelly College offers students who are in their junior or senior years in high school the opportunity to begin their college experience before actually being admitted to a college. Students participating in the CCN program must have written approval from their high school principal or advisor and have appropriate placement scores.

CCN credit is available only for college-level course work (100 or higher) and is on a space-available basis.

SENIOR CITIZENS PROGRAM

Donnelly College permits older persons (62 or over) to enroll in a maximum of two classes per semester in associate degree programs on a non-credit, space-available basis.

VETERANS

Donnelly College is approved by the state approving agency for the training of veterans under the provisions of Section 3675(a) (1) of Title 38, United States Code.

Any veteran who leaves Donnelly to perform military service will be re-admitted with the same academic status as when they departed.

Donnelly College participates in the Yellow Ribbon Program for post 9-11 military veterans. Eligible veterans may receive VA benefits that may cover the full cost of their tuition and fees at Donnelly College. For more information or to apply, contact the Financial Aid Office at (913) 621-8740 or the Veterans Administration.

LPN, CNA & CMA STUDENTS

A tuberculosis (TB) test is required to participate in the LPN, CNA and CMA programs. If you are unable to complete this requirement via skin test and the facility recommends a chest x-ray, you will accrue additional fees. Completion of the TB test is a state regulation.

INTERNATIONAL STUDENTS

Prospective students who live outside the United States must obtain a Form I-20 AB from the Office of International Student Admissions at Donnelly in order to receive proper immigration status (F-1 student). To transfer to Donnelly from another college or university in the United States, international students must also obtain a transfer form which needs to be signed by the student and the college or university international advisor where he/she is transferring from prior to receiving the I-20 AB from Donnelly. A TOEFL score of 500 for paper test or 179 for computer-based is required for enrollment in non-ESL classes. Students enrolled in ESL classes at Donnelly College may advance to college-level coursework by completing standardized placement tests at Donnelly College at levels established through the College's academic governance process. International students with B1 or B2 must have their F1 visa status approved by U.S.C.I.S. prior to registration at Donnelly College. Other international students with visas other than the above may enroll at Donnelly College without having to apply for F1 visa status.

Academic Information/Grading System

CREDIT HOURS

A unit of credit at Donnelly College is the semester hour. Semester hours are derived from minutes accumulated in classroom studies. A credit or semester hour is the unit of credit given when a course has been taken for 50 minutes a week for one semester or its equivalence in academic work prescribed by the instructor. Credit is also offered for weekend classes and seminars following the same criteria.

LETTER GRADES, GRADE POINTS AND EXPLANATIONS

Letter grades A, B, C, D, P, F, W, I and U are used to indicate academic achievement or academic status. U indicates a registered audit with no credit. W indicates withdrawal. I indicates incomplete. Grades are awarded on a four-point system.

Grades and the corresponding grade points per credit hour are as follows:

A	Excellent	4
B	Superior	3
C	Satisfactory	2
D	Minimal Passing	1
P	Passing	0
F	Not Passing	0
W	Withdrawal	0
I	Incomplete	0
U	Audit	0

The grade point average (GPA) is determined by dividing the total number of grade points by the total number of semester hours attempted. In calculating GPA, the hours with P, W, I, and/or U will not be counted as hours attempted. Courses with grades of F will be counted in figuring grade point averages.

INCOMPLETE GRADE

A grade of Incomplete (I) may be given at the discretion of a full-time instructor. Adjunct instructors' requests for an incomplete grade must be signed by the Dean of Instruction. The Incomplete (I) grade is given only when the student is prevented from completing the course because of unusual circumstances and has a minimal amount of the course work to complete. An Incomplete (I) will be converted to a letter grade when the student has completed the course within a proper time limit which is set at the discretion of the instructor. No grade of Incomplete (I) may be changed after graduation.

GRADE APPEAL PROCESS

To formally appeal a grade, a student must submit a written appeal stating why the student contests the grade and attach any supporting documents to the written appeal.

This must be filed with the appropriate dean within 12 weeks of the end of the semester in which the grade was assigned. The dean will then contact the appropriate faculty member and will provide follow-up with the student. If appropriate, the dean will schedule a meeting of the involved individuals within 30 days. If the outcome of the appeal to the dean does not resolve the issue satisfactorily, the student may then appeal in writing to the President, who will convene a grievance committee and follow the procedures outlined in the college catalog.

Academic Honors

DEAN'S LIST

Students who have earned a semester grade point average of 4.00 in at least 9 credit hours are recognized for their achievement. The Dean's List is published at the end of each semester.

HONOR ROLL

Students who have earned a semester grade point average between 3.50-3.99 in at least 9 credit hours are recognized for their accomplishment. The Honor Roll is also published at the end of each semester.

PHI THETA KAPPA

Students with a cumulative GPA of 3.5 or higher after earning 12 credit hours at Donnelly are eligible for initiation into Phi Theta Kappa. This international honor society for community colleges combines academic excellence with community service. Members of Phi Theta Kappa are eligible to enroll in the Honors Seminar offered each spring semester.

CREATIVE WRITING AWARD

The Sister Mary Faith Schuster Award is given each semester to two students submitting the winning creative writing entries.

LATIN HONORS

Qualifying graduating baccalaureate students are awarded Latin Honors based on the following cumulative grade point averages:

Cum Laude: 3.25-3.499

Magna Cum Laude: 3.5-3.749

Summa Cum Laude: 3.75-4.0

Assessment Plan

Donnelly College has a systematic, on-going plan for assessment of its general education programs and preparatory courses. Key components of this program include pre- and post-testing in mathematics, English, reading, collection of writing samples, student and alumni surveys, and interviews.

Assessments of student-learning in other programs are specifically designed to assess student demonstration of attainment of course and program learning outcomes. Methodologies vary by program and are applied and evaluated under the supervision of the Vice President.

Academic Expectations

Students enrolled at Donnelly must maintain satisfactory academic progress toward a degree or certificate. To maintain satisfactory progress, the student must complete sixty-six percent (66%) of all credit/non-credit courses attempted with a grade point average as follows:

For 1-24 credit hours attempted, a minimum 1.4 GPA.

For 25-48 credit hours attempted, a minimum 1.8 GPA.

For 49 or more credit hours attempted, a minimum 2.0 GPA.

Courses with grades of I, W, F, or U will not be considered completed hours. Transfer credits that are accepted will be included in the calculation of courses completed or attempted.

Any student who does not meet standards for academic progress will be placed on WARNING STATUS. A student on warning status who meets academic progress standards by the end of the semester will be removed from warning status. A student on warning status who does not meet academic progress standards (i.e. withdrawn from any classes or receives a grade lower than C) by the end of the semester, will receive ACADEMIC SUSPENSION and may not enroll the following semester.

The academic expectations policy has the same requirements as the Satisfactory Progress Policy for Title IV Recipients. (A more detailed explanation is found on page 22.) Students who appeal their Financial Aid Warning or Suspension and are denied the appeal may further appeal their Academic Warning or Suspension if they want to enroll without financial assistance.

Students who are not receiving financial assistance may appeal Academic Warning or Suspension Status directly to the Dean of Instruction. All academic appeals are addressed in writing to the Dean of Instruction and must be accompanied by proper documentation. Appeals must be received before the next enrollment period.

The above policies do not apply to unclassified students.

Academic Policies and Procedures

ATTENDANCE

Attendance management procedures are established by the instructor for each class and will be included in the class syllabus distributed at the beginning of the course. See withdrawal policy.

AUDIT

A student who wishes to audit a class must register at the time of registration and pay the full tuition rate. Auditors are subject to class regulations but are excused from evaluation and required assignments. Once enrolled, students may not change from audit to credit status. A student will not receive financial assistance for any audited courses.

WITHDRAWAL FROM COURSES OR FROM SCHOOL

It is the responsibility of the student to withdraw from class. If students decide to withdraw from a class, ideally, they should see their advisor and the financial aid staff before taking the withdrawal form to the Registrar's office for processing. However, any verifiable contact (e-mail, fax, phone, mail, etc.) with authorized college personnel expressing the student's intent to withdraw from a class will be honored.

If students withdraw before they have earned their financial aid, they will owe Donnelly College a debt for the unearned portion of the financial aid as well as for any unpaid balances (subject to the College's refund policy). All withdrawals must be completed no later than two weeks prior to the end of the semester. Not attending class is not a withdrawal from class.

Faculty may initiate an administrative withdrawal on the basis of non-attendance. In extreme circumstances (i.e. a disciplinary problem), the Dean of Instruction may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

CHANGING CLASS SCHEDULE

A student may drop or add a class in the Office of the Registrar. Any course change after the initial enrollment requires the written approval of an advisor. This may be done during the first week of classes for the fall and spring semesters or by the second class day during the summer session.

REPETITION OF COURSES

A student may repeat any course for which a grade of D or F has been recorded, with the stipulation that a particular course may be counted only once. When a student repeats a course, the final grade earned will be used in computing the student's GPA.

REFUND POLICY (MILITARY)

Students serving in the National Guard or reserves who are called to active duty during an academic semester are entitled to receive a full refund of tuition and fees. Students who are drafted and must report for active duty during an academic semester are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official military documentation. Enrolled students who volunteer for military service will be subject to the College's non-military refund policy.

Certificate Programs

Certificates are awarded in several areas in which students complete prescribed courses designed to prepare them for certain specializations. The minimum number of credit hours for a certificate program is thirty (30). A grade of at least C is required in each course in the certificate program. Credits in certificate programs are applicable to an associate degree in a related area.

Certificate programs include:

- Information Technology
- Allied Health
- Licensed Practical Nurse
- Business

A student must declare the intention to earn a certificate at the time of registration and apply for the certificate through the Registrar's Office after requirements have been completed.

Transcripts

A student's academic record includes course history, grades, cumulative grade point average and course work transferred from other institutions. Transcripts are available from the Office of the Registrar upon written request from the student. All requests will be filled within twenty-four (24) hours of receipt of the request. A fee of \$3.00 is charged for each transcript.

The student transcript is protected by privacy rights established by the U.S. Government and is issued only after the written request or authorization of the student. No transcript is released if the student has financial obligations to the College or if the high school, GED, or prior college transcripts were not submitted to the Office of the Registrar.

Transfer of Credit

Course work completed at an accredited institution of higher education with a grade of C or better will generally be accepted at Donnelly College. Each transcript will be evaluated individually. Official transcripts must be submitted directly from other colleges to the Office of the Registrar.

Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records.

These rights are:

The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, appropriate dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If

the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Students are provided the opportunity to challenge through a hearing the content of their educational records if they believe the records contain information that is inaccurate, misleading or in violation of the right of privacy. (Grades are not subject to challenge.)

Limited disclosure of information from a student's record shall be conducted through the Office of the Registrar to those who have written consent or to officials specifically permitted within the law, such as college officials and – under certain conditions – local, state and federal officials.

One exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Dependent students under 18 years of age:

Parents may have access to your educational record. The college will assume you are a dependent if your parents provide a written statement that you are listed as a dependent on their federal income tax forms.

Directory Information

Donnelly College designates the following student information as public or Directory Information:

Name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, date of attendance, degrees, awards received, most recent previous educational institution attended, photographs and student likenesses.

Such information may be disclosed by the College for any purpose at the College's discretion. In order not to disclose any of the above listed information, written notification to the Registrar's Office must be made.

Students may file complaints with the Department of Education if they believe that their rights have been violated and if efforts to resolve the situation through Donnelly College's appeal channels have proven unsatisfactory. Complaints may be sent to: FERPA, Department of Education Room 514E, 200 Independence Ave., SW Washington, DC 20201.

Financial Aid

Donnelly College seeks to make its educational programs affordable to all students and assists students in their efforts to qualify for financial aid. The amount of financial award is determined at the time of a student's acceptance and is reviewed each term thereafter. Students may qualify for one or more of the following programs:

Federal:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (F.S.E.O.G.)
- Federal Academic Competitiveness Grant
- Federal Work-Study Program
- William D. Ford Federal Direct Loan Program

State:

- Kansas Comprehensive Grant
- Kansas Minority Scholarship
- Kansas State Scholarship

Scholarships Awarded Annually (as funded by donors)

- Goppert Foundation Scholarship
- KCK African American History Committee Scholarship Fund
- Henry W. Bloch Scholars Program
- Call to Share/Catholic Archdiocese Scholarship Fund
- Cor Cristi Scholarship Fund
- Emergency Assistance Scholarship
- Father Rocco Faiola Memorial Scholarship Fund
- Mable Fitch Scholarship Fund
- Father Ray Davern's Dream Scholarship Fund
- Mary Elizabeth Martin Scholarship Fund
- Lucie Jane Desloge McAnany Scholarship Fund
- William G. McGowan Scholarship Fund
- Sisters of Charity Scholarship Fund
- Sisters of St Francis Holy Eucharist Scholarship Fund
- Sisters of St. Joseph Scholarship Fund
- Bess Spiva Timmons Scholarship Fund
- UPS Scholarship Fund
- Ira K. Witschner Scholarship Fund
- Richardson Educational Opportunities Trust Scholarship

Endowed Scholarships Awarded Annually

- 50th Anniversary Endowed Scholarship Fund
- Alumni Hall of Fame Scholarship
- Archbishop Strecker Endowed Scholarship Fund
- Archbishops' Endowed Scholarship
- Art's Mexican Scholarship Fund
- Benedictine Sisters' Scholarship Fund

Endowed Scholarships Awarded Annually (con't)

Fr. Thomas R. Bettencourt Scholarship Fund
Alberto F. Cabrera Endowed Scholarship Fund
Laurence Blanton/Rozella K. Caldwell Swisher Scholarship Fund
Robert and Patricia Clune Endowed Scholarship Fund
Mayme and Tony D'Agostino Endowed Scholarship Fund
Rev. Raymond J. Davern Endowed Scholarship
Mark E. Donnelly Endowed Scholarship Fund
Forster-Powers Endowed Scholarship Fund
Ken Gibson & Jackie Snyder Endowed Scholarship
Clarence H. Goppert Endowed Scholarship Fund
Mary Hawver MT Nester Scholarship Fund
William Randolph Hearst Endowed Scholarship Fund
John and Florence Horan Memorial Scholarship Fund
Peggy Hoytal Endowed Memorial Scholarship Fund
Johnson County Community College Endowed Scholarship Fund
Joseph Endowed Scholarship Fund
Del and Eileen Jurden Memorial Scholarship Fund
Susan Keim Endowed Scholarship Fund
Edwin J. and Helen McAnany Endowed Scholarship Fund
Memorial Scholarship Endowment
Sister Virginia Minton Endowed Scholarship Fund
J.J. Owens Family Scholarship Endowment Fund
Charline Bush Schmelzer Endowed Memorial Scholarship Fund
Sister Mary Faith Schuster Endowed Annual Writing Award Fund
Tony and Bernice Skabialka Endowed Scholarship Fund
Steven J. Sanders Memorial Scholarship Fund
Guadalupe N. Valdovino Memorial Scholarship Fund

All grants and scholarships will be awarded based on eligibility as defined within each program. Students denied an award may appeal to the President of Donnelly College for review and dispensation.

Specific Scholarship Criteria:

Presidential Scholarship – full tuition, fees & books; limited number of scholarships available. Conditions include:

- High school senior with a cumulative GPA of 3.0 or above.
- Letter of recommendation from a high school counselor or teacher.
- Community Service requirement.
- Written response to selected essay question.
- Eligibility to apply for federal financial aid.

Presidential Scholarship – tuition; limited number of scholarships available. Conditions include:

- Entering college junior with a cumulative GPA of 3.0 or above.
- Letter of recommendation from a college professor.
- Community Service requirement.

- Written response to selected essay question.
- Eligibility to apply for federal financial aid.

Bizfest Scholarship – full tuition; unlimited number of scholarships available. Conditions include:

- High school senior.
- No minimum entrance GPA.
- Maintenance of a 2.5 cumulative GPA or above throughout college.
- Letter of recommendation from a high school counselor or teacher.
- Community Service requirement.
- Written response to selected essay question.
- Eligibility to apply for federal financial aid and/or demonstrated financial aid need as set forth by Donnelly College financial aid policy.
- Submission of signed Bizfest certificate upon program completion.

Bizfest Scholarship – full tuition; unlimited number of scholarships available. Conditions include:

- Cumulative GPA of 2.5 or above.
- Letter of recommendation from a college professor.
- Community Service requirement.
- Written response to selected essay question.
- Eligibility to apply for federal financial aid and/or demonstrated financial aid need as set forth by Donnelly College financial aid policy.
- Submission of signed Bizfest certificate upon program completion.

Archbishop's Scholarship – full tuition, fees & books; unlimited number of scholarships available. This scholarship is renewable for up to 11 semesters, excluding summer semesters. Conditions include:

- High school senior with a 3.0 cumulative GPA or greater through 8th semester (scholarship may be awarded after the 6th semester transcript but is contingent on 8th semester).
- Letter of recommendation from a high school principal, teacher or counselor.
- Community Service requirement.
- Written response to selected essay question.
- Kansas residency.
- Completion of the FAFSA; Pell Grant eligibility.

Sister Fran Cross Scholarship – quarter tuition; limited to (3) students. Conditions include:

- Official transcripts indicating 2.5 or greater cumulative GPA.
- Letter of recommendation from a teacher or counselor.
- Community Service requirement.
- Written response to selected essay question.
- Completion of the FAFSA; Pell Grant eligibility and/or demonstrated financial aid need as set forth by Donnelly College financial aid policy.

Reach Scholarship Scholarship – one-half tuition; limited to (6) students

Conditions include:

- No minimum entrance GPA.
- Maintenance of a 2.5 cumulative GPA or above throughout college.
- Letter of recommendation from a high school counselor or teacher.
- Community Service requirement.
- Written response to selected essay question.
- Demonstrated financial aid need as set forth by Donnelly College financial aid policy.

Catholic High-School Grant – \$1,000/semester applied to tuition, fees and/or books; unlimited number of scholarships available

This scholarship is renewable for up to 11 semesters towards a bachelor's degree, excluding summer semesters.

Conditions include:

- Official transcript indicating graduation from an accredited Catholic high school.

The Henry W. Bloch Scholarship – full tuition, transferable; limited to (20) students

Conditions include:

- High-school diploma or GED.
- Cumulative 2.5 GPA or greater.
- Letter of recommendation.
- Interview by Bloch Committee.
- Living in the KC metropolitan area.
- Demonstrated financial need.

The Henry W Bloch Scholarship is renewable for up to six consecutive semesters at Donnelly College as long as minimum GPA is maintained.

Scholarship is also renewable for up to six consecutive semesters at UMKC, excluding summer semesters.

Conditions include:

- Attend school full-time (minimum 12 credit hours).
- Maintain a GPA of 2.5 or better.
- Apply for federal and state financial aid.
- Participate in the Bloch Scholar Program.
- Regularly meet with an advisor.

Federal Financial Aid

- 1) Students seeking federal financial aid are required to complete the FAFSA in a timely manner. All federal government requirements governing the determination of eligibility and awarding of federal financial aid will be adhered to.
- 2) The Financial Aid Office will use the summer enrollment period as a trailer. Recent changes in federal regulations allow students who are Pell eligible during the academic year to also receive the Pell Grant during the summer, provided certain criteria are met.
- 3) Students eligible for a Federal Pell Grant will be awarded based on a formula available in the Donnelly College Financial Aid Office.
- 4) Institutional aid coursework will be determined on an individual basis.
- 5) Students who do not qualify for the Pell due to insufficient financial need may apply for subsidized or unsubsidized student loans, provided loan eligibility requirements are met.

State and Institutional Grants/Scholarships

- 1) Applicants seeking scholarships/grants must complete a Donnelly College Scholarship/Grant form.

- 2) Applicants seeking scholarships/grants may be required to complete the FAFSA before awards are considered.
- 3) R-1 visa applicants will be awarded grants at a level of twenty-five percent (25%) of tuition.
- 4) Donnelly College will not award institutional aid above and beyond tuition and fees, unless authorized by the President with the exception of the Bloch Scholars who may receive such aid at the discretion of the Bloch Scholarship Committee.
- 5) For academic scholarships, transcripts must be submitted for full consideration. This documentation should be included with the admissions application if possible. Academic Scholarship awards are ultimately based on final, official transcripts.

