2003 – 2004 Academic Catalog

CATALOG INFORMATION

This catalog offers information about Seward County Community College, including the academic programs, student policies and procedures, and general information to assist students. The contents are as accurate as possible at the beginning of the academic year; however certain circumstances could necessitate revisions that would be effective at such time as college officials determine. SCCC reserves the right to make changes at any time in order to carry out its mission, without prior notice and/or obligation. Such changes would apply both to prospective students and currently enrolled students unless noted as specifically exempt.

The college catalog is officially revised each academic year. Students who begin an academic program of study are generally allowed to complete the program of study under the requirements that were in effect at the beginning of the program; however, if a student's program of study is interrupted for a significant period of time, or if sufficient academic progress toward completion is delayed, or if degree and/or certificate requirements are amended to satisfy institutional, state, and/or licensing guidelines, then the student's program of study would need to be modified. Students should contact the SCCC Registrar for specific information concerning their degree/certificate requirements.

EQUAL OPPORTUNITY

Seward County Community College, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services. Inquiries concerning any college regulations or compliance with these federal laws should be made to Mr. Tom Williams, Dean of Administrative Services, Seward County Community College, 1801 N. Kansas, Liberal, Kansas.

Seward County Community College is committed to providing equal and reasonable access to facilities, services, employment, and educational programs to all persons. Requests for reasonable accommodations are welcome and such requests or questions should be directed to Dr. Gerald W. Harris, Dean of Student Services, Seward County Community College, 1801 N. Kansas, Liberal, Kansas.

DRUG-FREE WORKPLACE, SCHOOLS AND COMMUNITIES ACTS

Seward County Community College in compliance with The Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 (Title XII of the Higher Education Act of 1965), imposes a standard of conduct which prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the SCCC campus or as a part of any college activities. Failure to comply with this policy by any student or employee will result in sanctions as outlined in the SCCC Handbook, Student Code of Conduct, and/or the SCCC Employee Handbook.

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ACADEMIC CALENDARS

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Date	Event
Monday Aug. 4	10 month faculty return
Monday Aug. 18	9 month faculty return
Mon-Fri. Aug. 18-22	Professional development activities
Sat-Sun. Aug. 23-24	1p.m. – 9p.m. move into Student Living Center.
Mon. Aug 25	Welcome Day for new SCCC students. Evening Classes begin. 6:00p.m. - 7:30 p.m. Evening Class Registration.
Tue. Aug. 26	Day classes begin. 6:00 p.m. – 7:30 p.m. Evening class registration.
Wed-Thu. Aug. 27-28	6:00 p.m. - 7:30 p.m. Evening class registration.
Mon. Sep. 1	Labor Day Holiday (no classes/campus closed).
Fri. Sep. 5	Last day to add classes (day & evening).
Fri. Sep. 12	Last day to drop class (es) and receive 100% refund.
Tue. Sep. 23	Certification date (for full semester classes).
Mon-Tue. Oct. 13-14	Fall Break (no classes/campus closed Oct. 13th only).
Fri. Oct. 24	Mid-term grades due; Pass/fail deadline.
Wed. Nov. 5	Faculty assessment in-service (no classes from 1-5 p.m.).
Mon. Nov. 10	Spring Enrollment begins at 1:00 p.m. (all classes will meet).
Tue. Nov. 25	Thanksgiving holiday begins at 10 p.m. Last day to drop classes and receive a "W" with no grade recorded). Petitions for May 2004 graduation are due.
Wed-Sun. Nov. 26-30	Thanksgiving holidays (no classes/campus closed).
Tue-Mon. Dec 9-12 & 15	Final exams (evening classes).
Wed-Fri. Dec. 17-19	Final exams (day classes). Book buy-back.
Tue. Dec. 23	Semester ends at 6 p.m. (last day for 9, 10, & 11 month faculty).

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Date	Event
Thu-Fri. Jan. 1-2	Holiday – Campus closed.
Mon. Jan. 5	Campus offices open.
Wed-Thu. Jan. 7-8	Professional development activities.
Sat-Sun. Jan. 10-11	1p.m.–9p.m. move into Student Living Center.
Mon. Jan. 12	Day & evening classes begin.
Mon-Thu. Jan. 12-15	Evening class registration at 6p.m.-7:30p.m.
Mon. Jan. 19	Martin Luther King Holiday (campus closed).
Fri. Jan. 23	Last day to add classes (day & evening).
Tue. Jan. 27	Last day to drop class (es) and receive 100% refund.
Mon. Feb. 9	Certification date (for full semester classes).
Tue. Feb. 24	Pancake Day (no classes/campus closed).
Fri. Mar. 12	Mid-term grades due; pass/fail deadline.
Sun-Sun. Mar. 13-21	Spring Break (campus open).
Mon-Fri. Mar. 22-26	Noel-Levitz Student Satisfaction Inventory.
Thu. & Sat. Apr. 1 & 3	Assessment of Graduates (no classes).
Mon. Apr. 5	Fall Enrollment begins (all classes will meet).
Thu. Apr. 8	Easter holiday begins at 6p.m.
Fri-Mon. Apr. 9-12	Easter holiday (offices will be open Monday).
Tue. May 4	Last day to drop classes and receive "W" with no grade recorded.
Tue-Mon. May 4-7 & 10	Final exams (evening classes).
Sat. May 8	Commencement.
Tue. May 11	Last day of classes
Wed-Fri. May 12-14	Final exams (day classes). Book buy-back.
Wed. May 19	Semester ends.

July 04

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GENERAL INFORMATION

History

The vision of a new community junior college in southwestern Kansas grew out of the Kansas Community Junior College Act of 1965 and the positive action of the board members of the Liberal Unified School District No. 480. On September 15, 1967, State Superintendent Kampschroeder gave his approval for Liberal's application for Seward County Community Junior College. The date of October 24, 1967, was set aside for a county-wide election to determine whether the citizens wanted a community college. The final vote carried by a margin of 3.4 to 1.

The date of the Order of Establishment for Seward County Community Junior College was December 29, 1967. It was determined that classes could be offered after August 1, 1969. The college officially opened its doors to its first student body on September 2, 1969. From an initial enrollment of 331, it has progressed to over 2,000 students in fall of 1999.

Campus

The community college occupied temporary facilities in the old Epworth Hospital Building and Reno Hardware Store in downtown Liberal from 1969 until the fall of 1973. The new campus, on north U.S. Highway 83, opened in August, 1973.

The modern and functional campus includes four large academic structures, as well as student dormitories. The Hobble Academic Building houses the administrative offices, faculty offices, classrooms, and labs for the Divisions of Business, Natural Science and Mathematics, Social Science and Education, as well as the Library, Academic Achievement Center, ITV classrooms, Virtual Learning Center, lecture halls, Admissions and Counseling offices, Registrar's office and Student Financial Aid office. The Shank Humanities Building houses the theater, music rehearsal areas, art studio, faculty offices, classrooms and special purpose rooms for the Division of Humanities. The Student Activities Center houses the gymnasium, swimming pool, bookstore, Wellness Center, Office of Business and Industry, Student Activities Office, Student Union and Cafeteria, as well as athletic offices, and classrooms. The Agriculture Building, completed in 1997, houses classrooms, labs, an arena, and faculty offices located on the forty acres is an outdoor biological classroom for wildlife and ecosystem studies. Brent Gould Field serves as home to Saints baseball, and the semi-pro Bee Jays. A lighted tennis area and second ball field round out the outdoor athletic and activity facilities. Expansion to the Hobble Academic Building and Student Activities Center was started in 1996, for additional classrooms, labs, offices, and wellness center, and it was completed in 1998.

In the fall of 1977, the Baughman Living Center was completed to provide on-campus student housing. Additional units were constructed adjacent to the Baughman Living Center in 1981. Apartment-style suites were completed in 1996, raising accommodations for on-campus students to 152. Student housing is located adjacent to the Student Activities Center.

In December of 2001, construction began on a 168 bed Student Living Center to replace the Baughman Living Center. The Baughman facility, which encountered major structural problems, was razed to make room for the new facility. The New Student Living Center, which was completed and dedicated in August, 2002, increased the student housing capacity to 200 students.

Renovation of the Epworth building began in the spring of 1981 and was completed in the fall to house the Allied Health programs

for the college. The building was named the Epworth Allied Education Center.

Through a charitable donation of property located at 10th and Kansas, the Adult Learning Center was established in July, 1992. The Colvin Adult Learning Center houses the continuing education programs of General Equivalency Diploma, English as a Second Language, literacy, and refugee services.

On January 31, 1995, the voters of Seward County, Kansas, approved a plan to increase the size of campus facilities by sixty percent to create a more effective Wellness Center which maintains the latest in aerobic equipment and classes to help individuals create and maintain lifestyle changes for a healthier life. Additionally, the expansion created a sports medicine area, additional classrooms, meeting and conference rooms, expanded cafeteria, bookstore, and centralized student services.

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Location

Seward County Community College is a two-year public community college located in Liberal, Kansas, on the southern edge of Seward County. Liberal is served by the three federal U.S. Highways: 270, 83, and 54 and a major airline.

Southwestern Kansas is an area rich in wheat, oil and gas, and growing ag-related industries such as cattle and swine feeding operations and meat packing.

Map

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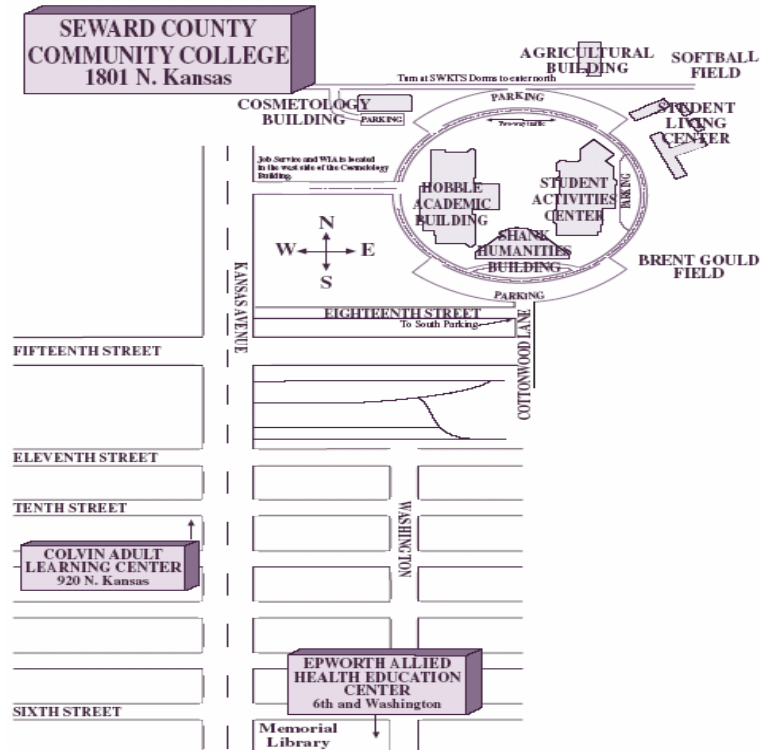
Comments

Seward County Community College welcomes evaluation of its programs and services. Comments may be shared directly with the college or with the North Central Association of Colleges and Schools Commission on Institutions of Higher Education, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440; (312) 263-0456; Fax: (312) 263-7462.

Institutional Integrity

Seward County Community College is an open-door institution committed to the principle that higher education should be available to every person who can benefit. The purpose of a comprehensive community college is to serve all students who can in turn build a better society. As a public institution, the college is guided by Kansas statute and legislative directives.

The ethical character of an educational organization is reflective of its leadership. Among those involved in the art and science of teaching, it is imperative that both teachers and leaders demonstrate a strong commitment to democratic principles, ethical behavior, and all activities being governed by these rules, regulations and policies of the institution.

The fundamental contributions of education to society demand commitment to exemplary values. Educators influence, shape and teach the values, attitudes and beliefs held by tomorrow's leaders and citizenry. As a consequence, they are charged with the responsibility to husband, advance and improve upon the values and beliefs that sustain and characterize society.

A more thorough statement concerning Institutional Integrity at Seward County Community College may be found in the SCCC Policy Manual.

Board of Trustees

On December 19, 1967, the voters elected six people to serve on the first Board of Trustees. The board meets regularly on the first Monday of every month at 7:30 p.m. in the Board Room of Seward County Community College. All regular and special meetings of the Board of Trustees are open to the public. Responsibilities of the trustees include the selection of a president, the establishment of a basic policy of the community college district, and the overall welfare of the college.

Mission, Philosophy, & Purpose

Seward County Community College will provide opportunities to improve and enhance each person's life through a variety of higher education programs and related services for the development of better futures.

Seward County Community College is a quality learning-centered institution that believes:
♦ A well-educated citizenry is a responsible citizenry;
♦ Knowledge is dynamic and evolutionary;
♦ Education and learning are lifelong activities;
♦ Higher education is an investment in future societies, and the community college plays a major role in this endeavor;
♦ Every human being is valuable regardless of gender, age, race, creed, cultural background, socioeconomic status, knowledge, or physical and emotional adjustment;
♦ Individuals are unique and deserve the opportunity to develop their optimum potential for learning and living; and
♦ The college, as an integral community component, responds to the interests and needs of the community.

Institutional Purpose/Function

Seward County Community College will offer:
♦ **College/University Transfer** that will

assure a quality higher education curriculum to meet the needs of students who wish to transfer to other colleges and universities.

♦ **Occupational and Technical Education** that will assure programs that meet the occupational objectives and the needs of a changing work force;

♦ **General Education Courses** in each program of study that will contribute to the students' educational and cultural growth;

♦ **Continuing Education/Community Services** that will offer off-campus activities, adult basic education, continuing education, work-force development, use of facilities, and cultural opportunities;

♦ **Student Services** that will fulfill the financial needs of the students and enhance the educational, physical, social, and cultural qualities of the students through guidance services, housing and food services, academic advising, student government and other activities;

♦ **Developmental Education** that will assure that the institution identifies individual needs and offers appropriate courses and tutoring to help each student succeed;

♦ **Economic Development** that will provide institutional leadership in promoting economic development in the region;

♦ **Assessment** that will assure student educational achievement and growth through appropriate, systematic and periodic assessment; and

♦ **Integrity** that will assure institutional honesty in our practices and relationships.

Institutional Goals

Our work world is ever-changing and fluid. As we enter the new millennium, these characteristics will become more apparent and intensify. In order to manage--and thrive--in today's virtual, global, turbo-charged, just-in-time world, every college must undergo continuous change--or wither. No part of the institution is immune. The structure of the institution is changing; relationships between staff are changing; the nature of work is changing; the definition of success is changing. The result is a revolution — the dimensions of which we have never seen before. Or, at least, that is what the change mavens would have us believe.

All of us who care about students and care about our college have been engaged consistently during these turbulent times of changing demographics, economic and social values, not only in "doing things right" but, just as importantly, in "finding the right things to do." What to keep, what to throw out, what to add, what to enhance, and what to scale down are questions that lie at the heart of a college that is striving to be the best it can be. In essence, we must have a direction and then not leave it to chance, but plan for it.

The purpose of identifying institutional goals is not only to keep the institution focused, but to chart a productive and promising course for the year ahead. The following broad goals are designed for that purpose. Each of the goals is intertwined and is not mutually independent and exclusive. Therefore, a specific priority ranking has not been assigned. However, excellence in instruction is continually retained as the most important priority.

Institutional Goals

♦ The Institution will assure excellence in instruction.

♦ The Institution will assure a positive and safe environment for student learning and life.

♦ The Institution will assure aggressive efforts to secure external resources and partnerships to leverage existing institutional resources.

♦ The Institution will assure leadership in the community region and at the state and national levels.

♦ The Institution will assure an attractive,

modern and technological-relevant campus.

♦ The Institution will assure an aggressive, technological-relevant marketing/enrollment management and strategic planning process.

♦ The Institution will assure cost-effective/cost-efficient utilization of human, physical and fiscal resources.

♦ The Institution will assure positive collaboration, cooperation and articulation with external organizations and agencies.

♦ The Institution will assure movement toward becoming a learning centered institution.

♦ The Institution will assure an organizational structure that is responsive, clear, functional, and performance-based.

Annual Goals to meet these Institutional Goals are available in the President's office.

In-District Tuition Grants

The Tuition Grant is authorized by the Seward County Community College Board of Trustees and will be awarded to qualifying students based upon availability of funds. The Tuition Grant for full-time students will pay the tuition cost for the recipient for a maximum of 18 credit hours, in a fall or spring semester. The In-District rate of tuition will be utilized; the student recipient is responsible for tuition costs that exceed the maximum credit hours or exceed the In-District rate of tuition.

A limited number of Part-time Tuition Grants will be available for students enrolled in less than 12 credit hours; based upon availability of funds, these Part-time Tuition Grants will pay the tuition cost for the recipient for a maximum of 6 credit hours, in a fall, spring, or summer semester. The In-District rate of tuition will be utilized; the student recipient is responsible for tuition costs that exceed the maximum credit hours or exceed the In-District rate of tuition.

Tuition Grants will be awarded by the Scholarship Committee of Seward County Community College based upon the following criteria:

1. An application should be submitted to the Financial Aid Office by the priority date.

2. The student must have a high school diploma or GED certificate and be officially admitted to Seward County Community College.

3. The student must be a legal resident of Seward County, Kansas, for tuition purposes.

4. Full-time student Tuition Grant recipients must be certified in at least 15 credit hours and complete 12 credit hours each Fall/Spring semester.

5. The student must participate in an approved SCCC activity or organization. Participation will be verified each semester and reported to the Scholarship Committee.

6. The recipient must have a minimum 2.5 grade point average for previous college work completed and must maintain a minimum cumulative grade point average of 2.5 to continue eligibility.

7. Part-time student Tuition Grant recipients must be certified in at least 6 credit hours and complete the 6 credit hours.

8. The recipient is required to sign a Tuition Grant agreement; failure to fulfill the obligations of the award will result in suspension of the award and the student possibly being charged for the tuition amount.

The priority date for applications to be submitted for the Fall/Spring academic year is May 1. Tuition Grants are renewed for the

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Spring Semester if the recipient has met all requirements; only one application for the Fall/Spring academic year is necessary.

The priority date for applications to be submitted for the spring semester is November 1.

The priority date for applications to be submitted for the Summer Semester is April 1.

Tuition Grants for all semesters are contingent upon available funds.

Glossary of College Terms

Academic Advisor: A faculty member or administrator who helps students decide what courses to take and choose a major field of study. Academic advisors assure that students fulfill graduation requirements and give guidance when the student has academic difficulties.

Academic Year: The period of time during which formal instruction is offered. It usually lasts from mid-August to mid-May. The period from June through early August is not generally considered part of the academic year, even if summer sessions are held.

Accreditation: Recognition by an official agency that an institution has met certain academic standards.

Articulation: A clearly presented agreement stating how course work will be transferred between institutions of higher education.

Associate Degree: A degree awarded upon completion of a two-year program of study by a community college.

Audit: An audit course is a course taken as **non-credit** and a grade is not given.

Baccalaureate Degree: A degree awarded upon completion of a four-year program of study by a college or university.

Calendar: The formal schedule used to tell students of the major events taking place during the academic year.

Catalog: A book describing an institution's courses, regulations, fees, tuition, faculty, location, entrance and other academic requirements, and scholarship and financial aid information.

College: The word has two meanings. College can refer to a two-year and/or four-year, higher institution or it can refer to a division within a university (the College of Arts and Sciences).

College Orientation Classes: A course taken during the first semester of attendance for new students to participate in organized programs to help them acclimate academically and socially.

Commencement: The graduation ceremony held upon completion of a student's degree program.

Community College: An institution that offers certificates or associate degree programs.

Cooperative Education: A program whereby students alternate periods of study with periods of employments at a job obtained by the school for the students. The job is usually in a field related to the student's major.

Core Emphasis: Literally, the heart of a program of study. The field or subject a student chooses as a principal area of study.

Course Load: The number of courses a student takes during the term. A full-time student generally carries a load of sixteen credit hours per semester.

Course Outline: A summary of a subject, consisting of a systematic listing of its most important points and assignments.

Credit: A numerical value assigned to each course, depending upon its completion requirements and academic demands.

Curriculum: The course of study offered at an academic institution. For example, there will be one series of courses required for electrical engineers and another required for liberal arts majors.

Elective: A course students may choose to take which is not part of the required curriculum.

Expected Family Contribution (EFC): The amount of money a family is expected to contribute to college expenses regardless of where the student decides to enroll.

Faculty: The group of instructors who make up the teaching staff of an institution.

First-Time Freshman: An entering student who has never attended any college. Includes students enrolled for the fall term who attended college for the first time in the prior summer term. Also includes students with advanced standing (college credits earned before graduation from high school.).

General Education: The purpose of a General Education Program is to require a limited combination of courses, which will uniformly offer students a set of skills and understandings that create a meaningful life, wide opportunities, and successful adaptation to change.

General Education Development (GED) Exam: Tests given to students who have not completed high school to determine whether they are eligible for a high school equivalency diploma.

International Student (nonresident alien): A student who is not a citizen of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Liberal Arts: This core emphasis is used for students who list their major as "Undecided". The Associate of Arts and the Associate of General Studies are generally classified as Liberal Arts degrees.

Major: See core emphasis.

Matriculation: Enrolling in a college or university and working toward an academic degree, i.e. in law, business, science.

Minor: A subject or field a student has chosen as an area of study secondary to his or her major.

Need-Based Financial Aid: Assistance awarded on financial grounds. While some awards may have an additional, non-need component (e.g., academic achievement), only students with financial need are eligible (includes loan programs such as Federal Stafford Loans).

Non-Need Financial Aid: Awarded without regard to financial need. Awards are based on academic, artistic, special, and athletic achievement religious or ethnic background, residence, or other non-need factor.

Open Admission: Also Open Door Admission. A policy upheld by some schools that allows individuals to enrollment regardless of their academic qualifications (although some schools do require a high school diploma).

Pass/Fail Grading: Some schools will allow students to take a few courses for credit and no grade (just a "pass" if the course requirements are completed successfully, or a "fail" if the course requirements are not met).

Prerequisite: A course which a student must complete before being permitted to enroll in a more advanced course.

Program: The course of study devoted to one major field as, for example, a program in art history.

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Public (State) School: A college that receives substantial funding from local or state government sources.

Registrar: The person at a college who is responsible for student enrollment and academic records.

Registration: The process of choosing a program, having it approved, and then enrolling in and paying for the program. Students usually register every term.

Room and Board: This phrase refers to a student's housing and food requirements.

Semester: One of two grading periods in an academic year. A semester lasts at least fifteen weeks.

Social Security Number: A number assigned by the United States government that must be obtained before a student may receive financial aid. If students do not have social security number, they should obtain one from the branch of the Social Security Administration servicing Liberal.

Syllabus: A description of the main elements of the course prepared for students by the instructor. Students should use this to plan their academic responsibilities for each term.

Transcript: The official record of a student's courses and grades.

Transfer Associate Degree: Awarded for the successful completion of "university-parallel" program; equivalent to the first two years of a bachelor's degree.

Transfer Student: A person who has matriculated from another higher education institution.

Tuition: The cost of the academic program undertaken. Tuition will be paid for each semester.

Tutor: An individual who assists students outside normal classroom periods.

Undergraduate: A college student who has not yet completed a bachelor's degree.

University: A higher institution made up of an undergraduate college as well as graduate or professional divisions (for example, Graduate School of Social Science, Medical School, Business School, Law School).

Graduation / Completion Rates

Public Law 101-542, The Student Right-To-Know and Campus Security Act, requires higher education institutions to report their completion or graduation rate on an annual basis. The graduation rate was 33 percent for first-year students who entered Seward County Community College on a full-time basis during the fall semester, 1999. This figure includes those who received a degree, certificate, or transferred to a four-year institution within a 3-year period.

How to Order a Transcript

♦ Via the Internet go to the SCCC web site at www.sccc.edu and print a "printer friendly" transcript request form. Use any method on the form for submission.

♦ By mail print the transcript request form located in the SCCC Student Forms section of this document, and send your written request to the Registrar's Office, Seward County Community College, PO Box 1137, Liberal, KS, 67905-1137. (Be sure to include payment).

♦ By FAX print the transcript request form located in the SCCC Student Forms section of this document, and fax your written request using the phone number, (620) 626-3016 (payment must be received before transcript will be issued).

♦ In person, bring a completed copy of the transcript request form to the Office of the Registrar during regular campus

office hours. Personal identification will be required.

♦ Requests by phone and/or email are not accepted. Written, signed requests are required whether by mail, FAX, or in person.

Transcripts requests are usually processed within 2 working days of receipt of request; however, a longer period of time may be required for processing at the end of each semester and during peak enrollment periods.

Change of Name & Address Information

A request to change your name or social security number with SCCC must be made in person at the appropriate office.

If you are an employee (faculty, staff, or student), federal regulations require employers to validate that the employee's name and social security number on record exactly matches the name/S.S.N. which appears on the individual's social security card to ensure proper tax reporting. Thus, in order to reflect your name/S.S.N. change on your personnel and payroll records, you must present your social security card which reflects your new name/S.S.N. to the Human Resources Department in the Hobble Academic Building.

If you are a student and are not employed with SCCC, please bring your social security card to the Registrar's Office in the Hobble Academic Building.

If you have not requested a change of name with the Social Security Administration, please apply for a new social security card with the nearest Social Security Administration Office. (Note: You will need to bring an original legal document reflecting your new name to support your request for the name/S.S.N. change. Examples of accepted legal documents include a birth certificate, marriage license,

divorce decree, etc.) Once you receive your new Social Security card, please bring it to the appropriate office. If you have any questions or concerns, please call the appropriate office.

To change an address in the SCCC information system:
♦ Go to the SCCC web site at www.sccc.edu and select change of address from the "take me to" box. Once logged in, an address may be corrected, added, or changed.

Or

♦ Print and fill out a change of address form located in the SCCC Student Forms section of this catalog; the completed form should be submitted to either the Human Resources office (for employees), or the Registrar's office (for students).

Family Educational Rights & Privacy Act (FERPA)

Policy on Student Records in Accordance with FERPA

I. Parent/Eligible Student Rights

The Family Educational Rights and Privacy Act (FERPA) afford parents and eligible students certain rights with respect to the student's educational records*. For purposes of this policy, whenever a student has attained 18 years of age or is attending an institution of post secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.

Parents/eligible students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the records(s) they wish to inspect. The College official will make arrangements for access and

notify the parent/eligible 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 parent/eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Parents/eligible students may ask the College to amend a record that they believe is inaccurate or misleading. The parent/eligible student should write the college official responsible for the record, clearly identify the part of the record to be changed and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the parent/eligible student, The College will notify the parent/eligible student of the decision and advice of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/eligible student when notified of the right to a hearing.

3. The right to consent to or withhold disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions which permit disclosure without consent include disclosure to school officials or individuals 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 a student serving on an official committee such as a disciplinary or grievance committee, 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 educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Seward County Community College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

* Educational records include but are not limited to all official records, files, and data directly related to the student, including all material that is incorporated into each student's cumulative record folder, and intended for college use or to be available to parties outside the college or school system; identifying data, academic work completed, level of achievement (grades, standardized achievement test scores, etc.), attendance data, scores on intelligence tests, aptitude tests, psychological tests, interest inventory results, health data, disability and accommodation information, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns are all forms of student information that are recorded with, but not limited to, handwriting, print, computer media, video or audio tape, film microfilm, and microfiche.

II. Directory Information
In compliance with the Family Educational Rights and Privacy Act (FERPA), Seward County Community College considers the following as "Directory Information" and

thereby subject to disclosure without consent, unless the parent/eligible student notifies the Student Privacy Officer (Dean of Student Services), in writing within 10 days of the beginning of each semester, of their wish to withhold release of said information:

Name
Address
Phone number; email address
Date and place of birth
Major Field of study

Participation in officially recognized activities and sports
Weight/height of members of athletic teams
Dates of attendance
Degrees and awards received
Most recent previous educational institution attended

III. Guidelines for the Release of Student Information

Seward County Community College will adhere to the following guidelines in releasing records of students:
Official records are released only with the parent/eligible student's knowledge and written consent (exceptions are listed below) in compliance with FERPA regulations. The written consent must specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or class of parties to whom the disclosure may be made. Parents/eligible students are entitled to an official transcript of academic records upon signed written request and payment of a transcript fee.
Records may be released without the parent/eligible student's knowledge and consent in the following situations:

♦ To school officials, including instructors, within the College who have been determined by the College to have legitimate educational interests;
♦ To officials of schools at which the student intends to enroll, upon condition that the parent/eligible student receive a copy of the record if desired, and have

an opportunity for a hearing to challenge the content of the record;
♦ To authorized representatives of (i) the Comptroller General of the United States, (ii) the Secretary of the United States Department of Education, (iii) the State educational authority, which may be necessary in connection with the evaluation of Federally-supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs, or (iv) the Attorney General of the United States for law enforcement purposes;
♦ In connection with a student's application for, or receipt of, financial aid;
♦ To State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State statute;
♦ To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for purposes for which said records are obtained;
♦ To accrediting organizations in order to carry out their accrediting functions;
♦ To parents of a dependent student of such parents, as defined in the Internal Revenue Code;
♦ In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
♦ To comply with a judicial order or other lawfully issued subpoenas for law enforcement purposes; and
♦ Directory information unless the parent/eligible student notifies the

Student Privacy Officer (Dean of Student Services) in writing within ten (10) days of the beginning of each semester of his or her wish to withhold release of said information.

Release to non-educational agencies or individuals will be conducted only with written authorization from the parent/eligible student. Records requested in connection with employment situations should be specifically designated in writing in the Registrar's Office. Telephone inquiries for student information will not be accommodated; however, urgent requests based upon an apparent emergency will be handled by the Student Privacy Officer (Dean of Student Services) or designee.

The College is not required to permit a student to inspect and review educational records that are financial records of his or her parents; certain confidential letters and confidential statements of recommendation are also not required to be available for review by parents/eligible students.

Inquiries concerning the Seward County Community College FERPA Policy should be made to the Dean of Student Services or to the Dean of Administrative Services.

Drug Free Institution of Higher Education Policy

Seward County Community College, in compliance with the Drug-Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1089 (Title XII of the Higher Education Act of 1965), imposes a standard of conduct which prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the SCCC campus or as a part of any college activities. Failure to comply with this policy by any student or employee will result in sanctions as outlined in the SCCC Handbook, Student Code of Conduct, and/or the SCCC Employee Handbook.

Seward County Community College Board of Trustees recognizes that the abuse of alcohol and the use of controlled substances constitutes a hazard to a positive learning environment. Realizing that alcohol and other drug abuse has become an epidemic in our society. Seward County Community College is firmly committed to an educational program for employees and students which provides information that reinforces and promotes healthy responsibility within the community; and the social, emotional, ethical and physical well-being of all members of the academic community. Because the abuse of alcohol and other drugs is a problem that is not associated with a singular socioeconomic group or age level, Seward County Community College will not tolerate violation of any part of the Drug Free Institution of Higher Education Policy by any employee or student.

It is the policy of Seward County Community College that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in its workplace or as a part of any Seward County Community College Activities. Any full or part-time officer or employee of the College, including Faculty, Administrators, Program/Technical Staff, or other unclassified staff, classified staff, and students, found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at (the workplace of) SCCC shall be subject to disciplinary action in accordance with applicable policies of the State of Kansas and the Board of Trustees. Officers and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may also subject individuals to criminal prosecution. As a condition of employment, all employees will abide by the terms of this policy statement and any employee convicted of, or aware of any other employee(s) convicted or violation of any criminal drug statute will notify the President or his/her designee, no later than five days after the conviction. For purposes

of this policy "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

The term "controlled substance" as used in this policy means those substances included in Schedules I through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1208.11 through 1308.15 (a listing of controlled substances will be maintained in the human resources office and at other appropriate locations on campus). The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. This policy will be distributed annually to all employees. Concerning the use of alcohol, any alcohol consumption on the SCCC campus is strictly prohibited. Consumption of alcohol at official off-campus-SCCC activities must be approved, in advance, by the President. SCCC will not permit or condone the consumption of alcohol at such events by any individual under the age of 21. When an employee is found to be in violation of this policy the employee may be subject to penalties up to and including termination by the President with final approval by the Board of Trustees. The Seward County Community College Board of Trustees reserves the right to require an employee to satisfactorily complete, at the employee's expense, assessment and/or treatment in an accredited rehabilitation program before being allowed to return to work. Appropriate action will be taken within thirty (30) days of SCCC's notice of a conviction or violation of this policy.

The Seward County Community College Board of Trustees strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol by any student on the SCCC premises or as part of any SCCC activities. Violation of this policy will result in immediate disciplinary action that may include: reprimand, probation, suspension or expulsion from Seward County Community College or other sanction detailed in the Student Handbook. As a part of disciplinary action, Seward County Community College reserves the right to require a student to satisfactorily complete, at the student's expense, assessment and/or treatment in an accredited rehabilitation program before consideration will be given for re-admission.