Student Loan Policy

- 1) Students interested in the William D. Ford Federal Direct Loan program must meet with a Financial Aid officer. Steps to apply will be provided to eligible students.
- 2) Students who apply for a Direct Loan and are receiving institutional need-based aid will have the institutional aid rescinded and the loan funds will replace the institutional aid.
- 3) Exception will be made for students who borrow only the difference between their award(s) and their direct costs attendance such as tuition, books, and fees.
- 4) Exceptions to the Student Loan Policy will be made at the discretion of the Director of Financial Aid. Students may appeal the decision of the Director of Financial Aid to the President.
- 5) Student loans will normally be distributed in two disbursements per semester.

Institutional Payment Plans

Students whose tuition, fee and book costs are not covered by federal, state or institutional financial grants/loans may request to enter a payment plan agreement with the business office. International students may apply for payment plan only after their first complete semester (excluding summer). Payment is scheduled as follows:

16-Week Courses

1. A \$25 payment plan fee and 1/3 of tuition is due at time of registration.
2. The second 1/3 payment is due by the fourth week of class.
3. The final 1/3 payment is due by the eighth week of class.

8-Week Courses

1. A \$25 payment-plan fee and 1/2 of tuition due at time of registration.
2. Second 1/2 due by fourth week of class.

A \$20 fee will be assessed for late payments. If payment is not received, or other arrangements made, students will be removed from class rosters seven days after due date. Collection and other costs related to failure to fulfill the terms of a payment plan agreement are the responsibility of the student.

Policy for Return of Federal Student Aid (Title IV) Funds

Donnelly College students who receive Federal Financial Aid (Title IV funds) and withdraw or are withdrawn from all courses must have a calculation performed by the Financial Aid Office. The calculation is to determine the amount of Federal Title IV funds that must be returned by Donnelly College and the amount that must be returned by the student.

This calculation is based on the number of calendar days the student attended divided by the number of calendar days in the term (less any breaks of 5 days or more including weeks) up to sixty percent (60%) point of the semester. After this point 100% of the aid has been earned and no funds will be returned.

A student's official withdrawal date is:

- 1) The date the student officially withdraws in the Registrar's office, in person or in writing.
- 2) The midpoint of the term is the official withdrawal date for the student who leaves without notification.
- 3) If the college withdraws a student who is attending class for other reasons, the date of the withdrawal is the last date of attendance.
- 4) All students receiving all F's at the end of each term will be forwarded to the appropriate Dean of Instruction by the Registrar for determination of the last date of student participation in an academically related activity. For students determined to have unofficially withdrawn, the determined last date of participation in an academically related activity will be provided to the Director of Financial Aid for return of Title IV fund calculation. If the last date of participation in an academically related activity cannot be determined, the midpoint of the period attended will be applied.

Donnelly College returns the following funds in the order below:

- 1) Federal Direct Unsubsidized Stafford Loans
- 2) Federal Direct Subsidized Stafford Loans
- 3) Federal Pell Grants
- 4) Federal SEOG

(PLEASE NOTE: Work-study earnings will not be used in the calculation.)

If this calculation determines that the disbursement exceeds the student's educational expenses, the student may be required to repay a portion of the aid disbursed. Educational expenses include tuition, fees and books. Amounts due to be returned to the Pell program by the student will be reduced by fifty percent (50%). Amounts due to be returned to the loan program will be paid according to the terms of the promissory note. The Direct Loan program will be notified of the date of the student's withdrawal.

If the calculation indicates the student must return any federal monies previously given to him/her, the Donnelly College Business Office will send a bill to the student for these monies. If the student fails to make satisfactory payment to Donnelly College, the balance owed may be referred to collection. The student would be ineligible for Federal Student Aid until these monies are repaid.

The fees, procedures and policies listed previously supersede those published previously and are subject to change without notice.

Further information is available in the Financial Aid Office and the Business office regarding the Return of Federal Student Aid (Title IV) Funds.

Satisfactory Academic Progress Policy for Title V Recipients

Federal Regulations governing the Federal Student Financial Aid Programs (Federal Pell Grant, Federal Supplemental Opportunity Grant (SEOG), Federal Academic Competitiveness Grant, Federal Work-Study Program, and the William D. Ford Federal Direct Loan Program) require financial aid recipients to maintain academic progress toward a degree or a certificate.

At Donnelly College, you must maintain the following standards in order to continue your eligibility for financial aid:

1. You must complete a minimum of sixty-six percent (66%) of all credit hours attempted. Grades of I, W, F, or U will not be considered completed hours. Transfer credits that are accepted will be included in the calculation of courses completed or attempted.
2. You may receive aid for a maximum of ninety-six (96) credit hours. The total number of hours may include up to thirty (30) hours of remedial or preparatory coursework.
3. You may receive aid for a maximum of one-hundred and eighty-six (186) credit hours for bachelor's degree students (which includes all undergraduate credit hours). The total number of hours may include up to thirty (30) hours of remedial or preparatory coursework.
4. You must maintain the following minimum cumulative Grade Point Average (GPA):

Total credit hours attempted	Minimum Grade Point Average
1-24	1.4
25-48	1.8
49+	2.0

The Student Financial Aid Office will check your progress at the end of each term.

If you are not making satisfactory academic progress according to the above standards, you will be placed on Financial Aid Warning. A student on Financial Aid Warning is given one term to meet the standards of academic progress. When on Financial Aid Warning, you will continue to receive financial aid.

If you complete all the hours with a "C" or above, the next term for which you enroll, you will be able to continue on Financial Aid Warning.

If you fail to meet the satisfactory progress standards the next term for which you enroll, you will be placed on Financial Aid Suspension. When on Financial Aid Suspension you are unable to receive financial aid at Donnelly College. You may appeal, in writing, the Financial Aid Suspension status to the Director of Financial Aid. The appeal must be for reasons such as a death of a family member, personal illness, or other situation beyond your control. If the appeal for Financial Aid Suspension is granted, you will be placed on Financial Aid Warning. If you have met the requirements for a degree or certificate at Donnelly College, you will be ineligible for financial aid unless you are pursuing another degree or certificate from Donnelly College or in a transfer program where you will earn your degree at another college.

For a full-time student (12+ credit hours), estimated cost of attendance is:

Dependent student: \$18,158
Independent student: \$20,958

For a part-time student (less than 12 credit hours), estimated cost of attendance is:

Dependent student, 3/4 time (9-11 credit hours): \$14,778
Independent student: \$17,578
Dependent student, 1/2 time (6-8 hours): \$12,100
Independent student: \$14,900
Dependent student, less than 1/2 time (1-5 credit hours): \$1,580
Independent student: \$1,580

Estimated cost of attendance includes items such as room/board, transportation, and personal expenses. THIS IS NOT AN AMOUNT YOU HAVE TO PAY DONNELLY COLLEGE. It is used to determine your eligibility for Federal, State, and Institutional Aid.

Tuition and Fees

All tuition and fees subject to change with Board of Trustees approval.

Tuition:

Associate Degree Program: \$196 per credit hour.

Baccalaureate Degree Program: \$243 per credit hour.

Practical Nursing Program: \$219 per credit hour.

English as a Second Language Program: \$196 per credit hour.

Additional Fees for Courses Listed Below:

\$80	HC 110	NU 100					
\$50	CE 184						
\$40	HC 110	HC 112	HC 115	HC 191			
\$20	BL 101	BL 135	BL 136	BL 201	CH 100	CH 101	CH 102
	HC 190	SC 101					
	FA 110	FA 112	FA 113	FA 114	FA 124	HC 113	
						New	

Student Assessment Fees:

\$ 7 Per credit hour of Information Technology (IT) course enrollment

\$ 10 Online course

\$ 150 ATI materials (NU 100, NU 102, NU 200, NU 202, and NU 205)

\$ 20 Preparatory Education/ESL assessment (each term)

\$ 20 New Student Assessment (one-time)

Other Fees:

\$ 20 Returned check

\$ 60 Per credit hour of College Credits Now (CCN)

\$ 60 Per credit hour for qualified Senior Citizens

\$ 40 Graduation

\$ 5 Re-testing

Donnelly College Refund Policy

Students who officially withdraw in the Donnelly College Registrar's Office from all the classes for which they are enrolled are entitled to refunds according to the following policy. In cases of a course cancellation or a class schedule revision made by the college, a one-hundred percent (100%) refund will be issued.

16-Week Classes

Withdrawal prior to 1 st day of classes	100%
Withdrawal 1 st week of classes	75%
Withdrawal 2 nd week of classes	50%
Withdrawal 3 rd week of classes	25%
Withdrawal 4 th week of classes	25%
Withdrawal after 4 th week of classes	No Refund

8-Week Classes

Withdrawal prior to 1 st day of classes	100%
Withdrawal 1 st week of classes	75%
Withdrawal 2 nd week of classes	50%
Withdrawal 3 rd week of classes	No Refund

4-Week Classes

Withdrawal prior to 1 st day of classes	100%
Withdrawal 1 st week of classes	75%
Withdrawal 2 nd week of classes	No Refund

Weekend Classes

Withdrawal prior to 1 st day of classes	100%
After class has begun	No Refund

Refund calculations are based on the day the student officially drops a class in the Registrar's office. Official drop/withdrawal means that the student notifies the Donnelly Registrar's Office in writing or in person that they will no longer be attending classes.

Donnelly College students, who receive Federal Student Aid and officially withdraw or are withdrawn from all courses, must have a calculation performed to determine the amount of aid that must be returned by the school and by the student to the Federal Student Aid (Title IV) Funds. Further information is available in the Financial Aid Office and the Business Office.

Services for Students

ACADEMIC ADVISING

Academic advising is designed to help students increase self-confidence and self-direction, to set goals for success in college and to plan for transfer. Students will be assigned an academic advisor who will help plan academic programs and serve as a resource person in all aspects of college life throughout the student's enrollment at Donnelly. An academic advisor is available to assist students with academic and career concerns. The advisors also offer career counseling. Speakers and workshops will be available to students throughout the year.

CAREER CENTER

The Career Center is a resource where students can receive assistance in the areas of career planning and job search. A variety of services are provided to give guidance to students as they go about choosing, preparing for and entering a career. Additionally, the Career Center develops relationships with employers to provide internship/practicum opportunities for Donnelly College students.

TRANT MEMORIAL LIBRARY

The Library and Information Center offers students a wide variety of resources and materials to assist with course-related work, recreational reading, and informational needs. The main collection, currently 30,000 titles, is classified according to the Dewey Decimal System. Select magazines, reference books, audio, and video materials are also available. Linked with the Kansas State Library Blue Skyways by use of the State Library of Kansas card, Donnelly students have access to the resources of libraries in the KC metropolitan area and across the country. Study rooms and other areas for individual and group study are available. Library computers may be used for CD-ROM, periodical, full-text and library database searches, and CareerCruising.

TUTORING SERVICES

Free tutoring is provided in the basic-skill areas of English, reading and math as well as other subject areas. Professional and peer tutors are available in the Academic Center for Excellence (ACE) and The Write Place.

STUDENTS WITH SPECIAL NEEDS

Students with special needs as a result of a physical or learning disability, who are seeking accommodation, should contact the Dean of Student for assistance.

GRIEVANCES

Any student of Donnelly College alleging discriminatory treatment by a College employee in regard to, but not limited to, race, sex, color, religion, national origin or disability, should first try to resolve it informally by bringing the matter to the attention of the party involved and meeting with the immediate supervisor(s) of said party. If the matter is not resolved by this means, the grievant may initiate a grievance procedure by presenting a written statement of the grievance to the immediate supervisor of the other party within fifteen (15) days of the alleged offense. All grievances must contain the following information:

- A clear and concise written statement of the grievance which includes name of the person(s) against whom the grievance is made, the date and time of the alleged act, and a statement describing the specific supporting evidence.
- A brief summary of prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of previous discussions.
- A specific statement of the remedial action or relief sought.

Upon receipt of the grievance, the supervisor will present a copy of the grievance to the other party, who will respond in writing to the allegations of the grievant within five (5) working days. The supervisor(s) will arrange to meet with the two parties in an attempt to resolve the difficulty.

If the grievance cannot be resolved after this discussion, the supervisor(s), in consultation with the President, will convene a Grievance Committee composed of three persons: One member chosen by the grievant; one member chosen by the responding person and a third member to be chosen by the President and mutually agreed upon by the other two members of the Grievance Committee.

The Committee so designated will meet not more than five (5) working days after its selection. At the first organizational meeting, the Grievance Committee will elect a chairperson from among its members and set up rules of procedure for the hearing within these guidelines:

- a. The Grievance Committee will invite the grievant and the responding person to all hearings. Failure of either party to appear at the hearings will constitute a decision in favor of the other party.
- b. Attendance at the hearing will be limited to persons having an official connection with the case. The grievant and/or responding person may choose to be accompanied by an advisor. The name of the advisor should be made known to the chairperson at least 48 hours before the hearings begin. Witnesses or any others whose participation is necessary to establish facts shall appear before the committee only to give testimony and to answer questions.
- c. A reasonable time limit should be established for presentation of the grievance and for the response as well as the length of each hearing session. Every effort should be made to conduct the hearing as expeditiously as possible with fairness to both parties.
- d. Members of the Grievance Committee will not discuss the case with anyone outside the hearing process.
- e. All testimony pertaining to the grievance will be held in confidence.
- f. Only evidence relevant to the stated grievance may be introduced. Admissibility of evidence shall be decided by the Chairperson.
- g. A tape recording may be made of the hearing for purposes of review. All such tapes will be sealed or destroyed after the written report is given and the case is concluded.

At the conclusion of the grievance hearing, the members of the Grievance Committee shall meet in closed session to deliberate.

Any decision of the Committee will require concurrence of two out of three members. Within five (5) working days after the last meeting, the Grievance Committee shall make a written report on findings and recommendations to the appropriate administrative officers (immediate supervisor and/or the President) together with copies for the grievant and the respondent. The written report will contain:

- A statement of the purpose of the hearing.
- The issues considered.
- A summary of the evidence presented and findings of the facts as developed at the hearings.
- Recommendations for final disposition of the case.

The President will meet with the grievant and the respondent to inform them of the decision and/or action recommended by the Grievance Committee. At any point in the proceedings prior to the time the Committee reaches its final decision, the grievant may withdraw any portion or the entire grievance with the consent of the majority of the committee members and of the respondent. These proceedings may also be terminated at any time by mutual agreement of the parties involved with the consent of the Grievance Committee. In all cases of withdrawal or termination, the grievant shall not have the privilege of reopening the same grievance at any time in the future.

Either the grievant or the respondent has the right to appeal the decision of the Grievance Committee to the Board of Trustees. Such an appeal will be made through the President, and must be made within fifteen (15) working days. The decision of the Board will be final.

Graduation

Donnelly College holds one graduation ceremony in May of each year to honor all candidates who complete degree requirements within the academic year.

In October, March and July petitions to graduate are filed with the Registrar who certifies that degree requirements are being met. A graduation fee is assessed at the time of petition. Basic education requirements are to be completed before a student petitions for graduation.

Those students who complete requirements in December may receive diplomas without ceremony at the end of the term, but may also participate in the ceremonies the following May. Students who lack only three credits to graduate in May will be listed as candidates for July graduation and will be permitted to participate in the May ceremonies provided they have registered to take the missing course in the summer. Diplomas will be withheld until all requirements are completed.

Degree requirements for Associate in Arts, Associate in Science, Associate in Applied Science, Bachelor of Arts, and Bachelor of Applied Science are listed on the following pages.

Associate of Arts Degree Requirements

GENERAL REQUIREMENTS:

1. Completion of a minimum of 64 credit hours with a cumulative GPA of 2.0 or above;
2. Completion of the last 15 credit hours earned from Donnelly College;
3. No courses may be used to meet more than one specific requirement unless otherwise noted or approved;
4. Student must submit associate degree application form to the Registrar's Office;
5. One course satisfying U.S. Constitution requirement must be completed (required humanities or social science courses may be used);
6. One course satisfying non-western civilization requirement must be completed (required humanities or social science courses may be used).

Donnelly Core (24 credit hours)

EN 100 – Freshman Seminar

EN 111 – Composition I

EN 112 – Composition II

EN 140 – Public Speaking

PH 210 – Introduction to Philosophy *or* PH 213 – General Ethics

IT 111 – Microcomputer Essentials

MT 130 – College Algebra

PH 225/RS 225 – Foundations of Theology

Natural Sciences (8-10 credit hours)

(1) 5 credit hour natural science course with a laboratory

(1) 3-5 credit hour natural science course

Humanities (6 credit hours)

(3) 3 credit hour courses from two different disciplines

(Courses selected from the following disciplines: EN, FA, HS, PH, or RS)

Social Science (6 credit hours)

(2) 3 credit hour courses from two different disciplines

(Courses selected from the following disciplines: AN, BS, EC, GE, PS, PY, or SO)

Electives (13-15 credit hours)

Associate of Science Degree Requirements

GENERAL REQUIREMENTS:

1. Completion of a minimum of 64 credit hours with a cumulative GPA of 2.0 or above;
2. Completion of the last 15 credit hours earned from Donnelly College;
3. No courses may be used to meet more than one specific requirement unless otherwise noted or approved;
4. Student must submit associate degree application form to the Registrar's Office;
5. One course satisfying U.S. Constitution requirement must be completed (required humanities or social science courses may be used);
6. One course satisfying non-western civilization requirement must be completed (required humanities or social science courses may be used).

Donnelly Core (24 credit hours)

EN 100 – Freshman Seminar
EN 111 – Composition I
EN 112 – Composition II
EN 140 – Public Speaking
PH 210 – Introduction to Philosophy *or* PH 213 – General Ethics
IT 111 – Microcomputer Essentials
MT 130 – College Algebra
PH 225/RS 225 – Foundations of Theology

Natural Sciences (13-15 credit hours)

- (2) 5 credit hour science courses with a laboratory and
(1) 3-5 credit hour course chosen from BL, CH, SC, or MT
(In addition to the Core requirement, MT 121 or higher must be completed)

Humanities (6 credit hours)

- (2) 3 credit hour courses from two different disciplines
(Courses to be selected from the following disciplines: EN, FA, HS, PH, or RS)

Social Science (6 credit hours)

- (2) 3 credit hour courses from two different disciplines
(Courses to be selected from the following disciplines: AN, BS, EC, GE, PS, PY, or SO)

Electives (13-15 credit hours)

U.S. Constitution Requirement

All students must complete one course to satisfy the U.S. Constitution requirement. One of the required humanities or social science courses may be used.

Courses that satisfy this requirement include:

- Early American History (HS 121)
- Late American History (HS 122)
- American Government (PS 111)

Non-Western Civilization Requirement

All students must complete one course to satisfy the non-western civilization requirement. One of the required humanities or social science courses may be used.

Courses that satisfy this requirement include:

- Early World Civilization (HS 101)
- Modern World Civilization (HS 102)
- Geography (GE 101)

Associate in Applied Science Degree Requirements

The degree of Associate in Applied Science is designed to prepare students for areas that need specialized training. Areas of concentration may include business, information technology (IT), Allied Health and administrative assistant.

Communication (12 hours)

- EN 100 Freshman Seminar
- EN 111 Composition I
- EN 112 Composition II
- EN 140 Public Speaking

Math, Science, & Technology (6 hours)

- MT 103 Intermediate Algebra
- IT 111 Microcomputer Essentials

Humanities (3 hours)

- PH 110 Introduction to Philosophy

Social Science/Business (6 hours)

- PY 101 General Psychology
- BS 103 Personal Finance

Concentration (30 hours)

Electives (7 hours)

Bachelor of Arts Degree Requirements

The degree of Bachelor of Arts, major in Organizational Leadership, is designed to prepare learners for leadership roles in business entities, not-for-profit organizations and government agencies. To do so, the curriculum, while including business skills, explores the broader concept of what makes leaders successful and provides learners with applied learning activities to develop the leader within them.

GENERAL EDUCATION REQUIREMENTS

- 1) An Associate in Arts, Associate in Science, or equivalent;
- 2) Completion of a mathematics course with Intermediate Algebra as its prerequisite;
- 3) Completion of two progressive semesters of a foreign language (Associate in Science students may complete two math courses with Intermediate Algebra prerequisite in lieu of the foreign language requirement);
- 4) Completion of prescribed 15 hours of upper-division general education courses.

DEGREE REQUIREMENTS

- 1) Completion of general education requirements with a GPA of 2.0 or above;
- 2) Completion of 30 hours of prescribed major courses with a GPA of 2.0 or above;
- 3) Completion of 124 college-level credit hours;
- 4) Completion of 45 prescribed upper-division credit hours;
- 5) Completion of at least 30 credit hours at Donnelly College and 24 of the last 30 earned from Donnelly College are required to earn a bachelor's degree.

Bachelor of Applied Science Degree Requirements

The degree of Bachelor of Applied Science, major in Organizational Leadership, is designed to prepare learners for leadership roles in business entities, not-for-profit organizations, and government agencies. To do so, the curriculum, while including business skills, explores the broader concept of what makes leaders successful and provides learners with applied learning activities to develop the leader within them. Additionally, the Bachelor of Applied Science allows the student to complete an area of concentration.

GENERAL EDUCATION REQUIREMENTS

- 1) Completion of Associate in Arts general education equivalency;
- 2) Completion of a mathematics course with Intermediate Algebra as its prerequisite;
- 3) Completion of prescribed 15 hours of upper-division general education courses.

DEGREE REQUIREMENTS

- 1) Completion of general education requirements with a GPA of 2.0 or above;
- 2) Completion of 30 hours of prescribed major courses with a GPA of 2.0 or above;
- 3) Completion of 124 college-level credit hours;
- 4) Completion of 45 prescribed upper-division credit hours;
- 5) Completion of at least 30 credit hours at Donnelly College and 24 of the last 30 earned from Donnelly College are required to earn a bachelor's degree;
- 6) Completion of an approved concentration.

Baccalaureate/Associate of Applied Science Concentrations

ALLIED HEALTH CONCENTRATION

HC 110	Certified Nurse Aide & Lab	6 cr.
HC 112	Home Health Aide	1 cr.
HC 105	Cardiopulmonary Resuscitation	1 cr.
HC 113	Medical Ethics	1 cr.
HC 115	Certified Medication Aide & Lab	5 cr.
BL 130	Nutrition	3 cr.
EN 140	Public Speaking	3 cr.
HC 107	Medical Terminology	1 cr.
HC 122	Pharmacy Tech I	3 cr.
HC 123	Pharmacy Tech II	3 cr.
Elective		3 cr.
Total:		30 cr.

BUSINESS CONCENTRATION

Area of specialization: a minimum of 30 credit hours. Recommended business/economics courses.

BS 101	Introduction to Business	3 cr.
BS 102	Principles of Management	3 cr.
BS 103	Personal Finance	3 cr.
BS 110	Human Resources Management	3 cr.
BS 121 & 122	Accounting I and II	6 cr.
BS 210	Introduction to Marketing	
BS 220	Legal Environment of Business	3 cr.
EC 201	Principles of Macroeconomics	3 cr.
EC 202	Principles of Microeconomics	3 cr.
Total:		30 cr.

LICENSED PRACTICAL NURSE CONCENTRATION

NU 100	Foundations of Nursing	4 cr.
NU 101	Foundations of Nursing Clinical	2 cr.
NU 102	Medical Surgical Nursing I	4 cr.
NU 103	Pharmacology	3 cr.
NU 104	Medical Surgical Nursing I Clinical	3 cr.
NU 200	Medical Surgical Nursing II	4 cr.
NU 201	Medical Surgical Nursing II Clinical	3 cr.
NU 202	Maternal Child Nursing	2 cr.
NU 203	Maternal Child Nursing Clinical	1 cr.
NU 204	Gerontology	2 cr.
NU 205	Mental Health Nursing	2 cr.
Total:		30 cr.

INFORMATION TECHNOLOGY (IT) CONCENTRATION

IT 104	Microcomputer Operating Systems	3 cr.
*IT 119	Advance Spreadsheets (Microsoft Excel)	3 cr.
*IT 125	Advance Database	3 cr.
*IT 123	Fundamentals of Programming	3 cr.
*IT 130	Inside the PC	3 cr.
*IT 135	Problem Solving and Programming I	3 cr.
*IT 181	Cooperative Education Practicum I	3 cr.
BS 215	Essential of Management Information Systems	3 cr.
*IT 210	Network & Telecommunication	3 cr.
*IT 230	Introduction to System Design & Analysis	3 cr.
Total:		30 cr.

NATURAL SCIENCE CONCENTRATION

BL 101	Principles of Biology & Lab	5 cr.
CH 100	General Chemistry	5 cr.
BL 136	Physiology and Anatomy & Lab	5 cr.
BL 141	Environmental Science	3 cr.
BL 201	Microbiology	5 cr.
SC 101	Physical Science	5 cr.
	Natural Science Elective	3 cr.
Total:		31 cr.

LIBERAL ARTS CONCENTRATION

PH 110	Introduction to Philosophy	3 cr.
PH	A philosophy elective	3 cr.
EN	A literature elective	3 cr.
HS	One history sequence	6 cr.
HS 123	World's Living Religions	3 cr.
FA	A fine arts elective	3 cr.
WL	A foreign language sequence	6 cr.
	Liberal Arts elective(s)	3-6 cr.
Total:		30 cr.

MATHEMATICS CONCENTRATION

MT 121	Introduction to Statistics	3 cr.
MT 136	Trigonometry	3 cr.
MT 231	Calculus and Analytic Geom I	5 cr.
MT 232	Calculus and Analytic Geom II	5 cr.
MT 233	Calculus and Analytic Geom III	5 cr.
	Mathematics, engineering, physics, and/or information technology electives	9 cr.
Total:		30 cr.

FINE ARTS CONCENTRATION

FA 105	Music Appreciation	3 cr.
FA 110	Art in the World	3 cr.
EN 144	Readers' Theatre	3 cr.
EN 146	Introduction to Theatre Drama	3 cr.
	Studio Art Electives	3 - 6 cr.
	Music Electives	3 - 6 cr.
	Fine Art Electives	3 - 9 cr.
FA 181	Coop Education Practicum	3 cr.
	Total:	30 cr.

SOCIAL SCIENCE CONCENTRATION

SO 100	Introduction to Sociology	3 cr.
PS 101	Principles of Political Science	3 cr.
EC 201	Principles of Macroeconomics	3 cr.
PS	1 political science elective	3 cr.
EC 202	Principles of Microeconomics	3 cr.
PY	2 psychology electives	6 cr.
	Electives chosen from any social science discipline	9 cr.
	Total:	30 cr.

Certificate Programs

ALLIED HEALTH CERTIFICATE

HC 110	Certified Nurse Aide & Lab	6 cr.
HC 112	Home Health Aide	1 cr.
HC 105	Cardiopulmonary Resuscitation	1 cr.
HC 113	Medical Ethics	1 cr.
HC 115	Certified Medication Aide & Lab	5 cr.
BL 130	Nutrition	3 cr.
EN 140	Public Speaking	3 cr.
HC 107	Medical Terminology	1 cr.
HC 122	Pharmacy Tech I	3 cr.
HC 123	Pharmacy Tech II	3 cr.
	Elective	3 cr.
	Total:	30 cr.

BUSINESS CERTIFICATE

BS 101	Introduction to Business	3 cr.
BS 102	Principles of Management	3 cr.
BS 103	Personal Finance	3 cr.
BS 110	Human Resources Management	3 cr.
BS 121 & 122	Accounting I and II	6 cr.
BS 210	Introduction to Marketing	
BS 220	Legal Environment of Business	3 cr.
EC 201	Principles of Macroeconomics	3 cr.
EC 202	Principles of Microeconomics	3 cr.
		Total: 30 cr.

INFORMATION TECHNOLOGY CERTIFICATE

The Information Technology Certificate program provides training to those interested in assisting others in an office equipped with current technology and students who wish to pursue careers in the analysis, design, creation and management of information technology systems.

IT 104 (<i>Prerequisite IT 111</i>)	Microcomputer Operating Systems	3 cr.
IT 111	Microcomputer Essentials (<i>Prerequisite IT 103 or waived through testing</i>)	3 cr.
IT 119	Advance Spreadsheets (Microsoft Excel)	3 cr.
IT 125	Advance Database	3 cr.
IT 123	Fundamentals of Programming (<i>Prerequisite MT 103 or its equivalent with minimum grade of C</i>)	3 cr.
IT 130	Inside the PC	3 cr.
IT 135	Problem Solving and Programming I	3 cr.
IT 181	Cooperative Education Practicum I	3 cr.
IT 210	Network & Telecommunication	3 cr.
IT 230	Introduction to System Design & Analysis	3 cr.
		Total 30 cr.

LICENSED PRACTICAL NURSE CERTIFICATE

NU 100	Foundations of Nursing	4 cr.
NU 101	Foundations of Nursing Clinical	2 cr.
NU 102	Medical Surgical Nursing I	4 cr.
NU 103	Pharmacology	3 cr.
NU 104	Medical Surgical Nursing I Clinical	3 cr.
NU 200	Medical Surgical Nursing II	4 cr.
NU 201	Medical Surgical Nursing II Clinical	3 cr.
NU 202	Maternal Child Nursing	2 cr.
NU 203	Maternal Child Nursing Clinical	1 cr.
NU 204	Gerontology	2 cr.
NU 205	Mental Health Nursing	2 cr.
		Total: 30 cr.

English as a Second Language (ESL) Program

The English as a Second Language program is designed to give special training in the use of the English language to students who are not native speakers of English. The group includes international students aspiring to study in the United States, recent immigrants who need English to enhance their professional life, and American citizens who want to improve their education in English.

The program assists students each semester in coping with and adjusting to different cultural patterns through a balance of classroom instruction, enrichment experiences and social gatherings. The Intensive English as a Second Language Program furthers the cause of intercultural understanding and international peace. Intensive classes are available to both day and evening students.

The English as a Second Language program offers open, flexible admission. International students may enroll every month (i.e. 10 times a year). This arrangement allows for the rapid polishing of skills for students already at high-levels.

Five levels of English as a Second Language courses are offered in the following skill areas: reading & vocabulary, listening/speaking, pronunciation, composition, and grammar.

Initial placement tests and interviews are administered to determine the level of difficulty in which each student should enroll. Pre- and post-tests are given at the beginning and at the end of each semester to determine student progress. Students in level three, four, or five take the standardized TOEFL as their exit test each semester.

Attendance and home study are required daily. Credits for English as a Second Language courses do not apply to any degree program.

Transfer and Articulation Agreements

Donnelly College maintains approved and updated articulation agreements with the other accredited colleges and universities in Kansas City and the surrounding region. Special transfer arrangements have also been established in particular cases.

CREDIT BY PRIOR LEARNING ASSESSMENT

To be eligible for Prior Learning Assessment (PLA), a student must have earned at least twelve (12) credit hours at Donnelly College. Credit through PLA may be awarded in one of four ways:

College Level Examination Program (CLEP)

Credit by Course Exam

Dante Subject Standardized Test

Portfolio Assessment

Donnelly College accepts only subject area CLEP tests and requires a 50 percentile score for awarding credit. There are several area CLEP testing sites. Students interested in times and charges for taking a CLEP test should contact the University of Missouri - Kansas City testing center.

The Donnelly College Library administers DANTES Subject Standardized Tests. A \$40 money order made out to "DSST Program" is due before taking the test. A check or \$12 cash is due for the Donnelly College Library's administration of the test. A transcription fee of \$15.00 per credit hour is due at the time credit is awarded. Applications for PLA through Course Exam or Portfolio begin with an interview with the Dean of Instruction during the first two weeks of the semester in which the credit is to be awarded. A fee of \$30.00 per credit hour is charged at the time of application and a transcription fee of \$15.00 per credit hour is charged at the time credit is awarded.



A maximum of 20 credit hours through PLA may be applied to an associate degree. Federal funds are not applicable for PLA.

Donnelly Works provides training and related services to businesses, organizations and individuals, targeting high growth, in-demand industries such as banking/finance, business process, green/sustainability, health care, supply chain/logistics and technology. Moreover, Donnelly Works offers training that is proven, timely and cost-effective. Solutions range from offering non-credit classes, seminars, and workshops, to creating customized training for companies, government and community organizations. Donnelly Works also provides workforce development training and services for unemployed, underemployed, and currently employed individuals in need of improving knowledge, skills, and abilities.

ASSOCIATE DEGREE IN NURSING

Students can also take required courses that transfer to Kansas City Kansas Community College (KCKCC), Penn Valley Community College and Johnson County Community College (JCCC). After two years of clinicals at these institutions, students become eligible to be Registered Nurses.

TECH PREP

Advanced standing credit has been approved for certain coursework sequences offered by members of the Tech Prep Consortium of Eastern Kansas, including USD 500, Turner and Bishop Ward high schools. Up to twelve (12) hours of college credit will be granted by Donnelly College after successful completion of an additional fifteen (15) hours of Donnelly College coursework. Students must demonstrate competency in the articulated skills. Specific information about the course sequences and requirements are available through the school district(s).

TRANSFER TO A FOUR-YEAR INSTITUTION

Because Donnelly is an accredited college, area colleges and universities accept credits toward baccalaureate degrees. Most of these institutions provide course equivalencies and transfer guides to assist students, who are also encouraged to see the Donnelly Transfer Advisor for assistance in this process.

Specific Programs/Articulations:

Benedictine College

Under this agreement, a student who has completed an Associate in Arts degree is accepted with junior standing at Benedictine College in one of the following majors: English, history, political science, business administration and sociology.

DONNELLY/BENEDICTINE SUCCESS PROGRAM

Students who have not met the usual admission criteria at Benedictine can enroll in fundamental courses at Donnelly and then transfer.

National American University

National American University and Donnelly entered into an articulation agreement whereby National American University agrees to admit all graduates of Donnelly's associate degree programs into National American University's Bachelor of Science degree programs. Additionally, students who successfully complete an Associate in Applied Science degree and diploma programs can transfer semester credit hours.

Newman University

Newman University and Donnelly College offer a new dual-admissions program to students. This agreement allows Donnelly students with a GPA of 2.0 or above to transfer to Newman and earn a \$3,000 per year scholarship which is renewed each academic year provided academic requirements are met.

University of Missouri - Kansas City (UMKC)

Donnelly and UMKC maintain an articulation agreement that includes 2 + 2 programs that students can complete at UMKC after attending Donnelly.

Engineering Transfer Programs

Donnelly College has established formal transfer agreements in engineering programs with area universities. Under these agreements students may take the first two years of the engineering program at Donnelly and then transfer to a university to complete the program and receive the bachelor's degree. Donnelly College has approved transfer agreements with Kansas State University, University of Missouri-Kansas City, University of Missouri-Columbia, and University of Missouri-Rolla.

Nursing Transfer Programs

Donnelly College has established formal transfer agreements in nursing programs with area colleges. Under these agreements, students complete the first two years at Donnelly and transfer to the four-year college to complete the bachelor degree. Specific agreements have been established with the College of St. Luke, Avila University, Research College of Nursing/Rockhurst University, Mid-America Nazarene, University of Missouri-Kansas City, and the University of Kansas.

Donnelly -to -Rockhust Connection - Provisional Admittance Program

This program assists students to improve their academic skills and confidence at Donnelly. Students take an approved curriculum at Donnelly for one or two years and then transfer to Rockhurst University to complete a bachelor's degree.

Course Descriptions

BL 100 Medical Terminology

This basic course provides a working knowledge of medical terminology by building a background in the language of medicine. Major emphasis is placed on the use, spelling, English translations and pronunciations of the medical terms. A deeper understanding of medical terms will increase the comprehension and efficiency of work produced by students interested in some aspects of medicine and/or health.

Credits: 3.00

BL 101 Principles of Biology

This laboratory course deals with the processes and principles common to all living systems and with the diversity generated by evolution. Major emphasis is placed on cell biology, genetics, plants and animal diversity, and vertebrate structure and functions. The laboratory includes microscope work, field trips, dissections and the scientific method. (Credit hours. revised Spring 2009)

Coreq: BL 101.1 Laboratory

Credits: 4.00

BL 101.1 Principles of Biology Laboratory

This introductory lab examines basic biological concepts by focusing on the structures and function of plants and animals. 2 hours/week. BL 101.1 students must be currently enrolled in BL 101 or have successfully completed BL 101 within the last three years. (Lab formerly part of BL 101)

Coreq: BL 101 Laboratory

Credits: 1.00

BL 110 Lifetime Fitness and Community Wellness

Educational in nature with emphasis on personal hygiene, community health and health education, this course covers diverse topics such as wellness, mental health, stress, nutrition, weight management, communicable disease, non-communicable disease, reproductive health, parenting, substance abuse, aging, and ecology. Socioeconomic and sociocultural factors impacting the wellness of specific cultural groups will also be discussed. (Revised Summer 2010)

Credits: 3.00

BL 130 Fundamentals of Nutrition

This course in human nutrition and diet includes a dietary calculation (analysis) and evaluation. The classification and composition of foods, minerals and vitamins and their functions in the human organism are also studied. The course is designed to enhance the understanding of nutrition science in ways that apply to everyday life, which will include studying the relation of nutrition to various health problems.

Credits: 3.00

BL 133 Human Physiology

Lecture, discussions, demonstration, and individualized instruction. Human Physiology complements and continues conversations begun in Physiology and Anatomy with particular emphasis on body control, circulatory, respiratory, excretory, endocrine and nervous systems. Basic method of approach is to encourage the application of findings from medical journals, texts, and hospital visits to the understanding of the human body. The laboratory concentrates on human and small vertebrate experimentation.

Prereq: Lec/Lab: BL 101 Lec/Lab Min Grade: C Min Credits: 5.00) And (BL 136 Lec/Lab (May be taken concurrently) Min Grade: C Min Credits: 5.00) And (CH 100 Lec/Lab Min Grade: C Min Credits: 5.00 Or CH 101 Lec/Lab (May be taken concurrently) Min Grade: C Min Credits: 5.00)

Credits: 4.00

BL 136 Physiology and Anatomy

Prerequisite: BL 101 with a minimum grade of C. Lecture, discussion, demonstration and laboratory in this in-depth study of the human body will concentrate on the integration of the knowledge of the body structure with physiological activities. This course will include the study of cells, skeletal, muscular, cardiovascular, respiratory, nervous, digestive, excretory, endocrine and reproductive systems. (Credit hours. revised Spring 2009)

Prereq: Lecture: BL 101 Lecture Min Grade: C Min Credits: 5.00)

Credits: 4.00

BL 136.1 Physiology and Anatomy Laboratory

Laboratory exercises are designed to supplement lecture topics and include microscopy, the study of models, dissection and physiological experiments. Students will study the relationship of structures to function in the organ systems of the human body. Emphasis will be on identification of the anatomical features and their functions.

Prereq: BL 101.1 Laboratory (May be taken concurrently) Min Grade: D Min Credits: 1.00

Credits: 1.00

BL 141 Environmental Science

This course is an introduction to the interactions of plants and animals within their environment. It considers natural ecosystems and populations, including nutrient cycles, energy flow, competition, predation and natural selection. The human's role in the environment is analyzed with emphasis on air and water pollution, energy use and population growth.

Credits: 3.00

BL 201 Microbiology

Fundamental principles of microbiology are studied in this class, with special emphasis on the physical and chemical properties of the bacterial cell, including metabolism, growth and pathogenicity. Immunological reactions and practical laboratory procedures are included. (Chemistry may be taken concurrently.)

Prereq: LecLab: (BL 101 LecLab Min Grade: C Min Credits: 5.00) And (CH 100 LecLab Min Grade: C Min Credits: 5.00 Or CH 101 LecLab Min Grade: C Min Credits: 5.00)

Credits: 5.00

BS 101 Introduction to Business

This introductory survey course in the field of business focuses on the basic principles of the American free enterprise system. The course sets forth and discusses the fundamentals of starting a business, including the forms of business organization such as proprietorships, partnerships, limited liability corporations, as well as the interrelationships between the basic business functional areas - economics, management, accounting, finance and marketing. (Revised Fall 2007)

Credits: 3.00

BS 102 Principles of Management

This course covers the basic functions of management and explains the nature of organization and organizational theories and types. It also explains the importance of effective communication within the organizational structure, develops and defines the techniques for directing and motivating employees, explains the effects of change on an organization, and develops techniques for coping with exchange effects. The application of business ethics in managerial decision-making is also explained and discussed. (New Fall 2007)

Credits: 3.00

BS 103 Personal Finance

This course addresses various aspects of personal finance, including budgeting, borrowing, saving and investment opportunities. Emphasis is on legal and economic aspects of life and auto insurance, home ownership and various methods of detecting and preventing fraudulent practices.

Prereq: MT 085 Lecture Min Grade: C Min Credits: 4.00

Credits: 3.00

BS 110 Human Resources Management

This course is designed to familiarize students with the principles of human resources management. It discusses the human resource function as an integral part of management and differentiates between the roles of the personnel and line manager in the management of human resources. The course also defines and evaluates strategic planning, recruitment, selection and training, as well as the primary methods of human resource development and employee appraisal. Major components of EOE regulations and other personnel and human resources-related laws are also covered. (Revised Fall 2007)

Credits: 3.00

BS 116 Business Communications

This course examines various forms of business communication. From the formulation of ideas to the development of an accurate and effective business document, students will learn the mechanics of business writing.