Sexual Harassment

Harassment of any student or SCCC Staff Member on the basis of sex shall be considered a violation of College policy and Federal Law.

Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

♦ Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
♦ Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting the student; or
♦ Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive environment.
♦ When any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advances is made a condition of reward, or of penalty.

In determining whether alleged behavior constitutes sexual harassment, SCCC will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The President shall establish and promulgate a procedure for resolving sexual harassment complaints.

Any student or employee who feels he/she has been the victim of sexual harassment should contact the Dean of Administrative Services within fourteen (14) calendar days of the occurrence of the incident which gave rise to the complaint. This contact can be in an oral or written form, but a confidential, written and signed statement of the complaint must be submitted by the complainant to the Dean of Administrative Services within five (5) calendar days of the initial contact so that the Dean can proceed with an investigation into this matter.

Inclement Weather or Emergency Closings

When a decision is made to cancel classes and/or close campus, the communications media will be notified immediately. Students and college staff should listen to area radio stations and television stations for announcements. If no announcements are made, classes will meet as usual. Students are urged to exercise personal judgment regarding whether road conditions, weather-related conditions, or extenuating circumstances would prevent safe travel or attendance in class. When these type of conditions exist and student absences result, faculty is urged to be lenient in permitting student absences and make-up work.

The media that are typically notified when classes are cancelled and/or the campus is closed are:
♦ 107.5 FM
♦ 106.7 FM
♦ 101.5 FM
♦ 1420 AM
♦ 1270 AM
♦ Wichita Television Stations
♦ Amarillo Television Stations

ADMISSIONS INFORMATION

Types of Admissions

Admission to Seward County Community College (SCCC) may be granted to:

A graduate of a high school that is accredited by the Kansas State Board of Education or a recognized regional/state accrediting agency may be granted admission to SCCC.

A transfer student with earned credit from other accredited higher educational institution(s) may be admitted. Official transcripts are required from each institution attended. Credit is awarded on the basis of transcript evaluation by the Registrar. A student on academic probation from another institution may be accepted under probationary conditions.

GED or Kansas State HS Diploma - A successful completer of the General Education Development (GED) examination may be admitted.

♦ Individuals who have **not graduated from an accredited high school or who have not successfully completed the GED** examination may be granted Special Student Admissions status. Upon successful completion of 12 credit hours at SCCC, a high school diploma, or a GED certificate, the student will be accepted for regular admission; until such time Special Student admission limits the student to 9 credit hours per semester.

High School Juniors & Seniors may be accepted for admission to SCCC with written permission of the high school principal (Concurrent Enrollment). Students below the junior level and identified as gifted by the local school may be accepted for admission after advisement with college staff; written permission of the school principal, a copy of the Individual Education Plan (IEP), and ASSET assessment scores are required.

International Students seeking admission to SCCC must meet all admission requirements and qualify for a Certificate of Eligibility (INS form I-20) to be issued.

Personal Development Admissions status may be granted to students wanting to enroll in classes for self-improvement.

SCCC reserves the right to deny admission or re-admission to any individual when the admission could be considered detrimental to the best interests of the college community or if the college is unable to provide the services, courses or programs needed to assist any person in meeting his/her educational objectives.

Admission to SCCC does not guarantee enrollment in specific programs of study such as Nursing, Respiratory Therapy, Surgical Technology, Medical Laboratory Technology, or Cosmetology. Students seeking admission to one of these programs must meet additional requirements specific to that program.

SCCC Admission Procedures

New Students:
♦ Complete an **Application for Admission**.
♦ Submit an official high school transcript (including final grades, grade point average, class ranking, and date of graduation) or an official copy of a GED Certificate.
♦ Submit official transcript from each college/university attended.
♦ Submit ACT scores or take the ASSET Placement Assessment given at SCCC.
♦ Complete a Scholarship Application and submit to the Financial Aid Office; May

1 for Fall Semester and November 1 for Spring Semester are priority dates although applications are accepted throughout the year.

◆ Complete a **Free Application for Student Financial Aid** (**FAFSA**) for Federal Aid (click on the link to complete an application online).

◆ Schedule an appointment time for an enrollment clinic and/or meet with an advisor.

◆ Complete the registration/enrollment process as instructed by the Admissions Office.

For students wanting to live in the Student Living Center, complete **Student Housing Contract** and submit with required deposit.

Former Students

Students who have previously attended SCCC, but not within the last Academic Year will be required to submit a new **Application for Admission**. Official transcripts of all college credits earned since last attendance (for degree-seeking or certificate students) must be submitted to the Admissions Office.

Transfer Students

A student wanting to transfer from an accredited college/post-secondary institution is eligible for admission if the student is eligible to re-enter the institution last attended and meet the admission requirements of SCCC. Official transcripts from all previous institutions attended must be received and evaluated prior to being officially admitted and enrolled at SCCC.

Students who have been placed on academic probation from another college/university or who have been dismissed based on academic performance must follow this procedure:

◆ Provide written request for admission to SCCC with an explanation of circumstances regarding the academic difficulties; the written request should include a statement of academic goals, and should be addressed to the Dean of Student Services.

◆ Complete an **Application for Admission**.

◆ Provide official transcripts from all prior colleges attended.

◆ Take the ASSET for course placement purposes.

◆ Limit SCCC enrollment to 12 credit hours or less per Fall/Spring Term or 6 credit hours or less per Summer Term.

◆ Register with the Academic Achievement Center and attend a minimum of 10 clock hours of tutoring per semester.

◆ Student is placed on Academic Probation Status and must maintain a 2.0 GPA to continue SCCC enrollment.

Note: It is the responsibility of the transferring student to inform the Admissions Office if he/she has previously been placed on academic probation or academically dismissed at any college. Failure to disclose such information or falsification of information requested may result in immediate dismissal from SCCC.

Special Students

Students who have not graduated from an accredited high school or who have not successfully completed the GED examination may be admitted with Special Student status. Students must take the ASSET assessment for placement purposes. Upon successful completion of 12 credit hours at SCCC, or receipt of a high school diploma or GED Certificate, the student will be accepted for regular admission; until such time the student is limited to 9 credit hours per semester.

Current High School Students

High school junior and senior students may be admitted and enroll concurrently in college courses with written permission of their high school principal; students younger than high school juniors enrolled in a recognized gifted program may be admitted and enroll in college courses after advisement with college staff. Written permission of the school principal, a copy of the student's Individual Education Plan

(IEP), and ASSET assessment scores are required to be submitted prior to advisement.

Personal Development Students

Individuals wanting to enroll in classes for self-improvement, and not seeking a degree or certificate, may be admitted upon submission of **Application for Admissions, Form E-Z.** These students are not required to submit transcripts or take the ASSET assessment.

International Students

An International Student seeking admission to Seward County Community College must meet all admission requirements and qualify for a Certificate of Eligibility (*INS Form I-20*) to be issued.

Before *Form I-20* will be issued to International Students the following items must be on file at Seward County Community College in the Dean of Student Services Office:

♦ Proof of English Proficiency (TOEFL Score of 500+ or English Courses on Transcript).
♦ Proof of financial support from Financial Institution/Sponsor (verification from Financial Institution).
♦ Transcript (certified copy translated in English).
♦ Proof of Health Insurance Coverage required.
♦ **Application** for **Admission** to SCCC completed along with a $100 International Student Application Fee (non-refundable).
♦ **Request for Form I-20** completed.

An International student check-list form has been provided in the *Forms* section of this catalog.

An International Student attending another college on an F-1 Student Visa and who is maintaining status may transfer to Seward County Community College by following these procedures:

♦ Notify SCCC of the intent to transfer.
♦ Meet SCCC Admission Requirements.
♦ Obtain a Form I-20 from SCCC.
♦ The transfer will be affected only if the F-1 student completes the Student Certification portion of the Form I-20 and returns the form to a designated school official at SCCC within 15 days of beginning attendance at the new school.
♦ Provide official transcripts from all colleges attended.

Specific Program Admission Procedures

Allied Health Students

Nursing, Respiratory Therapy, Surgical Technology, and second-year Medical Laboratory Technician students pursue the following procedures:

♦ Complete the college admission and health forms.
♦ Submit official high school (or GED) and college transcripts.
♦ Complete an Allied Health program application, which includes three references. Take appropriate entrance exams.
♦ Interview with the Financial Aid Director regarding financial aid.
♦ For ADN program, be a SCCC Practical Nurse graduate or be a LPN and have equivalent course work and pass the challenge examinations (for those who graduated from another state) to receive credit for the practical nursing courses.
♦ Admission interview with an Allied Health faculty member.

Applicants for each Allied Health program are reviewed by the Allied Health Admissions Committee. Early application is encouraged.

Students accepted into the Nursing Program are required to pay a $100 space reservation deposit to ensure a slot in the program. The deposit will be credited to the student's

account once the enrollment process is completed; the deposit will be **forfeited** if the student does not complete the enrollment process.

Cosmetology Students

Students interested in participation in the Cosmetology Program should follow this process for admission to the program:

♦ Complete an *Application for Admission* (to SCCC)
♦ Submit ACT scores and/or complete the ASSET assessment.
♦ Meet with financial aid staff and provide verification thereof.
♦ Provide a cover letter stating information about yourself and why you are interested in the cosmetology program.
♦ Provide three (3) letters of reference.
♦ Complete a *Scholarship Application*.
♦ Complete and file a *Free Application for Federal Student Aid (FAFSA)*.

♦ Submit an official high school transcript or a GED certificate/scores and transcripts from all post-secondary institutions previously attended.

All procedures and documentation should be completed by the priority dates of November 1 for the spring semester start date and June 1 for the fall semester start date. The student will receive written notification of acceptance or non-acceptance within three (3) weeks of the priority date. If a student is accepted into the Cosmetology Program, a $100 space reservation deposit must be paid by a date specified in the acceptance letter. The deposit will be credited to the student's account once the enrollment process is completed; the deposit will be forfeited if the student does not complete the enrollment process.

REGISTRATION & ENROLLMENT

Registration

Registration is the process of being formally admitted to Seward County Community College (SCCC), choosing a program of study and having it approved by an advisor, enrolling in individual courses, and then paying tuition and fees. Registration and enrollment for classes is conducted according to dates published in semester schedules, academic calendars, and tabloids.

Enrollment Procedures

After students have been admitted to SCCC and have completed either the ASSET assessment or the ACT examination, an advisor will be assigned. Advisors provide students information on programs of study, degree requirements, career pathways, and course information. Advisors also assist students with course schedules, enrollment steps, and semester timelines.

Enrollment dates for specific semesters along with semester timelines are published each academic year; students are responsible for complying with these published timelines for enrolling, dropping and adding courses, withdrawing from the college, etc. Enrollment in classes can be conducted in person at the Registrar's Office or on the SCCC Website. Advisors will guide students which method to use. To be considered officially enrolled in classes, tuition and fees must be paid at the Business Office; any payment arrangements must be made directly with the Dean of Administrative Services. For students receiving financial aid, charges for tuition and fees, books, and campus housing may be deferred; students should check with the Financial Aid Office to ensure that financial aid files are complete.

Audit Courses

Enrollment in a course for audit requires written approval from the Instructor, the Dean of Instruction, and the Registrar; an audit course is considered non-credit and a grade is not given. Since no grade is given, the student's grade point average is not affected, and the course will be recorded on a student's transcript as "audit" (AU). An audited course cannot be changed to credit status. The student must follow the college admissions and registration procedures, including payment of tuition and fees for the course.

Credit Hour Enrollments

One (1) hour of college credit is usually earned for each clock hour per week a student attends class during a semester, except laboratory-type classes which require additional time under an instructor's supervision. A minimum of two (2) clock hours per week of independent study is recommended for one (1) hour of classroom activity. Sixteen (16) college credit hours is considered a standard semester load (Fall/Spring) at SCCC. A student must have prior written approval from their academic advisor and the Dean of Instruction to exceed nineteen (19) credit hours in a regular semester. Maximum summer semester enrollment is nine (9) credit hours; exceeding 9 credit hours in a summer semester requires the written approval from the advisor and the Dean of Instruction.

To be considered a *Full-Time Student* for registration and federal financial aid purposes, a student must be enrolled in at least twelve (12) credit hours in a regular semester (Fall/Spring) and six (6) credit hours in a summer semester. Institutional and Development Foundation financial aid at SCCC requires students to be enrolled in at least fifteen (15) credit hours in a regular semester to maintain eligibility.

Enrollment in Selective Programs of Study

Enrollment in courses in selective programs of study is restricted. These programs include: Nursing, Respiratory Therapy, Surgical Technology, Medical Laboratory Technician, and Cosmetology. Because enrollment is limited, these programs have additional application requirements and selection processes. Students should consult with their advisor and contact instructors in these programs for details about the application/selection process.

Enrollment Certification in Courses

Students must be enrolled in a course and attend classes through the published "Certification Date" each semester to officially be listed on the course roster. The "Certification Date" is calculated as approximately 25% of the regular semester length. The "Certification Date" for courses less than a regular semester length is calculated either as 25% of the semester or scheduled course duration.

Courses dropped before the "Certification Date" will not be recorded on a student's transcript. A student who has attended class and is officially enrolled in a course on the "Certification Date" will receive the earned grade or a "W" (if the student officially withdraws by the published last date to drop a course for that semester).

A student's official credit hour enrollment on the published "Certification Date" is considered in determining financial aid eligibility.

It is important for students to be aware of the "Certification Date". Official credit hour enrollment on the published date will affect a student's transcript and could affect a student's financial aid eligibility. Each semester the "Certification Date" is published in semester schedules, academic calendars, and tabloids.

Transfer Students

Students seeking AS, AA, or AGS degrees must complete at least 15 credit hours in residence at Seward County Community College. AAS students must complete a minimum of 18 credit hours at SCCC.

Residency

Residency status is determined by the Registrar according to the following guidelines:

A student who is a **U.S. Citizen** will be considered either as a resident of the State of Kansas, or as a non-resident.

Resident Status (In State)

Procedures consistent with the State of Kansas statutes will be utilized; in order to be classified as a resident student (*In-State*) for tuition purposes, a person enrolling at SCCC must have had six (6) months continuous legal residency in the State of Kansas immediately prior to the first day of classes in a semester. The six (6) month residency requirement may be waived if the student (or parent of a dependent student) was transferred or recruited to Kansas by an employer as a full-time employee to work in the state. Proof of residency and employment verification is required.

Non-Resident Status (Out-of-State)

Students not meeting the Kansas residency statutes will be classified as a non-resident student (*Out-of-State*) for tuition purposes and will be charged the appropriate tuition rate.

A student who is a U.S. **Non-Citizen** will have residency determined using criteria established by the U.S. Department of Education for federal financial aid eligibility.

Federal financial aid eligible categories include:
1. U.S. Permanent Resident with an Alien Registration Receipt Card (Green Card);

2. Eligible Non-Citizens who have an Arrival-Departure Record (I-94) from the U.S. Citizenship and Immigration Service (CIS) showing one of the following designations:
   ♦ "Refugee", "Asylum Granted", "Cuban-Haitian Entrants", "Indefinite Parole", "Humanitarian Parole";
3. Non-Citizens with temporary status granted by CIS who can provide evidence of the intention of becoming U.S. citizens or permanent residents;
4. U.S. Nationals (citizens of other countries who are granted temporary protection by the U.S. Government);
5. Citizens of certain Pacific Islands;

Students in any of theses categories are eligible to receive federal financial aid and will be considered by SCCC as Resident (*In-State*) or Non-Resident (*Out-of-State*) depending upon residency documentation presented by the student.

Non-Resident Status (International)

A student who is a citizen/legal resident of another country and is attending SCCC will be considered as *International* when:

1. The student has been issued a Certificate of Eligibility (CIS Form I-20) to attend college;
2. The student is a temporary worker legally registered with CIS;
3. The student cannot provided documentation required of non-citizens.

A Student who is classified as an *International* student is not eligible for federal financial aid and will be considered by SCCC as Non-Resident (*International*) and will be charged the appropriate tuition rate.

The Registrar may change a student's residency status immediately when such information becomes known and is verified.

Rollover to In-State Residency

After a non-resident student has continuously resided in Kansas for six (6) months, he/she may petition for in-state

residency by completing an **Affidavit of Residency** form in the Registrar's Office. The **Affidavit of Residency** form requires that the person provide three (3) documents from the following:

♦ Receipt for purchase of Kansas license tags dated at least 6 months before the term starts.
♦ Receipt for payment of Kansas property taxes dated at least 6 months before the term starts.
♦ Employment verification or payroll check stubs from a Kansas employer or school attendance at a Kansas Community College commencing 6 months prior to the first day of the term.
♦ Copy of voter registration in the State of Kansas dated 6 months prior to the school term.
♦ Copy of Kansas driver's license dated at least 6 months prior to the school term.
♦ Utility receipt and/or rent receipts continuously for the prior 6 months.
♦ Verification from a Kansas resident that the student has resided with him/her for 6 months before the school term starts.

The **Affidavit of Residency** form requires that the student's signature be notarized by a Notary Public (see *Affidavit of Residency Form in the SCCC Student Forms* section of the catalog).

The Registrar will change the student's records to reflect in-state residency only after all requirements have been fulfilled.

When enrolling, the student is responsible for indicating the proper residence classification for tuition and fee purposes. If there is any question of residency classification, as regulated by the State of Kansas statutes, the student should inquire with the Registrar who will review the facts and make a determination. If a student enrolls incorrectly as a resident of Kansas, and it is determined at a later date that the student was a non-resident for tuition purposes, payment of non-resident tuition will be required for all semesters during which the student was incorrectly registered.

The establishment of in-state residency and providing supporting documentation is the responsibility of the student.

Establishing Seward County Residency

The establishment of Seward County, Kansas residency and providing supporting documentation is the responsibility of the student. A similar procedure to establishing Kansas residency will be used to establish Seward County residency. Eligibility for a Seward County Tuition Grant is possible only after the student has provided the required documentation to meet residency requirements and met the financial aid application timelines.

Residency Appeal Process

A Residency Status Appeals Committee consisting of the Registrar, the Dean of Administrative Services, and the Director of Admissions, will hear appeals from students when in-state residency has been denied or appeals from the college that such residency be denied. The appeals request must be initiated, in writing, with the Dean of Student Services. The appeals committee's decision is final for the given semester.

Change of Schedule

A Change of Schedule form must be completed when a student wants to add or drop a course. In both cases, signatures of the instructor and advisor must be obtained prior to changing the schedule at the Registrar's office.

Adding Courses

Students may add courses through Friday of the second week of the regular 16 week semester (Fall/Spring). For courses less than a regular semester length, the course may be added within the first week of the scheduled start date. Permission from the Dean of Instruction must be obtained to add courses after the published dates. Other than tuition and fees, there are no additional charges for adding a course.

Dropping Courses

It is the student's responsibility to officially withdraw from any course that he/she deems necessary to quit attending. Students who officially drop/withdraw from courses during the first three weeks of the regular 16 week semester (Fall/Spring) are not charged for the course. After the published date, a $5 Drop Fee is required to drop a course and students are obligated for 100% of tuition and fees incurred (no refund). The last day to withdraw from a course is the end of the week preceding final exams in a regular semester (Fall/Spring).

For courses less than a regular semester length (including summer semester courses) students can drop without a tuition and fee charge during the first 10% of the scheduled course duration. After the scheduled time, a $5 Drop Fee is required to drop a class and students are obligated for 100% of tuition and fees incurred (no refund). The last day to withdraw from a course, less than a regular semester length, is during the week before the completion of the course.

Specific dates are published in semester schedules, academic calendars, and tabloids. It is the student's responsibility to meet published timelines.

Steps to follow to Drop a Course are:
♦ A **Change of Schedule** form must be completed with signatures of the class instructor and the student's advisor.
♦ Pay $5 (when applicable) for each **Change of Schedule** form reflecting one or more class withdrawals.

Courses dropped before the published Certification Date (25% of semester) will not be recorded on a student's transcript. Courses that are dropped on or after Certification Date, but by Friday of the week prior final examinations, will be recorded as a "W" denoting the student withdrew from the course. Final drop dates are published in semester schedules, academic calendars, and tabloids. After the published date courses cannot be dropped and a grade will appear

on the student's transcript. It is the student's responsibility to initiate the process to drop a class.

Withdrawal from College

Withdrawal by the College
The college administration reserves the right to withdraw students from classes any time during the semester for disciplinary reasons, nonpayment of charges, and/or lack of records submitted to the Registrar's Office. Instructor withdrawals are allowed only in online computer classes, P.E. activity courses, art and music activity courses, and business and industry courses. These withdrawals are initiated by the instructor; the Dean of Student Services will notify the student.

Withdrawal by the Student
When a student is enrolled in more than one class and wants to totally withdraw from SCCC, the following steps should be completed:

♦ A **Total Withdrawal from School** form should be completed with all required signatures obtained.
♦ Present the **Total Withdrawal from School** form to the Dean of Student Services.
♦ Students who withdraw from all courses are subject to the ***REFUND OF TUITION AND FEE*** policy with possible financial obligation to pay tuition and fees incurred.

Students should refer to published dates to determine if a grade or a "W" will be recorded on the transcript.

Withdrawing from any course or courses may affect financial aid received. Students are advised to visit with the Financial Aid Office before withdrawing from any courses. Withdrawal and/or nonattendance of courses by students receiving federal financial aid may cause the Federal Refund/Repayment Calculation to be applied. Students could be required to repay federal funds received. More information is available in the Financial Aid Office.

Honor Roll Policy

Deans Honor Roll
Any student who completes at least 12 credit hours and has a semester grade point average of at least 3.50 will be listed on the Dean's Honor Roll for that semester.

President's Honor Roll
Any student who completes at least 15 credit hours and has a semester grade point average of at least 4.00 will be listed on the President's Honor Roll for that semester.

Part-time Deans Honor Roll
Any student who completes at least 6 credit hours, but less than 12 credit hours, and has a semester grade point average of at least 3.50 will be listed on the Part-time Deans' Honor Roll for that semester.

Graduation with Honors
Graduation with honors shall be determined by the following grade points as accumulated on the student's earned GPA through the semester prior to graduation:

Summa Cum Laude	3.85 – 4.00
Magna Cum Laude	3.65 – 3.84
Cum Laude	3.50 – 3.64

Academic Probation & Dismissal

Academic Probation
Academic probation will be instituted if, after attempting 12 or more semester hours at Seward County Community College, a student has failed to compile a cumulative grade point average (GPA) to meet the following minimum requirements:

Hours Attempted	Minimum Cum. GPA
12-25 inclusive	1.50
26-45 inclusive	1.75
46-64 inclusive	2.00

A student unable to maintain a minimum cumulative GPA must meet with his/her academic advisor prior to completion of enrollment. Maximum academic load permitted for a student on academic probation is twelve (12) credit hours. Any variation from this requirement must be approved by the Academic Standards Committee who reserves the right to confer with any academic probation student at any time it deems necessary.

Academic Dismissal

A student may be dismissed at the end of any semester during which academic probation occurs if a "C" (2.0) average for the semester is not maintained, and:

- The student has attempted 26 semester hours and has a cumulative grade point average of less than 1.50.
- The student has attempted 45 semester hours and has a cumulative grade point average of less than 1.75.
- The student has attempted 60 semester hours and has a cumulative grade point average of less than 2.00.

Students may apply for readmission to the Dean of Student Services after one full semester, excluding summer school.

COSTS

Tuition & Fees

COLLEGE COSTS
Tuition & Fee Schedule for 2003 – 2004 Academic Year

	Rate for 2003 – 2004 Academic Year
In-State Tuition	$38 per credit hour
Border County* Tuition	$48 per credit hour
Out-of-state Tuition	$61 per credit hour
Seward Online Tuition	$62 per credit hour
International Tuition	$61 per credit hour
Student Fees (add to any above tuition)	$19 per credit hour
EduKan Course Tuition/Fees	$115 per credit hour

Border Counties include:
* Colorado: Baca County
* Oklahoma: Cimarron, Texas, & Beaver Counties
* Texas: Dallam, Sherman, Hansford, Ochiltree, & Lipscomb Counties

Payment of Obligations

Students are expected to make prompt payment of all financial obligations to Seward County Community College; tuition and fees, bookstore charges, student housing charges, special course fees, library fines, traffic fines, and parking fines, etc., charged to a student's account are due immediately. Payment should be made prior to the start of the semester, unless arrangements are made with the Dean of Administrative Services, or unless financial aid has been approved to cover the charges. MasterCard, VISA, American Express, and Discover cards are accepted along with cash, checks, and money orders. All payments must be made in U.S. Dollars.

♦ All existing financial obligations must be paid, or arrangements made, before enrollment will be allowed for the subsequent semester or summer session.

♦ Students with unpaid accounts will have a hold place on their records and no transcripts will be issued until the account is paid.

♦ Graduates will not receive diplomas and/or academic transcripts if their account has a balance.

♦ Holds will be placed on records of students who have defaulted on Federal Student Loans received while attending SCCC; academic transcripts will be issued only after the default status is resolved.

♦ Students who have been approved to receive financial aid may defer payment in the amount of the award until financial aid is disbursed; the amount in excess of the financial aid is due and should be paid promptly. It is the student's responsibility to contact the Financial Aid Office and complete all required forms.

♦ If a check made payable to the college is returned unpaid by a bank, for any reason, the student's records will be placed on hold until the financial obligation is paid. The student will be charged a returned check fee for each returned check.

Tuition

Tuition rates are approved by the Seward County Community College Board of Trustees each academic year. The tuition categories established are:

♦ In-State
♦ Border County (designated counties in Colorado, Oklahoma, and Texas)
♦ Out-of-State
♦ International Student
♦ Seward Online Courses

For more information, see the table on .

Fees

Student Fees

Student Fees are approved by the Seward County Community College Board of Trustees each academic year. These fees are charged per credit hour regardless of the student's residency status. The Board of Trustees also determines the specific use of these fees; the designated uses of these funds are:

♦ Scholarships
♦ Revenue Bond Retirement
♦ Reserve for Future Expansion
♦ Student Organizations
♦ Technology

For more information, see the table on .

Special Course Fees

In addition to Student Fees, Special Course Fees are established for certain courses, including laboratory classes, classes requiring travel, classes requiring additional supplies, etc. Current lists of these Special Course Fees are published each semester in the class schedule.

Student Housing Costs

SCCC offers on-campus student housing which accommodates up to 200 students. A Student Living Center and two apartment style units provide a computer lab, study room, spacious rooms with individual climate control, local phone service, Internet access, cable TV, security cameras, student lounges, and laundry centers. Food service is located in the Student Union.

Rates for the 2003-2004 school years are:

♦ $3,900 for double occupancy
♦ $4,400 for single occupancy (based upon availability)

Both rates include 19 meals per week in the cafeteria.

Book Estimates

Seward County Community College operates a college bookstore which is located in the Student Union. Costs of books and supplies vary with a student's program of study and semester course load. The following provides an estimate of a student's yearly cost of books:

♦ Books for a general course of study are estimated at $400
♦ Books for specialized course of study are estimated at $500
♦ Books for an allied health course of study are estimated at $600

Transcript Charges

The cost for an *Official* Transcript is $3 per copy and must be paid in advance by cash, check, money order, Visa, or MasterCard. The fee for a Faxed transcript is $5 (paid in advance).

Student copies, which are *Unofficial*, are issued in person at no cost from the Registrar, or may be obtained from the Student Records secure login page on the SCCC web site. Students should be aware that some holds prevent access to transcripts; contact the Registrar's office for more information on holds against your student records.

Evaluation of Transcripts for College Credit

Official transcripts, certificates, licenses, training documents may be submitted to the Registrar for evaluation when SCCC credit

is requested. When necessary, the Registrar will consult with instructor, division chair, agency, certification, etc. board to determine educational content and appropriate classification of work presented.

Types of learning or educational experiences that can be evaluated for SCCC credit include:

♦ College Level Examination Program (CLEP)
♦ Advanced Placement (AP)
♦ Advanced standing tests from College Entrance Examination Board (CEEB)
♦ Skill based tests (MOUS, A+, ASE, ASPA, MCSE, etc.)
♦ License and Certificates (LPN, EMT, Medical Lab Technicians, Law Enforcement Training Certificates, Cosmetology/Barber Licenses, Certified Dietary Management Certificate, etc.)
♦ Military service/ courses
♦ Proprietary and Trade Schools

A fee will be charged per transcript/document for this evaluation process; a fee schedule is available from the Registrar's Office.

There is no fee charged when students submit official transcripts from accredited colleges and universities in order to transfer credit to SCCC.

Refund Policy

Written Notification
Students who decide to drop a course are required to officially withdraw by completing a **Change of Schedule** form in the Registrar's Office. Students who decide to drop all courses are required to officially withdraw from the college by completing the **Total Withdrawal from School** form in the Registrar's Office. In either case, it is the student's responsibility to obtain required signatures, complete the forms, and return the forms to the Registrar's Office.

Change of Schedule Guidelines
There is no additional charge, other than tuition and fees, for adding a course to the student's class schedule. However, a $5 fee is assessed for each change of schedule card reflecting one or more class withdrawals after the published class registration date. Actual payment must be made at the time of processing.

You may make changes in your class schedule by following proper procedure. After the date published in the academic calendar, you may not add classes to your class schedule.

If you make a change after registration, you must:
♦ Obtain the approval and signature of your advisor and course instructors on the proper add/drop form
♦ Pay $5 to the Business Office Cashier
♦ Present the add/drop form and payment receipt to the Registrar's Office

100% Refund Period
Students who officially withdraw from a course or courses during the first three weeks of the regular 16 week semester (Fall/Spring) are entitled to a full refund (100%) of tuition and fees paid. No refund on tuition and fees is given after the published date, and the student is obligated for the full amount of tuition and fees incurred.

For courses less than a regular semester length (including summer semester courses) the 100% refund period is during the first 10% of the scheduled course duration. No refund on tuition and fees is given after the published date, and the student is obligated for the full amount of tuition and fees incurred.

Specific dates will be published each semester with the course schedule; it is the student's responsibility to comply with timelines associated with the refund policy.

Refunds for Courses That Do Not Materialize

Students enrolled in courses that do not materialize will receive a full refund of all tuition and fees paid. To facilitate refunds on such classes, students should contact the Registrar's Office or the Business Office.

Refunds for Military Personnel Called to Active Duty

When a student is called to active military duty, the following refund options are available:

1. If a student leaves prior to completion of 2/3 of required class time, the student must withdraw from all classes and is entitled to a full refund (100%) of tuition and fees paid.

2. If a student leaves after completion of at least 2/3 of required class time, the student may elect one of the following options:

   a. The student may withdraw from all courses and be entitled to a full refund (100%) of tuition and fees.

   b. The student may test out of classes, receive credit, and not be entitled to a refund.

   c. The student may elect to receive an incomplete (including a waiver of the one year requirement for completion of the incomplete grade) and not be entitled to a refund.

   d. The student may elect to receive the grade that he/she has earned at the time of leaving and not be entitled to a refund.

In all cases refunds of tuition and fees will be to the student or to the agency providing funds for payment of these charges.

Refund of Title IV Funds

In addition to the SCCC refund policy, all students receiving Federal Financial Aid (Title IV Funds) are subject to a calculation to determine the return of federal funds; this calculation is required for students who completely withdraw on or before the 60% point of the semester. The "Return of Title IV Funds" calculation involves only the Federal Financial Aid portion of funds received by the student. The calculation determines the amount of federal funds the student and SCCC are entitled to keep; the calculation is based on how long the student was enrolled during the semester. *It is possible that the student will owe federal funds back to the Department of Education; when it is determined that a student must pay funds back, all future federal financial aid is suspended until the amount is returned.* The Financial Aid Office will conduct the calculation and notify the student of the outcome.

FINANCIAL AID

General Information

A college education is among the most valuable investments a person can make. Many SCCC students rely on financial aid to help with the expenses of a college education. The main purpose of financial aid is to supplement, not replace, the amount that students and their families spend on an education. Financial aid is *packaged* with different sources of assistance and combined to meet the financial need of the student. Federal, state, local, private organizations and institutional financial aid programs are available in the form of scholarships, grants, work-study, and loans. Most financial aid programs require the student to show specific financial need and to maintain satisfactory progress toward a degree or certificate. The type and amount of aid received are primarily based on the eligibility requirements of each specific financial aid program and the student's enrollment status.

Eligibility for Financial Aid

Traditional and non-traditional students are encouraged to apply for student financial aid. Selection to receive financial aid through SCCC will be made without regard to age, sex, race, color, religion, national origin, or disability. The majority of student financial aid is available through the federal government and eligibility is determined by completing the *Free Application for Federal Student Aid (FAFSA).* Accuracy is of the utmost importance when completing the FAFSA since verification may be required of the information submitted. This "verification" is similar to an IRS Audit. If a student's file is selected for verification, support documents will be requested. Notification of specific documents such as a Verification Worksheet, signed copies of federal income tax returns, W-2's, etc. may be requested by the SCCC Financial Aid Office.