Prereq: EN 094 Lecture Min Grade: C Min Credits: 3.00)

Credits: 3.00

BS 220 Legal Environment of Business

This course, open to non-business majors, provides an overview of the legal process, the nature and sources of laws, government regulations and administrative law as they affect business and other organizations.

Credits: 3.00

BS 121 Principles of Accounting I

This course provides an introduction to the process of recording, classifying, summarizing and interpreting business transactions for sole proprietorships and corporations. Preparation of statements, the accounting cycle, internal control, and standard procedures and practices are included.

Prereq: MT 085 Lecture Min Grade: C Min Credits: 4.00

Credits: 3.00

BS 122 Principles of Accounting II

Emphasis is on accounting procedures for partnerships and corporations, manufacturing accounts, analysis of balance sheet and income statement classification, branch and cost-accounting principles, budgetary control, and special reports.

Prereq: BS 121 Lecture Min Grade: C Min Credits: 3.00)=

Credits: 3.00

BS 123 Accounting on Computers

This course is designed for advanced accounting students who want practical, hands-on training with computerized accounting systems. Students will take daily business transactions, journalize them, post them on the computer, and generate computerized financial statements. Analytical and forecasting skills will also be developed through the use of the computer. This is a supplemental course and does not replace Accounting II. (BS 122 highly recommended but not required)

Prereq: BS 121 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

BS 138 Income Tax Procedures

This course is designed to provide a detailed explanation of the federal tax structure. Students will learn the basic body of laws governing taxation and how to use appropriate tax forms.

Credits: 3.00

BS 152 Introduction to Entrepreneurship

This course is an introduction to basic venture-development concepts including terminology, consumer research techniques, planning, project development, goal setting and a hands-on application of learned principles.

Prereq: EN 094 Lecture Min Grade: C Min Credits: 3.00 And MT 080 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

BS 153 Enterprise Development

This course is designed to provide concepts in management by objective (MBO), project management, venture research and planning, and venture development. Students will gain hands-on experience by starting and managing a venture-related project. Emphasis is on business plan development, financial reports, record keeping, venture funding and acquisitions.

Prereq: BS 152 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

BS 170 Career Awareness and Exploration

This course is designed to help the student examine personal values, interests and skills, and to explore the existing possibilities for maximizing one's potential in a career. Information about the present and future world of work will be presented as part of the exploration process.

Credits: 1.00

BS 181 Cooperative Education Practicum I

The practicum is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and is documented by at least 135 hours of on-campus and off-campus training (inclusive). The student will be evaluated by the employer and an instructor from the appropriate academic discipline. These cooperative (co-op) practicum options are available in other academic disciplines following the above course description. Practicum courses do not fulfill any department requirements and are offered on a by-arrangement basis.

Credits: 3.00

BS 182 Cooperative Education Practicum II

The practicum is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and is documented by at least 135 hours of on-campus and off-campus training (inclusive). The student will be evaluated by the employer and an instructor from the appropriate academic discipline. These cooperative (co-op) practicum options are available in other academic disciplines following the above course description. Practicum courses do not fulfill any department requirements and are offered on a by-arrangement basis.

Prereq: Lecture: BS 181 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

BS 210 Introduction to Marketing

This survey course treats the basic principles of the marketing process. Special emphasis is given to marketing strategy plus the marketing mix which includes a determination of target markets with the appropriate products, distribution, promotion and prices.

Credits: 3.00

BS 215 Essentials of Management Information Sys

An examination of how information systems are used in the corporate world to enhance and achieve goals and objectives. The emphasis is on how managers use different MIS methodologies in a variety of situations. Functional business areas such as accounting and financial information systems, operational marketing information systems, operational production systems and operational human resources information systems are used to enhance the learning process.

Prereq: Lecture: (CT 111 Lecture Min Grade: C Min Credits: 3.00) And (BS 101 Lecture Min Grade:

C Min Credits: 3.00)

Credits: 3.00

BS 231 Business Law I

This course examines rights and responsibilities associated with contracts, negotiable instruments and related topics in the legal and social framework. Basic concepts and a brief history of business law will be discussed.

Credits: 3.00

BS 232 Business Law II

This course is a continuation of Business Law I and examines various aspects of sales, warranties, agency, commercial papers and personal property in the context of business law.

Prereq: Lecture: BS 231 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

BS 301 Economics for Managers

Junior standing. This course is designed to provide the student with an overview of key economic principles in both theory and practice. The course will emphasize real-world examples which will enhance the understanding of economics as applied to world events, corporate strategies and human behavior.

Credits: 3.00

BS 302 Survey of Accounting & Financial Mgmt

This course addresses the importance of financial information in the management of modern businesses, as well as non-profit, educational and governmental organizations. It also emphasizes financial decision-making skills needed in a variety of leadership situations.

Prereq: Junior standing.

Credits: 3.00

BS 304 Environmental Responsibility

This course examines environmental stewardship. It looks at major national and global environmental decisions and the impact of leadership decisions on businesses. It looks at the principles of sustainability and a leader's responsibilities, as well as the impact of their decisions on the environment. Exercises will look at global and national changes and evaluate the impact on a company's immediate work and economic environment.

Prereq: Junior standing

Credits: 3.00

BS 315 Financial Decision-Making

This course addresses the importance of good financial decision-making in the success of all modern organizations, be they businesses, non-profits, or governmental organizations. The course looks at the management process and how management uses financial information in the planning, control and evaluation functions. The course emphasizes the use of budgets to provide savvy leaders, executives, and managers with the ability to take stock of organizational direction, refine goals and objectives, share the mission with staff, determine organizational position in the environment, direct resources to appropriate ventures, and motivate employees to greater levels of productivity. The course also presents other financial decision-making concepts, principles and techniques. (Formerly Budget Management - Changed Fall, 2009)

Prereq: Junior standing. Lecture: BS 302 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

BS 390 Spec. Stud: Investments

Upon successful completion of this course, the student should be able to define, analyze and evaluate types of investment instruments. In addition, the student should be able to determine which instruments are desirable for a personal financial plan. The student should also be able to demonstrate an understanding of basic financial planning concepts and tax planning procedures.

Credits: 3.00

CE 101 Fundamental of Early Childhood Education

Philosophical and educational principles of early childhood education are studied with a survey of their historical and sociological roots. Curricular areas are presented in light of developmentally appropriate practice. Current issues affecting the field of early childhood education are also discussed.

Credits: 3.00

CE 102 Curriculum, Methods & Materials in Early Childhood

Students plan appropriate curricula, work with various media, and implement selected activities for young children in a controlled setting. Emphasis is placed on meeting individual and developmental needs of children with an evaluative follow-up, and on developing a creative multicultural environment through learning experiences and centers.

Credits: 3.00

CE 103 Admin of Early Childhood Programs

Within a variety of early childhood programs, the role of the administrator and the teacher is explored. Areas such as staff development, physical environment, licensing regulations, administrative procedures, parent and community involvement, lesson plans and daily routines are highlighted. Students observe and evaluate a variety of early childhood programs based on different theoretical principles.

Credits: 3.00

CE 104 Practicum in Early Childhood Education

Students spend 150 hours in early childhood laboratory settings observing, participating and teaching. Direction and evaluation will be given by the director and teacher in the program as well as the college supervisor. Students are expected to demonstrate competency as head teacher before completion of the practicum.

Prereq: (CE 101 Lecture Min Grade: C Min Credits: 3.00) And (CE 102 Lecture Min Grade: C Min)

Credits: 3.00

CE 105 Field Exp in Early Childhood Education

Field experience in supervised observation, participation and teaching for students with a full-time position in an approved, licensed, early childhood program.

Prereq: (CE 101 Lecture Min Credits: 3.00) And (CE 102 Lecture Min Credits: 3.00)

Credits: 3.00

CE 106 Diversity in Early Childhood Education

This course will introduce students to the impact of multiculturalism and diversity on instruction in the early childhood classroom. The course will also cover the integration of multiculturalism into instruction methods and curriculum for young children.

Prereq: Lecture: CE 101 Lecture Min Credits: 3.00

Credits: 2.00

CE 107 Introduction to Teaching as a Profession

This course will increase awareness of the teaching profession and of the student's possible role as a teacher. Career opportunities in education will also be investigated. This course will include field experiences in a variety of educational settings.

Credits: 2.00

CE 108 CDA Curriculum Methods

Candidates for CDA assessment must meet the following eligibility requirements: 1) Be 18 years or older, 2) Hold a high school diploma or equivalent, 3) Be able to speak, read and write well enough to fulfill the responsibilities of a CDA candidate, 4) Sign a statement of ethical conduct, 5) Have 120 hours of formal training within the past five years, and 6) Have 480 hours of experience working with children within the past five years. The focus of this course is to enable students to prepare professional documentation which is inclusive of the six Child Development Associate competency goals and other necessary documentation for CDA assessment.

Credits: 3.00

CE 110 Curriculum, Methods, & Materials for School Age Children

Students design programs to meet the needs of multi-age groups of children, 5-12. Developmental needs of school-age children in childcare setting, physical environments for school-age childcare, and appropriate activities in areas of arts, crafts, games, cooking, science and creative drama are explored.

Credits: 3.00

CE 112 Health and Safety Issues

Students learn the elements of a safe environment to prevent and reduce injuries as well as promote good health, contributing to the prevention of illness in a group setting.

Credits: 1.00

CE 115 Computers and Young Children

The student will gain discovery-oriented experience with computers and how they enhance a young child's learning, especially in stimulating their cognitive thought processes. The student will also learn how to identify and select criteria for evaluating developmentally appropriate software programs that will be useful and appropriate for specific age groups.

Credits: 1.00

CE 120 Effective Parenting

This course is designed to help parents communicate more effectively with their children. Skills will be introduced to help the parent teach the child to understand, identify and communicate feelings, engage the child's willing cooperation, discipline without hurting or alienating, help the child to develop a positive and realistic self-image, and to foster a family atmosphere of love and respect.

Credits: 1.00

CE 122 Parenting Within the Family System

This course analyzes the developmental stages of children and anticipated problems associated with growing up. An analysis of the necessity of positive and effective parent-child relationships in the area of communication, bonding and discipline along with the role of parents in raising their children's self-esteem is provided. Parental rights and responsibilities and cooperative child-raising strategies are discussed.

Credits: 3.00

CE 180 Early Childhood Observation

This course is designed to expose the student to the techniques of observing and recording the behaviors of young children from birth to age eight in an early childhood setting.

Credits: 1.00

CE 181 Early Childhood Development

Introduction is given to the basic theories of growth and development from conception to adolescence. This class integrates basic child development principles with specific developmental tasks.

Credits: 3.00

CE 182 Establishing Early Childhood Environment

Introducing the components of early childhood environment and the principles of planning the structure for the environment. Determining how program goals and objectives are reflected in the environment is also addressed.

Credits: 1.00

CE 183 Trend and Issues Early Childhood

Exploring selected current trends and issues facing the early childhood field is the focus.

Credits: 1.00

CE 184 Health & Safety Education Early Childhood

Basic health and safety factors for young children involving childhood illnesses, abuse/neglect, safety awareness and procedures, proper sanitation practice. CPR and basic first-aid will be taught with certificates issued to students upon successful completion of the course.

Credits: 3.00

CE 185 Creative Experiences for Young Children

This is a curriculum course to introduce, plan and implement creative activities and materials which stimulate learning. Art, music, movement and science activities will be highlighted. CE 185 and CE 188 must be taken concurrently.

Credits: 3.00

CE 186 Curriculum-Infant/Toddler Programs

Introduction to the use of methods and materials which stimulate development of the infant/toddler. CE 186 and CE 189 must be taken concurrently.

Credits: 3.00

CE 188 Preschool Internship

Eighty (80) hours of supervised experiences in a preschool classroom. Students will both observe master teachers and practice skills and techniques needed in working with young children. Students will receive an introduction to the principles of classroom management, stressing positive techniques of discipline and guidance. Students will be evaluated by qualified and experienced early childhood teachers.

Credits: 3.00

CE 189 Infant/Toddler Internship

Eighty (80) hours of supervised experiences in an infant/toddler classroom. Students will both observe master teachers and practice skills and techniques needed in working with young children. Students will receive an introduction to the principles of classroom management, stressing positive techniques of discipline and guidance. Students will be evaluated by qualified and experienced early childhood teachers.

Credits: 3.00

CH 100 General Chemistry

This introduction to the fundamental concepts of chemistry develops the principles of general chemistry with an introduction to organic and bio-chemistry. This course is designed for liberal arts students and students majoring in the health sciences.

Prereq: Lec/Lab: MT 085 Lecture Min Grade: C Min Credits: 4.00

Credits: 5.00

CH 101 General College Chemistry I

This course is designed for students who plan to major in science. Content includes atomic and molecular structure and chemical compounds, chemical formulas and equations, bonding, gas laws, properties of gases, liquids, and solids, and acid-base theory. This course meets the needs of pre-engineering, pre-dentistry, pre-medicine, pre-veterinary and pre-pharmacy students. The course includes four one-hour lectures and a 2 1/2 hour laboratory each week.

Prereq: Lec/Lab: MT 130 Lecture Min Grade: C Min Credits: 3.00 And CH 100 Lec/Lab Min Grade: C Min Credits: 5.00

Credits: 5.00

CH 102 General College Chemistry II

This is a continuation of CH 101. Course content includes chemical equilibrium, electrochemistry, pH, K_{sp}, chemical thermodynamics, descriptive chemistry and organic chemistry. The laboratory emphasizes quantitative analysis. CH 101 and CH 102 provide the necessary background for enrollment in organic, physical and analytical chemistry. The course includes four one-hour lectures and a 2 1/2 hour laboratory each week.

Prereq: Lec/Lab: CH 101 Lec/Lab Min Grade: C Min Credits: 5.00

Credits: 5.00

CS 123 Fundamentals of Programming

This course is an introduction to programming using the Visual Basic programming language. The student will learn how to plan, write and test programs.

Prereq: Lecture: MT 085 Lecture Min Grade: C Min Credits: 4.00

Credits: 3.00

CS 124 Advanced Database

This course provides an overview and practical experience in using database computer language. Students will learn how to interact with the database software using programs, create menus, design input screens and produce polished reports. Actual hands-on experience with computer equipment comprises the majority of the course work.

Credits: 3.00

CS 135 Problem Solving and Programming I

An introduction to problem solving through programming. Topics treated are algorithm development and implementation, structured design, data types, control structures, procedures/functions, arrays and array processing, pointers, classes, testing and debugging of programs.

Prereq: Lecture: MT 103 Lecture Min Grade: C Min Credits: 3.00) And (CS 123 Lecture Min Grade: C Min Credits: 3.00)

Credits: 3.00

CS 210 Networks and Telecommunications

This course will introduce the student to Local Area Networks (LAN) and telecommunications, as well as vital areas in contemporary computing. Topics covered include practical network administration and maintenance as well as the integration of the Internet into the modern office environment.

Credits: 3.00

CS 223 Advanced Basic

The course emphasizes practical programming experience and the development of effective and efficient programming style. Topics include advanced disk file access, algorithm design, the development of modular systems, and documentation of programs.

Prereq: CS 123 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

CS 227 Introduction to Java

This course introduces students to the Java programming language. The Java language and companion class libraries provide a portable, interpreted, high-performance, simple, object-oriented, development environment, even for programming tasks such as network programming and multithreading.

Prereq: Lecture: CS 135 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

CS 235 Problem Solving and Programming II

A continuation of problem solving through programming. Topics treated are data abstraction, implementation of data structures and the algorithms that manipulate data structures. Data structures covered include lists, stacks, queues, and trees. Attention is given to efficiency, correctness of algorithms, recursion, classes, function and operator overloading, and inheritance.

Prereq: Lecture: (CS 135 Lecture Min Credits: 3.00

Credits: 3.00

DR 107 Introduction to 2-D Computer-Aided Draft

Students will use microcomputers and drafting tools with focus on computer-aided drafting equipment such as a graphics terminal digitizer, plotter, etc. Two-hour class and three-hour laboratory weekly.

Credits: 3.00

DR 108 Advanced Comp-Aided Drafting

3 credit hours. Prerequisite: DR 107 with a minimum grade of C. A continuation of DR 107 in which the student uses skills developed in two-dimensional drafting for three-dimensional drafting.

Prereq: DR 107 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

EC 201 Principles of Macroeconomics

3 credit hours. Prerequisite: Eligibility for MT 085 or equivalent. This course is designed to introduce the basic concepts, methods and theories in the field of economics. Beginning with an introduction to the field of economics, history of economic thought, economic theories and methodology, this course examines macro-structural issues such as general laws of the market, Gross Domestic Products (GDP), unemployment, inflation, business cycle, fiscal and monetary policies, money and banking, comparative economic systems, economic growth and development, international trade and finance, and the globalization of the economy.

Prereq: MT 085 Lecture Min Credits: 4.00

Credits: 3.00

EC 202 Principles of Microeconomics

This course is designed to introduce the basic concepts, methods and theories in the field of economics. Beginning with an introduction to the field of economics, history of economic thought, economic theory and methodology, this course examines microeconomic topics such as consumer-demand theory, utility analysis, production processes, cost of production, markets and market structures, competition and the notion of efficiency, wage determination, downsizing, regulations, unionization, economic growth and development, international trade and finance, and the globalization of the economy.

Prereq: MT 085 Lecture Min Credits: 4.00

Credits: 3.00

ED 101 Introduction to Urban Education

This course is an introduction to urban education in elementary school settings. It will give prospective teachers a snapshot of the profession to help them make a more informed decision about pursuing a career in teaching.

The course will provide prospective teachers with multi-faceted learning opportunities as they:

- Examine teaching and learning and the roles of teachers within and outside the classroom;
- Learn pedagogical, historical, social, cultural, and philosophical theories essential to teaching and learning;
- Discuss the unique needs in urban education as compared to suburban and rural education;
- Participate in hands-on field experience;
- Study complex challenges and issues that teachers face daily;
- Understand procedures and career options within the teaching profession; and
- Self-reflect on reasons for teaching in an urban school setting.

Credits: 1.00

ED 107 Introduction to Teaching as a Profession

This course will increase awareness of the teaching profession and of the student's possible role as a teacher. Career opportunities in education will also be investigated. This course will include field experiences in a variety of educational settings.

Credits: 3.00

ED 108 Multicultural Education

This course is designed to introduce students to various approaches to multicultural education as well as to increase their understanding of purposes and aims of these approaches. Students will explore different classroom environments and activities and their impact on the education of diverse students. Prerequisite: CT 111.

Prereq: CT 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

EG 107 Introduction to 2-D Comp-Aided Drafting

Students will use microcomputers and drafting tools with focus on computer-aided drafting equipment such as a graphics terminal digitizer, plotter, etc. Two-hour class and three-hour laboratory weekly.

Credits: 3.00

EG 108 Advanced Computer Aided Drafting

This continuation of EG 107 employs skills developed in two dimensional drafting for three-dimensional drafting.

Prereq: EG 107 Lecture Min Credits: 3.00

Credits: 3.00

EL 001-1 Beginning Listening & Speaking

The development of oral/aural skills for beginning ESL students. (Revised Fall 2008)

Credits: 3.00

EL 001-2 Elementary Listening & Speaking

The development of oral/aural skills for elementary ESL students. (Revised Fall 2008)

Credits: 3.00

EL 001-3 Intermediate Listening & Speaking

The development of oral/aural skills for intermediate ESL students. (Revised Fall 2008)

Credits: 3.00

EL 001-4 Advanced Listening & Speaking

The development of oral/aural skills for advanced ESL students. (Revised Fall 2008)

Credits: 3.00

EL 002-1 Beg Reading, Vocabulary & Composition

The application of techniques for comprehending reading materials for beginning ESL students. The study of basic vocabulary in context. The practice of basic writing skills including handwriting, spelling, capitalization, punctuation and the topic sentence. (Revised Fall 2008)

Credits: 3.00

EL 002-2 Elem Reading, Vocabulary & Composition

3 credit hours. The application of techniques for comprehending reading materials for elementary ESL students. The study of basic vocabulary in context. The practice of basic writing skills including handwriting, spelling, capitalization, punctuation and the topic sentence. (Revised Fall 2008)

Credits: 3.00

EL 002-3 Intermediate Reading, Vocabulary & Composition

The application of techniques for comprehending reading materials for intermediate ESL students. The study of basic vocabulary in context. The practice of basic writing skills including handwriting, spelling, capitalization, punctuation and the topic sentence. (Revised Fall 2008)

Credits: 3.00

EL 002-4 Adv. Reading, Vocabulary & Composition

The application of techniques for comprehending reading materials for advanced ESL students. The study of basic vocabulary in context. The practice of basic writing skills including handwriting, spelling, capitalization, punctuation and the topic sentence. (Revised Fall 2008)

Credits: 3.00

EL 004-1 Beginning Grammar

The analysis and practical application of the basic grammatical structures with minimal English language ability. (Revised Fall 2008)

Credits: 3.00

EL 004-2 Elementary Grammar

The analysis and practical application of the basic grammatical structures with minimal English language ability. (Revised Fall 2008)

Credits: 3.00

EL 004-3 Intermediate Grammar

The analysis and practical application of the basic grammatical structures with minimal English language ability. (Revised Fall 2008)

Credits: 3.00

EL 004-4 Advanced Grammar

The analysis and practical application of the basic grammatical structures with minimal English language ability. (Revised Fall 2008)

Credits: 3.00

EL 010 International Student Orientation

The objective of the class is to teach new International F-1 Students to become familiar with life in the United States. From reviewing the rules and regulations of U. S. Visas to sharing information about how to meet everyday needs in a new environment, this course aims to facilitate access to essential cultural, social and legal information to assure the best possible chance for student success.

Credits: 1.00

EL 016 Special Studies – EL

Integrated skills for ESL students. (New Summer 2009)

Credits: 3.00

EL 020 US Citizenship Prep for Non-Native English Speakers

The USCIS Naturalization test has been redesigned. Additions include 100 new questions, a civics test, and an oral interview. These additions are based on the N400 Naturalization form which includes English, reading, and writing tests with specific vocabulary components. This class familiarizes new, permanent U.S. residents with this redesigned test. Students will also learn effective strategies for filling out required USCIS Naturalizations forms.

Credits: 2.00

EL 080 Spec Stud ESL Day

No course description available

Credits: 4.00

EN 081 Reading & Writing Essentials

Level 1: This course is designed to use whole language to develop proficiency in basic reading, writing, and study skills with an emphasis on increasing vocabulary, developing comprehension skills and improving grammar.

Credits: 3.00

EN 082 Reading & Writing Essentials

Level 2: This course is designed to use whole language to develop proficiency in basic reading, writing and study skills with an emphasis on increasing vocabulary, developing comprehension skills and improving grammar.

Credits: 3.00

EN 083 Reading & Writing Essentials

Level 3: This course is designed to use whole language to develop proficiency in basic reading, writing and study skills with an emphasis on increasing vocabulary, developing comprehension skills and improving grammar.

Credits: 3.00

EN 084 Reading & Writing Essentials

Level 4: This course is designed to use whole language to develop proficiency in basic reading, writing and study skills with an emphasis on increasing vocabulary, developing comprehension skills and improving grammar.

Credits: 3.00

EN 085 Writing Skills

This course focuses on the basic grammar and punctuation rules for standard written English. Students will learn to construct various types of sentences and begin paragraph development strategies. (This is a developmental course and cannot be used to fulfill graduation requirements.)

Credits: 3.00

EN 091 Reading & Writing Strategies

Level 1: This course is designed to use whole language to strengthen proficiency in reading, writing and study skills with an emphasis on applying critical reading skills to a variety of printed material and effectively using the writing process.

Credits: 3.00

EN 092 Reading & Writing Strategies

Level 2: This course is designed to use whole language to strengthen proficiency in reading, writing and study skills with an emphasis on applying critical reading skills to a variety of printed material and effectively using the writing process.

Credits: 3.00

EN 093 Reading & Writing Strategies

Level 3: This course is designed to use whole language to strengthen proficiency in reading, writing, and study skills with an emphasis on applying critical reading skills to a variety of printed material and effectively using the writing process.

Credits: 3.00

EN 094 Reading & Writing Strategies

Level 4: This course is designed to use whole language to strengthen proficiency in reading, writing and study skills with an emphasis on applying critical reading skills to a variety of printed material and effectively using the writing process.

Credits: 3.00

EN 100 Freshman Seminar

This course provides students with general education skills necessary for success in college classes. Practicing skills such as listening, skimming and scanning, analytical and critical reading, building memory, outlining, note taking, test-taking, and library research, students will be prepared to take on the challenge of any college course. Students will also learn to gain an understanding of higher education expectations and processes and make effective use of college resources. (This course is a general education requirement that must be completed within the first 15-18 credit hours of college-level coursework and taken concurrently with an approved content course.)

(Revised Fall, 2006.) (Name change effective Fall, 2010)

Prereq: EN 094 Lecture Min Credits: 3.00

Credits: 3.00

EN 103 Writing To Think

This course helps students eliminate common obstacles to successful writing. In practice exercises, students will generate ideas through pre-writing, develop confidence in writing, and view writing as a process. It will be conducted in an atmosphere that allows students the freedom to experiment with their own voice. Emphasis will be on workshop method. (Formerly EN 192)

Prereq: EN 094 Lecture Min Grade: C Min Credits: 3.00

Credits: 1.00

EN 111 English Composition I

This course develops skills in writing the major types of composition such as description, narration, example, analysis, definition, classification, comparison/contrast and cause/effect. Students will practice techniques needed in writing reports and learn basic library skills used in research.

Prereq: (EN 094 Lecture Min Grade: C Min Credits: 3.00) Credits: 3.00

EN 112 English Composition II

This course focuses on writing essays and articles which include basic writing approaches with special emphasis on persuasion, argumentation and the research paper.

Prereq: Lecture: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

EN 113 Writing for Academic Purposes

A review in the elements of composition and research, this course is designed especially for those students who have successfully completed English Composition II and are resuming coursework after a hiatus of five or more years. The course presents an intensive practice of the basic skills of writing mechanics, topic selection and development, and clarity and organization in writing. Students improve writing processes through pre-writing, drafts, and revision through extensive writing practice and will review research paper writing in MLA, APA, and Chicago formats. Students will learn methods of gathering information, organizing ideas, and identifying an audience. Writing for across disciplines is stressed.

Although this course does not fulfill degree requirements, it may be paired with any upper level course requiring journals, essays and term papers.

Prereq: (En 111 Lecture Min Grade: C Min Credits: 3.00) And (EN 112 Lecture Min Grade: C Min Credits: 3.00)

Credits: 1.00

EN 115 Poetry of the Hebrew Scriptures

This class covers the reading, interpretation and analysis of the poetry in the Old Testament with attention given to the epic stories, cycles and history, as well as the drama and varied lyric forms. Literary allusions will also be studied as needed to understand other literature.

Credits: 3.00

EN 121 Introduction to the Novel

Students will read contemporary novels from varied cultural backgrounds. Emphasis will be on the novel as an art form and as a commentary on the culture which it mirrors. Written or taped projects are acceptable for students demonstrating their grasp of course content. Such projects are designed through consultation with the instructor.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

EN 135 Literature for Children

An introductory study of children's literature, this course emphasizes on the interpretation and use of quality literature with children of varying needs. It is designed to give experience in determining literature most appropriate for children. Finally, it is intended to help students recognize and value good children's literature for its artistic merits and importance to children.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

EN 136 Literature of the Black Tradition

This course will focus on the vernacular tradition through the present-day historical and cultural contexts of Black Literature. Students will review the historical periods, i.e. Slavery, Reconstruction, the Harlem Renaissance, the Black Arts Movement, and the literature that serves as a forerunner in the next century.

Prereq: (EN 112 Lecture Min Grade: C Min Credits: 3.00)

Credits: 3.00

EN 140 Public Speaking

The course is based on the educational philosophy that students learn by doing. Students will learn to research, organize, practice and present speeches. Both traditional and innovative communication skills will grow out of an understanding of basic concepts of human communication.

This course fulfills the college oral communication requirement.

Prereq: EN 111 Lecture (May be taken concurrently) Min Credits: 3.00

Credits: 3.00

EN 142 Oral Interpretation

Oral Interpretation will focus on the techniques of reading from the printed page. Elements of voice and diction as well as intellect and imagination will be applied to reading selections of various forms of literature, prose, poetry and drama. Readers Theatre will be implemented through the preparation and oral performance of individual or group interpreters. This course fulfills the college oral communication requirement.

Prereq: EN 094 Lecture Min Credits: 3.00 And EN 111 Lecture (May be taken concurrently) Min Credits: 3.00

Credits: 3.00

EN 143 Interpersonal Communication

This course provides knowledge and participative learning experiences in the use of verbal and non-verbal interpersonal communication techniques. Students learn the importance of communication skills in improving human relations. This course fulfills the college oral communication requirement.

Prereq: EN 094 Lecture Min Credits: 3.00

Credits: 3.00

EN 144 Readers' Theatre

This is an introductory course to acting. Students will become familiar with the two aspects of acting: uninhibited use of body and expressive use of voice. Students will be introduced to such areas as pantomime, improvisation, stage movement, vocal interpretation, selection analysis, storytelling and duet acting. The culmination of this course will be the presentation of a one-act play. This course fulfills the college oral communication requirement.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

EN 145 New Testament Biblical Literature

This is a survey course on the New Testament with an emphasis on the application of the historical method and interpretation of the gospel and epistolary material within a cultural, historical and literary context. (Revised Fall, 2010)

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

EN 146 Introduction to Theatre

This course is an introductory course in acting. The student will become familiar with the two aspects of acting: uninhabited use of the body and expressive use of voice in an organized stage play environment. The student will be introduced to such areas as pantomime, improvisation, stage movement, vocal interpretation, action scoring, script analysis, storytelling, and duet and ensemble acting. The culmination of this course will be the public presentation of a one-act play. This course fulfills the college oral communication requirement.

Credits: 3.00

EN 150 Intercultural Communication

This course will examine the theoretical and practical relationships between culture and communication with an emphasis on cross-cultural communication in an interpersonal setting. The differences in communication style and barriers that come with diversity will be examined. Through lectures, readings, videos and role-playing activities, students will become better cross-cultural communicators.

Credits: 3.00

EN 193 Sp. Stud: Honors Seminar

This course is a seminar for members of the Phi Theta Kappa National Honor Society. Students will study topics that involve an interdisciplinary approach, are of current interest, and are issue-oriented. The special topics are selected annually by the Honors Program Committee of Phi Theta Kappa. (Revised Spring 2006)

Prereq: Phi Theta Kappa Member:

Credits: 1.00

EN 200 Leadership Development

This course provides emerging and existing leaders the opportunity to explore the concepts of leadership and to develop and improve their skill. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings of leadership. Students will gain a basic understanding of the concepts of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership. This course provides the opportunity to develop essential leadership skills through study, observation and application.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

EN 215 Creative Writing

This course provides the student with options in advanced writing and the opportunity to publish student manuscripts. The mechanics and techniques of creativity will be the emphasis in the composing of poetry, fiction and non-fiction.

Prereq: EN 112 Lecture Min Grade: B Min Credits: 3.00

Credits: 3.00

EN 220 Introduction to Literature

This course includes reading, interpretation and analysis of representative short fiction, essays, poetry and drama from various cultures. Students will also be introduced to the basic vocabulary of literary criticism. Written or taped projects are acceptable for student's demonstration of their grasp of course content. Such projects are designed through consultation with the instructor.

Prereq: EN 112 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

EN 301 Business & Technical Support

Students will be exposed to and practice different models of writing as they apply to business and technology. Such models will include memos, various types of official correspondence, reports, manuals, electronic communications and proposals. The writing component will be linked to desktop applications such as Word, Excel and PowerPoint to provide students with the necessary skills and understanding of effective, formal communication through the written word, whether that word is printed or in digital form.

Credits: 3.00

FA 103 Survey of the Arts

This class serves as an exposure to music, visual art, drama and dance from beginning of recorded time to present day. It will explain the relationship that has existed between every form of creativity. Instruction will be taught through a variety of media and activities.

Credits: 3.00

FA 104 Survey of the Arts

This class is an exposure to Music, Visual Art, Drama and Dance from beginning of recorded time to present day. It will explain the relationship that has existed between every form of creativity. Instruction will be taught through a variety of media and activities.

Credits: 3.00

FA 105 Music Appreciation

Through developing listening skills, this course is an introduction to the history, styles, forms and composers of music. It is a humanistic approach and study of music as related to thoughts, values, concerns, aesthetics, art, society and problems of people throughout their history.

Credits: 3.00

FA 110 Art in the World

This course, taught from a multicultural perspective, is an introduction to art history and the elements of design. It will include examples of the foremost painters, paintings, sculptors and architecture of the world. By understanding the art elements, the student may better appreciate the world of art, as well as develop sensitivity to these elements in everyday life. This course will include slide lectures, written reports, field trips to local museums and discussion sessions.

Credits: 3.00

FA 112 Drawing I

This course explores basic drawing techniques such as scale, proportion, figure, head and perspective. The elements and principles of art structure each weekly lesson. Exercises in pencil (graphite and colored), charcoal and pen will result in drawing from four categories. Out-of-class reading, written and oral reports along with field trips are required.

Credits: 3.00

FA 113 Painting I

This course offers experience in tempera, water color and acrylic painting. Various techniques will be rendered while the elements and principles of design are evaluated in compositions. Out-of-class reading, reports and field trips are required to recognize the artist's skills and painting categories.

Prereq: FA 112 Lecture Min Credits: 3.00

Credits: 3.00

FA 114 Drawing II

Techniques will be further developed while additional drawing media is introduced. More time is expected to be spent on assignments. Written and oral reports will be done from outside reading and field trips.

Prereq: FA 112 Lecture Min Credits: 3.00

Credits: 3.00

FA 116 Chorus

This course is designed primarily for an experience in singing. Towards the end, the student will learn to read music, learn elementary music theories and concepts, discern simple rhythmic patterns and become aware of good principles in singing. A variety of music will be learned to expose the student to different types of music in the choral genre, and public performance will be a part of the participation. Additionally, students will be expected to attend at least two outside choral concerts per semester and write critical reviews of those concerts.

Credits: 1.00

FA 117 Chorus

This course is designed primarily for an experience in singing. Towards the end, the student will learn to read music, learn elementary music theories and concepts, discern simple rhythmic patterns and become aware of good principles in singing. A variety of music will be learned to expose the student to different types of music in the choral genre, and public performance will be a part of the participation. Additionally, students will be expected to attend at least two outside choral concerts per semester and write critical reviews of those concerts.

Credits: 1.00

FA 118 Chorus

This course is designed primarily for an experience in singing. Towards the end, the student will learn to read music, learn elementary music theories and concepts, discern simple rhythmic patterns and become aware of good principles in singing. A variety of music will be learned to expose the student to different types of music in the choral genre, and public performance will be a part of the participation. Additionally, students will be expected to attend at least two outside choral concerts per semester and write critical reviews of those concerts.

Credits: 1.00

FA 119 Chorus

This course is designed primarily for an experience in singing. Towards the end, the student will learn to read music, learn elementary music theories and concepts, discern simple rhythmic patterns and become aware of good principles in singing. A variety of music will be learned to expose the student to different types of music in the choral genre, and public performance will be a part of the participation. Additionally, students will be expected to attend at least two outside choral concerts per semester and write critical reviews of those concerts.

Credits: 1.00

FA 124 Painting II

Additional painting media will be explored along with techniques in mixed media. A more in-depth interpretation of art elements and principles are studied in every painting category. Written and oral reports will be accomplished from outside reading and field trips.

Prereq: FA 113 Lecture Min Credits: 3.00

Credits: 3.00

FA 127 Community Band

Community band is an instrumental ensemble that rehearses once a week and performs one or two concerts per semester, as well as other performances as arranged. This is a community/college band and draws its members from the local community as well as from Donnelly College. Prerequisite: Working knowledge of an instrument.

Credits: 1.00

FA 128 Community Band

Community band is an instrumental ensemble that rehearses once a week and performs one or two concerts per semester, as well as other performances as arranged. This is a community/college band and draws its members from the local community as well as from Donnelly College. Prerequisite: Working knowledge of an instrument.

Credits: 1.00

FA 129 Community Band

Community band is an instrumental ensemble that rehearses once a week and performs one or two concerts per semester, as well as other performances as arranged. This is a community/college band and draws its members from the local community as well as from Donnelly College. Prerequisite: Working knowledge of an instrument.

Credits: 1.00

FA 130 Community Band

Community band is an instrumental ensemble that rehearses once a week and performs one or two concerts per semester, as well as other performances as arranged. This is a community/college band and draws its members from the local community as well as from Donnelly College. Prerequisite: Working knowledge of an instrument.

Credits: 1.00

FA 140 Graphic Design

This course introduces the student to two-dimensional computer generated graphics and graphical layout designs by means of computer software programs. It will emphasize the mixture of fonts, art, white space, color, negative imaging, and rules used in the production of a balanced design appropriate for desktop publishing, Internet Web pages or stand-alone art.

Prereq: (CT 111 Lecture Min Credits: 3.00)

Credits: 1.00

FA 141 Jazz Ensemble

Small ensembles that rehearse once a week and as arranged. These ensembles include sectional rehearsals and a 60-minute big-band rehearsal each week. Students must perform in a scheduled jazz performance.

Credits: 1.00

FA 142 Jazz Ensemble

Small ensembles that rehearse once a week and as arranged. These ensembles include sectional rehearsals and a 60-minute big-band rehearsal each week. Students must perform in a scheduled jazz performance.

Credits: 1.00

FA 143 Jazz Ensemble

Small ensembles that rehearse once a week and as arranged. These ensembles include sectional rehearsals and a 60-minute big-band rehearsal each week. Students must perform in a scheduled jazz performance.

Credits: 1.00

FA 144 Jazz Ensemble

Small ensembles that rehearse once a week and as arranged. These ensembles include sectional rehearsals and a 60-minute big-band rehearsal each week. Students must perform in a scheduled jazz performance.

Credits: 1.00

FA 181 Coop Education Practicum

The practicum is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and documented by at least 135 hours of on-campus and off-campus training (inclusive). The student will be evaluated by the employer and an instructor from the appropriate academic discipline. These cooperative (co-op) practicum options are available in other academic disciplines following the above course description. Practicum experiences do not fulfill any department requirements and are offered on a by-arrangement basis.

Credits: 3.00

FA 205 American Film Culture

This class will focus primarily on the film genre. Students will examine the recurrent themes in various genres such as the western, the musical and the gangster films. Students will discuss the sociological needs for prevalent features in generic formulas such as the resolution of conflict and the rites of order and integration. Each class period will consist of a historical features film, a class lecture, discussion and periodic exams.

Prereq: SO 100 Lecture Min Credits: 3.00 Or SO 110 Lecture Min Credits: 3.00 And EN 084 Lecture Min Credits: 3.00

Credits: 3.00

GE 101 World Geography

This course introduces the basic concepts, theories and techniques in geography as they are applied to the study and analyses of various regions of the world in terms of their cultural characteristics, resources, socioeconomic development, population trends, geopolitical conflicts, wars, and alliances. Its subject matter is the planet Earth and its development.

Credits: 3.00

HC 105 CPR Basic Life-Support for HC Providers

This course provides an overview of the cardiovascular and respiratory systems, a discussion of medical and environmental emergencies leading to the need for CPR, and an introduction to the diagnostic signs and symptoms of need for care. This course also provides insight into the structure and function of the Emergency Medical Services System. The most current practical CPR skills will be taught, including CPR, AED and airway obstruction techniques for adults, children and infants. Upon successful completion of all American Heart Association standards, the student will receive affirmation at the health care provider level.

Coreq: HC 107 Lecture, HC 110 Lecture, HC 110.1 Laboratory, HC 113 Lecture

Credits: 1.00

HC 107 HC Medical Terminology

This course is to prepare health care students with a basic understanding of the word structure of medical terms, the jargon of the profession and how terms are constructed. This course will assist students in understanding instructions within the health care field as well as to help understand articles about drugs and procedures that appear in the newspaper daily. The student will learn approximately 300 words during the course.