Application for grants, scholarships through SCCC and/or the SCCC Foundation, and loans are made through the SCCC Financial Aid Office. Numerous grants and scholarships through outside agencies are available; it is the responsibility of the student to locate these opportunities.

Types of Financial Aid

Scholarships and grants are considered gift-aid and do not have to be repaid. Students may apply for scholarships and grants in addition to other financial aid. They are available through many sources including the federal government, state agencies, professional and service agencies, private organizations, and Seward County Community College. More information concerning specific scholarships and grants can be found in the SCCC Catalog. All scholarships or grant funds awarded to the student must be reported to the Financial Aid Office.

Scholarships at this institution are categorized into two groups, *institutional scholarships* (those funded by SCCC) and *outside scholarships* (those funded by other organizations, such as the SCCC Foundation, private companies, etc.). Institutional scholarships recipients are selected by a designated scholarship committee using the student's information provided on a completed SCCC Scholarship. This scholarship application is available in the Student Financial Aid Office or the Development Foundation Office. Outside scholarship recipients are selected by the different organizations and are based on their own unique criteria. Application for a SCCC Foundation Scholarship is made on the same application form mentioned above. Other outside scholarships require application through the organization.

The **Seward County, Kansas Tuition Grant** is available only to Seward County, Kansas residents who have a high school

diploma or a GED certificate. The grant pays the tuition costs for full-time students (maximum 18 credit hours), requires participation in an on-campus activity and recipients must maintain a 2.5 cumulative GPA. Funds are limited and competitive. Priority application dates are May 1 for the following Fall Semester and November 1 for the following Spring Semester. Fall Grants are automatically renewed for spring if the recipient has met all the scholarship's criteria (application is necessary only once a year). For more information see *In-District Tuition Grants* in the General Information section of this catalog.

The **Book Rental Scholarship** is available to students who participate in certain programs. This scholarship pays book rental for full-time students (15+ hours) and requires sponsor recommendation. Programs participating are: DECA, Journalism, Ag Judging, Athletic Training, Drama, Sports Medicine, Cheerleading, Instrumental Music, Vocal Music, Art Club, and Criminal Justice. Funds are limited and competitive. Priority application dates are April 1st for the following Fall Semester and November 1 for the following Spring Semester. Fall scholarships are automatically renewed for spring if the recipient has met all of the scholarship's criteria (application is necessary only once a year).

Student Living Center Book Scholarship- Residents of SCCC Student Housing who are full-time students may be eligible to receive a Student Living Center Book Scholarship in the amount of $400. This scholarship is a book rental credit of a maximum of $200 per Fall/Spring Semester and cannot be stacked with any other SCCC Book Scholarship.

The criteria for the scholarship include:
♦ Residency in SCCC Student Housing.
♦ Enrollment in at least 15 credit hours on certification date each semester.
♦ Maintain a cumulative grade point average of at least 2.0.
♦ Comply with SCCC Student Code of

Conduct.
♦ Recommendation by SCCC Student Housing Manager.

Applications are available from the Student Services Office, the Financial Aid Office, and the Admissions Office and from the Student Housing Manager.

The **Federal Pell Grant** is a need-based grant funded by the federal government for undergraduate students who have not earned a bachelor's or professional degree. The maximum award for the 2003-04 award year will be $4,050. The amount a student is eligible for depends upon the estimated family contribution (EFC) and their enrollment status for each semester they attend. Federal Pell Grant funds may not be received at more than one institution at a time. This grant money is to be used toward education-related expenses. To determine eligibility, the student must complete the FAFSA which is available in the Student Financial Aid Office.

Athletic Scholarships made by SCCC are governed by the National Junior College Athletic Association (NJCAA) and the Kansas Jayhawk Community College Conference (KJCCC) regulations which allow the total award amount for a certified athlete not to exceed the cost of tuition and books. If a student who receives an SCCC Athletic Scholarship is awarded another scholarship by a source not affiliated with a particular college, and if that source awards such scholarship without restriction to college of attendance, and if the student competes for the scholarship in the same manner as any other student, he/she may accept such additional scholarship. If a student who receives an SCCC Athletic Scholarship has a high school GPA of at least 3.5 on his/her final official transcript, they may be eligible to receive an additional SCCC Academic Scholarship that does not exceed $500 each semester. The 3.5 GPA must be maintained each semester for the student to continue to receive the award. This academic scholarship is awarded

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semester by semester as long as the 3.5 GPA is met and is not based on a cumulative GPA.

Work-Study is considered self-help aid. It provides jobs for students who wish to earn a portion of their college expenses while gaining practical work experience. At SCCC there are federal (Federal Work-Study) and institutional (College Payroll) positions available. A student will typically be employed for one academic year, August through May. Summer employment, June and July, may also be available. The work-study positions are located on campus and the rate of pay is at least the current federal minimum wage. The scheduled hours and pay may vary according to the job position. The amount earned cannot exceed the total amount of the work-study award. A maximum of 10 hours may be worked weekly.

SCCC requires students interested in Work Study to first file a "FAFSA". International students should give written notice to the Financial Aid office if interested in Work Study.

A list of jobs is available in the Student Financial Aid Office. Students must file a FAFSA to be considered for a work-study or institutional job. Priority is given to full-time students in good standing. Before a student may start working, the following documents must be on file: FAFSA or SAR/ISIR, a W-4, and an I-9. A valid photo ID and Social Security Card are required to complete the I-9. Students are required to attend a seminar explaining SCCC procedures.

SCCC Student Ambassador Program - The SCCC Student Ambassadors Program allows students the opportunity to serve in a public relations support capacity by assisting campus personnel with college-sponsored events and functions, and by performing duties that promote Seward County Community College.

Selection to the Ambassadors is made by a Student Ambassador Committee; students can be nominated from various areas across campus. Students who are nominated and selected must attend an orientation session before beginning the program; employment as a SCCC Ambassador usually consists of assignment to a specific area on campus as well as numerous campus events and activities.

For more information contact the Director of Enrollment Management.

A **Student Loan** is considered self-help aid. It is a legal obligation to repay all funds that are borrowed (principal plus interest). All borrowers are encouraged to read and understand the obligation assumed in any student loan; know what the terms and conditions of the loan are and do not borrow more than is needed.

Financial Aid Requirements

Federal Student Aid Requirements

Students must:
♦ Have earned a high school diploma or GED Certificate and provide official transcripts to SCCC Registrar's Office as proof of their accomplishment.
♦ Enroll as a regular student in an eligible degree or certificate program.
♦ Be a US citizen or eligible non-citizen.
♦ Have a valid Social Security Number.
♦ Make satisfactory academic progress.
♦ Sign statements regarding Educational Purpose and a Certification on overpayments and Defaults (both are on the FAFSA).

Institutional Aid Requirements

Students must:
♦ have earned a high school diploma or GED Certificate and provide official transcripts to SCCC Registrar's Office as proof of their accomplishment;
♦ Be a US citizen or eligible non-citizen;
♦ make satisfactory academic progress;
♦ Have a completed application on file;

and
♦ Abide by individual award criteria.

Eligibility requirements for different financial aid programs vary, therefore specific requirement inquiries should be directed to the financial aid program for which application is being made. Please refer to the *SCCC Financial Aid Handbook* for additional information.

Veteran's Benefits

Seward County Community College is approved by the Kansas Veterans' Commission to offer education to veterans eligible to receive Veterans' Benefits. Applications for Veterans' Benefits while attending school are available in the Registrar's Office. For further information, telephone 1-888-GI Bill1, which is available 24 hours daily. The telephone number for the Wichita, Kansas VA Office is 1-800-827-1000.

Vocational Rehabilitation

Students with disabilities may be eligible for financial assistance to complete their post-secondary educational program.

Additional information regarding eligibility may be obtained from the nearest Vocational Rehabilitation Office.

Refund of Title IV Funds

In addition to the SCCC refund policy, all students receiving Federal Financial Aid (Title IV Funds) are subject to a calculation to determine the return of federal funds; this calculation is required for students who completely withdraw on or before the 60% point of the semester. The "Return of Title IV Funds" calculation involves only the Federal Financial Aid portion of funds received by the student. The calculation determines the amount of federal funds the student and SCCC are entitled to keep; the calculation is based on how long the student was enrolled during the semester. *It is possible that the student will owe federal funds back to the Department of Education; when it is determined that a student must pay funds back, all future federal financial aid is suspended until the amount is returned.* The Financial Aid Office will conduct the calculation and notify the student of the outcome.

STUDENT SUPPORT SERVICES & ACTIVITIES

Campus Security

Campus Crime Disclosure Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to this act.

Seward County Community College's annual security report includes statistics for the previous three years; reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Seward County Community College; and on public property within, or immediately adjacent to and accessible from the campus, are contained in this security report.

The report also includes information concerning campus security, college policies concerning alcohol, drug, and weapons, crime prevention, the reporting of crimes, sexual assault, and other safety and security matters.

In complying with the statistical reporting requirements of the Clery Act, the college obtains the required statistics for campus crimes, through actual reported crimes both in person, through confidential reporting, and through contact with local law enforcement agencies. The college has initiated a silent witness program for anonymously or confidentially reporting crimes via the Internet. The program may be accessed at: http://www.sccc.edu

Every reasonable effort is made to identify all reported crimes and to present the statistics in the annual report. You can obtain a copy of the report by contacting the SCCC Safety and Security Department on campus, the Dean of Administrative Services, or the Dean of Student Services.

Safe and Secure Campus

A safe and secure campus environment is a high priority of the Seward County Community College Staff and Administration. Student policies have been written to ensure that safety is reinforced by responsible student behavior. A campus security staff is maintained 24/7 and a surveillance camera system is utilized in various areas of campus including the Student Living Center. Please note that Security Officers and Surveillance Cameras do not replace responsible behavior by students, nor do they totally prevent crime from occurring. Reasonable precautions that students should practice include, but are not limited to:

♦ Report anything suspicious to a Security Officer.
♦ Lock vehicles/dorm rooms and keep personal articles out of sight.
♦ At night stay in well-lit areas.
♦ When walking to the parking lot, to a building on campus, or anywhere on campus, student should be accompanied by other students.
♦ Observe published student guidelines and safety practices.

Drug-Free Schools and Communities Act

Seward County Community College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. Pursuant to these Acts, unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by any employee or student on college property or as part of any college activities is prohibited.

Any student or employee of the college found to be abusing alcohol or using,

possessing, manufacturing or distributing controlled substances in violation of the law on college property or at college events shall be subject to disciplinary action in accordance with applicable policies of the college.

Weapons

The possession, carrying and use of weapons, ammunition or explosives are prohibited on property owned or controlled by the college. The only exception is for authorized law enforcement officers or other persons specifically authorized by the college. Failure to comply with the college weapons policy will result in disciplinary action and/or prosecution.

Physical or Sexual Assault

Physical or sexual assault on faculty, staff, or another student or visitor is in violation of the Student Code of Conduct. No student, faculty, staff member or visitor shall force or threaten to force another student, faculty, staff member or visitor to have sexual contact against any person's will. Any student charged with sexual assault on or off campus may be prosecuted under criminal statutes and disciplined under the campus Student Code of Conduct. Even if the criminal justice authorities choose not to prosecute, the college reserves the right to pursue disciplinary action.

Students or employees who feel they have been the victim of sexual assault should contact the Security Department. Victims may also contact the Dean of Student Services.

The Kansas Sexual Offender Registration Act of 1996 allows public access to a list of convicted registered Kansas sexual offenders. This information may be viewed on the Internet at
www.accesskansas.org/kbi

On-Campus Crime Statistics

Criminal Offenses	2000	2001	2002
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary	1	7	5
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Arrests			
Liquor Law Violations	1	0	1
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

These figures represent only a portion of the report; complete statistics may be obtained from the Dean of Student Services office, or viewed on the web at:
http://ope.ed.gov/security.

Safety and security at Seward County Community College is a shared responsibility between the administration, Campus Security, the students, the campus community, and local law enforcement agencies. While the College takes actions to help increase security, students and visitors also can contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities. **Campus Security can be contacted at (620) 629-0670**. A campus security office is located in the Student Union Building, room number SW109.

Library

The Library provides faculty, students and community with materials, equipment, and facilities to support the curriculum. Newspapers, periodicals, and non-book materials are available. Users are encouraged to use the supplementary materials, to learn to find materials, and to do recreational reading in the comfortable, relaxed atmosphere.

Academic Achievement Center (AAC)

The Academic Achievement Center provides students with materials, equipment, and facilities which supplement each SCCC student's curriculum. Lab assistance is available during all Academic Achievement Center hours with literature and video tapes on study and test-taking skills; computer tutorials, course subject CD's, and word processing programs just a few of the services offered in Academic Achievement Center.

Peer tutoring is provided through the Academic Achievement Center at no charge to students. Peer tutors are trained and nationally certified to administer tutorial services. Tutors are available for most academic courses, for computer assistance and for study skills improvement. Students are encouraged to visit the Academic Achievement Center and to utilize the tutorial services available.

Wellness Center

The Seward County Community College Wellness Center will help individuals or groups select and maintain lifestyle changes for a healthier and happier life. The center creates cost-effective health promotion and education programs for all individuals.
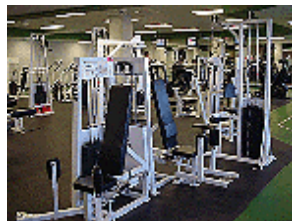
The Wellness Center offers the latest in aerobic exercise machines such as computerized bicycles, StairMasters®, rowers and treadmills to assist each individual in his or her cardiovascular fitness, a large component of wellness. Nautilus is available for strength training.

In addition, individuals can take advantage of aerobic classes, locker facilities, and a classroom that is used for seminars.

The Wellness Center is available to all Seward County Community College students, faculty, and staff with a valid student/staff id, or through enrollment in a class for credit. Community patrons may use the facility by paying a monthly fee, or by enrolling in a wellness class.

Student Living Center

The college operates a Student Living Center as a co-ed dormitory accommodating 168 students on campus, and two apartment style units accommodating 32 students. These facilities are adjacent to the main campus, and provide spacious private and semi-private rooms, Internet access, a student lounge, a central computer lab, and laundry facilities.

A meal plan is an integral part of every Living Center contract. Complete information and contracts for the Living Center are available from the Student Services Office.

Student Immunizations

The Immunization Program of the Kansas Department of Health and Environment recommends that all college students be immunized against tetanus, diphtheria, hepatitis B, varicella (chicken pox), influenza, and Measles, mumps, and rubella. It is also recommended that students in the health professions have additional protection against polio and tuberculosis. The American Health Association states "college students (living in residence halls) **consider** vaccination against Meningococcal Disease."

Residents of SCCC Student Housing should complete a student health form and send to the Student Housing Manager; this form includes information about a student's immunization history as well as existing medical conditions.

Proper immunization documentation requires obtaining written record of immunization dates (month, date, and year) from immunization certificates/records or medical records. To increase compliance with the college immunization policies, an exclusion policy is recommended for deficient students, with only medical or religious exemptions.

Transcript Information

A transcript is a copy of a student's permanent academic record. A transcript contains confidential information and will be released in accordance with provisions of the Family Educational Rights and Privacy Act (FERPA). Transcripts are released to students, or persons designated by the student, with signed written permission. *Official transcripts* are issued from the Office of the Registrar. A transcript is official if it is signed by the Registrar and imprinted with the college seal. For information on how to obtain an Official Transcript, see "*How to Order a Transcript*" in the *Academic & Student Policies & Procedures* section of this catalog.

Student Activities Program

A well-rounded program of student activities at SCCC is provided through special events and activities, athletic events, participation in clubs and organizations, and the intramural program. Active student involvement is the key to a successful student activities program.

Student Union Facility

The Student Union houses the Saints Bookstore, the cafeteria, the Wellness Center, the Director of Student Activities Office, the gymnasium, the swimming pool, general meeting rooms, the Internet Café, student recreational areas, and T.V. Lounges. This area provides great facilities for the recreational and leisure interests of students; good manners, courtesy, and respect for public property are expected from students at all times. Any formal meeting in the Student Union by students must be scheduled in advance through the Director of Student Activities.

Clubs & Organizations

Many diverse clubs and organizations are available at SCCC for students to participate in. Wide varieties of interests include organizations for both traditional and non-traditional students; see the Director of Student Activities for a complete list of approved campus clubs. Registration with the Student Activities Director is required for all student organizations on campus. The following must be provided for official registration of a student organization:
- Name of organization
- Approved sponsor
- List of current officers
- Statement of purpose
- Copy of Constitution/Bylaws
- Club Roster

Student Government Association

Representation in government is the heart and soul of a democratic society. Student government represents an opportunity for students to participate in the democratic process. The Student Government Association (SGA) consists of three governing bodies; executive, legislative, and judicial. Offices in SGA are open to any qualified student at SCCC. The executive branch consists of a president, vice president, secretary-treasurer. The senate is made up of representatives from the different clubs and organizations on campus. A copy of the SGA Constitution is available from the Director of Student Activities; any student wishing to participate in SGA or file for an SGA office should visit with the director.

Student Life Organization

This organization works closely with the SGA in planning activities and events for students; both Student Life and SGA are sponsored by the Director of Student Activities. These organizations provide leadership on the SCCC campus while placing emphasis on student involvement and community service projects by campus clubs and organizations.

Intramural Activities

A program of intramural activities is organized through the Student Activities Office with input from Student Housing, the Student Life Organization, and the Student Government Association.

Student Fund-raising

All fund-raising activities by students must be approved through a process that involves numerous SCCC staff members being notified and signatures obtained. A request for fund-raising approval form is available through the Director of Student Activities or the Dean of Student Services. The organization must describe the fund-raising activity, explain how the funds will be used, and schedule the date, time, and location of the activity through the campus Scheduling Office.

The request for fund-raising is not approved until all signatures on the form are obtained. All funds collected by students and sponsor should be deposited in a college account the same day or next business day. Funds that are solicited as tax-deductible donations for scholarships, equipment purchases, organizational operating expenses, etc. must be deposited with the SCCC Development Foundation; in this case, checks must be made payable to SCCC Development Foundation. Additionally, the total of all funds collected must be deposited into the appropriate account and any expenses paid through that account. Any fund-raising activity that involves a "Drawing" must follow guidelines recommended by college legal counsel. Copies of the guidelines should be distributed to all students involved in soliciting donations.

Intercollegiate Athletic Program

SCCC is a member of the National Junior College Athletic Association (NJCAA) and competes in the Kansas Jayhawk Community College Athletic Conference. SCCC currently participates in the following sports for men and women:
- baseball (M)
- basketball (M & W)
- softball (W)
- tennis (M & W)
- volleyball (W)

Phi Theta Kappa

Phi Theta Kappa is an honors organization for community college students. The Chi Alpha Chapter of Phi Theta Kappa affords students at Seward County Community College the opportunity to be involved in various community service projects and attend leadership conferences as well as regional and international conventions. To be considered for membership, a student must have completed 15 credit hours of resident college coursework at Seward County Community College, have a minimum 3.5 grade point average, and be currently enrolled in 6 credit hours. After membership in Phi Theta Kappa is established, members must maintain a 3.0 grade point average. Initial membership is approved by Seward County Community College faculty and administration.

SCCC Alumni & Friends Association

The primary purpose of the Seward County Community College Alumni Association is to foster the spirit of loyalty, commitment and involvement of the students, alumni and friends of Seward County Community College. The Association is committed to helping past students, graduates and non-graduates alike, maintain a sense of camaraderie with their SCCC friends, develop on-going interest in the growth and success of SCCC, promote goodwill as

ambassadors of SCCC, and work closely with the college and Development Foundation as a network of support for SCCC and its students.

The SCCC Alumni Association web page (click here for link) contains a collection of photos from various class years, an alumni update page, and links to other sites such as the Saints Bookstore for purchasing SCCC logo items online and the SCCC Development Foundation for information on how to make a gift to support Seward County Community College.

Student Disability Services

Seward County Community College is making a good faith effort to comply with the provisions of the *Americans with Disabilities Act (ADA)*; accessibility to programs, services and facilities by all students and patrons is a high priority. Students in need of accommodations should contact Dr. Gerald W. Harris, Dean of Student Services, to initiate their request for services.

After a written request, by the student, for services, an intake process will be conducted; the existence of a qualified disability must be verified and appropriate strategies and resources identified. Students must provide documentation of their disability before receiving services. In the case of a medical disability, students should submit documentation from a qualified expert stating the nature and severity of the disability, the diagnostic procedures used, and recommendations for academic assistance. In the case of a learning disability, documentation must be submitted from one of two sources:

- Students diagnosed prior to high school graduation can submit IEP documents;
- Students diagnosed after completion of high school must submit a recent psycho- educational evaluation performed by a licensed psychologist.

Information obtained is confidential and is used solely for the purpose of identifying appropriate support services.

Seward County Community College offers academic support services to students with physical or learning disabilities. SCCC is committed to providing assistance to students that will facilitate their independence and academic progress. Assistance is tailored to the needs of the individual student. Academic support services offered based on individual need include:
- campus orientation;
- instructor notification;
- note-taking assistance;
- alternative testing accommodations;
- assistance in obtaining texts in alternative formats;
- assistance in obtaining an interpreter;
- accessibility accommodations; and
- additional specific services when necessary

SCCC DEVELOPMENT FOUNDATION

The Seward County Community College Development Foundation was established in 1969 for the purpose of raising funds to help meet the needs of SCCC. The Foundation provides funds for scholarships and special projects. Permanently endowed scholarships have been established by Foundation supporters in honor or in memory of specific individuals or organizations.

Scholarships

Hundreds of scholarships in varying amounts are available each year to students attending Seward County Community College. Funds for these scholarships are provided by interested individuals and businesses in southwest Kansas and the Oklahoma and Texas Panhandles through the Seward County Community College Development Foundation. Scholarships are awarded on the basis of need, special ability, or special interest. One scholarship application is sufficient. Scholarship renewal must be applied for each year. Priority dates are May 1 for fall and November 1 for spring. Scholarships will be awarded until funds are exhausted.

Permanent Scholarships

The following are permanently endowed scholarships established by individuals, businesses, and organizations. Many of these scholarships were established in memory or in tribute to family members and friends. Donations to these funds are invested and the income earned is awarded for student scholarships according to the donors' preferences.

Kathy Amerin Memorial
Justin Allen Antrim
Stan Antrim
Bank of America
Byron and Donna Bird
W. R. Bill and Hazel Black Memorial
Georgia and Andrew Bozarth Memorial
Jack Bozarth Memorial
Dennis Breen Memorial
Erwin L. Brewer Memorial
Virginia and Bill Colvin
Edith and Harry Darby
Development Foundation Trustees
Perry Dorsey Memorial
Epworth Allied Health Professions
Delphine Eubanks
ExxonMobil
First National Bank of Liberal
J. Richard "Dick" Godfrey Memorial
Verlan and Marietta Grisier Memorial
Donald E. Guild
R. B. Harkins Memorial
Jane S. Head
Dr. A. L. Hilbig Memorial
Herb and Sharon Hobble
Orville and Neva Houston
Georgia and John Jacobson
Georgia Jacobson Professional
Development

Kail Johnson Memorial
Q. F. and Bernice Jordan
Jack and Kay Kelman
Martin Luther King Memorial
C. W. Law Memorial
George H. Lee Memorial
Wilma Lee Memorial
Liberal Elks Lodge No. 1947
Liberal High School Class of 1957
Charles and Josephine Light
Dr. E. J. McCreight
Ruth McDonald
McDonald's-Benzinger
William F. McKeen III Memorial
NACE Gas Capital/R. M. Speck
Chet Naylor Memorial
LaVerne E. Nordling
James K. Parsons Memorial
Merl and Dorothy Peachey Memorial
Petroleum Industry Educational
Committee
Alice C. Pyle
Doug Radohl Memorial
Lieutenant Oliver K. Ragland Memorial
Randall Family
Manuel Reed Memorial
Melvin and Pauline Reiss
Roger and Wanda Rundell
Saints Booster Club

J. Herman and Diora A. Salley
Harry L. Sawyer Memorial
M.M. and Lucille Schoonover
Bonnie Seawright Memorial
Seward County Law Enforcement
Al and Maxine Shank
Shannon Family
Gene and Jo Ann Sharp Endowment
O.A. and Lois L. Sharp Agricultural
E. W. Slaymaker
Howard E. Smith - Law Enforcement
Roy E. and Margaret E. Smith
Reba and Wendell Smothermon
Southwest Kansas Medical Society
Southwest Kansas Youth Center
Fred C. and Edith P. Staker
Thelma D. Stephens
Joseph Clinton, Rose and Cleo Stricklin
Pauline Toland Memorial/Professional
    Employee Association
Utz
Ola M. Vickers Memorial
Clint Warren Memorial
David J. and Ann Wilson
Carlos Wood Memorial
Julie Wray

ACADEMIC & STUDENT POLICIES & PROCEDURES

Graduation Information

Graduation Requirements

Note the following general information about graduation requirements from Seward County Community College with an Associate in Arts Degree, an Associate in Science Degree, an Associate in General Studies, or an Associate in Applied Science Degree:

♦ a minimum of 64 credit hours completed (developmental courses will not count toward fulfilling degree requirements)
♦ a minimum cumulative Grade Point Average (GPA) of at least 2.0
♦ a minimum of 15 residential credit hours
♦ completion of graduate assessments

Certificate programs have various requirements including, specific courses, credit hour totals, and clock hour totals.

All Associate degree and Certificate of Completion graduates are required to participate in graduate assessments held annually each spring. Diplomas and transcripts will not be released until required assessments are completed.

Specific degree and certificate requirements are listed in the college catalog and can also be obtained from the Registrar's Office, the Admissions Office, or an advisor.

Graduation with Honors

"Graduation with Honors" shall be determined by the following grade points as accumulated on a student's cumulative earned Grade Point Average (GPA) through the semester prior to graduation:

♦ Summa Cum Laude   3.85 - 4.00
♦ Magna Cum Laude   3.65 - 3.84
♦ Cum Laude   3.50 - 3.64

The final semester grades are calculated in the final GPA for the purpose of graduation with honors which will then be recorded on the student's Official Transcript.

Students who are designated as Honor Graduates (at least a 3.5 GPA) may wear Honor Cords at the graduation ceremony.

Graduation Ceremonies

Students meeting the requirements for graduation should participate in Commencement ceremonies; numerous graduation activities are held annually in May and include a public reception honoring the graduates.

In order to participate in graduation exercises, the following is required of students:

♦ An **Application for Graduation** form must be filed in the Registrar's Office on or before December 1

♦ A **Degree Check** will be completed by the student and the advisor and submitted to the Registrar by the first week of December. The Registrar will verify to the advisor any deficiencies; the advisor will notify the student of any deficiencies by the enrollment period in January

♦ A student must be within nine (9) credit hours of completing graduation requirements in order to participate in the commencement activities. Exceptions are made for some certificate programs. A student who withdraws from a course or courses included in the "within nine" credit hour requirement will be ineligible to participate in commencement activities. If all requirements are not met by the next graduation date, the student must reapply for graduation and pay for a diploma. The date on the diploma will be the month and year that all requirements are met.

♦ A Graduation Fee must be paid in the SCCC Bookstore; this fee includes diploma, cap/gown/tassel purchase, and hood rental (for Associate Degree Candidates only). Students unable to participate in the

Commencement ceremony should submit a request in writing to the Dean of Student Services explaining circumstances prohibiting attendance.

Academic Policies & Procedures

Academic Dismissal & Probation

Academic Probation

Academic probation will be instituted if, after attempting 12 or more semester hours at Seward County Community College, a student has failed to compile a cumulative grade point average (GPA) to meet the following minimum requirements:

Hours Attempted	Min. Cum. GPA
12-25 inclusive	1.50
26-45 inclusive	1.75
46-64 inclusive	2.00

A student unable to maintain a minimum cumulative GPA must meet with his/her academic advisor prior to completion of enrollment. Maximum academic load permitted for a student on academic probation is 12 credit hours.

Academic Dismissal

A student may be dismissed at the end of any semester during which academic probation occurs if a "C" (2.0) average for the semester is not maintained, and:

♦ The student has attempted 26 semester hours and has a cumulative grade point average of less than 1.50.
♦ The student has attempted 45 semester hours and has a cumulative grade point average of less than 1.75.
♦ The student has attempted 60 semester hours and has a cumulative grade point average of less than 2.00.

Students may apply for readmission to the Dean of Student Services after one full semester, excluding summer school.

Transfer Students on Probation

A student transferring to SCCC who has been placed on academic probation from another college/university or who has been dismissed based on academic performance can be admitted to SCCC under the following conditions:

♦ Provide written request for admission to SCCC with an explanation of circumstances regarding the academic difficulties; the written request should include a statement of academic goals, and should be addressed to:
   Dean of Student Services
   Seward County Community College
   1801 N. Kansas
   Liberal, KS 67905

♦ Take the ASSET tests for course placement purposes.
♦ Complete an Application for Admission/Student Data Sheet and provide an Official Transcript from the prior college/university.
♦ Limit SCCC enrollment to twelve (12) credit hours or less per Fall/Spring Term or six (6) credit hours or less per Summer Term.
♦ Register with the Academic Achievement Center and attend a minimum of ten (10) clock hours of tutoring per semester.
♦ Student is placed on Academic Probation Status and must maintain a 2.0 GPA to continue SCCC enrollment.

Attendance Policy

College Policies

Regular and punctual attendance at all scheduled classes and class activities is expected of all students and is integral to the successful completion of courses. Students are responsible for obtaining class materials missed or scheduling missed exams due to an absence(s). If an absence is necessary because of a college-sponsored activity or trip, students are responsible to notify the instructor(s) of the impending absence(s); arrangements for all

classroom assignments should be made by the student in advance of the absence. If a student fails to notify the instructor and/or fails to make arrangements for missed assignments/exams, then the instructor is not obligated to allow makeup of any work missed.

When a student's absence(s) is due to extenuating circumstances, instructors are encouraged to allow the student the opportunity to make up missed assignments/exams within a reasonable period of time. Documentation to support any extenuating circumstances causing an absence(s) should be provided by the student; the documentation should be provided to the instructor and arrangements scheduled in advance of the absence(s), except when emergencies are present.

Instructor/Course Policies

Specific policies and procedures on absences and makeup work are established by instructors for each course; these specific guidelines are printed in the course policies and are distributed at the beginning of each course. Students are responsible to abide by each course's attendance requirements as stated in the course policies.

Academic Honor Code & Cheating Policy

One of the most significant aspects of Seward County Community College is its commitment to high ethical standards and integrity. The faculty and administration at SCCC are committed to the belief that strong moral values build an atmosphere of trust between faculty and students, enhance academic standards, build character, and develop better citizens.

SCCC Student Honor Code:
♦ I will not resort to lying, cheating, or stealing in my academic work.
♦ I will courageously oppose any instance of academic unscrupulousness.
♦ I will promptly notify faculty members or administrators either verbally or in writing when I observe any deed or academic cheating in any course.
♦ I will allow my conscience to be my guide when I report evidence of cheating as to whether or not I will name the person or persons who have committed a violation of the SCCC Honor Code.

Cheating Policy:
Academic dishonesty is a serious threat to academic integrity, because it not only undermines the academic enterprise, but also weakens the moral fabric of our nation, and jeopardizes the life and welfare of its people. Academic dishonesty is defined as any act of cheating, plagiarism, or deceit. Examples of such conduct would include:
♦ Either copying another's exam or allowing another to copy the exam.
♦ Collaboration that is not permitted by the instructor.
♦ Plagiarism, i.e. the use of another's ideas or words and pretending they are one's own.
♦ Providing or receiving aid on a take-home test without the permission of the instructor.
♦ Providing and receiving aid on a class assignment under conditions in which a reasonable person would know such aid was unethical.

If a student is caught cheating in a class and if that infraction is the first offense, the instructor will have the right to determine appropriate punishment as set forth in the class syllabi. The matter will be reported in writing to the Dean of Instruction and the Dean of Student Services, who will keep records of infractions. If the student is guilty of a second offense, the matter will be reported again to the Deans of Instruction and Student Services, who will appoint an Academic Integrity Committee, composed of themselves and three other full-time faculty members, who will review any written data and interview appropriate informational sources. The student's right to due process will be affirmed. The accused student

will have the right to appear before the committee to provide an explanation. If the committee determines that the student is guilty of cheating, then the committee will determine an appropriate punishment. If the punishment includes expulsion from Seward County Community College, the SCCC Board of Trustees will review the decision to confirm or revise it.

Classification of Students

Freshman: a student who has completed fewer than 31 semester hours.

Sophomore: a student who has earned 31 semester hours or more.

Special: a student who:
♦ Has over 75 credits;
♦ Has less than high school junior status, who has been classified as gifted by the local school, and has an IEP (Individual Education Profile) on file in the registrar's office;
♦ Individuals who have not completed a course of study at an accredited high school or the General Educational Development Test.

Concurrent Student: a high school student who has completed at least the sophomore year, but has not graduated from high school, and is enrolled in both high school and college courses.

Full-time: a student enrolled in 12 or more credit hours.

Part-time: a student enrolled in fewer than 12 credit hours.