Students must receive a grade of C or better to pass the course. (Formerly HC 070) (Revised Summer 2009)

Coreq: HC 105 Lecture, HC 110 Lecture, HC 110.1 Laboratory, HC 113 Lecture

Credits: 1.00

HC 110 Certified Nurse Aide Program

The student is required to successfully complete the following courses: Medical Ethics, Medical terminology, and CPR with a C or better. Student must also enroll in CNA Clinical/Lab portion of the class concurrently. Students must pass both CNA lecture and CNA Clinical/Lab section with a C or better. Kansas Department of Health and Environment Certified Nurse Aide curriculum is designed that through academic training and clinical experience the student will be able to provide direct patient care, such as taking vital signs, measuring intake and output, and personal care. Personal care can be defined as meal preparation, assistance with nourishment consumption, dressing and undressing, hair and nail care, personal hygiene, and activities of daily living. This can be provided in a variety of settings which include doctor's offices, clinics, acute care hospitals, and long term care facilities. After completion of this course the student is eligible to take the state certification for Certified Nurse Aide (CNA). (Revised Summer 2009)

Coreq: HC 105 Lecture, HC 107 Lecture, HC 110.1 Laboratory, HC 113 Lecture

Prereq: (HC 105 Lecture Min Grade: C Min Credits: 1.00) And (HC 107 Lecture Min Grade: C Min Credits: 1.00) And (HC 113 Lecture Min Grade: C Min Credits: 1.00)

Credits: 4.00

HC 110.1 Certified Nurse Aide-Clinical/Lab

Student must also enroll in CNA Clinical/Lab portion of the class concurrently. Students must pass both CNA lecture and CNA Clinical/Lab section with a C or better. Kansas Department of Health and Environment Certified Nurse Aide curriculum is designed that through academic training and clinical experience the student will be able to provide direct patient care, such as taking vital signs, measuring intake and output, and personal care. Personal care can be defined as meal preparation, assistance with nourishment consumption, dressing and undressing, hair and nail care, personal hygiene, and activities of daily living. This can be provided in a variety of settings which include doctor's offices, clinics, acute care hospitals, and long term care facilities. After completion of this course the student is eligible to take the state certification for Certified Nurse aide (CNA). (Revised Summer 2009)

Coreq: HC 105 Lecture, HC 107 Lecture, HC 110 Lecture, HC 113 Lecture

Prereq: (HC 105 Lecture Min Grade: C Min Credits: 1.00) And (HC 107 Lecture Min Grade: C Min Credits: 1.00) And (HC 113 Lecture Min Grade: C Min Credits: 1.00)

Credits: 2.00

HC 112 Home Health Aide

This one-hour class is designed to meet the Kansas requirements for the home health aide certification. The content of this course will include instruction in nutrition, post-natal care, home management and personal care in the home. Student must receive a grade of C or better to pass the course. (Revised Summer 2009)

Prereq: (HC 110 Lecture Min Credits: 8.00)

Credits: 1.00

HC 113 Health Care Ethics

Certified Nursing Assistants (CNAs) need to have an understanding of nursing professional ethics. This curriculum is designed to provide the Certified Nursing Assistant with an understanding of nursing ethics and practice. Information learned by individuals in this program can be utilized for the benefit of residents in need of care. Students must receive a grade of C or better to pass the course. (Revised Summer 2009)

Coreq: HC 105 Lecture, HC 107 Lecture, HC 110 Lecture, HC 110.1 Laboratory

Credits: 1.00

HC 115 Certified Medication Aide

Must be a Kansas State Certified Nurse Aide (CNA). Students must pass both CMA lecture and CMA Clinical/Lab section with a C or better. Kansas Department of Health and Environment CMA curriculum is designed to provide academic training that allows the student to be able to administer medication under the supervision of the Licensed Registered Nurse or the Licensed Practical Nurse. While in training the CMA student will administer medication under the supervision of their instructor who will be a licensed Registered Nurse. The student will administer medication at a long-term care facility. After training, the student will be able to administer oral medications, instill eye and ear drops, and apply topical medications. Students must receive a grade of C or better to pass the course. (Revised Summer 2009)

Prereq: (Lecture: HC 105 Lecture Min Grade: C Min Credits: 1.00) And (HC 107 Lecture Min Grade: C Min Credits: 1.00) And (HC 113 Lecture Min Grade: C Min Credits: 1.00) And (C 110 Lecture Min Grade: C Min Credits: 6.00) And (TABE Reading PRE 34.0000)

Credits: 4.00

HC 115.1 Certified Medication Aide-Clinical/Lab

Must be a Kansas State certified Nurse Aid (CNA). Student must also enroll in the CMA Clinical/Lab portion of the class concurrently. Students must pass both CMA lecture and CMA Clinical/Lab section with a C or better. Kansas Department of Health and Environment CMA curriculum is designed to provide academic training that allows the student to be able to administer medication under the supervision of the Licensed Registered Nurse or the Licensed Practical Nurse. While in training the CMA student will administer medication under the supervision of their instructor who will be a licensed Registered Nurse. The student will administer medication at a long-term care facility. After training, the student will be able to administer oral medications, instill eye and ear drops, and apply topical medications.

Prereq: ((HC 115 Class Level (May be taken concurrently) Min Grade: C Min Credits: 4.00) And (HC 105 Lecture Min Grade: C Min Credits: 1.00) And (HC 107 Lecture Min Grade: C Min Credits: 1.00) And (HC 113 Lecture Min Grade: C Min Credits: 1.00) And (HC 110 lecture Min Grade: C Min Credits: 4.00)

Credits: 1.00

HC 122 Certified Pharmacy Technician I

This course defines the role of Pharmacy Technicians in different practice settings. Basic knowledge in pharmacology, legal and safety considerations, manufacturing and packaging, unit dose distribution, terminology, abbreviations and symbols, sterile product preparation, and computer applications in pharmacy will be taught.

Prereq: MT 080 Lecture Min Credits: 4.00

Credits: 3.00

HC 123 Certified Pharmacy Technician II

The student will be taught pharmaceutical calculations, including a review of basic math. Students will learn to determine the flow rate of two strengths of a solution which must be combined to get another specific strength of the same solution. They will be able to determine the final strength of a diluted solution when given the original strength and volume and the final volume of the solution. Students will calculate a child's dose of medication when given the age of the child and the normal adult dose. Students will perform 30 hours of internship in a hospital setting. Successful completion of Certified Pharmacy Technician I & II will enable the student to take the national examination for certification.

Prereq: HC 122 Lecture (May be taken concurrently) Min Credits: 3.00

Credits: 3.00

HC 190 Spec. Stud: CNA Refresher Course

Kansas Department of Health and Environment Certified Nurse Aide continuing education curriculum is designed that through academic training and clinical experience the student will be able to provide patient care, such as taking vital signs, measuring intake and output, and personal care. Personal care can be defined as meal preparation, assisting with nourishment consumption, dressing and undressing, hair and nail care, personal hygiene, and activities of daily living. This care can be provided in a variety of settings which include doctor's offices, clinics, acute care hospitals, and long-term care facilities. After finishing this recertification course the student is eligible to be recertified for Certified Nurse Aide with the state of Kansas. Prerequisite: Recertification for inactive license in CNA, high school diploma or GED equivalency. International students must have a TOEFL score of 500 or higher.

Credits: 3.00

HC 191 Spec. Stud: CMA Refresher & CE Course

This CMA refresher course falls under the Kansas Department of Health and Environment CMA Continuing Education. Curriculum is designed that through academic training the student will be able to administer medication under the supervision of the Licensed Registered Nurse or the Licensed Practical Nurse. While in training, the CMA student will administer medication under the supervision of their instructor who will be a licensed Registered Nurse. The student will administer medication at a long-term care facility. After training, the student will be able to administer oral medications, instill eye and ear drops, and apply topical medications. After finishing this recertification course the student is eligible to be recertified for Certified Medication Aide with the state of Kansas.

Credits: 2.00

HR 125 Principles of Health & Fitness

This course is designed to introduce students to the concepts and principles related to health and fitness that can be implemented to promote a healthy lifestyle and lifelong fitness. Principles presented include cardiovascular fitness, flexibility, muscular strength and endurance, nutrition, body composition and weight control, fitness assessment and variables of program design. Two contact hours, lecture/lab.

Credits: 1.00

HR 126 Soccer

Fundamental skills and knowledge necessary for the recreational purposes of soccer participation are discussed, including rules, conditioning and strategies of soccer. This is an activity course which requires participation in the Donnelly College Soccer Club, including practices and competitions.

Credits: 1.00

HR 127 Soccer

Fundamental skills and knowledge necessary for the recreational purposes of soccer participation are discussed, including rules, conditioning and strategies of soccer. This is an activity course which requires participation in the Donnelly College Soccer Club, including practices and competitions.

Credits: 1.00

HR 128 Soccer

Fundamental skills and knowledge necessary for the recreational purposes of soccer participation are discussed, including rules, conditioning and strategies of soccer. This is an activity course which requires participation in the Donnelly College Soccer Club, including practices and competitions.

Credits: 1.00

HR 129 Soccer

Fundamental skills and knowledge necessary for the recreational purposes of soccer participation are discussed, including rules, conditioning and strategies of soccer. This is an activity course which requires participation in the Donnelly College Soccer Club, including practices and competitions.

Credits: 1.00

HR 130 Soccer

Fundamental skills and knowledge necessary for the recreational purposes of soccer participation are discussed, including rules, conditioning and strategies of soccer. This is an activity course which requires participation in the Donnelly College Soccer Club, including practices and competitions.

Credits: 1.00

HR 131 Soccer

Fundamental skills and knowledge necessary for the recreational purposes of soccer participation are discussed, including rules, conditioning and strategies of soccer. This is an activity course which requires participation in the Donnelly College Soccer Club, including practices and competitions.

Credits: 1.00

HR 132 Soccer

Fundamental skills and knowledge necessary for the recreational purposes of soccer participation are discussed, including rules, conditioning and strategies of soccer. This is an activity course which requires participation in the Donnelly College Soccer Club, including practices and competitions.

Credits: 1.00

HR 133 Soccer

Fundamental skills and knowledge necessary for the recreational purposes of soccer participation are discussed, including rules, conditioning and strategies of soccer. This is an activity course which requires participation in the Donnelly College Soccer Club, including practices and competitions.

Credits: 1.00

HS 101 Early World Civilizations

This course is a comparative analysis of major global development from the dawn of humankind to the Renaissance. Key concepts such as the nature of history, culture, civilization and world view will be stressed. This survey of influential ideas and patterns will stress the cultural, economic, religious, technological and artistic developments of humankind.

Prereq: EN 111 Lecture Min Grade: Min Credits: 3.00

Credits: 3.00

HS 102 Modern World Civilizations

This course is a survey of the development of world culture and human activity from early modern times to the present. Twentieth century global history and patterns will be stressed.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

HS 111 Early Western Civilization

This course is a survey of the development of Western Civilization from antiquity through the Renaissance and Reformation. Emphasis is placed on the cultural contributions of the Egyptian, Greek and Roman civilizations as well as the Medieval period.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

HS 112 Modern Western Civilization

This course is a survey of modern European history from 1648 to the present time. The Enlightenment, the use of the modern nation-state, World War I and II post-war problems of the 20th century will be stressed.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

HS 121 Early American History

This course is a survey of American history from the period of the exploration and colonization through the Civil War. The contributions of all Americans will be emphasized in this course.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

HS 122 Late American History

This course is a survey of American history from Reconstruction to the present time. The contributions of all Americans will be emphasized in this course.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

HS 123 World's Living Religions

This course outlines those economic, social and political conditions which determine the content of the major historical and contemporary religions of both hemispheres. Included in this outline are those religions of pre-history, pre-Columbian America, India, China and the Near East.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

HS 125 The Immigrant Experience, Then and Now

This course examines the history and cultures of the various immigrant groups which have immigrated to the United States after the post Civil War industrial era up through contemporary times. The experiences of the new immigrants will also be addressed. Contrasts and similarities of experiences of the immigrants in the local metropolitan area will be studied as well as those of their respective cultural contributions. Lectures, guest speakers and field trips will be provided.

Prereq: EN 084 Lecture Min Credits: 3.00 And EN 094 Lecture Min Credits: 3.00

Credits: 3.00

HS 221 Black-American History

This is a course in the study of the history and culture of Black Americans. This study will take us from their African origins to contemporary times. This course is designed to provide a historical look at "the other Americans" and how and when they came to North America and what happened to them when they got here. This study should help the student gain a clearer understanding of American reality.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

HS 222 Chicano Experience

This course traces the history of the Mexican-Americans in the United States, from the Mexican-American War of 1846-1848 to the present, with particular focus on the latter half of the 20th Century and current issues in the Mexican-American community. Through the study of texts (poetry, essays, short stories, novels and biographies), the viewing of videos, and interaction with Mexican-Americans through experiential and service-learning, students examine current issues and explore questions of identity that all immigrant groups face. Major questions addressed in this course include identity, cultures and the struggle for place, recognition and justice in society. The human being is a cultural entity. Each lives and grows up in a particular place and time, with particular values and expectations, all of which shapes a cultural identity. This course asks students to become aware of the Chicano experience and to allow this awareness to inform the student's own cultural identity.

Prereq: (EN 111 Lecture Min Credits: 3.00 Credits: 3.00) and (EN 140 Lecture Min Credits: 3.00)

Credits: 3.00

HS 223 Latin American History

This course will trace the development of a vibrant and diverse culture. Included in the course will be the study of customs, traditions, language, art and literature. Being a heterogeneous culture, inclusive in the course will be the study of issues affecting each specific subgroup, i.e., education, socioeconomic status and acculturation.

Prereq: EN 111 Lecture Min Credits: 3.00

Credits: 3.00

IE 001-1 Beginning Listening and Speaking

The development of oral/aural skills for beginning ESL students. (Revised Fall 2008)

Credits: 4.00

IE 001-2 Elementary Listening & Speaking

The development of oral/aural skills for elementary ESL students. (Revised Fall 2008)

Credits: 4.00

IE 001-3 Intermediate Listening and Speaking

The development of oral/aural skills for intermediate ESL students. (Revised Fall 2008)

Credits: 4.00

IE 001-4 Level 4 Listening and Speaking

The analysis and application of English oral/aural skills to perform academic and everyday functions at a high-intermediate to low-advanced level. (Revised Fall 2010)

Credits: 4.00

IE 001-5 Level 5 Listening and Speaking

The analysis and application of English oral/aural skills to perform academic and everyday functions at a high-advanced level. (Revised Fall 2010)

Credits: 4.00

IE 002-1 Beginning Reading and Vocabulary

The application of techniques for comprehending reading materials for beginning ESL students. The study of basic vocabulary in context. (Revised Fall 2008)

Credits: 4.00

IE 002-2 Elementary Reading and Vocabulary

The application of techniques for comprehending reading materials for elementary ESL students. The study of basic vocabulary in context. (Revised Fall 2008)

Credits: 4.00

IE 002-3 Intermediate Reading and Vocabulary

The application of techniques for comprehending reading materials for intermediate ESL students. The study of basic vocabulary in context. (Revised Fall 2008)

Credits: 4.00

IE 002-4 Level 4 Reading and Vocabulary

The analysis and application of English reading skills and strategies at a high-intermediate to low-advanced English language ability. (Revised Fall 2010)

Credits: 4.00

IE 002-5 Level 5 Reading and Vocabulary

The analysis and application of reading skills and strategies at a high-advanced English language ability. (Revised Fall 2010)

Credits: 4.00

IE 003-1 Beginning Composition

The practice of basic writing skills including handwriting, spelling, capitalization, punctuation, and paragraph formation. (Revised Fall 2008)

Credits: 4.00

IE 003-2 Elementary Composition

The practice of basic writing skills including handwriting, spelling, capitalization, punctuation and the topic sentence. (Revised Fall 2008)

Credits: 4.00

IE 003-3 Intermediate Composition

The practice of basic writing skills including handwriting, spelling, capitalization, punctuation and the topic sentence. (Revised Fall 2008)

Credits: 4.00

IE 003-4 Level 4 Composition

The analysis and application of academic composition at a high-intermediate to low-advanced English language ability. (Revised Fall 2010)

Credits: 4.00

IE 003-5 Level 5 Composition

The analysis and application of academic composition at a high-advanced English language ability. (Revised Fall 2010)

Credits: 4.00

IE 004-1 Beginning Grammar

The analysis and practical application of the basic grammatical structures with minimal English language ability, (Revised Fall, 2008)

Credits: 4.00

IE 004-2 Elementary Grammar

The analysis and practical application of the basic grammatical structures with minimal English language ability. (Revised Fall 2008)

Credits: 4.00

IE 004-3 Intermediate Grammar

The analysis and practical application of the basic grammatical structures with minimal English language ability. (Revised Fall 2008)

Credits: 4.00

IE 004-4 Level 4 Grammar

The analysis and application of grammatical structures at a high-intermediate to low-advanced English language ability. (Revised Fall 2010)

Credits: 4.00

IE 004-5 Level 5 Grammar

The analysis and application of grammatical structures at a high-advanced English language ability. (Revised Fall 2010)

Credits: 4.00

IE 010 International Student Orientation

The objective of the class is to teach new international F-1 students to become familiar with life in the United States. From reviewing the rules and regulations of U.S. Visas to sharing information about how to meet everyday needs in a new environment, this course aims to facilitate access to essential cultural, social and legal information to assure the best possible chance for student success.

Credits: 1.00

IE 016 Special Studies - IE

Integrated skills for IE students. (Revised Summer 2009)

Credits: 3.00

IE 017 Special Studies - IE

Integrated skills for IE students. (New Fall 2009)

Credits: 4.00

IT 093 Keyboarding Mastery

This course is designed for the student who wishes to learn typing or to improve typing skills. Skill exercises on the number pad and in simple data entry are equally emphasized. (Formerly CT 103) (Formerly CT 093)

Credits: 3.00

IT 104 Microcomputer Operating Systems

This course introduces the student to the Disk Operating System (DOS) and to the Microsoft Windows Environment. The student will learn to make more efficient use of the computer by carrying out essential tasks in effectively tailoring the system to the user's needs. This is a laboratory class. (Formerly CT 104) Prereq: IT 111 Lecture Min Grade: D Min Credits: 3.00

Credits: 3.00

IT 111 Microcomputer Essentials

The student is introduced to computers and information systems. Topics covered include computer fundamentals (parts of a computer system), application software (word processing, spreadsheets and data-bases), system software, communications and networks, and the Internet. Two-thirds of the course will be dedicated to hands-on experience using application software. (Formerly CT 111)

Prereq: Lecture: IT 093 Lecture Min Grade: D Min Credits: 3.00

Credits: 3.00

IT 112 Presentation Software

The student will learn to organize and produce an effective presentation using PowerPoint. This presentation will include printed speaker notes and handouts, as well as overhead transparencies. Students will use master pages, template files, text-formatting, color schemes, various drawing tools, the automated outline feature and animation dissolve sequence, and incorporate photographs. (Formerly CT 112)

Prereq: Lecture: IT 111 Lecture Min Grade: D Min Credits: 3.00

Credits: 3.00

IT 113 Word Processing

The student will learn advanced features of word processing using both WordPerfect and Microsoft Word. Topics such as tables, mail merge, newsletters and other features are included in this course. This is a laboratory class. (Formerly CT 113)

Prereq: IT 111 Lecture Min Grade: D Min Credits: 3.00

Credits: 3.00

IT 114 Desktop Publishing

This course introduces the basic concepts of publishing design, the aim being to have the student produce camera-ready copy for simple publications and/or pages for Web sites. We will emphasize acquiring skills with desktop publishing software, and most of the course is hands-on, laboratory work. (Formerly CT 114)

Prereq: IT 111 Lecture Min Grade: D Min Credits: 3.00

Credits: 3.00

IT 115 Web Page Design

This course provides an in-depth introduction to the creation of Web pages. The student will create individual Web pages using HTML, and then build a Web site that follows effective design and navigation principles. Interactive and multimedia features will be added to the site. Issues concerning the Internet will be covered. (Formerly CT 115)

Prereq: Lecture: IT 111 Lecture Min Grade: D Min Credits: 3.00

Credits: 3.00

IT 116 Using the Internet

This course will introduce the student to commands and techniques required to effectively use the resources of the World Wide Web. The following topics are covered: how to browse, effectively search, retrieve, and evaluate information using Internet Explorer, how to create and manage "Favorites," how to protect computers from viruses, and how to manage electronic mail. (Course description and prerequisite revised Fall 2006) (Formerly CT 116)

Prereq: Lecture: IT 111 Lecture Min Grade: D Min Credits: 1.00

Credits: 1.00

IT 119 Spreadsheets

The student will learn advanced features of spreadsheet use. Topics include functions, macros, charts and what-if analyses. (Formerly CT 119)

Prereq: (Lecture: IT 111 Lecture Min Grade: C Min Credits: 3.00) And (BS 121 Lecture Min grade: D Min Credits: 3.00) And (MT 085 Lecture Min Credits: 4.00)

Credits: 3.00

IT 123 Fundamentals of Programming

This course is an introduction to programming using the Visual Basic programming language. The student will learn how to plan, write and test programs. (Formerly CS 123)

Prereq: MT 085 Lecture Min Grade: C Min Credits: 4.00

Credits: 3.00

IT 124 Data Base

Students will learn how to interact with database software programs, create menus, design input screens and produce polished reports. (Formerly CT 124)

Prereq: IT 111 Lecture Min Grade: D Min Credits: 3.00 Or IT 111 ON LINE Min Grade: D Min Credits: 3.00

Credits: 3.00

IT 125 Advanced Database

This course provides an overview and practical experience in using database computer language. Students will learn how to interact with database software programs, create menus, design input screens and produce polished reports. Actual hands-on experience with computer equipment comprises the majority of the course work. (Formerly CS 124)

Credits: 3.00

IT 126 Business Solutions with Microsoft Office

This course shows students with previous computer experience how to automate everyday office tasks using Microsoft Office. Students study practical applications for their spreadsheet, word processing and database skills. The course emphasizes data and objects; transferring data between applications and embedding objects across applications in order to generate mass mailings, automated reports, etc. (Formerly CT 126)

Prereq: (IT 113 Lecture Min Grade: D Min Credits: 3.00) And (IT 119 Lecture Min Grade: D Min Credits: 3.00) And (IT 124 Lecture Min Grade: D Min) Credits: 3.00

Credits: 3.00

IT 130 Inside the PC.

This course is designed to teach students how to assemble a PC from component parts. Special emphasis will be placed on the principles of PC operation. The actual assembly of the PC is incidental to the understanding of why and how components work within the operating system. No electronic experience is necessary. (Formerly CT 130)

Prereq: Lecture: IT 104 Lecture Min Grade: D Min Credits: 3.00

Credits: 3.00

IT 135 Problem Solving & Programming I

An introduction to problem solving through programming. Topics treated are algorithm development and implementation, structured design, data types, control structures, procedures/functions, arrays and array processing, pointers, classes, testing and debugging of programs. (Formerly CS 35)

Prereq: IT 123 ON LINE Min Grade: C Min Credits: 3.00 And MT 103 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

IT 140 Graphic Design

This course introduces the student to two-dimensional computer generated graphics and graphical layout design by means of computer software programs. It will emphasize the mixture of fonts, art, white space, color, negative imaging and rules used in the production of a balanced design appropriate for desktop publishing projects, Internet Web pages or stand-alone art. (Formerly CT 140)

Prereq: IT 111 Lecture Min Grade: D Min Credits: 3.00 Or IT 111 ON LINE Min Grade: D Min Credits: 3.00

Credits: 1.00

IT 181 Cooperative Education Practicum I

(Refer to BS 181) (Formerly CT 181)

Credits: 3.00

IT 182 Cooperative Education Practicum II

(Refer to BS 182) (Formerly CT 182)

Credits: 3.00

IT 210 Networks & Telecommunications

This course will introduce the student to Local Area Networks (LAN) and telecommunications, vital areas in contemporary computing. Topics covered include practical network administration and maintenance as well as the integration of the Internet into the modern office environment. (Formerly CT 210)

Prereq: (Lecture: IT 104 Lecture Min Grade: D Min Credits: 3.00) And (IT 111 Lecture Min Grade: D Min Credits: 3.00 Or IT 111 ON LINE Min Grade: D Min Credits: 3.00) And (MT 103 Lecture Min Grade: C Min Credits: 3.00)

Credits: 3.00

IT 216 Unix Operating System

This course introduces students to the UNIX operating system and helps them understand how to set up and administer multitasking, multi-user environments for maximum productivity. UNIX is widely used in Web site environments. (Formerly CT 216)

Prereq: Lecture: IT 104 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

IT 223 Advanced Basic

The course emphasizes practical programming experience and the development of effective and efficient programming style. Topics include advanced disk file access, algorithm design, the development of modular systems, and documentation of programs. (Formerly CS 223)

Prereq: IT 123 ON LINE Min Grade: C Min Credits: 3.00

Credits: 3.00

IT 227 Introduction to Java

This course introduces students to the Java programming language. The Java language and companion class libraries provide a portable, interpreted, high-performance, simple, object-oriented, development environment, even for programming tasks as network programming and multithreading. (Formerly CS 227)

Prereq: IT 135 ON LINE Min Grade: C Min Credits: 3.00

Credits: 3.00

IT 230 Introduction to System Design & Analysis

This course presents a systematic approach to the development of business systems. By following this approach, the student will learn to design business systems that efficiently meet the goals and objectives of management. A major element of this course is a team project in which students use the systems approach to analyze and design a business system for the college or a business in the community. (Formerly CT 230)

Prereq: IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00

Credits: 3.00

IT 232 Web Site Development & Management

In this course, students learn to configure a computer as a Web server and an e-mail server. Students write CGI scripts and develop interactive Web pages. They will also learn the fundamentals of Web-sited economics, administration and troubleshooting. (Formerly CT 232)

Prereq: (IT 210 Lecture Min Grade: C Min Credits: 3.00) And (IT 216 Lecture Min Grade: C Min Credits: 3.00) And (IT 135 ON LINE Min Grade: C Min Credits: 3.00)

Credits: 3.00

IT 235 Problem Solving and Programming II

A continuation of problem solving through programming. Topics treated are data abstraction, implementation of data structures and the algorithms that manipulate data structures. Data structures covered include lists, stacks, queues and trees. Attention is given to efficiency, correctness of algorithms, recursion, classes, function and operator overloading, and inheritance. (Formerly CS 235)

Prereq: IT 135 ON LINE Min Grade: C Min Credits: 3.00

Credits: 3.00

MT 020 Math Strategies

This course is designed for students who need intensive, individualized help in developing and strengthening their basic mathematical skills. Help will also be given with coping skills and test anxiety. (This is a developmental course and cannot be used to fulfill graduation requirements.)

Credits: 1.00

MT 080 Arithmetic

This course is for students who need to strengthen their basic mathematical skills. A placement test is given to determine proper placement. This course emphasizes skill building in the operations of basic addition, subtraction, multiplication, and division as they relate to whole numbers, fractions and decimals. These basic skills are then applied to the areas of measurement, perimeter and area. The course also includes the study of signed numbers and solving basic linear equations. (This is a developmental course and cannot be used to fulfill graduation requirements.) (Hours changed from 3 credits, effective Fall 2008).

Credits: 4.00

MT 085 Basic Algebra

4 credit hours (hours changed from 3 credits, effective Fall 2008). Prerequisite: Grade of C or better in MT 080 or placement by pre-test. This course is designed for students who need to strengthen their basic algebra skills, but who have a solid foundation in arithmetic skills. Topics studied will include fundamentals of algebra, solutions of linear equations, problem solving, graphs of linear equations, operations with polynomials, factoring and solving quadratic equations. (This is a developmental course and cannot be used to fulfill graduation requirements.) (Hours changed from 3 credits, effective Fall 2008).

Credits: 4.00 Credits: 4.00

MT 103 Intermediate Algebra

3 credit hours. Prerequisite: Grade of C or better in MT 085 Basic Algebra or placement by pre-test. This course includes the algebra of polynomials, linear equations, systems of equations in two and three variables, linear equations and inequalities, an introduction to the concept of function with the use of interval notation to express domain and range, and solutions of applications involving linear and quadratic equations.

Prereq: Lecture: MT 085 Lecture Min Grade: C Min Credits: 4.00

Credits: 3.00

MT 106 Contemporary Mathematics

This course covers various conceptual and practical topics of mathematics. It is designed to enable students to appreciate mathematics and its application to numerous disciplines and professions such as consumer products and advertising, politics, the economy and the Internet. (Revised Fall, 2010)

Prereq: (MT 103 Lecture Min Grade: C Min Credits: 3.00) And (Admission to the Organizational Leadership program)

Credits 3.00

MT 121 Introduction to Statistics

This course is designed to help the student understand statistic processes and applications. Topics include descriptive statistics, probability, binomial and normal distributions, sampling, and sampling distributions, hypothesis testing, Chi-square test, regression and correlation.

Prereq: Lecture: MT 103 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

MT 130 College Algebra

This class is the study of linear, quadratic, absolute value, general polynomial, exponential and logarithmic functions and their graphs, systems of linear and non-linear equations and inequalities, and the theory of higher-degree equations.

Prereq: Lecture: MT 103 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

MT 133 Precalculus

This course is a preparation for the study of calculus. It is intended for those students who did not have a fourth-year mathematics course in high school or for those who feel the need to review at this level. This course may be taken along with MT 132. Topics include function concepts, limits and continuity, a discussion of linear, quadratic, power, root, polynomial functions, introduction to analytic geometry, a discussion of mathematical induction, the binomial theorem and series.

Prereq: MT 130 Lecture Min Credits: 3.00

Credits: 3.00

MT 136 Trigonometry

Trigonometric functions and their inverse, applications involving right triangles, trigonometric identities and equations, applications involving the laws of sines and cosines, products, quotients, and powers and roots of complex numbers using trigonometric form.

Prereq: MT 103 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

MT 228 Business Calculus

This course introduces students to calculus, including differentiation of algebraic, exponential, and logarithmic function with an emphasis on applications particularly useful to the study of managerial, life and social sciences. (Revised Fall, 2010z0 Formerly Calculus I (non-engineering))

Prereq: MT 130 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

MT 231 Calculus & Analytic Geometry I

This is the first of a three-course sequence concerned with calculus of one variable. Topics include elementary functions, limits and continuity, differentiation and integration of algebraic, logarithmic and exponential equations, with an emphasis on applications of differentiation.

Prereq: (Lecture: MT 130 Lecture Min Grade: C Min Credits: 3.00) And (MT 136 Lecture Min Grade: C Min Credits: 3.00)

Credits: 5.00

MT 232 Calculus & Analytic Geometry II

This is a continuation of MT 231. Topics include applications of integration, techniques of integration, conic sections and polar coordinates, and infinite series.

Prereq: MT 231 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

MT 233

Calculus & Analytic Geometry III

A continuation of MT 232. This portion deals with partial differentiation, multiple integration, plane curves, parametric equations, vectors in space and differential equations.

Prereq: MT 232 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

MT 235

Differential Equations

Topics include equations of the first, second and higher order with some applications, systems of differential equations, and Laplace transforms.

Prereq: MT 233 Lecture Min Grade: C Min Credits: 5.00

Credits: 3.00

NU 100

Found of Nursing

This course utilizes the nursing standards of practice based on biological, psychosocial, spiritual and cultural principles to meet the needs of clients throughout the lifespan. Emphasis is placed on basic skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses. Grade of C required. (New Summer 2008)

Credits: 4.00

NU 101

Foundations of Nursing Clinical

This course explores the art and science of nursing in this clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced. Grade of C required. (New Summer 2008)

Credits: 2.00

NU 102

Medical Surgical Nursing I

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. Grade of C required. (New Fall 2008)

Credits: 4.00

NU 103 Pharmacology

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care to clients across the lifespan. Grade of C required. (New Fall 2008)

Credits: 3.00

NU 104 Medical Surgical Nursing I Clinical

Simulated and actual-care situation of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skills. Grade of C required. (New Fall 2008)

Credits: 3.00

NU 180 Special Studies Coop Learn Practical Nursing

The practicum is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and is documented by at least 135 hours of on-campus and off-campus training (inclusive). The student will be evaluated by the employer and an instructor from the appropriate academic discipline. These cooperative (co-op) practicum options are available in other academic disciplines following the above course description. Practicum courses do not fulfill any department requirements and are offered on a by-arrangement basis.

Credits: 3.00

NU 200 Medical Surgical Nursing II

This course focuses on the effect of disorders of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. Grade of C required.

Prereq: NU 102 Lecture Min Grade: C Min Credits: 4.00

Credits: 4.00

NU 201 Medical Surgical Nursing II Clinical

This experience uses simulated and actual-care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse. Grade of C required.

Prereq: NU 104 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

NU 202 Maternal Child Nursing

This course focuses on pre- and post-natal maternal nursing care, as well as the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the child-bearing and child-rearing family.

Grade of C required.

Credits: 2.00

NU 203 Maternal Child Nursing Clinical

This clinical course applies concepts from Maternal Child I. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client. Grade of C required.

Credits: 1.00

NU 204 Gerontology

This course is designed to explore issues related to the aging adult using the nursing process as the organizing framework. Also discussed are the impacts of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients.

Grade of C required.

Credits: 2.00

NU 205 Mental Health Nursing

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client. Grade of C required.

Credits: 2.00

OL 301 Leadership Fundamentals

This course is the first of the requirements for the Organizational Leadership major and as such, covers a broad range of leadership topics from self-development and understanding self, to group behavior, organizational design, ethics and teamwork. Prerequisite: Junior standing.

Credits: 3.00

OL 302 Info Technology as Leadership Instrument

This course identifies major components of information systems, their evolution and future projections. Students, through simulation, will apply the products of information technology as an input in decision-making.

Prereq: Junior standing.

Credits: 3.00

OL 303 Elements of Management and Supervision

This course examines major management and supervision theories and their differentiation. Exercises in planning, controlling and organizing applied fundamental concepts/applications of management and supervision. Through simulation, job analysis and design will be explored in the context of organizational change.

Prereq: (Lecture: OL 301 Lecture Min Grade: D Min Credits: 3.00) And (Junior standing)

Credits: 3.00

OL 304 Leadership Processes & Communication

This course examines communication theories and their correlation with decision processes and application of decision tools. The influence of bias on decisions and communications, from the perspective of the communicator and recipient will be explored, as well as their effective use in organizational leadership.

Prerequisite: (Lecture: OL 301 Lecture Min Grade: D Min Credits: 3.00) And (Junior standing)

Credits: 3.00

OL 305 Organizational Theory and Behavior

This course exposes students to the fundamental principles with which to understand human behavior within organizations. Through this course, the student will examine various theories developed in an attempt to explain and predict behaviors of organization participants.

Prereq: (OL 301 Lecture Min Grade: D Min Credits: 3.00) And (Junior Standing)

Credits: 3.00

OL 334 Portfolio Development for Prior Learning

This course examines identification, analysis and documentation of prior learning for college credit assessment. Essential portfolio components will be presented and students will be assisted in the assembly of a portfolio that documents the knowledge acquired from prior learning as it relates to college-level learning objectives. Students must complete this course to be eligible to petition for prior learning credit. A maximum of 15 credit hours can be earned through the development of the portfolio. Prerequisite: Junior standing and basic word-processing skills.

Credits: 1.00

OL 401 Ethical & Spiritual Dimensions of Leadership

This course will examine the role of spirituality and ethically motivated decision-making in leadership. Contemporary and historically significant literature will expose the student to the possibilities of organizational advancement through embracing socially conscious leadership versus bottom-line ethos. Prerequisite: Junior standing.

Credits: 3.00

OL 402 Legal Aspects Managing Diverse Workforce

This course exposes the student to major employment legislation and court decisions, while challenging the student to examine the impact of discrimination on leadership decisions and organizational viability. Theories related to the impact of diversity on the workplace, as well as the evolution of diversity as a tool of effective organizations will be explored.

Prerequisite: Junior standing.

Credits: 3.00

OL 403 Advanced Organizational Behavior

Students will explore the effects of mission and mission compatibility on organizational behavior through the application of group-process simulations. The complex relationships between leadership and organizational behavior and goal attainment will be explored through case studies and application of behavior theories.

Prereq: (OL 301 Lecture Min Grade: D Min Credits: 3.00 And OL 305 Lecture Min Grade: D Min Credits: 3.00)

Credits: 3.00

OL 404 Multicultural Issues in Leadership

Prerequisite: OL 301 (Leadership Fundamentals). This course examines global and U.S. diverse populations, cultural perspectives of leadership, and sociological theories of stratification and minority adaptation. Students will explore cultural styles of leadership in various contexts and examine the roles of discrimination and prejudice as impediments to effective leadership.

Prereq: OL 301 Lecture (May be taken concurrently) Min Grade: D Min Credits: 3.00

Credits: 3.00

OL 405 Senior Integ Exper I (Planning)

This course is the first of two courses that make up the senior integrative experience. Through this experience, the learner will demonstrate program outcomes and synthesis of program learning objectives. Because Bachelor of Arts and Bachelor of Applied Science candidates will either complete an approved practicum experience, an approved project, or some other measurable means to demonstrate program outcomes and objectives, this course is designed to help explore those options that synthesize the learning experience of the Organizational Leadership program. Once a capstone project has been identified, the student will design the approach to be taken and develop the steps for implementation.

Prerequisite: Senior standing. (Formerly 3 credit hours, revised Fall 2008).

Credits: 1.00

OL 406 Senior Integ Exper II (Implementation)

This is the second course that makes up the senior integrative experience. The student will complete their approved practicum experience or project and present findings that demonstrate program outcomes and synthesis of program learning objectives.

Prereq: OL 405 Lecture Min Grade: D Min Credits: 1.00

Credits: 2.00

OR 101 International Student Orientation

The objective of the class is to teach new international F-1 students to become familiar with life in the United States. From reviewing the rules and regulations of U.S. Visas to sharing information about how to meet everyday needs in a new environment, this course aims to facilitate access to essential cultural, social and legal information to assure the best possible chance for student success.

Credits: 1.00

PH 100 Logic

This is a beginning course in the processes of reasoning when engaged in the search for truth, testing and assertion, or demonstration of fact. The chief purpose of the course is to provide the student with practical drill inaccurate thinking and the study of the methods employed in scientific investigation and value critiquing.

Prereq: EN 084 Lecture Min Credits: 3.00 And EN 094 Lecture Min Credits: 3.00

Credits: 3.00

PH 112 Philosophy of the Human Person

This course provides a study of the all-important question of the meaning and mystery of the human person. The nature and ultimate destiny of the human soul are examined in depth. Philosophical orientation is given to such topics as superiority of intellect, freedom of choice, emotion, motivation, habit and relationships.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

PH 171 New Testament: An Overview

A survey of the New Testament books against a view of the times and situations out of which they emerged, giving special attention to major themes and key passages.

Credits: 1.00

PH 210 Introduction to Philosophy

Students are introduced to the science and skills involved in philosophical thinking. Through a historical and thematic approach, students are exposed to the various perspectives and methods employed by professional thinkers in the fields of morality, religion, beauty, science, learning and education. (Formerly PH 110 - Changed Fall, 2009)

Prereq: (EN 112 Lecture Min Grade: C Min Credits: 3.00) And (Sophomore Leve)

Credits: 3.00

PH 212 Ethics of Service

Ethics will be studied as a practical science. This course will provide students with the opportunity to integrate Aristotelian Ethical Theory with practice in a volunteer setting. Lecture and fieldwork are included.

Prereq: (EN 111 Lecture Min Grade: C Min Credits: 3.00)

Credits: 3.00

PH 213 General Ethics

This is an introduction to the various ethical systems. The course will concentrate on the derivation of moral principles and how these principles relate to contemporary moral issues.

Prereq: EN 112 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

PH 215 International Ethics

An overview is given of various ethical approaches toward a just resolution of contemporary international problems. The ethical approaches will be culturally pluralistic and will consider Eastern as well as Western perspectives. Modern international problems that the course will concentrate on are global issues such as economic distribution, health, ecology and women in development, energy and development, nutrition and health, and finally, ecology and development.

Prereq: (PH 213 Lecture Min Credits: 3.00) And (EN 112 Lecture Min Credits: 3.00)

Credits: 3.00

PH 220 Ethical & Prof Issues HealthCare

This course is designed to introduce students to some of the major ethical issues facing health care today. Emphasis is also placed on development of professional attitudes and behavior.

Prereq: EN 112 Lecture Min Credits: 3.00

Credits: 3.00

PH 225 Foundations of Theology

This course introduces students to the science of Theology. The human relationship with God in the context of the Church will be emphasized, with concepts and methods for understanding Christian Faith. A survey of Catholic Theology will be presented in the context of Sacred Scripture and Tradition and in relationship to other Ecclesial Communities. Topics include: Revelation, the Old and New testaments, the Person of Jesus, the nature and mission of the Church, the relationship between Catholicism and other Abrahamic Faiths: Judaism, Islam. (Revised Fall, 2010)

Prereq: (PH 210 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00 Or PH 213 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00)

Credits: 3.00

PH 260 Business Ethics

This course aims at helping students recognize current moral issues and responsibilities related to American business on both the personal and social levels. Case studies involving corporate responsibility, truthfulness and trust, just wages, affirmative action and forms of harassment, among other topics, will be included in this course.