Academic Credit

One semester hour of credit is earned by attending a non-laboratory class for a minimum of 750 minutes per semester. In laboratory courses one semester hour of credit will be granted for a minimum of 1075 minutes.

College Orientation

The College Orientation course is designed to provide guidance to students beginning their college academic program. All first-time, full-time students pursuing an Associate in Arts Degree, an Associate in Science Degree, or an Associate in General Studies Degree are required to complete a College Orientation course during their first semester at Seward County Community College.

Assessment

Assessment at SCCC is an ongoing process that originates from the college mission. The institution strives for a more complete and accurate picture of learning utilizing clearly stated purposes and outcomes as a guide. Assessment is an integral part of the college's obligation to students, the community and us. It is the primary device around which an environment dedicated to improving the quality of instruction and learning can be maintained.

The assessment program allows the college to see how well the mission and goals are being accomplished. It provides information for compliance with performance indicators required by the state and for funding requirements of the federal government. It yields data required for the accreditation process. Most importantly, it provides the information necessary to improve teaching and the process of learning.

Students at SCCC are asked to periodically participate in institutional, departmental, program, and course assessment. The types of measurement instruments utilized range from nationally standardized exams to surveys and exit interviews. Through this essential assessment process, the college is better able to be continually responsive to the changing needs of its students, community, and service area. A

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copy of the SCCC Assessment Plan and subsequent year-end reports of its implementation are available to students and other interested parties on the SCCC web site.

SCCC Institutional Outcomes are:
♦ Read with comprehension, be critical of what they read, and apply knowledge gained from their reading to broader issues of the day.
♦ Communicate their ideas clearly and proficiently in writing and speaking, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.
♦ Solve problems using a variety of techniques and technologies.
♦ Think critically by gathering facts, generating insights, analyzing data, and evaluating information.
♦ Utilize current technology relevant to their respective disciplines.
♦ Value the diverse cultures, creeds, and life styles of America and the world community.
♦ Develop an awareness of the responsibilities of citizens in the political process at the federal, state, and local levels of government and the belief that life-long learning is necessary to fulfill political, civic, and community responsibilities.
♦ Effectively exhibit workplace skills to include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility.

Course Placement

ASSET Assessment

The ASSET is an assessment tool used to determine course placement for first-time, full-time students; if a student has recently taken the ACT assessment, and then those scores may be used instead of the ASSET. Students returning to college and/or part-time students may also be asked to take the ASSET as a way to determine the most appropriate courses. It is recommended that ASSET or ACT scores be within the last two years.

The ASSET is a series of short placement tests, developed by ACT, that enables the College and the student to work together to ensure student success. ASSET helps identify the student's strengths as well as the knowledge and skills needed to succeed in specific subject areas. ASSET also provides the college with information to guide the student toward classes that strengthen and build logically upon current knowledge and skills.

ASSET has three tests of basic skills in writing, reading, and numerical reasoning; if a student has had an algebra course before, then either an Elementary Algebra test or an Intermediate Algebra test is also administered. There is generally no "passing score" but rather scores that indicate areas of strength and areas in which the student may need assistance. Thus, the ASSET can identify problems in major subject areas before they disrupt a student's educational progress. Utilizing the ASSET scores, the student and advisor can plan a course of study that is appropriate, relevant, and meaningful.

The ASSET placement test uses a multiple-choice format. Each test allows 25 minutes for the student to complete. A brief description of each placement test follows:
♦ The Writing Skills test measures the ability to understand appropriate usage in grammar, punctuation, sentence structure, writing strategy, and writing style.

♦ The Reading Skills test measures the ability to find specific information in text and to make logical inferences that extend beyond the text information.

♦ The Numerical Skills test assesses a student's knowledge and skills in the

performance of basic math operations using whole numbers, decimals, and fractions. This test also measures pre-algebra knowledge and skills such as the understanding of prime numbers, absolute values, scientific notation, and square roots.

♦ The Elementary Algebra test measures skills often taught in a first-year high school algebra class, including evaluating and simplifying algebraic expressions, solving linear and quadratic equations, and performing operations with polynomials.

♦ The Intermediate Algebra test measures skills often taught in a second-year high school algebra class, including factoring, graphing, solving linear inequalities, and calculating slope and distance.

Administration of ASSET

All degree seeking students, both full-time and part-time, should be administered the ASSET tests; students not seeking a degree, but who want to enroll in English, math, science courses, or General Psychology should also be administered the ASSET tests. Students should contact the Admissions Office to schedule an ASSET assessment; as a reminder, ACT scores recently obtained may be used in place of ASSET scores for placement purposes. The ASSET will not be administered to students who are attempting to raise recent placement test scores.

Advisement

The ASSET scores are used in the advisement process to determine appropriate courses for the student to enroll in and begin their college studies. The advisement process involves SCCC faculty and staff assisting students in the planning process for academics and career goals. Students are assigned advisors based upon areas of interest; student input in the assignment of an advisor is encouraged. The advisement process should be more than just choosing which courses to take; students should contact advisors frequently and discuss both academic and career goals.

Course Placement Waiver

Students may request a waiver of the ASSET/ACT Advisement Recommendations; in doing so, the student accepts full responsibility for their own enrollment decisions concerning English, math, science, and psychology courses. It should be understood that in agreeing to a waiver, the student's chances of academic success may be diminished by enrolling in a course(s) for which the student may not be adequately prepared. The *Course Placement Waiver* forms may be obtained from the Registrar's Office.

ASSET/ACT Advisement Recommendations

The following information should be considered as advisement recommendations; the guidelines were developed to improve the chances of success for first-time college students in appropriate levels of college courses. These guidelines should be used by students and advisors, along with other data including past high school courses and grades, other college work completed, core emphasis area, etc., to make future college coursework decisions.

ASSET & ACT Placement Recommendations

ENGLISH PLACEMENT

If students achieve a total ASSET score of 80 on the Writing Skills and Reading Skills portions of the test, with a minimum of 39 on the Reading Skills test, they can be placed in English Composition I.

RECOMMENDED COURSE	ASSET SCALE SCORE Writing Skills	ENHANCED ACT SCORE English
Adult Basic Education or ESL I *(English as a Second Language)*	23 – 26	0 – 9
Writing Skills I or ESL II *(Student should NOT be placed in Writing Skills I and ESL II the same semester)*	27 – 29	10 – 11
Writing Skills II	30 – 32	12 – 13
Writing Skills III	33 – 37	14 – 15
Writing Skills IV	38 – 39	16 – 17
English Composition I, Business English, Business/Technical Communications	40 – 54	18 +
	Reading Skills	Reading
Adult Basic Education	23 – 28	0 – 10
Reading Skills I	29 – 34	11 -12
Reading Skills II	35 – 38	13 – 17
General Psychology	39 – 54	18 +

MATH PLACEMENT

RECOMMENDED COURSE	ASSET SCALE SCORE			ENHANCED ACT SCORE
	Numerical Skills	Elementary Algebra	Intermediate Algebra	Math
Basic Arithmetic	23 – 29			0 – 11
Advanced Arithmetic	30 – 38	23 – 29		12 – 14
Beginning Algebra	39 +	30 – 38	23 – 34	15 – 17
Intermediate Algebra		39 +	35 – 38	18 – 19
College Algebra			39 +	20 +

Numerous factors should be considered along with ASSET and ACT scores for math course placement; a student's high school math courses and grades are important to consider, as well as the student's confidence level and expressed comfort zone. If a student has an ACT Math score of 19 or above, the following guidelines are recommended:

High School Course(s)	Grade Received	Placement Recommendation
Algebra I	A or B	Intermediate Algebra
Algebra I	C or D	Beginning or Intermediate Algebra
Algebra II	A or B	College Algebra
Algebra II	C or D	Intermediate Algebra
Algebra I & II, Geometry, & Trig	A or B	Calculus
Algebra I & II, Geometry, & Trig	C or D	College Algebra or Trigonometry (Instructor approval required)

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SCIENCE PLACEMENT

Students should place into English Composition I, General Psychology, and Intermediate Algebra in order to enroll in the following science courses: Principles of Biology, Physical Science, Introduction to Chemistry, and Chemistry I; students should place into College Algebra in order to enroll in General Physics I.

RECOMMENDED COURSE	ASSET SCALE SCORE				ENHANCED ACT SCORE		
	Writing Skills	Reading Skills	Elementary Algebra	Intermediate Algebra	English	Reading	Math
Principles of Biology	40+	39+	39 +	35 – 38	18+	18 +	18 – 19
Physical Science	40+	39+	39 +	35 – 38	18+	18 +	18 – 19
Introduction to Chemistry	40+	39+	39 +	35 – 38	18+	18 +	18 – 19
Chemistry I	40+	39+	39 +	35 – 38	18+	18 +	18 – 19
General Physics I	40+	39+		39 +	18+	18 +	20 +

Student Credit Hour Load

One hour of college credit is usually earned for each clock hour per week a student attends class during a 78-day semester, except laboratory/studio classes, which require additional time under an instructor's supervision. Approximately two clock hours per week or more of independent study is recommended for an hour of classroom instruction. Sixteen college credit hours is considered a standard full-time semester load. Students must have prior written approval from their academic advisors and the Dean of Instruction to carry more than 19 credit hours a semester. Maximum summer term enrollment is 9 credit hours without the approval of the Dean of Instruction.

Grading System

Grade	Quality of Work	Grade Points per Semester Hour
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	No Credit	0
*Other Designations**		
W	Withdrawn	
I	Incomplete	
P	Credit	
IP	In Progress	

*Designations of W, I, P, and IP are not used in computing Grade Point Average.

Examinations

Each instructor determines the number and type of examinations to be administered in his/her classes prior to the final. The instructor also determines what portion of the student's grade will be based on examinations.

The individual instructor decides whether students will be permitted to take special or make-up examinations.

Final exams (comprehensive or last scheduled chapter/unit exams) for all classes shall be administered during the final class meeting unless approved by the Dean of Instruction.

Final exams (comprehensive or last scheduled chapter/unit exams) for all classes shall be administered during finals week. Scheduled labs may give an exam during the week prior to finals. All classes are required to meet during the final exam week whether an exam is given or not.

Requests by students to take final examinations early are discouraged, but, in extreme cases, may be made in writing to the Dean of Instruction at least three weeks prior to final exam week of the fall and spring semester and at least one week prior to the final week of each summer session. Early exams must be scheduled during the faculty member's normal final exam schedule.

Incomplete Policy

Students may be given an *"incomplete designation" (I)* in a course if they are unable to complete the course work because of extenuating circumstances. The instructor of the course will have the discretion to decide whether the circumstances warrant an *"I"*. An **Incomplete Grade Agreement** must be completed by the instructor, signed by the student, the instructor, and the Registrar prior to issuance of an *"I"*.

The **Incomplete Grade Agreement** will be in effect a maximum of one subsequent semester (excluding summer session). On **the Incomplete Grade Agreement**, the instructor will designate the following:

♦ The month, day, and year the **Incomplete Grade Agreement** expires.
♦ the assignments / requirements to successfully complete the course.
♦ the current course grade to be recorded if the requirements are not met.

At the end of the specified time period, the *"incomplete designation" (I)* will be changed by the Registrar to either:

♦ the current course grade indicated by the instructor when the **Incomplete Grade Agreement** is signed

or

♦ the new grade, reported by the instructor to the Registrar, resulting from completion of the requirements specified on the **Incomplete Grade Agreement**.

It should be noted that when a student agrees to an *"incomplete designation" (I)* in a course, the student's financial aid eligibility could be jeopardized. Copies of the **Incomplete Grade Agreement** will be distributed to the student and the instructor, and the original placed in the students file in the Registrar's Office.

Retaking SCCC Courses

All courses repeated will be counted one time for total hour purposes, and the last grade received will be the grade computed in the grade point average. If a student elects to retake a course, only the latter grade will be used in calculating the grade point average for purposes of academic eligibility, academic advancement, and/or graduation. However, both grades will appear on the transcript. For purposes of eligibility for federal financial aid, a student's GPA will be calculated on the basis of all hours attempted since matriculation to college level work.

Pass-Fail Policy

The student may elect through means of a written contract to pursue a course on a Pass/Fail basis. Under this option, an earned grade of A,B,C or D will be recorded on the transcript as "P"; a grade of F will be recorded as an "F". "P" grades will not be counted in calculating grade point averages, but F grades will be counted in the calculation.

Provisions:

The following conditions apply to students choosing this option:

♦ Courses which cannot be taken Pass/Fail:
1. General education requirements, with the exception of lab courses or other courses originally designed as pass/fail
2. Courses required in the major field of study, with the exception of lab courses or other courses originally designed as pass/fail
♦ Any time prior to the completion of 50% of the course, as determined by the Dean of Instruction, a student may elect to take a course for a Pass/Fail grade.
♦ Students desiring to do so shall contact the instructor and sign a Pass/Fail grade contract.
♦ No changes will be allowed at a later date.
♦ A maximum of 24 credit hours through a combination of credit by examination and pass/fail courses may be applied toward graduation requirements.

Advisement:

Although courses may count toward an associate degree at SCCC, some universities/colleges, scholarship

committees and honor societies may not accept the pass/fail grading system when computing grade point averages. These grades may be converted to a letter grade of "C" or in some other way may penalize the student. Students, planning to transfer to other institutions, should refer to their catalog or otherwise contact the appropriate personnel.

Individual Health and Conditioning is not on the approved list of physical education courses that can be used to fulfill the physical education requirement; therefore, the course may not be used by the student to meet general education requirements.

Appeal of Course Grade

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:

♦ The assignment of a grade to a particular student on some basis other than the performance in the course;
♦ The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course.

Step 1: The student should first discuss the course grade fully with the instructor of the course. This must be done within two weeks after grades have been posted by the college at the close of each semester.

Step 2: If the matter cannot be resolved by consultation with the instructor, the student may set up a hearing with the division chair

or, in the case of outreach course work, the SCCC Associate Dean of Educational Services within ten (10) calendar days. The student, the instructor, and division chairperson (Associate Dean of Educational Services), should attempt to resolve the matter at this level.

Step 3: If the matter is not resolved, the parties involved may appeal to the Dean of Instruction. The written notice of this appeal must be made within fifteen calendar days to the Dean of Instruction. The Dean will establish, within seven calendar days, an ad hoc academic appeals committee and appoint a Committee chairperson to review the written records presented by the student, instructor, and division chairperson (Associate Dean of Educational Services). After the committee has had the opportunity to review all the written data and interview potential informational sources, the committee will make its decision regarding the appeal. The decision of the committee will be communicated to the student, the instructor, the division chairperson (Associate Dean of Educational Services), and the Dean of Instruction by the committee chairperson. The decision of this committee shall be considered final.

Credit by Examination

1. A Student may accumulate a total of 24 credit hours through a combination of credit by examination and pass/fail courses.
2. CLEP tests must be used if they correspond to respective courses listed in the college catalog. When these examinations are not available through CLEP, locally devised tests may be used in those courses designated by the respective division chairperson, department coordinator, and course instructor.
3. Only those examinations relating to courses listed in the current college catalog can be utilized for granting credit, unless stated otherwise by the Dean of Instruction.

4. Credit by examination tests shall be open to all students. If a student fails a credit by examination, he/she may not repeat the test within a period of six (6) months.
5. A student may not earn credit by examination if he/she has completed a course in the same sequential subject matter above the level of that course.
6. A student will not be prevented from taking a test based on credit by examination because of his age or classification (e.g. high school senior, college freshman or sophomore) on the academic ladder.
7. If an examination fee is required it must be paid prior to taking the test.
8. The procedure to be followed in receiving credit by examination utilizing the CLEP program is as follows:
   a. The student shall consult his/her academic advisor. If the student does not have an assigned academic advisor then that student should contact a counselor. Consultation with the faculty member in the testing area is recommended.
   b. Credit will be awarded if CLEP scores meet the minimum standards set by the departments in the test area. Each department will determine the number of credit hours to be awarded and accumulated.
   c. The student's transcript will indicate the name of the exam, CLEP, credit hours earned, and the grade of P will be noted if the minimum score is achieved. If the student does not meet the minimum score the student may either try the exam again in 6 months or take the appropriate class.
   d. The procedure to be followed in applying for college credit by examination through locally devised tests is as follows:
   e. Students shall contact their academic advisor and the current instructor of the course in the department in which they wish to receive credit. In case permission is denied appeal may be made to the Dean of Instruction.
   f. The respective department may provide a comprehensive course examination.
   g. The time and place of testing shall be mutually satisfactory to all concerned parties.
   h. The department shall be responsible for grading the examination and determining if the performance is sufficient for the granting of a pass for credit.
   i. Each department will determine the number of credit hours to be awarded and accumulated.
   j. Credit will be granted if scores meet the minimum standard set by the department in the test area. The transcript will show the name of the exam, CREDIT BY EXAMINATION, credit hours earned, and the score of P if the minimum standard set is achieved. If the student does not receive the minimum score then the student can reject the score and enroll in the course when it is offered.

Credit for Military Service

The college grants credit for previous military service in the amount of two hours for Physical Education and two hours for First Aid. Additional credit may be granted for schooling completed while in the military. The student must submit a certificate of completion for each course. Credit may be granted according to existing college guidelines and suggestions in the Guide to the Evaluation of Educational Experiences in the Armed Services. Additional information regarding military credit may be obtained in the Registrar's office.

Student Policies & Procedures

Disciplinary Regulations

Students enrolled at Seward County Community College are expected to conduct

themselves as responsible individuals in observing college regulations and the Student Code of Conduct as well as state and federal laws. Students are subject to the jurisdiction of the college during their period of enrollment and the college reserves the right to take disciplinary action against those students who do not follow college regulations and the Student Code of Conduct as well as state and federal laws that pertain to the college.

Student Code of Conduct

The Seward County Community College Student Code of Conduct is an important component of a college atmosphere conducive to academic and social development. Students are expected to take responsibility for their actions and observe the rights of others. The conduct of each student is an important indication of character and the highest standards of honesty, integrity and morality are desirable qualities that are expected.

The following Student Code of Conduct is presented as expectations of student behavior. Violations may subject the student to disciplinary actions as indicated in **Sanctions**. The violation may be reported to the appropriate law enforcement agency. The Student Code of Conduct is considered to be in effect on all Seward County Community College Campus sites including student housing, in college vehicles and at all college-sponsored events.

1. Alcoholic Beverages - No student shall consume, possess or provide to a minor any alcoholic beverages, beer, or wine on campus, in college owned vehicles, in student housing, at any college sponsored event, either on or off campus. Kansas State Laws prohibits the possession and consumption of any kind of alcohol on campus.

2. Tobacco Products - As an educational community concerned for the health of its members, Seward County Community College supports a tobacco-free environment. Use of tobacco products in any building owned or operated by the college, in any vehicle owned or leased by the college, or at any college sponsored event or activity held in any building on or off campus is prohibited except in designated areas. Smoking and/or use of tobacco in student housing is permitted only in designated areas outside of the building.

3. Illegal Drugs - Seward County Community College supports the enforcement of the State of Kansas Laws and Federal Laws on controlled substances. The possession, use, manufacture or sale of illegal drugs on campus, in college owned vehicles, in student housing, at any college sponsored event, either on or off campus is prohibited. Violators will be reported to law enforcement agencies.

4. Safety and Security - Any behavior or action which threatens, harms or causes to place in harm any person, or threatens the safety and security of any student, employee, or person on the college campus or at any college sponsored event is prohibited? Seward County Community College is committed to providing students educational and social activities in a safe and secure environment free from harassment or intimidation on the basis of sex, gender, race, religion, or national origin.

5. Disruptive Behavior - No student shall behave in a manner that is disruptive to the educational process; in a learning environment, behavior which endangers or infringes upon the rights of others will not be tolerated. Students should not assemble in a manner that obstructs the free movement of persons about the campus, obstructs the free and normal use of college facilities, or prevents the normal operation of the college. Misconduct in the classroom could lead to removal either voluntarily or by campus security; misconduct in college facilities including student housing, the student union, and/or the cafeteria, could result in suspension or expulsion from the facilities and from the college.

6. Harassment - No student shall engage in harassment of another student, instructor or staff member of the college; students who feel that they are being harassed by anyone including another student, an instructor, or a college staff member should report the incidents to the Dean of Student Services. Harassment includes sexual and racial harassment and may include verbal and/or physical actions, or by use of electronic

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media such as email. Actions and/or comments are considered harassment when such conduct has the purpose or effect of unreasonably interfering with the instructor, student, or staff member's performance or creating an intimidating, hostile or offensive environment.

7. Weapons - Possession of weapons are prohibited on campus, in college owned or personal vehicles, in student housing, or at any college sponsored event. Examples include, but are not limited to, firearms, fireworks, knives, bows and arrows, clubs, etc. The discharge of firearms or fireworks, or the use of any object to cause intimidation or injury to a person or damage to property is prohibited. There are exceptions for students enrolled in Criminal Justice or Physical Education courses or college sponsored activities where firearms are used and supervised by college staff in a safe environment.

8. Fire Safety - Any action which could endanger the safety of any person on campus or at college sponsored activities is prohibited. It is illegal under state and federal laws to tamper with or misuse any kind of fire emergency equipment. This includes, but is not limited to, discharging or tampering with fire extinguishers, causing false alarms, tampering with smoke alarms, etc. Unauthorized possession, use, and/or storage of any chemicals or substances that could lead to an explosion is prohibited on college property. Persons responsible for these type actions may face serious disciplinary action, fines, and criminal prosecution.

9. Academic Honor Code and Cheating - Seward County Community College is committed to high ethical standards and integrity in all aspects of the college. Academic dishonesty is a serious threat to academic integrity and does not support the college mission of developing better futures for its students. Cheating, copying another's exam or allowing another to copy the exam, collaboration not permitted by the instructor, plagiarism, are types of dishonesty that are prohibited. Dishonest acts also includes providing false information to college staff, forgery, alteration, or misuse of college documents or instrument of identification, or any other act intended to deceive. Violators may face disciplinary actions, suspension, or expulsion from college.

10. Use of College Facilities and Equipment - Seward County Community College provides excellent facilities and equipment and encourages students to maximize the use thereof. Students should utilize campus facilities only during established open times and dates or otherwise with permission; equipment should be used only for its intended use. Unauthorized entry or occupancy of facilities during times other than established hours is prohibited; unauthorized possession and/or use of keys to college facilities by students is prohibited.

11. Theft and Vandalism - respect for property of the college and other students or persons is expected. Theft or damage to property is illegal and violations will result in disciplinary sanctions. Theft and vandalism includes, but is not limited to, taking or being in possession of the property of others, damage to and/or tampering with college facilities, equipment, vehicles, etc., thefts relating to phone service, cable television services, computer files and software, credit card usage, identity, etc.

12. Use of Computers, Software, and Related Equipment - Students are expected to use college computers, software, networks, and related equipment in ways consistent with the mission and goals of Seward County Community College. All student use of computers should support the educational programs of the college. Proper computer etiquette by all students is expected when using college computer resources. The following uses of computer resources are examples of prohibited activities: commercial use, sharing a user name and/or password, attempt to gain unauthorized access to computer resources, modification of settings, destruction of computer resources, willful introduction of computer viruses, computer use to communicate defamatory, derogatory, hostile, or threatening messages, illegally copying of software, etc. Student use of the Internet on college computers for research, email or browsing should access only web-sites that are socially appropriate and do not contain obscene material, pictures, messages, etc. The college uses computer software that identifies the specific computer and time that an undesirable web-site is accessed. Violations of computer use guidelines may result in disciplinary action; the student's

computer use privileges may be suspended immediately and indefinitely. Notification of law enforcement agencies may occur when appropriate. Students may request a complete "SCCC Networking Computer Use Policy" for review from the Dean of Administrative Services.

Sanctions

The following sanctions may be imposed for violations:

1. Admonition/Reprimand - a written warning that a violation of the Student Code of Conduct has occurred and that further instances of misconduct may result in additional disciplinary action.
2. Administrative Withdrawal From Courses - withdrawal from course(s) initiated by a college administrator as a result of inappropriate behavior by the student.
3. Restrictions/Requirements - specified loss of privileges and/or specific conditions to be performed or completed by the student.
4. Restitution - full and complete reimbursement for damage, destruction, or misappropriation of property of Seward County Community College or other students or persons. The restitution may involve a form of service, financial payment, or other compensation. Failure to make arrangements for restitution within the specified time may result in additional sanctions.
5. Community Service Work - work projects to improve the college or community.
6. Hold on Student Records - the college reserves the right to "hold" student records based on failure to follow regulations, behavior misconduct or failure to pay financial obligations to the college. A "hold" on student records may prevent further enrollment in courses, receiving grades, transcripts, and/or diplomas, or participating in campus activities.
7. Assessment of a Monetary Fine - student can be assessed a fine for various violations including, but not limited to, violation of traffic regulations, failure to follow student housing regulations, or library fines, etc.
8. Cancellation of Scholarships - institutional scholarships and grants are awarded based on the assumption that students are in good standing. Seward County Community College reserves the right to cancel institutional financial aid for violation of the Student Code of Conduct.
9. Suspension - termination of a student's enrollment from the college for a specified period of time; suspension from student housing can be imposed for non-compliance of housing regulations and/or failure to observe Student Code of Conduct. Conditions of readmission may be specified at the time of suspension.
10. Expulsion - a permanent severance of a student's enrollment and/or severance from college housing. A record of such action is made on the student's permanent record in the Registrar's Office. A student who is expelled from college and/or student housing is typically not allowed to re-enter either.

Sanctions may be imposed in combinations; sanctions outlined above are not all inclusive of possible disciplinary actions by Seward County Community College. Involvement and reporting to appropriate law enforcement agencies may occur. Parental involvement may be appropriate in certain circumstances.

Student Right of Due Process

Seward County Community College assures students the right of due process. When violations of the Student Code of Conduct are alleged, students have the right to a hearing before the Dean of Student Services. The Dean of Student Services will determine if sanctions are warranted. When sanctions involve suspension or expulsion from college, the student may make an appeal to the President of the college. The appeal must be presented in writing within five (5) working days after the decision. The appeal must be based on an excessively severe sanction, the introduction of new evidence, or substantial procedural irregularities in the original hearing. The President will determine if the sanction was appropriate for the violation.

Student Activities Event/Travel Procedures

Student Expectations

Students who are members of Seward County Community College clubs and organizations and who participate in college sponsored activities and/or travel in conjunction with participation in college sponsored activities or events are expected to follow the **Student Code of Conduct**, which is published in the Student Handbook. The **Student Code of Conduct** is considered to be in effect at all college sanctioned events. As representatives of the college, students are expected to conduct themselves as responsible individuals. Cooperation with the organization's sponsor and other participating members is essential for the activity or event to be both enjoyable and successful. Students who travel to participate in college sponsored activities or events are required to sign a *Student Participation Agreement* Form before departure.

A student who does not cooperate and who violates the **Student Code of Conduct** while on the activity/trip is subject to disciplinary action. Disruptive behavior by a student may jeopardize the college organization's participation in the activity/event. The college reserves the right to exclude a participant from an activity and send the participant home early if necessary. The organization's sponsor will determine if the violation is serious enough to warrant immediate action. If immediate action is in the best interest of the college and the other participants on the trip/activity, then any travel costs may be the student's expense. The organizational sponsor will consult with a Seward County Community College Administrator prior to determination thereof. The sponsor should provide documentation to the Dean of Student Services of incidents of violations of the **Student Code of Conduct**.

Organization Notification/Travel Procedures

Club and organization sponsors are responsible for completion of notification/travel forms prior to an event. It is recommended that notification/travel forms be completed well in advance of the planned activity. An *Activity Scheduling Application* must be filed when: a student activity needs to be approved; a college facility needs to be scheduled; or a college vehicle needs to be utilized. A *Student Activities Itinerary/Participation List* should be submitted to Student Services at least one (1) week prior to the event. Any changes in the itinerary or with the list of students participating should be made prior to departure; it is important that accurate information be provided. A *Student Participation Agreement* Form should be signed by each student and kept on file by the organization sponsor; when travel is involved, the forms should accompany the sponsor.

Students are responsible to notify their instructors if an absence in a class is necessary because of a trip or activity. Arrangements for all classroom assignments should be made by the student in advance of a student's absence for a collegiate activity.

All students are required to follow any procedures/travel arrangements approved by the organization sponsor. When traveling is scheduled in college vehicles, students must travel to the destination and return in the college vehicles. When exceptions are approved by the sponsor, students are required (prior to departure) to complete insurance paperwork obtained from the Dean of Student Services Office.

The *Student Participation Agreement* Form asks students to agree to a personal liability release, provide personal medical information, give permission for medical treatment, and agree to abide by the **Student Code of Conduct**. The college does not insure participants against injury and does not accept responsibility for any student medical costs

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incurred on the trip. Students should provide their own insurance coverage.

Forms that are required to be completed prior to participation in or travel to an event are:

1. *Activity Scheduling Application* Form (To Scheduling Coordinator – student activity/facility/vehicle)
2. *Student Activities Itinerary/Participation List* (Provided to the Student Services Office)
3. *Student Participation Agreement* (Accompany sponsor on trip; kept on file by the sponsor)

Computer Usage

Students who use college computing resources are expected to adhere to the *SCCC Network Computing Use Policy.* Misuse can result in computer use privileges being revoked, suspension from college, and possible legal action. A summary of the general guidelines of the Policy are listed below. A copy of the complete Policy is available upon request from the Offices of the Dean of Student Services, the Dean of Instruction, the Dean of Administrative Services, and the Associate Dean of Educational Services.

Guidelines for use of SCCC Computing Resources:

1. All aspects of the SCCC Network Computer System are owned by the College and are provided for the use by SCCC students, faculty, and staff in support of the educational programs of the college. All use of computing resources should be related to the educational mission and goals of the College. Publishing, downloading, transmitting or receiving (with prior knowledge) any threatening or obscene material is prohibited.
2. Personal commercial uses of computing resources are prohibited.
3. It is the student's responsibility to use computing resources in an effective, efficient, ethical, and lawful manner consistent with the policies/procedures of SCCC and of the laws of the State of Kansas and of the Federal Government.
4. SCCC reserves the right to terminate computer services to any student without notice.

5. Students are responsible to maintain and protect individual user names and passwords; these should not be disclosed or shared with other students.
6. Students are expected to follow proper accepted computer etiquette when using email, the Internet, and local and outside networks.
7. Computer software protected by copyright shall not be copied from, into, or by SCCC computing resources except as permitted by law.
8. Harassment through the use of SCCC computing resources is prohibited. Harassment includes the persistent annoyance of other users, interference in another users work, sending of unwanted mail, etc. Harassment has the effect of creating a hostile, intimidating or offensive environment.
9. Vandalism through the use of SCCC computing resources is prohibited; vandalism is a malicious attempt to harm or destroy data of another user including creating and/or uploading computer viruses.
10. Changing settings i.e., unauthorized modification of computer resources is prohibited.

Enrollment in any SCCC course constitutes agreement, by the student, to abide by the terms of the *SCCC Network Computing Use Policy*. Violations are considered unethical and may result in disciplinary actions by the College including computer use privileges being revoked, possible suspension from classes and from college, and appropriate legal action by the College and law enforcement agencies.

Sales & Solicitation Policy

Facilities of Seward County Community College are primarily for community college purposes of instruction, student life and public service; they are not available for unrestricted use by non-college groups. The regulation of commercial activity on the campus and the posting and distribution of advertising materials is necessary so that it does not interfere with the academic mission of the college, and so that income gained from activities held on campus benefits the college. Selling and/or solicitation on

college property is prohibited without the consent of the Dean of Student Services.

Signs & Poster Policy

♦ Generally, only signs and posters of faculty, staff and students will be allowed.

♦ All materials posted must be approved and stamped by the Director of Student Activities. Signs will be removed if not stamped. Student Services, custodial, and administrative personnel may remove signs posted on windows, doors, etc., or in areas other than those designated.

♦ There will only be a two-week posting period allowed.

♦ Signs on windows and doors will only be allowed in the Student Activities Center and gym. Other buildings will have designated boards.

♦ Students may also place classified ads in the student newspaper.

Parking / Traffic

General parking that is provided for students, faculty, staff, and the public in various areas on campus do not require a parking permit. Handicapped parking areas are designated and can be used only by the handicapped persons whose cars display the required special license, sticker or decal. Student housing residents should park in areas designated for residents of SCCC Student Housing; a parking permit, issued by the Student Housing Manager, is required for the student housing residents.

NO PARKING areas are designated along curbs at the college entrance, in loading zones, in fire lanes designated by the Fire Marshall, and in numerous other restricted areas. Students, staff, and visitors should honor all NO PARKING areas.

Traffic on the circle drive is two-way, around the campus. Speed limit for all vehicles is 20 mph on the circle drive. Designated pedestrian crosswalks are to be properly observed. Directional arrows are marked for proper entrance and exit from parking areas. SCCC Campus Security monitors all campus traffic and parking lots; fines may be issued for speeding, illegal parking, or for not displaying a student housing parking permit.

DEGREES, CERTIFICATES, & GRADUATION REQUIREMENTS

Types of Degrees & Certificates

Seward County Community College offers four degrees: the Associate in Arts, the Associate in Science (AA), the Associate in General Studies (AGS), and the Associate in Applied Science (AAS). The AA and AS degrees are primarily for students wishing to transfer to four-year institutions. The AGS degree is designed for students whose future educational plans are not yet clearly defined. The AAS degree is designed Primarily for students in two year vocational programs, but can be utilized as a transfer degree in certain program areas.

In addition, the college offers certificate programs designed to meet specific needs of the student or the community. These programs are generally less than two years in length, and upon completion of the prescribed courses, the student receives a certificate of completion.

Catalog Information

This college catalog offers information about Seward County Community College, including the academic programs, student policies and procedures, and general information to assist students. The contents are as accurate as possible at the beginning of the academic year; however certain circumstances could necessitate revisions that would be effective at such time as college officials determine. SCCC reserves the right to make changes at any time in order to carry out its mission, without prior notice and/or obligation. Such changes would apply both to prospective students and currently enrolled students unless noted as specifically exempt.

The college catalog is officially revised each academic year. Students who begin an academic program of study are generally allowed to complete the program of study under the requirements that were in effect at the beginning of the program; however if a student's program of study is interrupted for a significant period of time, or if sufficient academic progress toward completion is delayed, or if degree and/or certificate requirements are amended to satisfy institutional, state and/or licensing guidelines, then the student's program of study would need to be modified. Students should contact the SCCC Registrar for specific information concerning their degree/certificate requirements.

Degree Requirements

<u>Associate in Arts</u>

GENERAL EDUCATION REQUIREMENTS (TOTAL REQUIRED = 47 Cr. Hr.)

9 Cr. Hr. ENGLISH COMPOSITION/ORAL COMMUNICATION

♦ ENGLISH	EG1103	English Composition I
	EG1113	English Composition II
♦ SPEECH	SP1203	Public Speaking

12 Cr. Hr. HUMANITIES (♦ from at least three of the following disciplines; * performance/studio courses are excluded)

♦ ART *	AR1323	Art Appreciation	♦ HISTORY	HS1303	American History I
	AR1703	Survey of Art History I		HS1313	American History II
	AR1713	Survey of Art History II		HS1503	Survey of Western Civ. I
♦ THEATER *	DR2103	Costume History		HS1513	Survey of Western Civ. II
	DR2203	Theater Appreciation	♦ LITERATURE	EG1703	Intro to Humanities
♦ MUSIC *	MU1203	Introduction to Music		EG1303	Intro to Literature
	MU1803	Intro to Jazz/Jazz Rock		EG2403	American Literature I
♦ PHILOSOPHY	PH1303	Intro to the Old Testament		EG2413	American Literature II
	PH1313	Intro to the New Testament		EG2303	English Literature I
	PH2103	Intro to Ethics		EG2313	English Literature II
	PH2203	Intro to Philosophy			

1 Cr. Hr. PE

♦ PHYSICAL EDUCATION	(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)

1 Cr. Hr. COLLEGE ORIENTATION

♦ COLLEGE ORIENTATION	(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)

12 Cr. Hr. SOCIAL & BEHAVIORAL SCIENCES (♦ from at least three of the following disciplines)

♦ SOCIOLOGY	BH1403	Principles of Sociology
♦ ECONOMICS	EC2213	Principles of Macroeconomics
	EC2223	Principles of Microeconomics
♦ ANTHROPOLOGY	BH1613	Cultural Anthropology
	BH1603	Physical Anthropology
♦ GEOGRAPHY	GE1103	World Regional Geography
♦ POLITICAL SCIENCE	SS1403	American National Government
♦ PSYCHOLOGY	BH1303	General Psychology
	BH2303	Human Growth & Development

3 Cr. Hr. COLLEGE ALGEBRA

♦ COLLEGE ALGEBRA	MA1173	Or course for which College Algebra is a prerequisite

9 Cr. Hr. NATURAL SCIENCES (♦ from at least two science disciplines of lecture w/lab)

♦ BIOLOGICAL SCIENCE: ♦ PHYSICAL SCIENCE:	(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)

CORE EMPHASIS & ELECTIVES

17 Cr. Hr. CORE EMPHASIS or OTHER ELECTIVES

Total hours for graduation: 64 Cr. Hr.

The total General Education requirements for the Associate in Arts degree at SCCC are 47 credit hours and include College Orientation. A minimum of 64 credit hours is necessary for degree completion, with a 2.00 overall minimum GPA and a minimum of 15 residential credits. Courses designated as developmental, remedial or ESL courses shall not count toward fulfilling the requirements of this degree.

Associate in Science

GENERAL EDUCATION REQUIREMENTS (TOTAL REQUIRED = 34 Cr. Hr.)

9 Cr. Hr. ENGLISH COMPOSITION/ORAL COMMUNICATION

♦ ENGLISH	EG1103	English Composition I
	EG1113	English Composition II
♦ SPEECH	SP1203	Public Speaking

3 Cr. Hr. COMPUTER TECHNOLOGY

♦ COMPUTER TECH	CS1203	Intro To Computer Concepts & Applications
	CS2103	Advanced Computer Concepts & Applications

6 Cr. Hr. HUMANITIES (♦ from at least two of the following disciplines; * performance/studio courses are excluded)

♦ ART *	AR1323	Art Appreciation	♦ HISTORY	HS1303	American History I
	AR1703	Survey of Art History I		HS1313	American History II
	AR1713	Survey of Art History II		HS1503	Survey of Western Civ. I
♦ THEATER *	DR2103	Costume History		HS1513	Survey of Western Civ. II
	DR2203	Theater Appreciation	♦ LITERATURE	EG1703	Intro to Humanities
♦ MUSIC *	MU1203	Introduction to Music		EG1303	Intro to Literature
	MU1803	Intro to Jazz/Jazz Rock		EG2403	American Literature I
♦ PHILOSOPHY	PH1303	Intro to the Old Testament		EG2413	American Literature II
	PH1313	Intro to the New Testament		EG2303	English Literature I
	PH2103	Intro to Ethics		EG2313	English Literature II
	PH2203	Intro to Philosophy			

1 Cr. Hr. PE

♦ PHYSICAL EDUCATION	(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)

1 Cr. Hr. COLLEGE ORIENTATION

♦ COLLEGE ORIENTATION	(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)

6 Cr. Hr. SOCIAL & BEHAVIORAL SCIENCES (♦ from at least two of the following disciplines)

♦ SOCIOLOGY	BH1403	Principles of Sociology
♦ ECONOMICS	EC2213	Principles of Macroeconomics
	EC2223	Principles of Microeconomics
♦ ANTHROPOLOGY	BH1613	Cultural Anthropology
	BH1603	Physical Anthropology
♦ GEOGRAPHY	GE1103	World Regional Geography
♦ POLITICAL SCIENCE	SS1403	American National Government
♦ PSYCHOLOGY	BH1303	General Psychology
	BH2303	Human Growth & Development

3 Cr. Hr. COLLEGE ALGEBRA

♦ COLLEGE ALGEBRA	MA1173	Or course for which College Algebra is a prerequisite

5 Cr. Hr. NATURAL SCIENCES (lecture w/lab)

♦ BIOLOGICAL SCIENCE:	(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)
♦ PHYSICAL SCIENCE:	

CORE EMPHASIS & ELECTIVES

12 Cr. Hr. CORE EMPHASIS from one of the following disciplines: science, mathematics, or business.
18 Cr. Hr. OTHER ELECTIVES

Total hours for graduation: 64 Cr. Hr.

An Associate in Science degree requires a program of study in the sciences, math, or business. A program of study is defined as 12 credit hours in one or more of the above areas, not counting general education courses. In order to graduate from SCCC, a student needs a minimum of 64 credit hours for degree completion, with a 2.00 overall minimum GPA and a minimum of 15 residential credits. Courses designated as developmental, remedial or ESL courses shall not count toward fulfilling the requirements of this degree.

Associate in General Studies

GENERAL EDUCATION REQUIREMENTS (TOTAL REQUIRED = 32 Cr. Hr.)

9 Cr. Hr. ENGLISH COMPOSITION/ORAL COMMUNICATION

♦ ENGLISH	EG1103	English Composition I
	EG1113	English Composition II
♦ SPEECH	SP1203	Public Speaking

6 Cr. Hr. HUMANITIES (♦ from at least two of the following disciplines; * performance/studio courses are accepted)

♦ ART *	AR1323	Art Appreciation	♦HISTORY	HS1303	American History I
	AR1703	Survey of Art History I		HS1313	American History II
	AR1713	Survey of Art History II		HS1503	Survey of Western Civ. I
♦ THEATER *	DR2103	Costume History		HS1513	Survey of Western Civ. II
	DR2203	Theater Appreciation	♦ LITERATURE	EG1703	Intro to Humanities
♦ MUSIC *	MU1203	Introduction to Music		EG1303	Intro to Literature
	MU1803	Intro to Jazz/Jazz Rock		EG2403	American Literature I
♦ PHILOSOPHY	PH1303	Intro to the Old Testament		EG2413	American Literature II
	PH1313	Intro to the New Testament		EG2303	English Literature I
	PH2103	Intro to Ethics		EG2313	English Literature II
	PH2203	Intro to Philosophy			

1 Cr. Hr. COLLEGE ORIENTATION

♦ COLLEGE ORIENTATION	(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)

3 Cr. Hr. BEHAVIORAL SCIENCE

♦ SOCIOLOGY	BH1403	Principles of Sociology
♦ PSYCHOLOGY	BH1303	General Psychology

6 Cr. Hr. SOCIAL SCIENCES

♦ ECONOMICS	EC2213	Principles of Macroeconomics
	EC2223	Principles of Microeconomics
♦ ANTHROPOLOGY	BH1613	Cultural Anthropology
	BH1603	Physical Anthropology
♦ GEOGRAPHY	GE1103	World Regional Geography
♦ POLITICAL SCIENCE	SS1403	American National Government

3 Cr. Hr. MATHEMATICS

♦ INTERMEDIATE ALGEBRA	MA1103	Or course for which Intermediate Algebra is a prerequisite

4 Cr. Hr. NATURAL SCIENCE

♦ BIOLOGICAL SCIENCE:	(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)
♦ PHYSICAL SCIENCE:	

CORE EMPHASIS & ELECTIVES

32 Credit Hours: Fine Arts, Business Occupations, Computer Technology, or other courses selected.

Total hours for graduation: 64 Cr. Hr.

An Associate in General Studies is a degree consisting of college credit courses to provide students with the opportunity to develop knowledge, skills, attitudes, and greater philosophical appreciation for lifelong learning. The AGS is not designed to satisfy requirements for transfer into Regents' universities degree programs. In order to graduate from SCCC, a student needs a minimum of 64 credit hours for degree completion, with a 2.00 overall minimum GPA and a minimum of 15 residential credits. Courses designated as developmental, remedial or ESL courses shall not count toward fulfilling the requirements of this degree.

Associate in Applied Science

GENERAL EDUCATION REQUIREMENTS (TOTAL REQUIRED = 15 Cr. Hr.)

6 Cr. Hr. COMMUNICATIONS

(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS
page for courses to fulfill this area)

9 Cr. Hr. GENERAL EDUCATION FROM ANY OF THE FOLLOWING AREAS:

MATHEMATICS & SCIENCE:

(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)

TOTAL MATHEMATICS & SCIENCE:

SOCIAL & BEHAVIORAL SCIENCES:

(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)

TOTAL SOCIAL & BEHAVIORAL SCIENCES:

HUMANITIES:

(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)

TOTAL HUMANITIES:

PHYSICAL EDUCATION ACTIVITY:

(see COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS page for courses to fulfill this area)

TOTAL PHYSICAL EDUCATION:

CORE EMPHASIS & ELECTIVES

45 Cr. Hr. MINIMUM IN CORE EMPHASIS/AREA OF SPECIALIZATION

4 Cr. Hr. MAXIMUM OTHER ELECTIVES

Total hours for graduation: 64 Cr. Hr.

An Associate in Applied Science degree requires the completion of a minimum of forty-five (45) credit hours in specialization and related contextual courses/competencies. The mix of technical knowledge (theory) and technical skills (laboratory) is to be determined by using the requirements of the occupation(s) as the basis. In order to graduate from SCCC, a student needs a minimum of 64 credit hours for degree completion, with a 2.00 overall minimum GPA and a minimum of 15 residential credits. Courses designated as developmental, remedial or ESL courses shall not count toward fulfilling the requirements of this degree.

Courses Satisfying General Education Requirements

The following list indicates which courses fulfill the general education requirements at Seward County Community College.

English Composition & Oral Communication

English Composition	Communications (AAS only)	Oral Communication
English Composition I & II	Business/Technical Communications Business English Interpersonal Communications	Public Speaking

Behavioral & Social Sciences

Psychology	Sociology	Anthropology
General Psychology Human Growth & Development Human Relations (AAS only)	Principles of Sociology	Cultural Anthropology Physical Anthropology

Economics	Geography	Political Science
Principles of Microeconomics Principles of Macroeconomics	World Regional Geography	American National Government

Physical Education Activity

Advanced Open Water Rescue	Aerobic Dance I –IV	Aquarobics I-IV
Archery	Ballroom Dance	Camp Skills
Canoeing	Country-Western Dance I-IV	Fly-fishing
Golf & Bowling	Hiking & Backpacking	Modern Dance
Personal Wellness I-IV	Racquetball I & II	Scuba Diving
Self-Defense I & II	Skeet & Trap Shooting	Swimming I & II
Synchronized Swimming	Tennis I & II	Weight Training & Jogging
Weight Training I-IV	Alpine Skiing	Circuit Training

Studio/Performing Arts (**DOES NOT** fulfill General Education Humanities Requirement for the Associate in Arts or Associate in Science)

Oil Painting I & II	Watercolor I & II	Drawing I & II
Dramatic Participation I & II	Sculpture I & II	Chorus I & II
Stagecraft I & II	Two & Three Dimensional Design	Acting I & II
Class Piano I & II	Stage Makeup	Applied Music I & II
Ceramics I-IV	Graphic Design I & II	Stained Glass
Introduction to Commercial Art	Photography I & II	Wind Ensemble I & II
Glass Art: Blown & Stained Glass	Silversmithing & Fabrication	Intro to Visual Communication

Humanities

Philosophy	Literature	Art
Introduction to Old Testament	Introduction to Humanities	Art Appreciation
Introduction to New Testament	American Literature I & II	Survey of Art History I & II
Introduction to Philosophy	English Literature I & II	
Introduction to Ethics	Introduction to Literature	
Introduction to Philosophy		

Theater	Music	History
Costume History	Introduction to Music	American History I & II
Theater Appreciation	Introduction to Jazz/Jazz Rock	Survey of Western Civilization I & II

Natural Science & Mathematics

Biological Science	Physical Science	Mathematics
Field Biology	Introduction to Chemistry	Intermediate Algebra **(AAS only)**
River Ecology	College Chemistry I & II	College Algebra
Principles of Biology	Organic Chemistry I	Trigonometry
Conservation & Ecology	Physical Science	Elementary Statistics
Human Anatomy	General Physics I	Business Calculus
Human Physiology	Engineering Physics I	Analytic Geometry
Nutrition **(AAS only)**	Introduction to Astronomy	Calculus I
General Zoology		
General Botany		
Microbiology		
Genetics		

Computer Technology

Introduction to Computer Concepts & Applications

Advanced Computer Concepts & Applications

Orientation to College

College Orientation

Career & Life Planning/Return to Learn

The Academic Affairs Council approves the general education list each academic year. A student may use any of the courses on the currently approved list to satisfy the general education requirements.
THESE GUIDELINES SUPERCEDE ANY PREVIOUS GUIDELINES FOR GENERAL EDUCATION REQUIREMENTS PUBLISHED PRIOR TO 7/1/03.

General Education

General Education – Philosophy Statement

The North Central Association of Colleges and Schools states that General Education "is a part of every student's course of study, regardless of his or her area of emphasis, and it is intended to impart common knowledge, intellectual concepts, and attitudes that every educated person should possess."

Seward County Community College believes the general education core of courses required by the college is an important part of enabling our students to more fully realize their potentials. The general education requirements, along with the variety of intellectual pursuits within the student's major discipline, are of vital importance to enhance the student's ability to communicate effectively, to develop necessary mathematical skills, to establish a high level of critical thinking skills, to stimulate and enrich the intellectual and cultural life of the student, and to broaden the knowledge and analytical skills of each student. The broad range of requirements within the general education core is instrumental in the intellectual and experiential growth, which enables each student to become a more productive, enlightened, and participative citizen.

A liberal education, with a solid general education core, is responsible for the development of a more knowledgeable person who is better able to engage in rational inquiry and critical thinking, a more civic person who is better prepared to take an effective role in community life, a more reflective person who is sensitive and perceptive, and a more holistic person who understands and appreciates his or her relationship within the global society.

Kansas Community Colleges & Kansas Technical Schools Transfer Agreement & Articulation Guide

In accord with K.S.A. 72-4453, this agreement is made among Kansas' community colleges, area vocational schools, area vocational technical schools, and technical colleges. With the acceptance of this agreement, Kansas students of postsecondary education will be able to bridge their educational experiences at area vocational schools, area vocational technical schools, technical colleges, and community colleges with the intent of completing the Associate in Applied Science degree. This agreement provides for the transferability of substantially equivalent courses of study and programs that are offered at area vocational schools, area vocational technical schools, technical colleges, and community colleges. (9-16-99)

Procedures

a. All Kansas community colleges will evaluate and accept as credit the completed courses or programs approved by the Kansas Board of Regents for the Associate in Applied Science degree. The Associate in Applied Science degree may be earned by the student transferring the completed technical program to a community college that does not have the program and by completing the graduation requirements for the A.A.S.

b. A student is required to successfully complete at least 12 credit hours at SCCC towards the Associate in Applied Science degree before credit hours for the technical program at a Kansas technical school will be recorded on the SCCC transcript.

c. The Associate in Applied Science degree requires a minimum of 64 credit hours, no more than 48 credit hours of the Associate in Applied Science degree shall be in the technical area. The remaining 16 credits required for completion of the AAS degree to be granted by Seward County Community College shall consist of the following disciplines:

♦	6 Credit hours	Communication
♦	9 Credit hours	General Education from any two of the following areas:
		• Mathematics and Science
		• Social & Behavioral Sciences

• Humanities	
• Physical Education Activity	
♦ 1 Credit hour	Elective from outside of the major area of concentration

Students must also meet the graduation and residency requirements as stated in the SCCC catalog for the Associate in Applied Science degree.

d. SCCC credit hours can be awarded for the technical area only when a minimum of 1116 clock hours in one technical program has been successfully completed at a Kansas technical school. Technical school transcripts must reflect the name of the technical program, the courses/units in the technical program, the number of clock hours possible and the number of clock hours completed in each course/unit, and the grade in each courses/unit. SCCC credit will be awarded for the successful completion of the entire technical program only, not course by course.

e. Conversion of clock-hours in a technical program, into SCCC credit hours, will be based on the same requirements that community colleges currently use to determine credit hours for a course:
   (1) 750 minutes lecture = 1 credit hour
   (2) 1,125 minutes lab = 1 credit hour

Kansas Community Colleges & Kansas Universities Transfer Agreement & Articulation Guide

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

This voluntary commitment reaffirms the intent to cooperate with sister colleges and universities in matters of student transfer and articulation for the ultimate benefit of all transfer students in the State of Kansas.

POINTS OF CLARIFICATION

1. This Agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.

2. Transfer students accepted for admission at Kansas public universities with the Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that:

a) Each receiving institution has the right to determine admission standards to the various majors in their institutions.

b) Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.

3. General education is defined as follows:

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

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

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

12 hours of Basic Skills courses, including:	6 hours of English Composition 3 hours of Public Speaking or Speech Communication 3 hours of college level Mathematics; college algebra and/or statistics will be required of transfer students where University curriculum requires it.
12 hours of Humanities courses from at least three of the following disciplines: *Performance courses are excluded.	Art* Theater* Philosophy Music* History Literature
12 hours of Social & Behavioral Science courses from at least three of the following disciplines:	Sociology Psychology Political Science Economics Geography Anthropology
9 hours of Natural & Physical Sciences courses from at least two disciplines (lecture with lab).	
Transcripts of students fulfilling the requirement of this agreement will be appropriately coded by the sending institution.	

4. Because each institution retains its right to define the requirements of a baccalaureate degree additional courses not in the transfer agreement may be required.

5. Other associate degrees and certificates may be awarded for programs which have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas public universities are to be considered outside of the terms of this agreement. Students attempting to transfer into Technology, Engineering and Architecture programs are considered outside this agreement. It is recommended that 2 + 2 and 2 + 3 arrangements be developed for the above programs of study. Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student. *Credit for equivalent technical courses may be granted by departmental examination.*

6. Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas public universities.

7. Foreign Language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.

8. A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.

9. The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

PROGRAMS & CURRICULA

Programs of Study

Allied Health
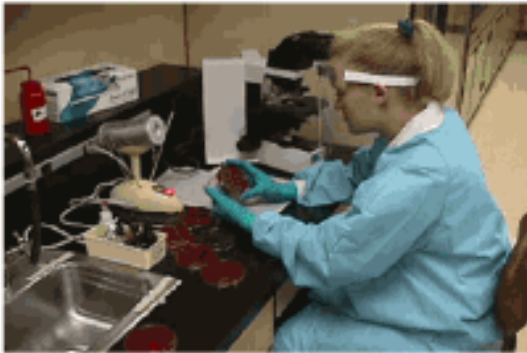
Medical Laboratory Technician

Nursing

Respiratory Therapy

Surgical Technology

Medical Laboratory Technician

Associate in Applied Science Degree	
First Year	
Fall Semester	**(16 credit hours)**
Zoology	5
Chemistry I	5
Intermediate or College Algebra	3
Introduction to Medical Technology	3
Spring Semester	**(14 credit hours)**
English Composition I	3
General Psychology	3
General Microbiology	5
Basic Immunology	3
Summer Semester	**(3 credit hours)**
Public Speaking	3
Second Year	
Fall Semester	**(15 credit hours)**
Hematology & Coagulation	5
Hematology & Coagulation Lab	0
Clinical Chemistry	5
Clinical Chemistry Lab	0
Body Fluids	3
Clinical Practicum Hematology/Coagulation	1
Clinical Practicum Clinical Chemistry	1
Spring Semester	**(12 credit hours)**
Blood Bank & Serology	5
Blood Bank & Serology Lab	0
Pathogenic Microbiology	5
Pathogenic Microbiology Lab	0
Clinical Practicum Blood Bank & Serology	1
Clinical Practicum Pathogenic Microbiology	1
Summer Semester	**(7 credit hours)**
Advanced Clinical Practicum	7
Total Hours:	**67 credit hours**

Associate in Science Additional Requirements:
English Composition II   3 credit hours
Social Science   3 credit hours
Arts and Humanities   6 credit hours
Physical Education   1 credit hour
Computer Technology   3 credit hours

Accreditation
National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Ave, Suite 670, Chicago, Illinois 60631; (773) 714-8880
www.naacls.org

Nursing

Certificate in Practical Nursing	
Students successfully completing the Practical Nursing program receive a Certificate in Practical Nursing and become eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).	
Fall Semester	
*Human Anatomy	3 hours
*General Psychology	3 hours
*English Composition I	3 hours
*Nutrition	3 hours
Fundamentals of Nursing	5 hours
Gerontological Nursing	2 hours
Spring Semester	
*Human Physiology	4 hours
*Human Growth & Development	3 hours
Maternal Child Care	5 hours
Medical Surgical Nursing	7 hours
Summer	
Role Development of the Practical Nurse	5 hours
Total Hours:	43 hours

Associate in Applied Science Degree	
Students successfully completing the associate degree program receive an Associate in Applied Science degree and become eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN)	
Summer	
**From Practical Nurse to ADN Student	1 hour
Fall Semester	
*Microbiology	5 hours
Mental Health Nursing	3 hours
Maternity Nursing	3 hours
Adult & Child Care I	4 hours
Spring Semester	
*English Composition II or Public Speaking	3 hours
*Computer Technology Elective	3 hours
Adult & Child Care II	4 hours
Client Care Nursing	3 hours
***Integration Seminar	3 hour
Total Hours:	28/32 hours

*General education courses may be taken prior to admittance to the nursing program or concurrently with nursing courses.

**This course is required only for non-SCCC practical nursing program graduates or SCCC graduates of more than two years ago.

***This course is required only for those who achieve a NCLEX-RN probability success score of below 85% on the initial HESI comprehensive exit exam.

Respiratory Therapy

Associate in Applied Science Degree	
First Year	
Fall Semester	**(17 credit hours)**
* Human Anatomy	3
* Beginning Algebra or higher math	3
Respiratory Physiology	4
Pharmacology I	2
Respiratory Therapy Procedures I	3
Introduction to Clinical Practicum	2
Spring Semester	**(17 credit hours)**
* Human Physiology	4
* English Composition or Public Speaking	3
Respiratory Diseases	3
Respiratory Therapy Procedures II	6
Pediatric Respiratory Care	1
Second Year	
Fall Semester	**(15 credit hours)**
** Introduction to Chemistry or higher	5
** General Psychology	3
Respiratory Therapy Procedures III	3
Respiratory Therapy Clinical Practicum II	4
Spring Semester	**(17 credit hours)**
** English Composition or Public Speaking	3
** Microbiology	5
Respiratory Management & Pulmonary Rehabilitation	1
Pharmacology II	1
Clinical Simulation & Review	3
Respiratory Therapy Clinical Practicum III	4
Summer Semester	**(9 credit hours)**
Critical Care & General Clinical Practicum	9
Total Hours:	**75 credit hours**

* Courses must be completed prior to Fall Semester, Second Year.
** Courses must be completed prior to beginning Summer Clinical Practicum.

Surgical Technology

Certificate in Surgical Technology

Students successfully completing the certificate or A.A.S. Surgical Technology program become eligible to apply to take the National Certifying Examination for Surgical Technologists.

*Communications: (3 credit hours) (only take one) English Composition I Public Speaking Business English	3 3 3
*Medical Terminology	2
*Human Anatomy	3
*Human Physiology	4
Surgical Technology I	10
Pharmacology for the Surgical Technologist	3
Surgical Technology II	12
Surgical Technology III	7
Major Requirements TOTAL	44

Associate in Applied Science Degree

This two-year option builds upon the formal Surgical Technology Certificate Program to allow the Surgical Technologist the opportunity to complete the Associate in Applied Science degree.

Course(s)	Minimum number of semester hours
* Communication Elective	3
* Computer Technology Elective	3
* Microbiology	5
* Electives from Math & Science, Humanities, Social & Behavioral Science, and Physical Education Activity Courses	9
Additional hours to compete A.A.S.	20
Total Required credit hours for A.A.S.	64

*General education courses may be taken prior to admittance to the surgical technology program or concurrently with surgical technology courses.

Business

[Accounting](#)

[Administrative Professionals](#)

[Agriculture](#)

[Business Administration](#)

[Business Marketing/Management](#)

[Computer Information Systems](#)

[Criminal Justice](#)

[Cosmetology](#)

Accounting

Associate in Science Degree (Transfer)		Associate in Applied Science Degree	
General Education Requirements:		**General Education Requirements:**	
Communications	**(9 credit hours)**	**Communications**	**(9 credit hours)**
English Comp I	3	English Comp I	3
English Comp II	3	English Comp II	3
Public Speaking	3	Public Speaking	3
Computer Science Introduction to Computing	**(3 credit hours)**	**College Orientation**	**(1 credit hour)**
Humanities From at least 2 of the following disciplines: Art, Music, Theater, History, Philosophy, or Literature (Studio & performance courses are excluded)	**(6 credit hours)**	Choose from the following disciplines: Mathematics, Lab Science, Humanities, Social & Behavioral Science, Physical Education	**(9 credit hours)**
Physical Education Activity	**(1 credit hour)**	**Required Courses:**	**(27 credit hours)**
College Orientation	**(1 credit hour)**	Introduction to Accounting *	3
Social & Behavioral Science	**(6 credit hours)**	Financial Accounting I	3
From at least 2 of the following disciplines: Sociology, Psychology, Geography, Economics, Political Science, or Anthropology		Financial Accounting II Managerial Accounting Computerized Accounting Business Math or Electronic Calculator Applications	3 3 3 3
Math & Lab Science	**(8 credit hours)**	Principles of Macroeconomics	3
College Algebra		Keyboarding Elective*	3
Laboratory Science		Spreadsheet for Accounting Application	3
Minimum Requirements	**34 credit hours**		
Recommended courses for	**(18 credit hours)**		
Accounting:			
Introduction to Accounting*	3		
Financial Accounting I	3		
Financial Accounting II	3		
Managerial Accounting	3		
Computerized Accounting	3		
Spreadsheet for Accounting	3		
Business Electives	**(12 credit hours)**	**Business Electives**	**(18 credit hours)**
From: Accounting, Computer Info Systems, Administrative Professionals, or Business Administration		From: Accounting, Computer Info Systems, Administrative Professionals, Business Administration, or Business Management/Marketing	
Total Degree Requirements	**64 credit hours**	**Total Degree Requirements**	**64 credit hours**

* These courses will be waived if a student completed the course in high school

To receive more information or to arrange a campus visit, contact:
Office of Admissions
Seward County Community College
PO Box 1137
Liberal, Kansas 67905-1137
Telephone: (620) 624-1951 or   Toll-free: (800) 373-9951
mewing@sccc.edu

Administrative Professionals

The Administrative Professionals program at SCCC offers degree and certificate options, tailored to fit the need of the student in the following areas:

- ➢ Administrative Office Assistant
- ➢ Office Assistant
- ➢ Legal Office Assistant
- ➢ Medical Office Assistant
- ➢ Information Processing Specialist

Administrative Professionals General Education/Technical Requirements Associate in Applied Science Degree	
Communications: Select two courses from any of the following: Business English, Business/Technical Communications, English Composition I, or Interpersonal Communications	6 credit hours
General Education: Select from any of the following areas: Mathematics and Science, Humanities*, Social and Behavioral Science, Physical Education Activity Courses (*Studio and performance courses are acceptable.	9 credit hours
Specialization and related contextual courses/competencies: Required Courses: **AP 1133 Intermediate Keyboarding** **AP 1203 Notetaking** **AP 1223 Records Management** **AP 2103 Advanced Keyboarding** **AP 2303 Office Procedures** **CS 1603 Microcomputer Software Suites (MS OFFICE)** **AC 1103 Introduction to Accounting Or** **AC 1203 Financial Accounting I** **BA 1163 Electronic Calculator Applications** **BA 2243 Business/Technical Communications** **EG 1203 Business English**	30 credit hours
Elective Related Courses	15 credit hours
Electives from any area of the college	4 credit hours
Total hours required for the AAS Degree	**64 credit hours**

Administrative Professionals Certificate Requirements *		Information Processing Specialist Certificate Requirements *	
Courses	**Credit Hours**	**Courses**	**Credit Hours**
EG1203 Business English	3	EG1203 Business English	3
BA2243 Business/Technical Communications	3	BA2243 Business/Technical Communications	3
AP1133 Intermediate Keyboarding	3	AP1133 Intermediate Keyboarding	3
AP2103 Advanced Keyboarding	3	AP2103 Advanced Keyboarding	3
AP1223 Records Management	3	AP1223 Records Management	3
CS1603 Microcomputer Software Suites (MS Office)	3	BA1163 Electronic Calculator Applications	3
BA1163 Electronic Calculator Applications	3	AP2303 Office Procedures	3
AP2303 Office Procedures	3	BH1503 Human Relations	3
AC1103 Introduction to Accounting	3	CS1103 Microcomputer Operating Systems	3
BH1503 Human Relations	3	CS1603 Microcomputer Software Suites (MS Office)	3
AP1203 Notetaking	3	CS1613 Advanced Microcomputer Office Suites	3
		CS2303 Computer Based Spreadsheets	3
		CS2313 Microcomputer Database Management Systems	3
		CS1803 Microcomputer Business Presentations	3
Total Required Hours	**33**	**Total Required Hours**	**42**

*Courses listed for the certificate are required and may not be substituted without permission of the Administrative Professionals program coordinator.