Credits: 3.00

PS 101 Principles of Political Science

The nature, scope and method of political science including the origin, nature and attributes of the state, comparative forms of constitution and governments, and the mode of operations of government are topics covered in this course.

Credits: 3.00

PS 111 American Government

The nature, scope and method of political science including the origin, nature and attributes of the state, comparative forms of constitution and governments, and the mode of operations of government are topics covered in this course.

Credits: 3.00

PS 112 State and Local Government

Students will examine the structure and politics of state and local governments, the interrelationship between state and local governments and the state, local and federal system, and the forces that shape the policy-making and outcomes on the state and local levels.

Credits: 3.00

PS 211 International Relations

This course provides a brief history of international relations with emphasis on the global expansion of colonial powers in the nineteenth and early part of the twentieth century. A great deal of attention is devoted to an analysis of the Cold War and the post Cold War global, geopolitical, economic and ecological issues. Issues such as superpower rivalries, national liberation wars, nationalism, terrorism, globalization of production, ecological destruction and the role of the United Nations will be of central concern.

Credits: 3.00

PX 110 College Physics I

This course covers principles of mechanics, heat, fluids, and sound, emphasizing the development of quantitative concepts and problem-solving skills for students needing a broad background in physics as a part of their preparation in other major programs. This course includes laboratory experience.

Prereq: Lecture: MT 130 Lecture Min Grade: C Min Credits: 3.00

Credits: 5.00

PX 111 College Physics II

A continuation of College Physics I, principles and applications of electricity, magnetism, optics and modern physics are taught. This course includes laboratory experience.

Prereq: Lecture: PX 110 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

PX 201 Engineering Physics I

This course is designed to give the student a working knowledge of the general principles of mechanics, thermodynamics and wave motion. The emphasis will be placed on developing a practical skill in problem solving. This course includes laboratory experience.

Prereq: Lecture: MT 231 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

PY 100 Individual Differences

This course examines the nature and the scope of differences in human behavior. The emphasis will be on helping students attain a better knowledge of themselves and their behavior patterns. This course addresses various aspects of personal, interpersonal, emotional, physical and social/career differences and fulfillment.

Credits: 3.00

PY 101 General Psychology

Students are introduced to basic concepts, terminologies and theories in psychology as well as their application to various stages of human development, personality, perception and learning. This course is a multicultural approach to the study of human behavior. Physiological and biological basis of behavior is emphasized. (Revised Fall, 2010)

Credits: 3.00

PY 181 Cooperative Education Practicum I

(Refer to BS 181)

Credits: 3.00

PY 182 Cooperative Education Practicum II

(Refer to BS 182)

Prereq: Lecture: PY 181 Lecture Min Credits: 3.00

Credits: 3.00

PY 201 Human Relations

This course provides a multicultural and multidisciplinary approach to the study of human relations. Since the field of human relations involves the study of interpersonal relationships in the context of groups, human social organization and cultures, it draws upon various fields in social/behavioral sciences (sociology, economics, psychology, geography and anthropology) and various topics in business, management and communications studies. This course also examines theoretical/methodological orientation and their ideological implications.

Prereq: (PY 101 Lecture Min Credits: 3.00 Or SO 100 Lecture Min Credits: 3.00)

Credits: 3.00

PY 205 Human Growth and Development

Students are introduced to basic concepts, terminologies and theories in psychology as well as their application to various stages of human development, personality, perception and learning. This course is a multicultural approach to the study of human behavior. Physiological and biological basis of behavior is emphasized. (Revised Fall, 2010)

Prereq: PY 101 Lecture Min Grade: C Min Credits: 3.00 Credits: 3.00

PY 211 Child Psychology

An understanding and appreciation of the child is gained through material based on research, theory and observations of children from various racial, ethnic and socioeconomic backgrounds. The course blends the scientific approach with the practical insofar as opportunity will be provided for involvement with child study projects.

Prereq: PY 101 Lecture Min Credits: 3.00

Credits: 3.00

PY 213 Psychology of the Exceptional Child

An introduction to the characteristics and educational needs of exceptional children is provided. This class will survey the identification, care, treatment and guidance of exceptional children.

Prereq: PY 101 Lecture Min Credits: 3.00

Credits: 3.00

RS 145 New Testament Biblical Literature

This is a survey course on the New Testament with an emphasis on the application of the historical method and interpretation of the Gospel and epistolary material within a cultural, historical and literary context. (New Fall, 2010)

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

RS 225 Foundations of Theology

This course introduces students to the science of Theology. The human relationship with God in the context of the Church will be emphasized, presenting concepts and methods for understanding Christian Faith. A survey of Catholic Theology will be presented in the context of Sacred Scripture and Tradition and in relationship to other Ecclesial Communities. Topics include: Revelation, the Old and New testaments, the Person of Jesus, the nature and mission of the Church, the relationship between Catholicism and other Abrahamic Faiths: Judaism, Islam. (New Fall, 2010)

Prereq: (PH 210 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00 Or PH 213 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00)

Credits: 3.00

RS 301 Comparative Religions

This is a comparative study of the five major religious systems within a contemporary as well as historical framework. An inquiry into the diverse practices and beliefs of Hinduism, Buddhism, Judaism, Christianity and Islam will give students a better understanding of the global society in which they live and work.

Prerequisite: Junior-senior standing.

Credits: 3.00

SC 101 Fund of Physical Science

A survey course designed to present the content and methods of physical science. The lecture and laboratory present fundamental principles of chemistry, physics, astronomy, and geology. It is counted toward laboratory science requirements and is intended for non-science majors.

Credits: 5.00

SO 100 Introduction to Sociology

This course is designed to introduce the basic concepts, theories and methods in the field of sociology. As a social science, sociology is concerned with individuals, groups and institutions as they interact and change. Major schools of thought in sociology are utilized to provide an analysis of various social institutions, social change and development both at the national and international levels.

Credits: 3.00

SO 101 Social Problems

This course analyzes the causes and scope of social problems. The emphasis is on the structural determinants of problems and the necessity of structural reforms and prevention. Students will be introduced to causal analysis and methods of scientific investigation of the socioeconomic and political institutions and specific social problems.

Credits: 3.00

SO 110 Foundations of Social Science

This course is designed to provide an overview of the history and development of major schools of thought and theoretical arguments which constitute the foundations of social science. Students will be introduced to various social sciences such as sociology, economics, anthropology, political science, psychology, geography, and history and the central concern of each discipline.

Credits: 3.00

SO 111 Marriage and the Family

This course provides a multidisciplinary and multicultural analysis of the institutions of marriage and the family. It emphasizes the development and evolution of marriage and family and the role of parents in a changing and evolving socioeconomic structure.

Credits: 3.00

SO 120 Effective Parenting

This course is designed to help parents communicate more effectively with their children. Skills will be introduced to help parents teach a child to understand, identify and communicate feelings, engage the child's willing cooperation, discipline without hurting or alienating, help the child to develop a positive and realistic self-image, and to foster a family atmosphere of love and respect.

Credits: 1.00

SO 122 Parenting within the Family System

This course analyzes the developmental stages of children and anticipated problems associated with growing up. An analysis of the necessity of positive and effective parent-child relationships in the area of communication, bonding and discipline along with the role of parents in raising their children's self-esteem is provided. Parental rights and responsibilities and cooperative child-rearing strategies are discussed.

Credits: 3.00

SO 130 Multicultural Education

This course analyzes the historical development and philosophical foundations of education and critically examines the socioeconomic and political determinants of current imbalances in educational opportunities. The emphasis is on the impact of the dominant "Eurocentric" and "Ethnocentric" curriculum on the non-European minority ethnic groups. Students are introduced to the history of multicultural education and the attempts to construct an all-inclusive curriculum geared toward increasing awareness of the historical and contemporary contribution of each ethnic group to the American society.

Credits: 3.00

SO 181 Cooperative Education Practicum I

(Refer to BS 181)

Credits: 3.00

SO 182 Cooperative Education Practicum II

(Refer to BS 182)

Prereq: Lecture: SO 181 Lecture Min Credits: 3.00

Credits: 3.00

SO 202 Human Relations

This course provides a multicultural and multidisciplinary approach to the study of human relations. Since the field of human relations involves the study of interpersonal relationships in the context of groups, human social organizations and cultures, it draws upon various fields in social/behavioral sciences (sociology, economics, psychology, geography, anthropology) and various topics in business, management and communications studies. This course also examines theoretical/methodological and their ideological implications.

Prereq: (PY 101 Lecture Min Credits: 3.00 Or SO 100 Lecture Min Credits: 3.00)

Credits: 3.00

SO 205 American Film Culture

This class will focus primarily on the film genre. Students will examine the recurrent themes in various genres such as the western, the musical and the gangster film. Students will discuss the sociology needs for prevalent features in generic formulas such as the resolution of conflict and the rites of order and integration. Each class period will consist of a historical feature film, class lecture, discussion and periodic exams.

Prereq: (SO 100 Lecture Min Credits: 3.00 Or SO 110 Lecture Min Credits: 3.00) Credits: 3.00

SO 209 Introduction to Social Welfare

This course analyzes the history, development, scope and aims of the social welfare system in the United States. It critically evaluates the current issues and concerns along with the nature and aim of welfare policies. This course provides a critical examination of the notion of "workfare" in the context of a stratified socioeconomic structure. This course will identify the social, economic and political causes of welfare dependency and its long-term consequences.

Credits: 3.00

SO 210 Introduction to Social Work

This course analyzes social work as a profession along with its origin, values and skills. The general field of service and the current issues and concerns are discussed and analyzed. In addition, this course introduces the students to the resources available to social workers as providers/educators of care and identifies various career opportunities in the field of social work.

Credits: 3.00

WL 130 French I

This course introduces students to the French language through the study of basic grammar structure, dialogues and vocabulary. Students will gain a working knowledge of written and oral skills, reading, basic grammar, idioms and will develop limited ability to converse in the language.

(Revised Fall, 2010)

Credits: 5.00

WL 135 Spanish I

This course introduces students to the Spanish language through the study of basic grammar structure, dialogues and vocabulary. Students will gain a working knowledge of written and oral skills, reading, basic grammar, idioms and will develop limited ability to converse in the language.

(Revised Fall, 2010)

Credits: 5.00

WL 230 French II

This course requires that students have completed at least five credit hours in French language study. Course work is a continuation of the first five hours of study. Emphasis is on conversation with more extensive work in reading and writing. (Revised Fall, 2010)

Prereq: WL 130 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

WL 235 Spanish II

This course requires that students have completed at least three credit hours in Spanish language study. Course work is a continuation of the first three hours of study. Emphasis is on conversation with more extensive work in reading and writing. (Revised Fall, 2010)

Prereq: WL 135 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

Administrative Staff

President			Coordinator of Academic Computing		
Steven LaNasa	B.A.	James Madison University	Jaime Fuentes	A.S.	Donnelly College
	M.P.A.	George Mason University		B.S.	Park University
	Ph.D.	Penn State University		M.S.	MidAmerica Nazarene University
Vice President / Title V Director			Director of Financial Aid		
Frances Sanders	B.A.	Kansas State University	Belinda Ogan	B.A.	Pittsburg State University
	M.A.	UMKC			
Dean of Student Affairs			Library Director		
Donette Alonzo	B.A.	Newman University	Jane Ballagh de	A.A.	Hutchinson Community College
	M.I.H.E.	Rockhurst University	Tovar	B.A.	University of Kansas
				M.A.	University of Kansas
				M.L.S.	Emporia State University
Dean of International Students			Director of Computer Services		
Cyrus Shadfar	B.A.	College of Literature and Foreign Languages - Tehran, Iran	Wen Li Shu	B.S.	UMKC
	M.A.	Damavand University - Tehran, Iran			
Director of Advancement			Alumni Relations & Volunteer Coordinator		
Emily Buckley	B.A.	University of Missouri	Roger Berg, Jr.	B.G.S.	University of Kansas
Registrar			Coordinator of Preparatory Education		
Amber Bloomfield-	B.A.	Kansas State University	Neita Collins	<i>Ed.S</i>	Truman State University
Martinez	M.B.A	Baker University			
Director of Nursing			Coordinator of English as a Second Language		
Pam Parris	<i>A.D.N</i>	Kansas City Kansas Community College	Michelle Bridges	B.A.	Cedarville University
	M.S.N	University of Mary		M.A.	University of Kansas
Academic Advising			Coordinator of English as a Second Language		
Tiffany Spriggs	B.S.	Marshall University	Eric Kolkmeier	B.A.	UMKC
	M.I.H.E.	University of Kansas			
Academic Advising			Allied Health Retention Coordinator		
Mark Blevins	B.A.	Univ. of Louisiana-Monroe	Kerry Manning	A.N.S	JCCC
	M.A.	University of Kansas			
Director of Admissions			Director of Academic Support		
Edward Marquez	B.S.	Kansas State	Kim Gianakon	B.S.E.	Missouri Southern University
	M.P.A.	University of Kansas		M.A.	Pittsburg State University
Director of Business Affairs			Director of Teacher Education		
Susan Serrano	A.A.	KCKCC	Brenda Harris	B.A.	Park University
	B.S.	Saint Mary College		M.A.	UMKC
	M.B.A.	University of St. Mary		ED.S.	UMKC
				PH.D .	UMKC
Coordinator of Organizational Leadership Program			Director of Campus Ministry, Religious Studies		
Sue Laird	B.A.	Rockhurst University	Fr. John Melnick	B.A.	St. Francis Xavier University
	M.B.A.	UMKC		S.T.B	Paul's University
				M.Div.	Toronto School of Theology
				S.T.L.	Angelicum University

Faculty

Ali Ahmed

B.S. University of Baghdad
M.S. University of Missouri-Kansas City

David-Michael Allen

A.A. Laramie Co. Community College
B.F.A. Tarkio College
M.A. Kansas State University
Ph.D. University of Kansas

Chester Boyd

B.S. Syracuse University
M.A. American University

Anne Briginshaw

B.S.N. Fort Hays State University
M.A. Webster University

Steve Chambers

B.S. University of Missouri-Kansas City
M.S.M. University of Saint Mary

Erik Crew

B.A. Olivet Nazarene University
M.A. Gonzaga University

Josie Cruz

BS University of the Philippines
MA University of the Philippines

Sister Marie Kathleen Daugherty, SCL

B.A. Saint Mary College
M.A. Catholic University of America
M.A. University of Saint Mary

Elizabeth Dillon

B.S.N. University of Kansas-School of Nursing
M.S.N. University of Kansas

Dong Van Do

B.S. DeVry Institute

Sr. Christine Dorman

B.A. Loyola University

Robert Estell

B.A. Avila College
M.S.W. University of Kansas

Aaron Faulkner

B.A. Mount Vernon Nazarene College
M.A. University of Kansas

Frank Gabel

B.A. University of Missouri-Columbia
M.P.A. University of Missouri-Kansas City

Jeff Hendrix

B.A. Mid America Nazarene College
M.D.I.V. Nazarene Theological Seminary

Gregory Hodes

Ph.D. University of Kansas

Steven Jansen

B.A. Southwest Minn. State
M.A. Univ. of California
Ph.D. University of Kansas

David Jones

B.A. Muhlenburg College
M.B.A. Washburn University

Karen Judy

A.A. Penn Valley Community College
B.S. UMKC
M.A. UMKC

Susan Keim

B.A. University of Kansas
M.P.A. University of Kansas

Rosie Littles

A.S.N. Kansas City Kansas Community College

Janette Lockridge

B.S. Park College
M.A. Webster University

Lorraine Long

B.M.E. University of Kansas
M.M.E. University of Kansas

Michelle Lundy

B.A. Ohio University
M.A. Ohio University

Sister Grace Malaney, O.S.B.

B.S. Mount St. Scholastica College
M.A. University of Kansas

Kerry Manning

A.S.N. Johnson County Community College

Steve McCue

A.A. Donnelly College
B.A. University of Kansas
M.A. UMKC

Rebecca Merwald

B.A. Mid American Nazarene University

Steve Modrcin

B.S.B.A. Rockhurst University
M.A. University of Phoenix

Sr. Mary Teresa Morris

B.S.N. Northwest Mo State
M.A. Pittsburg State University
M.P.H. St. Louis University

Joseph Multhauf

B.S. Cardinal Newman College
M.A. UMKC

Biaggio Pagano

B.S. University of Missouri
M.P.H. University of Missouri

Leesa Pohl

B.S. Emporia State University
B.S. Park College
M.S. Emporia State University

Helen Prevost

A.A. Penn Valley Community College
B.A. Avila
M.A. University of Central Missouri

John Sanders

B.S. Rockhurst University
M.A. UMKC

Arthur (Jack) Shafferman

B.S. Frostburg State University
M.S. Central Michigan University

Bijan Siadati

B.S. Northwest Missouri State
M.S. Northwest Missouri State
D.C. Cleveland Chiropractic College

Kory Twaddle

B.F.A. Maine College of Art
M.F.A. University of Oklahoma

Craig Workman

M.F.A. UMKC

Richard Zarate

M.A. Baker University
M.S. Avila University
M.B.A. Benedictine College

Donnelly College Board of Trustees

Father Jerry Arano-Ponce

St. Agnes Parish

*2009

Robert Bartunek

Board Chairman

Seigfreid Bingham Levy Selzer & Gee

*2005

Dan Braum, '71

*2010

George Breidenthal, '69

Past Chairman

Mercantile Bank of Kansas

*1991

Rita Burnett, D.D.S.

*2007

Rachel Cruz

Miller Haviland Ketter

*2010

William (Bill) H. Dunn, Jr.

J.E. Dunn Construction Company

*1999

Richard Flanigan

Cerner Corporation

*2006

Gary D. Grable, '64

Security Bank of Kansas City Kansas

*2003

Dan Haake

Hutchins & Haake, LLC

*2007

Sister Rita Killackey, O.S.B.

Mount St. Scholastica

*2000

Mike Mahoney

DST Systems

*2010

LaVert A. Murray

*2004

Most Rev. Joseph Naumann

Archdiocese of Kansas City in Kansas

*2005

Dr. Kathy O'Hara

Archdiocese of Kansas City in Kansas

*2009

Father Gary Pennings

Archdiocese of Kansas City in Kansas

*2009

Dr. Genevieve Robinson, O.S.B.

Fontbonne University

*2009

Luis Rodriguez, '07

Cerner Corporation

*2009

Lonnie Scott, '74

Mid America Minority Business Development Council

*2007

Sister Anne Shepard, O.S.B.

Mount St. Scholastica

*2005

Lene Westerman

The Westerman Foundation

*2010

Paula Willett

Central Bank of Kansas City

*2003

Alfonso Zarate

*2009

**Member since*

INDEX

A		D		P	
Academic Advising	25	Dean's List	12	Phi Theta Kappa	12
Academic Honors	12	Directory Information	16	Philosophy – Gen. Ed.	8
Academic Calendar	6			Profile	4
Academic Expectations	13	E		R	
Academic Information	11	Engineering Transfer	41	Registration	9
Academic Policies and Procedures	14	ESL	83	Repetition of Courses	14
Accreditation	5	F		Rockhurst Connection	41
Administrative Staff	43	Faculty	44	Refund Policy (Military)	14
Admissions	9	Family Education Rights and Privacy Act	16	Federal Student Aid	
Assessment Plan	12	Financial Aid	17	Funds Title IV	22
Associate in Applied Science	31	G		Donnelly College	25
Associate in Arts	29	Grade Appeal Process	11	S	
Associate in Science	30	Grading System	11	Satisfactory Progress	
Attendance	14	Graduation	28	Title IV Recipients	23
Audit	14	Grievance Process	27	Senior Citizens	10
ATS Agreement	40	H		Special Needs	26
B		Honor Roll	12	Services for Students	25
Bachelor of Arts Degree	31	I		T	
Benedictine College		Incomplete Grade	11	Table of Contents	2
Articulation	40	Intensive English	42	Tech Prep	39
Board of Trustees	46	International Students	10	Transcripts	15
C		L		Transfer and Articulation Agreements	40
Certificate Programs	14	Letter Grades, Grade Points & Explanations	11	Transfer of Credit	15
<i>Allied Health</i>	33	Library	26	Tuition and Fees	24
<i>Business</i>	33	M		Tutoring Services	26
<i>Information Technology</i>	34	Mission Statement	1	U	
Changing Class Schedule	14	N		University of Missouri – Kansas City	41
Code of Conduct	7	National American Univ.	40	V	
College Credit Now (CCN)		Nursing Transfer Programs	41	Veterans	10
Colors and Logo	5	O		W	
Creative Writing Award	12			Withdrawal	14
Credit Hours	11	P		X	
Credit by Prior Learning	39			Y	