Agriculture

Associate in Science Degree (Transfer)	
General Education Requirements:	
Communications	(9 credit hours)
English Comp I	3
English Comp II	3
Public Speaking	3
Computer Science	(3 credit hours)
Intro to Computer Concepts & Applications	3
Humanities	(6 credit hours)
From at least 2 of the following disciplines: Art, Music, Theater, History, Philosophy, or Literature (Studio and performance courses are excluded)	
Physical Education Activity	(1 credit hour)
College Orientation	(1 credit hour)
Social & Behavioral Science	(6 credit hours)
From at least 2 of the following disciplines: Sociology, Psychology, Geography, Economics, Political Science, or Anthropology	
Math & Lab Science	(8 credit hours)
College Algebra	3
Chemistry w/Lab	5
Minimum Requirements	34 credit hours
Recommended Courses:	(19 credit hours)
Careers in Agriculture	3
Principles of Biology	3
Crop Science or Soils	3
Agricultural Economics	3
Principles of Livestock	3
Nutrition	3
Animal Science and Animal Science Lab	1
Business Electives	(3 credit hours)
Program Electives	(8 credit hours)
Total Degree Requirements	**64 credit hours**

Associate in Applied Science Degree	
General Education Requirements:	
Communications	(6 credit hours)
English Comp I	3
Communications Elective	3
Public Speaking	3
College Orientation	(1 credit hour)
Choose from the following disciplines:	(9 credit hours)
Mathematics, Lab Science, Humanities, Social and Behavioral Science, Physical Education	
Required Courses	(45 credit hours)
Careers in Agriculture	3
Animal Science and	3
Animal Science Lab	1
Principles of Biology w Lab	4
Intro to Computer Concepts & Applications	3
Crop Science or Soil Science	4
Accounting Elective	3
Business Electives	6
Farm and Ranch Management	3
Agricultural Economics	3
General Electives	6
Agriculture Electives	6
Total Degree Requirements	**64 credit hours**

Business Administration

Associate in Science Degree Transfer Articulation Plan	
Communications:	(9 Credit Hours)
English Composition 1	3
English Composition II	3
Public Speaking	3
College Algebra	3
Humanities:	(12 Credit Hours)
Select courses from three of the following areas of study:	
Art, Philosophy, History, Literature, Theatre, and Music	
Physical Education Activity:	1
College Orientation:	1
Social & Behavioral Sciences: In addition to Macro & Microeconomics select courses from two of the following areas of study:	(12 credit hours)
Sociology	3
Political Science	3
Geography	3
Psychology	3
Anthropology	3
Principles of Macroeconomics	3
Principles of Microeconomics	3
Lab Sciences: Both areas must be represented.	
Natural Science	(9 credit hours)
Physical Science	
Courses for Professional Study - Business Core	(15 credit hours)
Electives	(2 credit hours)
Total Credit Hours	**64 credit hours**

Business Marketing/Management

Associate in Science Degree

Communications:	
English Comp I	9 hours
English Comp II	
Public Speaking	
Computer Technology:	3 hours
Intro to Computers	
Humanities:	6 hours
Physical Education:	1 hour
College Orientation:	1 hour
Social & Behavioral Sciences:	6 hours
Mathematics and Lab Science:	8 hours
College Orientation	1 hour
Courses for Major Area of Study:	12 hours *(see advisor for specific course of study)*
Electives:	17 credit hours
Total Hours Needed for Degree Completion:	**64 credit hours**

Associate in Applied Science Degree

Communications:	6 hours
General Education:	9 hours
Computer Technology	3 hours
College Orientation:	1 hour
Physical Education	1 hour
Core Requirements	38 hours
Including Intro to Business, Intro to Marketing, Business Math, Management, Accounting, Economics, Advertising, Human Relations, Business Communications, E-Commerce, Internship and Seminar	*(see advisor for specific course of study)*
Other Electives:	*2 hours*
Business Management/ Marketing Electives:	4 hours
Total Hours Needed for Degree Completion:	**64 credit hours**

Certificate of Completion Salesperson

Program Requirements: 24 credit hours
Intro to Computer Concepts & Applications, Intro to Business, Intro to Marketing, Salesmanship, Business Communications, Business Math, E-Commerce, Seminar, Employability Skills

Program Electives: 7 credit hours
College Orientation: 1 credit hour

Total Hours Needed for Completion:	**32 hours**

Business Marketing/Management Core Courses:

Accounting, Intro to Business, Business Math, Intro to Marketing, Salesmanship, Business Management, Human Relations, Economics, Advertising, Business Technical Communication, Employability Skills, Internship, Retailing, E-Commerce, Business Presentations.

Computer Information Systems

Associate in Science Degree		Associate in Applied Science Degree	
Communications:	9 hours	**Communications:**	6 hours
English Comp I		**General Education:**	9 hours
English Comp II		*(pick from at least 3 of*	
Public Speaking		*the following areas)*	
Computer Technology:	3 hours	➢ Mathematics and	
Intro to		Science	
Computers		➢ Humanities	
Humanities:	6 hours	➢ Social and	
Physical Education:	1 hour	Behavioral Science	
College Orientation:	1 hour	➢ Physical Education	
Social & Behavioral Sciences:	6 hours	Activity Courses	
Mathematics and Lab Science:	8 hours	**College Orientation:**	1 hour
Courses for Major Area of Study:	12 hours *(see advisor for specific course of study)*	**Courses for Major Area of Study:**	45 hours *(see advisor for specific course of study)*
Total Hours for Degree Completion:	64 hours	**Total Hours for Degree Completion:**	64 hours

Certificate of Completion
The Certificate of Completion is designed for students who want to take classes only in their major area of study. Students will need to see their advisor to design a specific Course of Study.
Total Hours Needed for Completion: 34 hours

Computer Information Systems Courses:

Microcomputer Operating Systems, Introduction to Programming, Visual Basic I and II, Intro to JAVA Programming, Programming Language Visual C++, Computer Networks, System Analysis Methods, Intro to Computer Concepts & Applications, Microcomputer Applications, Microcomputer Software Suites, Computer Based Spreadsheets, Microcomputer Based Database Management Systems, Desktop Publishing I, Microcomputer Business Presentations, Multimedia Authoring, Advanced Multimedia Authoring, Computer Illustrations, Digital Video Editing, Digital Image Editing, Basic Web Page Design, Web Page Design I, II, and II.

Criminal Justice – Community Corrections

Associate in Science Degree		Associate in Applied Science Degree	
General Education Requirements:		**General Education Requirements:** **Communications** (Recommended Courses)	(6 credit hours)
Communications	(9 credit hours)		
English Composition I	3	English Composition I	3
English composition II	3	Public Speaking	3
Public Speaking	3		
Computer Technology	3	**General Education**	(9 credit hours)
Humanities From at least two of the following discipline (Recommended Courses):	(6 credit hours)	Choose from any of the following areas: Humanities*, Mathematics and Science, Physical Education Activity,	
Art, Music, Theatre	3	Social and Behavioral Sciences	
Art Appreciation		* Studio and performances courses are acceptable	
Introduction to Music		Minimum Gen Ed Requirements Total	15 credit hours
Introduction to Theatre		Required Courses for Professional Study:	(24 credit hours)
Philosophy	3	Introduction to Criminal Justice	3
Introduction to Ethics		Introduction to Corrections	3
History	3	Community Based Corrections	3
American History I, II		Criminal Procedures	3
Survey of Western Civilization I, II		Constitutional Law	3
Mathematics and Lab Science	(8 credit hours)	Criminal Law	3
College Algebra	3	Juvenile Justice	3
Laboratory Science	5	Offender Management	3
College Orientation	1	**Criminal Justice Electives**	(25 credit hours)
Social & Behavioral Sciences	(6 credit hours)	**Total Program Hours**	**64 credit hours**
From at least two of the following disciplines: **Sociology:**			
Principles of Sociology	3		
Psychology:			
General Psychology	3		
Minimum Gen Ed Requirements	**34 credit hours**		
Recommended for Professional Study:	(24 credit hours)		
Introduction to Criminal Justice			
Introduction to Corrections			
Community Based Corrections			
Criminal Procedures			
Constitutional Law or Criminal Law			
Juvenile Justice			
Offender Management			
Police Administration			
Criminal Justice Electives	(6 credit hours)		
Total Program Hours	**64 credit hours**		

Criminal Justice – Fish & Wildlife

Associate in Applied Science Degree

General Education Requirements:	(9 credit hours)	*Required Courses:	(34 credit hours)
Choose 9 hours from the following disciplines:		Introduction to Criminal Justice or Principles of Police Patrol	3
Mathematics and Science	3	Criminal Procedures or	3
Humanities (includes studio and performance courses)	3	Constitutional Law	3
		Criminal Investigations I	3
Social and Behavioral Science	3	Criminal Law	3
Physical Education	1	Police Administration	3
Communications:	(6 credit hours)	Conservation & Ecology	3
Recommended courses:		Conservation & Ecology Lab I	1
English Composition I	3	Conservation & Ecology Field	2
Public Speaking	3	Techniques	
Minimum General Ed. Requirements	(15 credit hours)	General Zoology	3
***Criminal Justice Program Electives:**	(16 credit hours)	Botany	5
		Firearms I or II	2
Recommended Science Electives:			
River Ecology (includes 2 hrs of PE)	3	**Total Program Hours**	**64 credit hours**
Field Biology (includes 2 hrs of PE)	3		

*Note: There is some flexibility in the number of
required and elective hours.

Certificate – One Year

First Semester:	
Principles of Police Patrol	3
Principles of Biology w/Lab	4
Program Elective	3
Conservation & Ecology	3
Conservation Lab	1
Police Firearms	2
Second Semester:	
General Botany	5
Field Techniques	2
Criminal Investigations I	3
Program Electives	9
Total Program Hours	**35 Credit Hours**

Criminal Justice – Law Enforcement

Associate in Science Degree	
Communications	(9 credit hours)
English Comp I	3
English Comp II	3
Public Speaking	3
Computer Science	3 credit hours
Humanities	(6 credit hours)
From at least 2 of the following disciplines: (Recommended courses)	
Art	
Art Appreciation	3
Survey to Art History I, II	3
Music	
Intro to Music	3
Intro Jazz & Jazz Rock	3
History	
American History I, II	3
Survey of Western Civilization I, II	3
Physical Education Activity	1 credit hour
College Orientation	1 credit hour
Social & Behavioral Science	(6 credit hours)
From at least 2 of the following disciplines (Recommended Courses)	
Sociology:	
Principles of Sociology	3
Psychology:	
General Psychology	3
Math and Lab Science	(8 credit hours)
College Algebra	3
Laboratory Science	5
Minimum requirements	34 credit hours
Recommended Courses for Professional Study:	(21 credit hours)
Introduction to Criminal Justice	3
Principles of Police Patrol	3
Criminal Procedures or Const. Law	3
Criminal Investigations I	3
Criminal Law	3
Traffic Accident Investigations	3
Police Administration	3
Criminal Justice Electives	(9 credit hours)
Total Program Hours	**64 credit hours**

Associate in Applied Science	
General Education Requirements:	(9 credit hours)
Choose 9 hours from the following disciplines:	
Mathematics, Lab Science, Humanities (includes studio and performance courses), Social and Behavioral Science, Physical Education	
Communications Area:	(6 credit hours)
(Recommended Courses)	
English Composition I	3
Public Speaking	3
Minimum General Education Requirements:	(15 credit hours)
Required Courses:	(21 credit hours)
Introduction to Criminal Justice	3
Principles of Police Patrol	3
Criminal Procedures or	3
Constitutional Law	3
Criminal Law	3
Traffic Accident Investigations	3
Police Administration	3
Criminal Justice Program Electives	(28 credit hours)
Total Program Hours	**64 credit hours**

Criminal Justice Program Certificate – One Year *	
First Semester:	
Intro to Criminal Justice	3
Principles of Police Patrol	3
Police Firearms I or II	2
Procedural Law or Const. Law	3
Program Electives	7
Second Semester:	
Criminal Law	3
Police Administration	3
Traffic Accident Investigations	3
Criminal Investigations I	3
Criminal Justice Internship	2
Total Program Hours	**32 credit hours**

*Students seeking this program must meet with the program director during the first semester of enrollment. Required program courses may be substituted only with approval of the program director.

Cosmetology

Certificate of Completion	
Program Requirements:	
Boot Camp	1 credit hour
Cosmetology I, II, III, IV	44 credit hours
Total Program Requirements	**45 credit hours**

Associate in Applied Science Degree	
General Education Requirements:	
Communications	6 credit hours
General Education Requirements from any of the following areas: Humanities*, Social and Behavioral Science, Mathematics and Science (*Studio and Performance courses are acceptable)	9 credit hours
Electives	4 credit hours
Program Requirements:	
Boot Camp	1 credit hour
Cosmetology I	11 credit hours
Cosmetology II	11 credit hours
Cosmetology III	11 credit hours
Cosmetology IV	11 credit hours
Total Required Hours for Degree	**64 credit hours**

Humanities & Social Sciences

Behavioral Science

Education

English

History

Journalism

Music

Philosophy

Social Science

Speech & Drama

Visual Arts

Behavioral Science

Associate in Arts Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Humanities: From at least three of the following disciplines: *Recommended Courses:* Art:	**(12 credit hours)**
Survey Art History I or II	3
Philosophy:	
Intro to Ethics or Intro to Philosophy	3
History:	
Survey Western Civilization I or II	3
Literature:	
Introduction to Literature	3
Social & Behavioral Sciences: From at least three of the following disciplines: *Recommended Courses:* Sociology:	**(12 credit hours)**
Principles of Sociology	3
Psychology:	
General Psychology	3
Human Growth & Development	3
Anthropology:	
Anthropology	3
Geography:	
World & Regional Geography	3
College Algebra	**(3 credit hours)**
Lab Sciences:	**(9 credit hours)**
Natural Science	5
Physical Science	4
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**
Electives TOTAL	**17 credit hours**
ASSOCIATE IN ARTS DEGREE REQUIREMENTS	**64 credit hours**

Education

Associate in Arts Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Humanities: From at least three of the following disciplines: *Recommended Courses:* Art:	**(12 credit hours)**
Survey Art History I or II	3
Theater:	
Theater Appreciation or Costume History	3
History:	
Survey Western Civilization I or II	3
Literature:	
Introduction to Literature	3
Social & Behavioral Sciences: From at least three of the following disciplines: *Recommended Courses:* Sociology:	**(12 credit hours)**
Principles of Sociology	3
Psychology:	
General Psychology	3
Human Growth & Development	3
Anthropology:	
Anthropology	3
Geography:	
World & Regional Geography	3
College Algebra	**(3 credit hours)**
Lab Sciences:	**(9 credit hours)**
Natural Science	5
Physical Science	4
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**
Electives TOTAL	**17 credit hours**
ASSOCIATE IN ARTS DEGREE REQUIREMENTS	**64 credit hours**

English

	Associate in Arts (Transfer)	Associate in Science (Graphic Design)
Communications:	**(9 credit hours)**	**(9 credit hours)**
English Composition I	3	3
English Composition II	3	3
Public Speaking	3	3
Humanities: From at least three of the following disciplines: *Recommended Courses:* Art: Survey Art History I or II Philosophy: Intro to Ethics or Intro to Philosophy History: Survey Western Civilization I or II Literature: Introduction to Literature	**(12 credit hours)** Survey of Art History I AND II = 6 hours + 6 additional hours from two additional disciplines	**(6 credit hours)** Survey of Art History I OR II = 3 hours + 3 additional hours from two additional disciplines
Social & Behavioral Sciences: From at least three of the following disciplines: *Recommended Courses:* Sociology: Principles of Sociology Psychology: General Psychology Human Growth & Development Anthropology: Anthropology Geography: World & Regional Geography	**(12 credit hours)** 3 3 3 3 3	**(6 credit hours)** 6 credit hours from at least **two** of the listed disciplines
College Algebra	**(3 credit hours)**	**(3 credit hours)**
Lab Sciences: Natural Science Physical Science	**(9 credit hours)** 5 4	**(5 credit hours)** Natural or Physical Science = to 5 credit hours
Physical Education Activity:	**(1 credit hour)**	**(1 credit hour)**
College Orientation:	**(1 credit hour)**	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**	**34 credit hours**
Electives: (See list below for core area electives)	**(17 credit hours)**	**(30 credit hours)**
DEGREE REQUIREMENTS	**64 credit hours**	**64 credit hours**

ENGLISH ELECTIVES: Introduction to Literature, American Literature I & II, & English Literature I & II.

History

	Associate in Arts (Transfer)	Associate in Science (Graphic Design)
Communications:	**(9 credit hours)**	**(9 credit hours)**
English Composition I	3	3
English Composition II	3	3
Public Speaking	3	3
Humanities: From at least three of the following disciplines: *Recommended Courses:* Art: Survey Art History I or II Philosophy: Intro to Ethics or Intro to Philosophy History: Survey Western Civilization I or II Literature: Introduction to Literature	**(12 credit hours)** Survey of Art History I AND II = 6 hours + 6 additional hours from two additional disciplines	**(6 credit hours)** Survey of Art History I OR II = 3 hours + 3 additional hours from two additional disciplines
Social & Behavioral Sciences: From at least three of the following disciplines: *Recommended Courses:* Sociology: Principles of Sociology Psychology: General Psychology Human Growth & Development Anthropology: Anthropology Geography: World & Regional Geography	**(12 credit hours)** 3 3 3 3 3	**(6 credit hours)** 6 credit hours from at least **two** of the listed disciplines
College Algebra	**(3 credit hours)**	**(3 credit hours)**
Lab Sciences: Natural Science Physical Science	**(9 credit hours)** 5 4	**(5 credit hours)** Natural or Physical Science = to 5 credit hours
Physical Education Activity:	**(1 credit hour)**	**(1 credit hour)**
College Orientation:	**(1 credit hour)**	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**	**34 credit hours**
Electives: **(See list below for core area electives)**	**(17 credit hours)**	**(30 credit hours)**
DEGREE REQUIREMENTS	**64 credit hours**	**64 credit hours**

HISTORY ELECTIVES: Survey of Western Civilization I & II, American History I & II, Current History, & American Government.

Journalism

	Associate in Arts (Transfer)	Associate in Science (Graphic Design)
Communications:	**(9 credit hours)**	**(9 credit hours)**
English Composition I	3	3
English Composition II	3	3
Public Speaking	3	3
Humanities: From at least three of the following disciplines: *Recommended Courses:* Art: Survey Art History I or II Philosophy: Intro to Ethics or Intro to Philosophy History: Survey Western Civilization I or II Literature: Introduction to Literature	**(12 credit hours)** Survey of Art History I AND II = 6 hours + 6 additional hours from two additional disciplines	**(6 credit hours)** Survey of Art History I OR II = 3 hours + 3 additional hours from two additional disciplines
Social & Behavioral Sciences: From at least three of the following disciplines: *Recommended Courses:* Sociology: Principles of Sociology Psychology: General Psychology Human Growth & Development Anthropology: Anthropology Geography: World & Regional Geography	**(12 credit hours)** 3 3 3 3 3	**(6 credit hours)** 6 credit hours from at least **two** of the listed disciplines
College Algebra	**(3 credit hours)**	**(3 credit hours)**
Lab Sciences: Natural Science Physical Science	**(9 credit hours)** 5 4	**(5 credit hours)** Natural or Physical Science = to 5 credit hours
Physical Education Activity:	**(1 credit hour)**	**(1 credit hour)**
College Orientation:	**(1 credit hour)**	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**	**34 credit hours**
Electives: (See list below for core area electives)	**(17 credit hours)**	**(30 credit hours)**
DEGREE REQUIREMENTS	**64 credit hours**	**64 credit hours**

JOURNALISM ELECTIVES: Basic Newswriting, Newswriting I & II, Newspaper Practicum I – IV, Desktop Publishing I & II, Introduction to Mass Communication, & Directed Independent Studies in Journalism.

Music

Associate in Arts Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Humanities: From at least three of the following disciplines:	**(12 credit hours)**
Recommended Courses: Art:	
Survey Art History I or II	3
Theater:	
Theater Appreciation or Costume History	3
History:	
Survey Western Civilization I or II	3
Literature:	
Introduction to Literature	3
Social & Behavioral Sciences: From at least three of the following disciplines:	**(12 credit hours)**
Recommended Courses: Sociology:	
Principles of Sociology	3
Psychology:	
General Psychology	3
Human Growth & Development	3
Anthropology:	
Anthropology	3
Geography:	
World & Regional Geography	3
College Algebra	**(3 credit hours)**
Lab Sciences:	**(9 credit hours)**
Natural Science	5
Physical Science	4
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**
Electives TOTAL	**17 credit hours**
ASSOCIATE IN ARTS DEGREE REQUIREMENTS	**64 credit hours**

Philosophy

Associate in Arts Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Humanities: From at least three of the following disciplines:	**(12 credit hours)**
Recommended Courses: Art:	
Survey Art History I or II	3
Philosophy:	
Intro to Ethics or Intro to Philosophy	3
History:	
Survey Western Civilization I or II	3
Literature:	
Introduction to Literature	3
Social & Behavioral Sciences: From at least three of the following disciplines:	**(12 credit hours)**
Recommended Courses: Sociology:	
Principles of Sociology	3
Psychology:	
General Psychology	3
Human Growth & Development	3
Anthropology:	
Anthropology	3
Geography:	
World & Regional Geography	3
College Algebra	**(3 credit hours)**
Lab Sciences:	**(9 credit hours)**
Natural Science	5
Physical Science	4
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**
Electives TOTAL	**17 credit hours**
ASSOCIATE IN ARTS DEGREE REQUIREMENTS	**64 credit hours**

Social Science

Associate in Arts Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Humanities: From at least three of the following disciplines:	**(12 credit hours)**
Recommended Courses: Art: Survey Art History I or II	3
Philosophy: Intro to Ethics or Intro to Philosophy	3
History: Survey Western Civilization I or II	3
Literature: Introduction to Literature	3
Social & Behavioral Sciences: From at least three of the following disciplines:	**(12 credit hours)**
Recommended Courses: Sociology: Principles of Sociology	3
Psychology: General Psychology	3
Human Growth & Development	3
Anthropology: Anthropology	3
Geography: World & Regional Geography	3
College Algebra	**(3 credit hours)**
Lab Sciences:	**(9 credit hours)**
Natural Science	5
Physical Science	4
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**
Electives TOTAL	**17 credit hours**
ASSOCIATE IN ARTS DEGREE REQUIREMENTS	**64 credit hours**

Speech & Drama

Associate in Arts Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Humanities: From at least three of the following disciplines:	**(12 credit hours)**
Recommended Courses: Art:	
Survey Art History I or II	3
Theater:	
Theater Appreciation or Costume History	3
History:	
Survey Western Civilization I or II	3
Literature:	
Introduction to Literature	3
Social & Behavioral Sciences: From at least three of the following disciplines:	**(12 credit hours)**
Recommended Courses: Sociology:	
Principles of Sociology	3
Psychology:	
General Psychology	3
Human Growth & Development	3
Anthropology:	
Anthropology	3
Geography:	
World & Regional Geography	3
College Algebra	**(3 credit hours)**
Lab Sciences:	**(9 credit hours)**
Natural Science	5
Physical Science	4
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**
Electives TOTAL	**17 credit hours**
ASSOCIATE IN ARTS DEGREE REQUIREMENTS	**64 credit hours**

Visual Arts

	Associate in Arts (Transfer)	Associate in Science (Graphic Design)
Communications:	**(9 credit hours)**	**(9 credit hours)**
English Composition I	3	3
English Composition II	3	3
Public Speaking	3	3
Humanities: From at least three of the following disciplines: *Recommended Courses:* Art: Survey Art History I or II Philosophy: Intro to Ethics or Intro to Philosophy History: Survey Western Civilization I or II Literature: Introduction to Literature	**(12 credit hours)** Survey of Art History I AND II = 6 hours + 6 additional hours from two additional disciplines	**(6 credit hours)** Survey of Art History I OR II = 3 hours + 3 additional hours from one additional disciplines
Social & Behavioral Sciences: From at least three of the following disciplines: *Recommended Courses:* Sociology: Principles of Sociology Psychology: General Psychology Human Growth & Development Anthropology: Anthropology Geography: World & Regional Geography	**(12 credit hours)** 3 3 3 3 3	**(6 credit hours)** 6 credit hours from at least **two** of the listed disciplines
College Algebra	**(3 credit hours)**	**(3 credit hours)**
Lab Sciences:	**(9 credit hours)**	**(5 credit hours)**
Natural Science	5	Natural or Physical Science = to 5 credit hours
Physical Science	4	
Physical Education Activity:	**(1 credit hour)**	**(1 credit hour)**
College Orientation:	**(1 credit hour)**	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**	**34 credit hours**
Electives: (See list below for core area electives)	**(17 credit hours)**	**(30 credit hours)**
DEGREE REQUIREMENTS	**64 credit hours**	**64 credit hours**

ART ELECTIVES: Drawing I & II, Oil Painting I & II, Watercolor I & II, Ceramics I through IV, Silversmithing & Fabrication, Two & Three Dimensional Design, Intro to Graphic Design, Graphic Design I & II, Intro to Visual Communications, Intro to Crafts, Sculpture, Photography I & II, Survey of Art History I & II, Art in the Elementary School.

Science/Math/PE
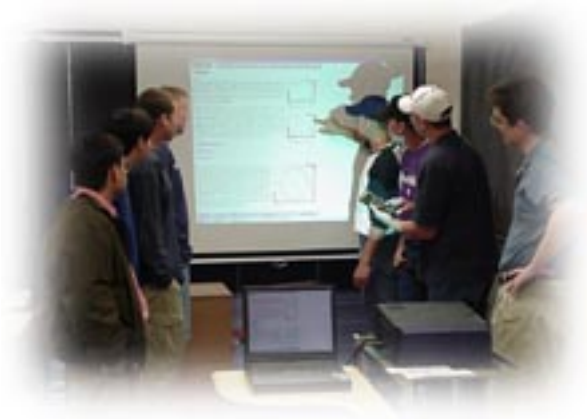
[Biology](#)

[Chemistry](#)

[Engineering (Pre)](#)

[Mathematics](#)

[Medicine (Pre)](#)

[Physical Education](#)

[Sports Medicine](#)

Biology

Associate in Science Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Computer Technology	**(3 credit hours)**
Humanities:	**(6 credit hours)**
From at least two of the following disciplines:	
Recommended Courses:	
Art:	
Survey Art History I or II	3
Philosophy:	
Intro to Ethics or Intro to Philosophy	3
History:	
Survey Western Civilization I or II	3
Social & Behavioral Sciences:	**(6 credit hours)**
From at least two of the following disciplines:	
Recommended Courses:	
Sociology:	
Principles of Sociology	3
Psychology:	
General Psychology	3
Economics or Political Science:	
Macroeconomics, Microeconomics, or Political Science	3
Mathematics & Lab Sciences:	**(8 credit hours)**
Natural Science	5
College Algebra	3
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Minimum Requirements TOTAL	**34 credit hours**
Other Electives	**(18 credit hours)**
Recommended Courses for Core Emphasis (below):	**(12 credit hours)**
Zoology	5
Botany	5
General Chemistry I	5
General Chemistry II	5
General Organic Chemistry I	5
General Organic Chemistry II	5
General Physics I	5
General Physics II	5
Microbiology	5
Trigonometry	3
Calculus I	5
ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS	**64 credit hours**

Chemistry

Associate in Science Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Computer Technology	**(3 credit hours)**
Humanities: From at least two of the following disciplines: *Recommended Courses:*	**(6 credit hours)**
Art: Survey Art History I or II	3
Philosophy: Intro to Ethics or Intro to Philosophy	3
History: Survey Western Civilization I or II	3
Social & Behavioral Sciences: From at least two of the following disciplines: *Recommended Courses:*	**(6 credit hours)**
Sociology: Principles of Sociology	3
Psychology: General Psychology	3
Economics or Political Science: Macroeconomics, Microeconomics, or Political Science	3
Mathematics & Lab Sciences:	**(8 credit hours)**
Natural Science	5
College Algebra	3
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Minimum Requirements TOTAL	**34 credit hours**
Other Electives	**(18 credit hours)**
Recommended Courses for Core Emphasis (below):	**(12 credit hours)**
General Chemistry I	5
General Chemistry II	5
General Organic Chemistry I	5
General Organic Chemistry II	5
General Physics I	5
Calculus I	5
Calculus II	5
Calculus III	3
ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS	**64 credit hours**

Engineering (Pre)

Associate in Science Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Computer Technology	**(3 credit hours)**
Humanities: From at least two of the following disciplines: *Recommended Courses:*	**(6 credit hours)**
Art: Survey Art History I or II	3
Philosophy: Intro to Ethics or Intro to Philosophy	3
History: Survey Western Civilization I or II	3
Social & Behavioral Sciences: From at least two of the following disciplines: *Recommended Courses:*	**(6 credit hours)**
Sociology: Principles of Sociology	3
Psychology: General Psychology	3
Economics or Political Science: Macroeconomics, Microeconomics, or Political Science	3
Mathematics & Lab Sciences:	**(8 credit hours)**
Natural Science	5
College Algebra	3
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Minimum Requirements TOTAL	**34 credit hours**
Other Electives	**(18 credit hours)**
Recommended Courses for Core Emphasis (below):	**(12 credit hours)**
Principles of Biology	5
Trigonometry	5
Calculus I	5
Calculus II	5
General Chemistry I	5
General Chemistry II	5
Engineering Graphics I	4
Engineering Graphics II	4
Computer Programming – C Language	3
ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS	**64 credit hours**

Mathematics

Associate in Science Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Computer Technology	**(3 credit hours)**
Humanities: From at least two of the following disciplines:	**(6 credit hours)**
Recommended Courses:	
Art:	
Survey Art History I or II	3
Philosophy:	
Intro to Ethics or Intro to Philosophy	3
History:	
Survey Western Civilization I or II	3
Social & Behavioral Sciences: From at least two of the following disciplines:	**(6 credit hours)**
Recommended Courses:	
Sociology:	
Principles of Sociology	3
Psychology:	
General Psychology	3
Economics or Political Science:	
Macroeconomics, Microeconomics, or Political Science	3
Mathematics & Lab Sciences:	**(8 credit hours)**
Natural Science	5
College Algebra	3
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Minimum Requirements TOTAL	**34 credit hours**
Other Electives	**(18 credit hours)**
Recommended Courses for Core Emphasis (below):	**(12 credit hours)**
Calculus I	5
Calculus II	5
Calculus III	3
Differential Equations	3
Trigonometry	3
Statistics	3
General Chemistry I	5
General Chemistry II	5
General Physics I	5
General Physics II	5
ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS	**64 credit hours**

Medicine (Pre)

Associate in Science Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Computer Technology	**(3 credit hours)**
Humanities:	**(6 credit hours)**
From at least two of the following disciplines:	
Recommended Courses:	
Art:	
Survey Art History I or II	3
Philosophy:	
Intro to Ethics or Intro to Philosophy	3
History:	
Survey Western Civilization I or II	3
Social & Behavioral Sciences:	**(6 credit hours)**
From at least two of the following disciplines:	
Recommended Courses:	
Sociology:	
Principles of Sociology	3
Psychology:	
General Psychology	3
Economics or Political Science:	
Macroeconomics, Microeconomics, or Political Science	3
Mathematics & Lab Sciences:	**(8 credit hours)**
Natural Science	5
College Algebra	3
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Minimum Requirements TOTAL	**34 credit hours**
Other Electives	**(18 credit hours)**
Recommended Courses for Core Emphasis (below):	**(12 credit hours)**
Zoology	5
Botany	5
General Chemistry I	5
General Chemistry II	5
General Organic Chemistry I	5
General Organic Chemistry II	5
General Physics I	5
General Physics II	5
Microbiology	5
Trigonometry	3
Calculus I	5
ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS	**64 credit hours**

Physical Education

	Associate in Arts (Transfer)	Associate in Science
Communications:	**(9 credit hours)**	**(9 credit hours)**
English Composition I	3	3
English Composition II	3	3
Public Speaking	3	3
Humanities: From at least three of the following disciplines: *Recommended Courses:* Art: 　　Survey Art History I or II Philosophy: 　　Intro to Ethics or Intro to Philosophy History: 　　Survey Western Civilization I or II Literature: 　　Introduction to Literature	**(12 credit hours)** Survey of Art History I AND II = 6 hours + 6 additional hours from two additional disciplines	**(6 credit hours)** Survey of Art History I OR II = 3 hours + 3 additional hours from two additional disciplines
Social & Behavioral Sciences: From at least three of the following disciplines: *Recommended Courses:* Sociology: 　　Principles of Sociology Psychology: 　　General Psychology 　　Human Growth & Development Anthropology: 　　Anthropology Geography: 　　World & Regional Geography	**(12 credit hours)** 3 3 3 3 3	**(6 credit hours)** 6 credit hours from at least **two** of the listed disciplines
College Algebra	**(3 credit hours)**	**(3 credit hours)**
Lab Sciences: Natural Science Physical Science	**(9 credit hours)** 5 4	**(5 credit hours)** Natural or Physical Science = to 5 credit hours
Physical Education Activity:	**(1 credit hour)**	**(1 credit hour)**
College Orientation:	**(1 credit hour)**	**(1 credit hour)**
General Education Requirements TOTAL	**47 credit hours**	**34 credit hours**
Electives: 　　**(See list below for core area electives)**	**(17 credit hours)**	**(30 credit hours)**
DEGREE REQUIREMENTS	**64 credit hours**	**64 credit hours**

PHYSICAL EDUCATION ELECTIVES: Community First Aid & Safety, Personal & Community Health, Theory of Coaching Basketball, Theory of Coaching Baseball.

If interested in Elementary or Secondary Education consult an education advisor for the recommended courses.

Sports Medicine

Associate in Science Degree	
Communications:	**(9 credit hours)**
English Composition I	3
English Composition II	3
Public Speaking	3
Computer Technology	**(3 credit hours)**
Humanities: From at least two of the following disciplines:	**(6 credit hours)**
Recommended Courses:	
Art:	
Survey Art History I or II	3
Philosophy:	
Intro to Ethics or Intro to Philosophy	3
History:	
Survey Western Civilization I or II	3
Social & Behavioral Sciences: From at least two of the following disciplines:	**(6 credit hours)**
Recommended Courses:	
Sociology:	
Principles of Sociology	3
Psychology:	
General Psychology	3
Economics or Political Science:	
Macroeconomics, Microeconomics, or Political Science	3
Mathematics & Lab Sciences:	**(8 credit hours)**
Natural Science	5
College Algebra	3
Physical Education Activity:	**(1 credit hour)**
College Orientation:	**(1 credit hour)**
General Education Minimum Requirements TOTAL	**34 credit hours**
Other Electives	**(18 credit hours)**
Recommended Courses for Core Emphasis (below):	**(12 credit hours)**
Anatomy	3
Physiology	4
Biology	4
Nutrition	3
Care & Prevention of Athletic Injuries	2
General Chemistry	5
ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS	**64 credit hours**

Course Descriptions

<u>Accounting</u>

AC 1103 - Introduction to Accounting
Credits: 3.00
A course designed to present the basic concepts of the accounting cycle from recording business transactions in the books of original entry to the preparation of periodic financial reports for service and merchandising enterprises. Emphasis will also be placed on the use of special journals, subsidiary ledgers, payroll accounting, and the control of cash. This course may be used to prepare for Financial Accounting I. This course will not transfer as an accounting course and cannot be substituted for Financial Accounting I.
Lecture: 3.00
Division: Business
Department: Accounting

AC 1203 - Financial Accounting I
Credits: 3.00
A beginning course in accounting which introduces the theoretical aspects of financial accounting and their application from the basic concept of a transaction through financial statements.
Lecture: 3.00
Division: Business
Department: Accounting
Pre-requisites: AC 1103

AC 1213 - Financial Accounting II
Credits: 3.00
A continuation of Financial Accounting I, dealing mainly with corporation accounting, interpretation of financial statements, accounting for costs and controlling business operations.
Lecture: 3.00
Division: Business
Department: Accounting
Pre-requisites: AC 1203

AC 1303 - Computerized Accounting
Credits: 3.00
A study of the common body of knowledge in accounting and computers as fundamental business tools, with a strong emphasis on the major accounting functions and how they are accomplished using computers.
Lecture: 3.00
Division: Business
Department: Accounting
Pre-requisites: AC 1203

AC 1313 - Spreadsheet App. for Accting
Credits: 3.00
This course will teach students how to use spreadsheet software to solve accounting problems.
Lecture: 3.00
Division: Business

Department: Accounting
Pre-requisites: CS 1203 and AC 1203

AC 1403 - Payroll Accounting
Credits: 3.00
This course covers records needed in business to meet the requirements of federal and state payroll taxes. It provides a foundation in payroll and personnel records, computation of wages and the accounting for wages paid and payroll deductions.
Lecture: 3.00
Division: Business
Department: Accounting

AC 2103 - Managerial Accounting
Credits: 3.00
This course illustrates how accounting data can be analyzed, interpreted and applied by management in planning and controlling business activities. An interdisciplinary approach is provided through the mix of topics involving economics, mathematics, finance and statistics.
Lecture: 3.00
Division: Business
Department: Accounting
Pre-requisites: AC 1213

AC 2203 - Intermediate Accounting I
Credits: 3.00
This course focuses on financial accounting, which provides financial information for decision makers outside the entity, with an emphasis on accounting theory, principles and concepts.
Lecture: 3.00
Division: Business
Department: Accounting
Pre-requisites: AC 1213

AC 2213 - Intermediate Accounting II
Credits: 3.00
This course covers statement analysis and special problems peculiar to the corporate form of organization.
Lecture: 3.00
Division: Business
Department: Accounting
Pre-requisites: AC 2203

AC 2303 - Cost Accounting
Credits: 3.00
This course covers the theory and practice of recording, summarizing, analyzing and interpreting costs incurred in the production and distribution of goods and services as found in job order and process cost systems and stresses the development of standard costs.
Lecture: 3.00
Division: Business
Department: Accounting
Pre-requisites: AC 1213

AC 2403 - Federal Income Tax
Credits: 3.00

An introduction to federal income tax, with primary emphasis on the determination of federal income tax liability of an individual.
Lecture: 3.00
Division: Business
Department: Accounting

AC 2902 - Accounting Internship I
Credits: 2.00
(Permission is required before enrollment in this course.) This course is designed to give the student on-the-job training in a selected training station under the supervision of an employer and a coordinating instructor. The student, instructor and employer will file progress and evaluation reports, attend arranged conferences, and keep a continuous record of the on-the-job experience. The student must work a minimum of 136 clock hours for the semester (an average of 8.5 hours per week) to receive the two credit hours. The student may have only four hours of Internship to count toward graduation.
Lecture: 2.00
Division: Business
Department: Accounting
Pre-requisites: AC 1203 Minimum Grade: B

AC 2912 - Accounting Internship II
Credits: 2.00
(Permission is required before enrollment in this course.) This course is designed to give the student on-the-job training in a selected training station under the supervision of an employer and a coordinating instructor. The student, instructor and employer will file progress and evaluation reports, attend arranged conferences, and keep a continuous record of the on-the-job experience. The student must work a minimum of 136 clock hours for the semester (an average of 8.5 hours per week) to receive the two credit hours. The student may have only four hours of Internship to count toward graduation.
Lecture: 2.00
Division: Business
Department: Accounting
Pre-requisites: AC 1203 Minimum Grade: B

AC AC177 - Accounting I
Credits: 3.00
This course is the study of the basic accounting fundamentals. It covers the preparation and use of accounting records for individual, partnership and corporate business organizations
Lecture: 3.00
Division: Edukan Division
Department: Accounting
Pre-requisites: AC 1103 Minimum Grade: C or AC 0103 Minimum Grade: C

AC AC178 - Accounting II
Credits: 3.00
Included in this course are corporation accounting, opening the corporation books, distribution of earnings, buying and selling stocks and bonds, cash flows, financial analysis formulas and introduction to job and process cost accounting.
Lecture: 3.00
Division: Edukan Division

Department: Accounting
Pre-requisites: AC AC177 Minimum Grade: C or AC 1203 Minimum Grade: C or AC 0113 Minimum Grade: C

Agriculture

AG 1101 - Careers in Agriculture
Credits: 1.00
This course is designed to enlighten the student to the different careers available in the field of agriculture and to the training needed to obtain these careers.
Lecture: 1.00
Division: Business
Department: Agriculture

AG 1112 - Livestock Sales Management
Credits: 2.00
Hands-on experience in conducting an actual livestock auction, including animal selection, advertising, cataloging and animal preparation, clerking and sales budgets, with an overview of various purebred livestock sales. 4-H/FFA livestock project sales and new concepts in livestock marketing will be discussed.
Lecture: 2.00
Division: Business
Department: Agriculture

AG 1152 - Agriculture Seminar I
Credits: 2.00
Emphasis on live animal evaluation of beef cattle, swine, sheep and horses. Animal evaluation will include study of live animals, animal performance records, carcass grading and oral defense of decisions made in evaluations.
Lab: 4.00
Division: Business
Department: Agriculture

AG 1162 - Agriculture Seminar II
Credits: 2.00
Emphasis on live animal evaluation of beef cattle, swine, sheep and horses. Animal evaluation will include study of live animals, animal performance records, carcass grading and oral defense of decisions made in evaluations.
Lab: 4.00
Division: Business
Department: Agriculture
Pre-requisites: AG 1152

AG 1203 - Computer App/Agriculture
Credits: 3.00
This course is an introduction in the use of the microcomputer for agriculture production and agribusiness. The student will learn the fundamentals of personal computer operations and be exposed to word processing, database and spreadsheet functions. The student will learn how to apply these operations towards agriculture and agricultural related businesses.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 1233 - Animal Science
Credits: 3.00
This course is an introduction to, and a survey of, the total animal industry, from the genetic improvement to meat, milk, egg and wool utilization.
Lecture: 3.00
Division: Business
Department: Agriculture
Co-requisites: AG 1261

AG 1243 - Prin of Livestock Nutrition
Credits: 3.00
This course will cover animal nutrition fundamentals, ration balancing, feed selection for types and ages of livestock and other phases of nutrition essential to understanding the feeding of livestock.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 1253 - Animal Health and Diseases
Credits: 3.00
This course is designed to familiarize the students about proper animal health and how to diagnose diseases, as well as how to cure them.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 1261 - Animal Science Lab
Credits: 1.00
The animal science lab will involve activities which will enhance the classroom instruction. This will include problem solving, assignments and field trips. Emphasis will be on gaining a working knowledge of the broad animal agriculture base found in the area, as well as live animal evaluation.
Lab: 2.00
Division: Business
Department: Agriculture
Co-requisites: AG 1233

AG 1303 - Principles of Feedlot Mgmt
Credits: 3.00
This course will be a study of the basic principles that are used by most feedlot managers. Emphasis will be in the areas of Managing the Human Resource, Managing the Physical Operation, Managing the Capital Base, and Letting and Accepting Bids. A history and current overview of the industry, including laws and regulations affecting the industry, will also be covered.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 1401 - Business Mgmt in Agriculture
Credits: 1.00
(Fall semester only.) The general objective is to provide farm operators and ranchers with the updated and improved business management tools. Topics will include financial markets, agricultural lending practices, cash flow analysis, farm management and growth goals, and recordkeeping systems. The emphasis of this course is to provide practical applications for class members.
Lecture: 1.00
Division: Business
Department: Agriculture

AG 1411 - Agriculture Business Analysis
Credits: 1.00
This course is a continuation of AG 1401, Business Management in Agriculture. This selection will cover coordinating financial statements, enterprise analysis, strategic planning, technical analysis of business and managing risk.
Lecture: 1.00
Division: Business
Department: Agriculture
Pre-requisites: AG 1401

AG 1503 - Horse Production
Credits: 3.00
This course is a study of the light horse industry in the United States, breeds of horses and ponies for work and pleasure, selection, nutrition, breeding, management, performance and health.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 1552 - Small Gasoline Engine Repair
Credits: 2.00
An introduction to the principles of operation, carburations and ignition, simple tune-ups, preventive maintenance and consumer information.
Lecture: 2.00
Division: Business
Department: Agriculture

AG 1562 - Welding
Credits: 2.00
This course is an introduction for beginners and also an opportunity for those persons who have some knowledge of welding to upgrade their skills. It offers beginning practice in oxyacetylene and electrical arc welding of metals, develops an understanding of the terminology of the welding process and acquaints the individual with the most common types of welds.
Lecture: 2.00
Division: Business
Department: Agriculture

AG 1603 - Swine Production I
Credits: 3.00
A study of the principles of swine production in the areas of breeding, nutrition, health, housing, equipment, swine management, feeder pig management, production systems and marketing.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 1613 - Swine Production II
Credits: 3.00
An advanced study of the production of swine. This class will be an in-depth study of swine management, with an emphasis on reproductive and lactative efficiency. Employee relations, recordkeeping and analysis, reproductive physiology, biosecurity programs, and overview of the swine industry will also

be covered.
Lecture: 3.00
Division: Business
Department: Agriculture
Pre-requisites: AG 1603

AG 1622 - Swine Farrowing Operations I
Credits: 2.00
A hands-on experience class for swine management majors only, on the management of swine in the farrowing phase of production. The student will be exposed to basic management skills essential to the care of the sow and litter during farrowing and lactation.
Lecture: 2.00
Division: Business
Department: Agriculture
Pre-requisites: AG 1603

AG 1632 - Swine Farrowing Operations II
Credits: 2.00
An advance level hands-on experience class on the management of swine in the farrowing and lactation phase of production. Students will develop skills, knowledge and management skills needed to care for sows and pigs during farrowing and lactation.
Lecture: 2.00
Division: Business
Department: Agriculture
Pre-requisites: AG 1612

AG 1641 - Swine Management Seminar
Credits: 1.00
An overview of employment opportunities available and current topics in the swine industry. Current industry issues will be discussed and researched. Resumes, job seeking and interviewing skills will be covered. Career planning, the future outlook of the swine industry and current topics in swine production will also be covered.
Lecture: 1.00
Division: Business
Department: Agriculture

AG 1653 - Swine Nursery Grow/Finish Options
Credits: 3.00
A hands-on experience class on the management of swine in the nursery-grower finishing phases of production. Students will develop skills and knowledge needed to manage a swine nursery/grower finishing unit.
Lecture: 3.00
Division: Business
Department: Agriculture
Pre-requisites: AG 1603

AG 1663 - Swine Anatomy & Health
Credits: 3.00
Study of swine physiology and disease where the student will examine the cause, nature and control of health-related problems. Emphasis will be on procedures and methods for prevention and control of diseases in swine production.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 1702 - Livestock Selection I
Credits: 2.00
Emphasis on live animal evaluation of beef cattle, swine, sheep and horses. Animal evaluation will include study of live animals, animal performance records, carcass grading and oral defense of decisions made in evaluations.
Lecture: 2.00
Division: Business
Department: Agriculture

AG 1712 - Livestock Selection II
Credits: 2.00
Emphasis on live animal evaluation of beef cattle, swine, sheep and horses. Animal evaluation will include study of live animals, animal performance records, carcass grading and oral defense of decisions made in evaluations.
Lecture: 2.00
Division: Business
Department: Agriculture
Pre-requisites: AG 1702

AG 1723 - Modern Breeds of Livestock
Credits: 3.00
This course is designed to familiarize the student with the various breeds represented in the livestock industry. The student will gain an understanding of origin, growth, purpose and development of the breeds of livestock used throughout the world.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 1733 - Meat Science
Credits: 3.00
This course is designed to familiarize the student with the different cuts of meat, carcass and meat evaluation, and grading. In addition, the student will become familiar with where each cut of meat is located on the live animal. Exposure to the meat industry will also be introduced.
Lecture: 3.00
Division: Business
Department: Agriculture
Pre-requisites: AG 1702

AG 1753 - Beef Production
Credits: 3.00
A study of beef cattle production, providing an introduction into cow-calf, stocker and feedlot production. The course will have an integrated approach to cattle production, with an emphasis placed on managing the herd for maximum economic efficiency.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 1803 - Sheep Production
Credits: 3.00
A study of the selection, reproduction, basic health and management skills related to the commercial and purebred sheep industry, as well as learning the management of growing, finishing and marketing sheep.

Lecture: 3.00
Division: Business
Department: Agriculture

AG 1904 - Crop Science
Credits: 4.00
A study of the principles of plant ecology physiology and the taxonomical divisions of economically significant plants. The course is designed to introduce and develop botanical principles in regard to economic plant production practices and problems. A laboratory period is an integral part of the course, which is designed to give the student an opportunity for methodical and direct observation of plant morphology, taxonomy and ecological principles of plant growth.
Lecture: 3.00 **Lab:** 2.00
Division: Business
Department: Agriculture

AG 1953 - Directed Indep Studies in AG
Credits: 1.00 to 3.00
Hands-on experience in conducting an actual livestock auction, including animal selection, advertising, catalog and animal preparation, clerking and sales budgets. An overview of various purebred livestock sales, 4-H/FFA livestock project sales and new concepts in livestock marketing will be discussed.
Lecture: 1.00 to 3.00
Division: Business
Department: Agriculture

AG 2401 - Intro to Futures & Options
Credits: 1.00
This course is designed for the individual interested in buying and selling commodities on the Board of Trade. It is anticipated that the individual will acquire the needed vocabulary and skills to more effectively trade in commodities.
Lecture: 1.00
Division: Business
Department: Agriculture

AG 2413 - Farm & Ranch Management
Credits: 3.00
This course is designed to give students an introduction to basic farm and ranch management principles. Planning, organizing, controlling and directing will be the four main areas covered. Particular attention will be given to correctly preparing financial statements and calculating financial ratios from the statements.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 2423 - Agriculture Economics
Credits: 3.00
A study of economics principles, with special emphasis on their applicability and current utilization in the field of agriculture. The principles of economics and their use in sustaining or questioning current economic policy will be a central theme of this course. Pre-requisite: AG2401 Introduction to Futures & Options

Lecture: 3.00
Division: Business
Department: Agriculture
Pre-requisites: AG 2401

AG 2431 - Advanced Hedging & Options
Credits: 1.00
This course is designed for the individual interested in buying and selling commodities or trading options on the Board of Trade. It is anticipated that the individual will expand and improve on current vocabulary and marketing skills to more effectively market commodities.
Lecture: 1.00
Division: Business
Department: Agriculture
Pre-requisites: AG 2401

AG 2443 - Grain & Livestock Marketing
Credits: 3.00
A study of the market structures and organization of the livestock meat and grain economy. Emphasis will be on factors affecting prices, changing competitive arrangements and marketing problems of farmers and ranchers. Additional emphasis will be placed on the development of a logical marketing plan. Pre-requisite: AG2401 Intro to Futures & Options
Lecture: 3.00
Division: Business
Department: Agriculture
Pre-requisites: AG 2401

AG 2452 - Commodity Marketing Strategies
Credits: 2.00
This course is designed for individuals with experience and knowledge in marketing agricultural products. Topics covered will include use of agricultural options, hedging strategies, sources of marketing information, developing strategies for marketing agricultural products, marketing alternatives and financing marketing activities.
Lecture: 2.00
Division: Business
Department: Agriculture
Pre-requisites: AG 2401 and AG 2443

AG 2602 - Swine Breeding/Gestation Op I
Credits: 2.00
A hands-on experience class on the management of swine during the breeding and gestation stages of production. Students will be exposed to basic management skills as they relate to the care of sows and gilts during breeding and gestation. Additional attention will be given to care and proper handling of the boar during breeding.
Lecture: 2.00
Division: Business
Department: Agriculture

AG 2612 - Swine Breeding/Gestation Op II
Credits: 2.00
A continuation of Swine Breeding & Gestation Operations I. Students will continue skill development in the care of the breeding herd, heat detection and breeding techniques, department organization and animal flows.

Lecture: 2.00
Division: Business
Department: Agriculture
Pre-requisites: AG 2602

AG 2622 - Swine Records Analysis
Credits: 2.00
This course is an emphasis on assessment records of a production swine operation.
Lecture: 2.00
Division: Business
Department: Agriculture

AG 2904 - Soils
Credits: 4.00
A study of the physical, biological and chemical properties of soils, with a view towards the proper management of soils for efficient crop production and minimum soil erosion. A laboratory period is an integral part of the course designed to give the student an opportunity to observe firsthand the different physical properties of soils and to make different soil chemistry tests.
Lecture: 3.00 **Lab:** 1.00
Division: Business
Department: Agriculture

AG 2923 - Agriculture Chemicals
Credits: 3.00
This course is designed to train the student to meet certification requirements of a private applicator under federal guidelines in pesticide use, handling and application.
Lecture: 3.00
Division: Business
Department: Agriculture

AG 2952 - Supervised Occupational Exp I
Credits: 2.00
Before a student may enroll in Occupational Experience, the student must have completed one semester of college- level courses and have the permission of the instructor. Students may earn a maximum of eight credit hours. On-the-job training will be arranged in the livestock area in which the student has special interest. An outline of activities to be encountered will be set forth in accordance with the student's desires and the coordinator's counsel. A minimum of 136 cock hours is required for two hours credit.
Lecture: 2.00
Division: Business
Department: Agriculture

AG 2962 - Supervised Occupational Exp II
Credits: 2.00
Before a student may enroll in Occupational Experience, the student must have completed one semester of college-level courses and have the permission of the instructor. Students may earn a maximum of eight credit hours. On-the-job training will be arranged in the livestock area in which the student has a special interest. An outline of activities to be encountered will be set forth in accordance with the student's desires and the coordinator's counsel. A minimum of 136 clock hours is required for two hours

credit.
Lecture: 2.00
Division: Business
Department: Agriculture

AG 2972 - Supervised Occupational Ex III
Credits: 2.00
Before a student may enroll in Occupational Experience, the student must have completed one semester of college-level courses and have the permission of the instructor. Students may earn a maximum of eight credit hours. On-the-job training will be arranged in the livestock area in which the student has a special interest. An outline of activities to be encountered will be set forth in accordance with the student's desires and the coordinator's counsel. A minimum of 136 clock hours is required for two hours credit.
Lecture: 2.00
Division: Business
Department: Agriculture

AG 2982 - Supervised Occupational Exp IV
Credits: 2.00
Before a student may enroll in Occupational Experience, the student must have completed one semester of college-level courses and have the permission of the instructor. Students may earn a maximum of eight credit hours. On-the-job training will be arranged in the livestock area in which the student has a special interest. An outline of activities to be encountered will be set forth in accordance with the student's desires and the coordinator's counsel. A minimum of 136 clock hours is required for two hours credit.
Lecture: 2.00
Division: Business
Department: Agriculture

AG AG176 - Horse Production
Credits: 3.00
In this course, the application of basic principles of equine nutrition, health care, genetics and reproduction will be covered. Students will be expected to develop rations and a cost analysis of the feeding and health care management for broodmares, weanlings, yearlings and two-year old horses. Students will also be required to develop a marketing plan to compare the cost of producing and selling foals as weanlings, yearlings or two-year olds. The course will be taught using a combination of reading assignments, power point lectures and threaded discussion.
Lecture: 3.00
Division: Edukan Division
Department: Agriculture

Administrative Professionals

AP 1101 - Introduction to Keyboarding
Credits: 1.00
A course designed to enable students to learn the keyboard and develop inputting skills at a minimum speed in a minimum amount of time. This course is taught on microcomputers.
Lecture: 1.00

Division: Business
Department: Administrative Professionals

AP 1103 - Input Tech: Voice & Handwriting
Credits: 3.00
This course is designed to build voice and handwriting recognition skills as an alternative to keyboarding. Students will be introduced to the basic techniques of using voice and handwriting recognition to write and edit documents using the Microsoft Office product applications Word, PowerPoint, Excel and Access. Benefits include the reduction of repetitive stress injuries and increased accuracy.
Lecture: 3.00
Division: Business
Department: Administrative Professionals

AP 1113 - Basic Keyboarding
Credits: 3.00
A course designed for students wanting a basic keyboarding and document preparation course for personal or career purposes. This course is taught on microcomputers. Additional lab-time may be required.
Lecture: 3.00
Division: Business
Department: Administrative Professionals

AP 1123 - Refresher Keyboarding
Credits: 3.00
A course designed to provide the student with an intensive review of the keyboard and a background in basic document preparation for personal and career purposes. This course is taught on microcomputers. Additional lab time may be required.
Lecture: 3.00
Division: Business
Department: Administrative Professionals

AP 1133 - Intermediate Keyboarding
Credits: 3.00
A continuation of Beginning Keyboarding/Formatting (AP 1113) or Refresher Keyboarding (AP 1123). More emphasis is placed on speed building, letter and table formatting, business forms and other production problems.
Lecture: 3.00
Division: Business
Department: Administrative Professionals
Pre-requisites: Introduction to Keyboarding or Basic Keyboarding.

AP 1203 - Notetaking
Credits: 3.00
An introductory course presenting the fundamentals of SuperWrite, and abbreviated writing system based primarily on longhand and secondarily on phonetics. It is designed to provide students with quick, easy-to-learn notetaking skills that will increase writing speeds significantly. This is beneficial both in the classroom and in the professional marketplace. Study habits, outlining and proper spelling, vocabulary and punctuation are covered.
Lecture: 3.00
Division: Business
Department: Administrative Professionals

AP 1213 - Beginning Shorthand
Credits: 3.00
Lecture: 3.00
Division: Business
Department: Administrative Professional

AP 1223 - Records Management
Credits: 3.00
This course serves as a basic introduction to the comprehensive field of records management. Principles and practices of effective records management for both manual and automated records systems are emphasized. A manual/computerized simulation allows hands-on instruction in the storing and retrieving of information based upon updated ARMA Simplified Rules.
Lecture: 3.00
Division: Business
Department: Administrative Professionals

AP 1302 – Admin. Profess. Internship I
Credits: 2.00
This course is designed to give the students on-the-job training in a related training station under the supervision of an employer and a coordinating instructor. Students, instructors and an employer will file progress reports, attend conferences, keep a continuous record of the on-the-job experience and complete the various projects assigned individually by and with the coordinating instructor. The student must work a minimum of 136 clock hours for the semester (an average of 8.5 per week) to receive the two credit hours. The student may only have eight credit hours of Internship to count toward the total hours required for graduation (64). (Permission is required before enrollment in this course.)
Lecture: 2.00
Division: Business
Department: Administrative Professionals

AP 1312 – Admin. Profess. Internship II
Credits: 2.00
This course is designed to give the student on-the-job training in a related training station under the supervision of an employer and a coordinating instructor. Students, instructors and an employer will file progress and evaluation reports, attend arranged conferences, keep a continuous record of the on-the-job experience and complete the various projects assigned individually by and with the coordinating instructor. The student must work a minimum of 136 clock hours for the semester (an average of 8.5 per week) to receive the two credit hours. The student may only have eight credit hours of Internship to count toward the total hours required for graduation (64). (Permission is required before enrollment in this course.)
Lecture: 2.00
Division: Business
Department: Administrative Professionals

AP 1322 - Admin. Profess. Internship III
Credits: 2.00
This course is designed to give the student on-the-job training in a related training station under the supervision of an employer and a coordinating

instructor. Students, instructors and an employer will file progress and evaluation reports, attend arranged conferences, keep a continuous record of the on-the-job experience and complete the various projects assigned individually by and with the coordinating instructor. The student must work a minimum of 136 clock hours for the semester (an average of 8.5 per week) to receive the two credit hours. The student may only have eight credit hours of Internship to count toward the total hours required for graduation (64). (Permission is required before enrollment in this course.)

Lecture: 2.00
Division: Business
Department: Administrative Professionals

AP 1332 - Admin. Profess. Internship IV
Credits: 2.00
This course is designed to give the student on-the-job training in a related training station under the supervision of an employer and a coordinating instructor. Students, instructors and an employer will file progress and evaluation reports, attend arranged conferences, keep a continuous record of on-the-job experience and complete the various projects assigned individually by and with the coordinating instructor. The student must work a minimum of 136 clock hours for a semester (an average of 8.5 per week) to receive the two credit hours. The student may only have eight credit hours of Internship to count toward the total hours required for graduation (64). (Permission is required before enrollment in this course.)

Lecture: 2.00
Division: Business
Department: Administrative Professionals

AP 1403 - Word Processing Applications
Credits: 3.00
A course designed to introduce theories and practical applications in word processing software packages. The course will include information about careers that utilize word processing applications for employment purposes and home use, basic microcomputer functions, writing activities and workplace skills. Students will receive hands-on experience in document preparation emphasizing the basic word processing features.

Lecture: 3.00
Division: Business
Department: Administrative Professionals

AP 1413 - Advanced Word Processing Apps
Credits: 3.00
A course designed to provide the students with applications to develop advanced techniques and skills used to perform word/information processing applications on microcomputer-based systems. The course includes applications to integrate word processing with data processing, communications, record processing, integrated programs, desktop publishing and data base management to achieve a total information network.

Lecture: 3.00
Division: Business
Department: Administrative Professionals

AP 2103 - Advanced Keyboarding
Credits: 3.00
This course is designed for the administrative professionals major. A high degree of proficiency in production work will be reached through various technical simulations. Both electronic typewriters and microcomputers will be used.

Lecture: 3.00
Division: Business
Department: Administrative Professionals
Pre-requisites: Intermediate Keyboarding, a word processing course, or permission of instructor.

AP 2202 - Machine Transcription
Credits: 2.00
Through the use of cassette tapes, a transcribing/dictation machine and a text-workbook, the student will transcribe, dictate and proofread documents based on real-life situations. The word processing environment, modern business procedures, terminology, and equipment will be studied.

Lecture: 2.00
Division: Business
Department: Administrative Professionals
Pre-requisites: Intermediate Keyboarding, a word processing course, or permission of instructor.

AP 2303 – Office Procedures
Credits: 3.00
This finishing course is designed for students to further develop not only technology skills but also a broad range of human relation skills (including verbal and written communication) and critical-thinking skills. Emphasis is placed on telecommunications, records management, ethical behavior, presenting successfully, travel arrangements and mail procedures.

Lecture: 3.00
Division: Business
Department: Administrative Professionals
Pre-requisites: Intermediate Keyboarding or equivalent.

AP 2403 - Office Procedures: Legal/Medical
Credits: 3.00
A study of the responsibilities, duties and functions of the specialized (legal/medical) secretarial areas relative to employers, clients/patients and others. This course includes secretarial communications, transcription, telephone procedures, financial records, word processing procedures and related professional activities.

Lecture: 3.00
Division: Business
Department: Administrative Professional.

AP 2413 - Administrative Office Mgmt
Credits: 3.00
A course that will study the process of planning, organizing and controlling all the office activities of the firm and leading or directing people so that the objectives of the firm may be attained. Special attention will be given to the management of information systems in the office.

Lecture: 3.00

Division: Business
Department: Administrative Professionals

AP 2423 - Legal Office Assistant
Credits: 3.00
A study of the legal procedures related to appellate, criminal, federal, administrative, civil, probate and corporate law and duties of the legal secretary relative to employers, clients and others.
Lecture: 3.00
Division: Business
Department: Administrative Professionals

Art

AR 1103 - Interior Design I
Credits: 3.00
This course will help students develop an appreciation of the principles of art as applied to interior decoration. Exterior and interior styles, the art principle and elements of design, color schemes, arrangement of home furnishings, selection of floor, textile, window and wall treatments, and dealing with lighting, accessories and storage will be covered.
Lecture: 3.00
Division: Human & Soc Science **Department:** Art

AR 1153 - Introduction to Crafts
Credits: 3.00
This course is designed for both the general student and the art major. Students will be introduced to a variety of craft areas, which might include such areas as weaving, papermaking, jewelry, candle making, marbling paper, paper mache and batik. The student will learn about the diverse cultures/history of the crafts covered, complete hands-on projects, meet with artists and visit exhibits, and participate in classroom discussions.
Lecture: 3.00
Division: Human & Soc Science **Department:** Art

AR 1203 - Photography I
Credits: .00 to 3.00
This is a course in the theory of black and white photography, with practical experience in the use of the camera, its variables (shutter, aperture, film), darkroom techniques, and the theory of design as it applies to photography. This includes an extended lab for practical application of the camera and darkroom techniques.
Lecture: .00 to 3.00
Division: Human & Soc Science **Department:** Art

AR 1213 - Photography II\lab
Credits: .00 to 3.00
An advanced course in photography designed for students with experience in basic black and white photographic techniques. The student will deal with an advanced level of investigation and experimentation relating to the technical and creative aspects of photography.
Lecture: .00 to 3.00
Division: Human & Soc Science **Department:** Art

AR 1253 - Glass Art: Blown & Stained
Credits: 3.00
This studio class will attempt to provide practical experiences in working with glass in its extremes. Design skills, cold forming techniques, and hot, mouth blown techniques will be emphasized. Applicable research into glass formation and its historic uses will also be discussed.
Lecture: 1.00 **Lab:** 3.00
Division: Human & Soc Science **Department:** Art

AR 1302 - Ceramics/Seniors
Credits: 1.00 to 2.00
(One hour lecture, one hour lab) A course designed to introduce the beginning student to the medium of clay. Emphasis is primarily on learning to pour lay into molds and decorating techniques.
Lab: 1.00 to 2.00
Division: Human & Soc Science **Department:** Art

AR 1303 - Ceramics I
Credits: 3.00
A course designed to introduce the beginning student to the medium of clay. Emphasis is primarily on learning hand building and decorating techniques to create clay objects and a fundamental integration of the elements of art and the principles of design.
Lecture: 2.00 **Lab:** 3.00
Division: Human & Soc Science **Department:** Art

AR 1313 - Ceramics II
Credits: 3.00
A course designed for the student who desires to further the investigation of the discipline of clay. An emphasis on hand building, throwing and decorating techniques to create clay objects and a fundamental integration of the elements of art and the principles of design is applied.
Lecture: 2.00 **Lab:** 3.00
Division: Human & Soc Science
Department: Art
Pre-requisites: AR 1303

AR 1323 - Art Appreciation
Credits: 3.00
This course is designed as a fundamental course in the appreciation of art for the non-artist. The basis for the course is the belief that the visual arts can be heightened through an understanding of the grammar of art, the functions of art, the styles of art, the interaction of medium and meaning, and the criticism of art.
Lecture: 3.00
Division: Human & Soc Science
Department: Art

AR 1403 - Two-Dimensional Design
Credits: 3.00
This is a beginning course in the basic concepts underlying two-dimensional art work. This course is designed to give the student a working knowledge of the elements and principles of art and will be helpful to anyone who wishes to communicate visually. The course consists of lecture and studio assignments.
Lecture: 3.00
Division: Human & Soc Science **Department:** Art

AR 1413 - Three-Dimensional Design
Credits: 3.00
This is a fundamental course in the effective three-dimensional organization of the visual elements and emphasizes the interrelationships of the parts to the whole involving space and motion.
Lecture: 3.00
Division: Human & Soc Science
Department: Art

AR 1453 - Drawing I
Credits: 3.00
A beginning course in the fundamentals of drawing. Art elements of line, shape, value, space/volume and texture will be explored via drawing. The student will use a variety of media to produce drawings from life observation. Emphasis is on development of the student's perceptual and technical skills as they relate to drawing.
Lecture: 1.00 **Lab:** 3.00
Division: Human & Soc Science
Department: Art

AR 1463 - Drawing II
Credits: 3.00
A continuation of skill development, with an emphasis on individual style and expression. Students will work on advanced problems that will continue the study of art elements and principles as they relate to drawing.
Lecture: 1.00 **Lab:** 3.00
Division: Human & Soc Science
Department: Art
Pre-requisites: AR 1453

AR 1493 - Into to Graphic Design
Credits: 3.00
In this course students will trace early processes of graphic design through typography and typesetting, learn fundamentals of a good layout and design, and become familiar with different design areas. Students will use current technology and graphic design software to complete various projects in the computer lab.
Lecture: 3.00
Division: Human & Soc Science **Department:** Art

AR 1503 - Graphic Design I
Credits: 3.00
In this course students will become familiar with various areas of graphic design through the completion of projects in the studio.
Lecture: 3.00
Division: Human & Soc Science **Department:** Art

AR 1601 - Silversmithing
Credits: 1.00
(On demand.) This course is designed to teach basic metal smith techniques of casting and construction of silver using the processes of buffing, sawing and soldering.
Lab: 2.00
Division: Humanities & Social Science
Department: Art

AR 1603 - Silversmithing & Fabrication
Credits: 3.00
This beginning course is designed to offer a broad overview of silver/metalsmithing study, including its technical, historical, aesthetic and critical aspects. This course will cover numerous techniques. The student will be exposed to traditional and contemporary jewelry-making and metalsmithing through slides, readings, lectures and demonstrations.
Lecture: 1.00 **Lab:** 3.00
Division: Human & Soc Science **Department:** Art

AR 1652 - Watercolor (Senior Citizens)
Credits: 1.00 to 2.00
This is a fundamental course in the uses of the elements of art via the medium of watercolor. Approaches to the problems of watercolor are handled on an individual basis, allowing the student a better opportunity to explore and define a personal artistic statement.
Lab: 1.00 to 2.00
Division: Human & Soc Science **Department:** Art

AR 1653 - Watercolor I
Credits: 3.00
This is a fundamental course in the use of color via the medium of watercolor. Skill development and color theory are areas of emphasis. Students will find a basic understanding of drawing concepts helpful. Drawing I recommended.
Lab: 6.00
Division: Human & Soc Science
Department: Art
Pre-requisites: AR 1453

AR 1663 - Watercolor II
Credits: 3.00
A continuation of skill development with an emphasis on individual style and self-expression via technique and organizational development will be the focus of this class.
Lab: 6.00
Division: Human & Soc Science
Department: Art

AR 1703 - Survey of Art History I
Credits: 3.00
A survey course of the history of art from the Paleolithic to the Middle Ages. Students will examine the major art historical periods in this time frame, and the political, religious, cultural, and personal concerns that have influenced representative works of art from these major periods.
Lecture: 3.00
Division: Human & Soc Science
Department: Art

AR 1713 - Survey of Art History II
Credits: 3.00
A survey of the history of art from the Late Gothic to Post-Modernism. Students will examine the major art historical periods within this time frame and the political, religious, cultural and personal concerns that have influenced representative works of art from these stylistic periods.
Lecture: 3.00
Division: Human & Soc Science **Department:** Art

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AR 1763 - History & Criticism of Art I
Credits: 3.00
Lecture: 3.00
Division: Human & Soc Science **Department:** Art

AR 2113 - Interior Design II
Credits: 3.00
This course is designed to enhance the knowledge obtained in the Design I class. By researching, having guest speakers, lectures, new developments, and going on field trips, this class will deepen the student's understanding and knowledge of specific areas of Interior Design.
Lecture: 3.00
Division: Human & Soc Science **Department:** Art
Pre-requisites: AR 1103

AR 2202 - Color Photography
Credits: 2.00
(On demand.) This course will train the student to process color films and color prints using both negative and positive color materials. Emphasis will be on the theory of color materials. The aesthetic use of color and composition will also be stressed. The course must be taken in conjunction with Photography Lab.
Lecture: 2.00
Division: Human & Soc Science
Department: Art
Pre-requisites: AR 1203

AR 2303 - Ceramics III
Credits: 3.00
A course designed for the student who desires to further the investigation of the discipline of clay. An emphasis on hand building, throwing and decorating techniques to create clay objects and a fundamental integration of the elements of art and the principles of design is applied.
Lecture: 2.00 **Lab:** 3.00
Division: Human & Soc Science **Department:** Art
Pre-requisites: AR 1313

AR 2313 - Ceramics IV
Credits: 3.00
A course designed for the student who desires to further the investigation of the discipline of clay. An emphasis on wheel throwing and hand building is applied.
Lecture: 2.00 **Lab:** 3.00
Division: Human & Soc Science
Department: Art
Pre-requisites: AR 2303

AR 2552 - Oil Painting (Senior Citizens
Credits: 1.00 to 2.00
This is a fundamental course in the use of color via the medium of oil paint. Skill development and color theory are areas of emphasis. Students will find a basic understanding of drawing concepts is helpful.
Lab: 1.00 to 2.00
Division: Human & Soc Science
Department: Art

AR 2553 - Oil Painting I
Credits: 3.00
A fundamental course in the use of color via the medium of oil paint. Skill development and color theory are areas of emphasis. Students will find a basic understanding of drawing concepts is helpful.
Lecture: 2.00 **Lab:** 1.00
Division: Human & Soc Science **Department:** Art

AR 2563 - Oil Painting II
Credits: 3.00
This course is a continuation of skill development with an emphasis on individual style and self expression via technique and organizational development.
Lecture: 2.00 **Lab:** 4.00
Division: Human & Soc Science **Department:** Art
Pre-requisites: AR 2553

AR 2603 - Sculpture I
Credits: 3.00
A fundamental course in the use of three-dimensional form and texture via various sculptural materials and techniques. Clay, plaster, wood and other materials are carved and modeled to produce realistic and abstract forms.
Lecture: 1.00 **Lab:** 3.00
Division: Human & Soc Science **Department:** Art

AR 2613 - Sculpture II
Credits: 3.00
This course is a continuation of sculptural skill development, with an emphasis on technique variation and development.
Lecture: 1.00 **Lab:** 3.00
Division: Human & Soc Science **Department:** Art
Pre-requisites: AR 2603

AR 2803 - Intro to Visual Communications
Credits: 3.00
A course designed to introduce students to the fundamentals of visual communication, with an emphasis on illustration. Students will learn about different areas of illustration and use a variety of media and software to complete projects relating to such areas as caricature, animation and technical, editorial and advertising illustration.
Lecture: 3.00
Division: Human & Soc Science **Department:** Art
Pre-requisites: AR 1403 or AR 1453 or AR 1503

AR 2813 - Graphic Design II
Credits: 3.00
In this course students will complete a range of advanced projects and then assemble a portfolio and resume' in preparation for seeking employment in the field of graphic design.
Lecture: 3.00
Division: Human & Soc Science **Department:** Art
Pre-requisites: AR 1503

AR 2903 - Individual Studio Research
Credits: 3.00
This course will give students the opportunity to pursue special interests in art through guided independent study in a chosen area. The student will submit an outline of projects, including numbers and rationale, to the instructor for discussion and any needed modifications.

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Lecture: 3.00
Division: Human & Soc Science
Department: Art

AR 2953 - Directed Indep Studies in Art
Credits: 1.00 to 3.00
In this course advanced problems in specialty areas of art not covered in other courses will be stressed. This course may be repeated for credit. (This course may be taken by permission of the instructor only.)
Lecture: .00 to 3.00
Division: Human & Soc Science **Department:** Art

Business Administration

BA 1013 - Introduction to Business
Credits: 3.00
A general survey of the business environment and the internal operations of a business firm. Attention is focused on the financing, managing, organizing and marketing functions of a firm. The impact of a business firm on its community is examined.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 1021 - Employability Skills
Credits: 1.00
This course is designed to assist in the development of the personal and professional skills necessary to get a job and also to keep it, advance in it, and possibly transfer from it.
Lecture: 1.00
Division: Business
Department: Business Administration

BA 1122 - Bus Mgmt/Mkt Internship I
Credits: 2.00
Work is done in selected training stations under supervision of the instructor. The student is required to complete a project relating to their training station and have weekly visitations with the instructor. The student may take the internship four times and may apply a total of eight credit hours toward graduation. Total clock hours required to receive two hours of credit is 136 hours, which is an average of 8.5 hours per week.
Lecture: 2.00
Division: Business
Department: Business Administration

BA 1132 - Bus Mgmt/Mkt Internship II
Credits: 2.00
Work is done in selected training stations under supervision of the instructor. The student is required to complete a project relating to their training station and have weekly visitations with the instructor. The student may take the internship four times and may apply a total of eight credit hours toward graduation. Total clock hours required to receive two hours of credit is 136 hours, which is an average of 8.5 hours per week.
Lecture: 2.00
Division: Business
Department: Business Administration

BA 1142 - Bus Mgmt/Mkt Internship III
Credits: 2.00
Work is done in selected training stations under supervision of the instructor. The student is required to complete a project relating to their training station and have weekly visitations with the instructor. The student may take the internship four times and may apply a total of eight credit hours toward graduation. Total clock hours required to receive two hours of credit is 136 hours, which is an average of 8.5 hours per week.
Lecture: 2.00
Division: Business
Department: Business Administration

BA 1152 - Bus Mgmt/Mkt Internship IV
Credits: 2.00
Work is done in selected training stations under supervision of the instructor. The student is required to complete a project relating to their training station and have weekly visitations with the instructor. The student may take the internship four times and may apply a total of eight credit hours toward graduation. Total clock hours required to receive two hours of credit is 136 hours, which is an average of 8.5 hours per week.
Lecture: 2.00
Division: Business
Department: Business Administration

BA 1163 - Electronic Calculator Appl.
Credits: 3.00
This course reviews the mathematical skills necessary for business applications. The ten-key touch method is introduced with emphasis placed on developing speed and accuracy. Included is instruction on electronic printing calculators as well as the computer. The individualized progress method of instruction is used.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 1171 - Investment Planning
Credits: 1.00
This course is designed to give information about various investment areas available to the prospective investor. Some possible areas to be covered are insurance, real estate, stocks and bonds, mutual funds, annuities and other areas of investment that are current.
Lecture: 1.00
Division: Business
Department: Business Administration

BA 1183 - Personal Finance
Credits: 3.00
This course is taught as a practical approach aimed at helping the student understand and implement personal money management principles so that they can more easily cope with financial necessities throughout life.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 1193 - Retailing
Credits: 3.00
This course is a study of the fundamental principles and practices of retail merchandising. The course is also a study of the types of retail outlets, policies, store locations, store layout, organization, buying and selling functions, profit planning and operation controls.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 1203 - Dir Indep Studies Bus Mgmt/Mkt
Credits: 3.00
(On demand.) This course is an opportunity for the student to pursue special interest in business and management through guided independent study in a chosen area. Students must have permission of the instructor, advisor and division chairperson in order to enroll in this course.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 1222 - Bus Mgmt/Mkt Seminar I
Credits: 2.00
The course is specifically designed to identify business students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. Special attention will be given to such units of instruction as Delta Epsilon Chi, the collegiate level of DECA (Distributive Education Clubs of America), competitive entry preparation, on-the-job problems, current business practices and career planning. The student may take the seminar four times and apply a total of eight credit hours toward graduation.
Lab: 3.00
Division: Business
Department: Business Administration

BA 1232 - Bus Mgmt/Mkt Seminar II
Credits: 2.00
The course is specifically designed to identify business students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. Special attention will be given to such units of instruction as Delta Epsilon Chi, the collegiate level of DECA (Distributive Education Clubs of America), competitive entry preparation, on-the-job problems, current business practices and career planning. The student may take the seminar four times and apply a total of eight credit hours toward graduation
Lab: 3.00
Division: Business
Department: Business Administration

BA 1242 - Bus Mgmt/Mkt Seminar III
Credits: 2.00
The course is specifically designed to identify business students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. Special attention will be given to such units of instruction as Delta Epsilon Chi, the collegiate level of DECA (Distributive

Education Clubs of America), competitive entry preparation, on-the-job problems, current business practices and career planning. The student may take the seminar four times and apply a total of eight credit hours toward graduation.
Lab: 3.00
Division: Business
Department: Business Administration

BA 1252 - Bus Mgmt/Mkt Seminar IV
Credits: 2.00
The course is specifically designed to identify business students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. Special attention will be given to such units of instruction as Delta Epsilon Chi, the collegiate level of DECA (Distributive Education Clubs of America), competitive entry preparation, on-the-job problems, current business practices and career planning. The student may take the seminar four times and apply a total of eight credit hours toward graduation.
Lab: 3.00
Division: Business
Department: Business Administration

BA 1263 - Introduction to Marketing
Credits: 3.00
This course is a study of the principles and practices of the marketing function. It also includes a study of consumer and industrial products, the channels through which they are distributed, and the promotion and pricing procedures followed by modern business.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 1273 - E-Commerce: Mrktng/Internet
Credits: 3.00
This course is designed to provide competency-based instruction on the concepts of e-commerce and the promotion of a business on the Internet. Web page design and the techniques needed to create an effective web page will be explored. Data obtained from the web page will be merged onto a promotional brochure that is designed by the student. Software will include Microsoft FrontPage, Access, and Publisher 2000.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 1303 - Business Mathematics
Credits: 3.00
Basic principles of mathematics are reviewed throughout the course and then these principles are applied to practical problems in business, which include subjects such as checking accounts, interest, financial statements, retailing math, inventory, depreciation, stocks and bonds, taxes and statistics.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2103 - Business & Economic Statistics
Credits: 3.00

This course will introduce students to many of the important concepts and procedures needed to (1) evaluate such daily inputs as organizational reports, newspaper and magazine articles and radio and television commentaries, (2) improve their ability to make better decisions over a wide range of topics, and (3) improve their ability to measure and cope with changing conditions, both at home and on the job. The emphasis will be on explaining statistical procedures and interpreting the resulting conclusions. The course will be augmented with a computer lab where students will perform statistical analysis using Microsoft Excel.
Lecture: 3.00
Division: Business
Department: Mathematics
Pre-requisites: MA 1173

BA 2133 - Advertising
Credits: 3.00
This course is the study of the methods of creating demands and finding buyers. It deals with the various media, composition, purposes and mechanics of advertising. Emphasis is on practical application of techniques discussed; students follow in detail a complete advertising campaign.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2203 - Small Business Mgmt
Credits: 3.00
This course is designed for those individuals seeking a management position in a small firm. The course covers the operations of small business firms. It emphasizes those aspects of management that are uniquely important to small business and attempts to develop an understanding of the economic system and social environment in which the small firm operates today.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2223 - Entrepreneurship
Credits: 3.00
A course designed to acquaint the prospective business owner with the background of business, characteristics of being an entrepreneur, and the rewards and penalties of owning your own business. A business plan to establish one's own business will be developed. Attention will be given to the business protection and community relations.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2233 - Supervision
Credits: 3.00
(On demand.) The major objective of this course is to understand the behavior of people at work. The course emphasizes information essential to understanding the behavioral concepts such as motivation, importance of supervisory style, influence of job design on employee performance, effective introduction of change, improved decision-making, more effective communication and group relationships.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2243 - Business/Tech Communications
Credits: 3.00
This course covers the gathering and using of information in the work environment. Emphasis is placed upon written communication--business letters, other forms of office communications and technical reports. Oral communications, non-verbal communications and listening skills will be studied.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2273 - Salesmanship
Credits: 3.00
This course is a study of the general principles, theory, practice and techniques of selling, including analysis of customer personality, psychology of selling, and the development of sales personality.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2283 - Business Management
Credits: 3.00
This course is designed to provide a basic understanding of the essential elements of management. The course provides an introduction to organizations and how individuals relate to the basic management functions of planning, organizing, leading and controlling. General subject areas include the background of modern management, the evolution of management theory, functions of the managerial process and applications in operational activities of a business firm.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2293 - Business Law I
Credits: 3.00
This course covers the history of law, the United States legal system, Kansas court system, court procedures, contracts, agency relationships, and personal and real property.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2303 - Business Law II
Credits: 3.00
(On demand.) This course is a continuation of BA 2293, Business Law I, and covers partnerships and corporations, with an in-depth study of commercial transactions.
Lecture: 3.00
Division: Business
Department: Business Administration
Pre-requisites: BA 2293

BA 2323 - Intro to Fashion Merchandising
Credits: 3.00
This course is designed to expose the student to opportunities in fashion merchandising. The student is taught to consider fashion as a business governed by the marketing concept of answering needs and desires of the consumer. The various industries that compose the fashion world are explored and the student learns how merchandise and services of these industries use distribution principles to get to the point of purchase. Finally, the student learns to interpret customer motivation and the forces that create fashion.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2333 - Insurance
Credits: 3.00
This course is designed to introduce students to life, accident and health insurance and related subjects. It includes an analysis of the concepts and principles of shared risks. Business and consumer applications are also considered.
Lecture: 3.00
Division: Business
Department: Business Administration

BA 2401 - Business Career Exploration
Credits: 1.00
This course is designed to give the student on-the-job experience in an instructor selected training station under the supervision of an employer and the coordinating instructor. The employer will file an evaluation report and keep a record of the time spent on the observation. The student must observe a total of 12.5 hours to receive the one hour of credit. The student may have only one class of observation to count towards graduation. Permission from the instructor is required before enrollment.
Lecture: 1.00
Division: Business
Department: Business Administration

BA 2533 - Human Resource Management
Credits: 3.00
The course emphasizes the performance of the personnel function in non-business organizations, as well as business firms; it deals with the performance of employees in white-collar and service activities. Considerable emphasis is given to equal employment opportunities for women, minorities, other workers, the handicapped and veterans. Universal aspects of personnel administration are highlighted.
Lecture: 3.00
Division: Business
Department: Business Administration

Behavioral Science

BH 1001 - College Orientation
Credits: 1.00
This course is designed to assist students adjust to college and acquaint them with college facilities, education and vocational programs and other aspects of the college which will make the adjustment to college a smoother process.
Lecture: 1.00
Division: Humanities & Social Science
Department: Behavioral Science

BH 1003 - Death, Dying and Bereavement
Credits: 1.00 to 3.00
Lecture: 1.00 to 3.00
Division: Humanities & Social Science
Department: Social Science

BH 1103 - Substance Abuse Awareness
Credits: 3.00
This course examines the use of alcohol and other drugs in our society in terms of the effect on the individual and the cost to society.
Lecture: 3.00
Division: Humanities & Social Science
Department: Behavioral Science

BH 1202 - Career & Life Pln-Rtn to Learn
Credits: 2.00
This course is dedicated to the adult returning student. The course deals with the fears of returning to college. Subjects of this course include: study skills, career development, orientation to college, personality inventories, and stress and relaxation techniques. A personal project will be due from each student dealing with an individual area of concern.
Lecture: 2.00
Division: Humanities & Social Science
Department: Behavioral Science

BH 1221 - Parenting
Credits: 1.00
This course includes a process for understanding the child's behavior and emotions, use of encouragement instead of praise, improving communication and various other aspects of the parent-child relationship.
Lecture: 1.00
Division: Humanities & Social Science
Department: Behavioral Science

BH 1303 - General Psychology
Credits: 3.00
This course surveys areas of human behavior. The student will be introduced to the development and learning aspects of human behavior. Specific emphasis is placed on emotion, personality, perceptions, social interaction, adjustment and mental health.
Lecture: 3.00
Division: Humanities & Social Science
Department: Behavioral Science
Pre-requisites: ASSET Reading Skills 39 or ACT Reading 18 or EG 0403 Minimum Grade: C or EG 1103 or EG 1113

BH 1403 - Principles of Sociology
Credits: 3.00
This course will study the factors in the social life of people. It will include the study of group behavior, culture, socialization and social groups, and the nature of specific organizations of groups, their activities and the social influences that affect personalities, behavior and social change.

Lecture: 3.00
Division: Human & Soc Science **Department:** Behavioral Science

BH 1503 - Human Relations
Credits: 3.00
This course is designed to give the student an insight into human relations on the job. Emphasis is given to identification of those skills and abilities necessary to being an effectual leader. With that emphasis, this course will also cover communication skills, attitudes, methods of building self-esteem, identifying your motivations, learning to achieve emotional control, and developing positive first impressions.
Lecture: 3.00
Division: Human & Soc Science **Department:** Behavioral Science

BH 1511 - Strategies for Success
Credits: 1.00
This course is designed to assist students in developing successful skills in leadership, communication and involvement (their own as well as the new students).
Lecture: 1.00
Division: Human & Soc Science **Department:** Behavioral Science

BH 1603 - Intro to Physical Anthropology
Credits: 3.00
This course will be taught from a biocultural perspective combining the biological and social aspects of human existence. The student will be introduced to the discipline of Anthropology, including, but not limited to, principles, definitions, terminology, concepts, theories and research techniques as applied to the study of human species, as well as a variety of interpretations and theories about the study of human origins.
Lecture: 3.00
Division: Human & Soc Science **Department:** Behavioral Science

BH 1613 - Intro Cultural Anthropology
Credits: 3.00
The course will introduce the student to the discipline of Anthropology, including, but not limited to, principles, definitions, terminology, concepts, theories and research techniques. Critical thinking will be facilitated by providing opportunities to apply anthropological perspectives to daily activities.
Lecture: 3.00
Division: Human & Soc Science **Department:** Behavioral Science

BH 2303 - Human Growth & Development
Credits: 3.00
This course is the study of how and why people change over time, as well as how and why they remain the same, from conception to death. Attention is given to emotional, social, intellectual, physical, perceptional and psychological development.
Lecture: 3.00
Division: Human & Soc Science **Department:** Behavioral Science
Pre-requisites: BH 1303

BH 2403 - Marriage and the Family
Credits: 3.00
This course investigates the function of marriage and family in society, as well as the dynamics of each. Examining change over time and the consequences of this change for both society and the individual are emphasized.
Lecture: 3.00
Division: Human & Soc Science **Department:** Behavioral Science

BH AN176 - Native American Cultures
Credits: 3.00
This course will examine and explore major elements of the complex relationship between history, culture and majority- minority relations with regard to the unique circumstances of Native Americans. Special emphasis will be on understanding major cultural, political and economic issues in both historical and contemporary terms.
Lecture: 3.00
Division: Edukan Division
Department: Behavioral Science

BH ED100 - Orientation
Credits: 1.00
Lecture: 1.00
Division: Edukan Division
Department: Behavioral Science

Biology

BI 1014 - Dir Indep Studies in Biology
Credits: 1.00 to 4.00
Projects in Biological Science is an independent or small group study for students to investigate topics of biological science outside of the regular curriculum offering.
Lecture: 1.00 to 4.00
Division: Natural Science /Math/PE Div
Department: Biology

BI 1103 - River Ecology
Credits: 3.00
This is a field course investigating the ecology and management of the Ozark river ways. Identified study sites will be sampled and data collected on invertebrate, vertebrate, plant and fungi species and water quality as students' canoe 60 miles from the headwaters of the Current River in south central Missouri. Hatchery tours, cave exploration and spring investigation will also be utilized as students explore the changes that occur in a river system and the management challenges associated with a National Park Service scenic river way.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Biology
Co-requisites: PE 1511, PE 1531
Pre-requisites: (MA 0043) or (ASSET Numerical Skills 39 and ASSET Elementary Algebra 30) or (ASSET Numerical Skills 39 and ASSET Intermediate Algebra 23) and (EG 0403) or (ASSET Writing Skills 43 and ASSET Reading Skills 37) or (ASSET Writing Skills 40 and ASSET Reading Skills 42) or (ACT English 18)

BI 1113 - Field Biology
Credits: 3.00
This course is an intra-disciplinary exploration of the environment and the ways an individual perceives it, utilizing actual outdoor experiences, as well as readings and formal classroom instruction. Personal growth, understanding of the natural environment and awareness of varying land uses will be emphasized.
Lab: 3.00
Division: Natural Science /Math/PE Div
Department: Biology
Co-requisites: PE 1511, PE 1521
Pre-requisites: (EG 0403 Minimum Grade: C) or (ASSET Writing Skills 43 and ASSET Reading Skills 37) or (ASSET Writing Skills 40 and ASSET Reading Skills 42) or (ACT English 18) or (EG 0503 Minimum Grade: C or EG 0603 Minimum Grade: C or EG 1103 or EG 1113)

BI 1129 - Emergency Medical Technician
Credits: 12.00
This course is designed to teach a lay person the clinical signs and symptoms of a medical emergency. Specific types of injuries and sickness are categorized, and the proper manner and equipment used for treatment are identified. This course of study will provide the participant with opportunities to gain information, skills and attitudes necessary for certification and practice as an EMT in the State of Kansas.
Lecture: 12.00
Division: Allied Health Division
Department: Allied Health

BI 1305 - Principles of Biology
Credits: .00 or 5.00
This course is a foundation emphasizing human interaction and place within all levels of the biosphere and the scientific process. The course will incorporate six unifying principles: (1) Evolution: Patterns and Products of Change; (2) Interaction and Interdependence; (3) Genetic Continuity and Reproduction; (4) Growth, Development, and Differentiation; (5) Energy, Matter, and Organization; and (6) Maintenance of Dynamic Equilibrium. Inquiry-oriented investigations will be used to introduce, explore and expand on concepts discussed in the classroom.
Lecture: .00 or 3.00 **Lab:** .00 or 3.00
Division: Natural Science /Math/PE Div
Department: Biology
Pre-requisites: MA 1103 or (MA 1173) or MA 0043 Minimum Grade: B or (ASSET Numerical Skills 39 and ASSET Elementary Algebra 39) or (ASSET Numerical Skills 39 and ASSET Intermediate Algebra 35) or (ACT Math 18) and EG 1103 or EG 0603 Minimum Grade: B or (ASSET Writing Skills 41 and ASSET Reading Skills 39) or (ASSET Writing Skills 40 and ASSET Reading Skills 40) or (ACT English 18)

BI 1314 - Conservation and Ecology w/Lab
Credits: .00 to 4.00
This course will include the history and philosophy of conservation biology, the interaction and interdependence of organisms and environment, how this interaction has been maintained by natural processes, and how its destruction can be prevented. In addition, the course will include an introduction to the principles and practices involved in wildlife and fisheries and the ways in which those principles and practices relate to the organisms in question, their habitats and their human users. The lab work will cover the identification, life histories and management techniques of game mammals, fish, waterfowl and upland game birds found in Kansas and contiguous states.
Lecture: .00 to 3.00 **Lab:** .00 to 2.00
Division: Natural Science /Math/PE Div
Department: Biology

BI 1322 - Conservation & Ecology Lab II
Credits: .00 to 2.00
This course covers the identification and evaluation of non-game wildlife populations and their habitat through sampling techniques. Focus will be on the species found in Kansas and contiguous states.
Lab: .00 to 4.00
Division: Natural Science /Math/PE Div
Department: Biology
Pre-requisites: BI 1314

BI 1403 - Nutrition
Credits: 3.00
This course will survey normal nutrition, along with the physiological processes related to digestion, absorption and metabolism of nutrients. The relationship of energy balance, weight control and eating disorders will be examined. The nutritional requirements of mother, infant, child, teen and geriatric populations will be studied. This course is designed for the student entering health-related fields or those who have an interest in normal nutrition. This course will utilize computer technology to enhance student learning.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Biology
Pre-requisites:

BI 1504 - Cell Biology
Credits: 4.00
This course is designed to fulfill the needs of the pre-medical and pre-veterinarian biology student and student who is going to enter the fields of biological-related science, agriculture, physical education, or for the student who has a desire to learn more about the cell. The course will also cover a study of the cell structure and function. The course will deal with cellular organelles, cellular communication and cellular metabolism and division. Laboratory experiments will supplement the theory of lectures.
Lecture: 3.00 **Lab:** 2.00
Division: Natural Science /Math/PE Div
Department: Biology

BI 1903 - Basic Immunology
Credits: 3.00
A survey of basic immunological principles is presented for the beginning student, to provide a general orientation to immunology. Certain concepts and the major effectors of immune responses are introduced and more detailed discussions are held

later in the course. Central aspects of humoral and cellular immune responses, both specific and non-specific are covered. Exploration of special topics in immunology such as autoimmunity and tumor immunology are held. Immunologic principles of laboratory diagnosis of human disease are emphasized. This course utilizes computer technology to enhance student learning.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Biology

BI 2303 - Human Anatomy
Credits: 3.00
This course is designed to fulfill the requirements for two year and/or four year degrees pursued by students entering the fields of medical-related sciences, physical education and biological sciences. Structure of the human body on a cell, tissue, organ, and system level will be covered. Laboratory work will supplement lectures.
Lecture: 3.00 **Lab:** 2.00
Division: Natural Science /Math/PE Div
Department: Biology
Pre-requisites:

BI 2304 - Human Anatomy
Credits: 4.00
This course is designed to fulfill the requirements for two year and/or four year degrees pursued by students entering the fields of medical-related sciences, physical education and biological sciences. Structure of the human body on a cell, tissue, organ, and system level will be covered. Laboratory work will supplement lectures.
Lecture: 3.00 **Lab:** 2.00
Division: Natural Science /Math/PE Div
Department: Biology
Pre-requisites:

BI 2314 - Human Physiology
Credits: 4.00
(Spring semester.) This course is designed to fulfill the requirements for two year and/or four year degrees pursued by students entering the fields of medical-related sciences, physical education and biological sciences. System functions of the human body and related diseases (pathophysiology) will be covered.
Lecture: 3.00 **Lab:** 2.00
Division: Natural Science /Math/PE Div
Department: Biology

BI 2505 - General Zoology
Credits: 5.00
This course consists of a structural, functional, ecological and evolution relationship study of the animal kingdom. For students with an adequate background in general biology.
Lecture: 3.00 **Lab:** 4.00
Division: Natural Science /Math/PE Div
Department: Biology
Pre-requisites: EG 1103 or EG 0603 Minimum Grade: B or (ASSET Writing Skills 41 and ASSET Reading Skills 39) or (ASSET Writing Skills 40 and

ASSET Reading Skills 40) or (ACT English 18) EG 1103 Minimum Grade: C

BI 2515 - General Botany
Credits: 5.00
This course consists of a structural, functional, evolutionary and ecological foundation in the fundamental concepts and processes in plants, their place in the biosphere, their importance to humans as food, pharmaceuticals, and the impact of humans on plants and their environment. The course will incorporate six unifying principles: (1) Evolution: Patterns and Products of Change, (2) Interaction and Interdependence, (3) Genetic Continuity and Reproduction, (4) Growth, Development and Differentiation, (5) Energy, Matter and Organization, and (6) Maintenance of Dynamic Equilibrium. The laboratory will focus on inquiry investigation.
Lecture: 3.00 **Lab:** 4.00
Division: Natural Science /Math/PE Div
Department: Biology
Pre-requisites: EG 1103 or EG 0603 Minimum Grade: B or (ASSET Writing Skills 41 and ASSET Reading Skills 39) or (ASSET Writing Skills 40 and ASSET Reading Skills 40) or (ACT English 18)

BI 2705 - Microbiology
Credits: 5.00
This course is an introduction to the study of bacteria, viruses, protozoa, fungi and helminths with focus on those responsible for human disease. Evolution is the unifying principal used to investigate the interaction of microbe, human and the environment. General microbiological concepts such as microbial structure, growth, metabolism, genetics and ecology are applied to such medically related topics as control and pathogenicity of microorganisms as well as to body defense mechanisms and the immune responses. The lab exercises stress basic clinical laboratory techniques such as staining, aseptic technique and the biochemical and serological testing for microorganisms. Biotechnology applications are also utilized. Both laboratory and lecture relate core microbiological principles to the understanding of infectious disease.
Lecture: 3.00 **Lab:** 4.00
Division: Natural Science /Math/PE Div
Department: Biology
Pre-requisites:

BI 2811 - Genetics Lab
Credits: 1.00
This course is designed to enhance the general understanding of the concepts of genetics and to allow the student to demonstrate those concepts through a variety of media and techniques.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Biology
Co-requisites: BI 2813

BI 2813 - Genetics
Credits: 3.00
This is a beginning course in Genetics designed to fulfill the Genetics requirements needed for Biology and Agriculture majors and to enlighten anyone

interested in the science of Genetics. This course describes the history behind the development of the field of genetics and deals with four basic areas - Mendelian Genetics, Molecular Genetics, Quantitative Genetics, and Evolutionary Genetics.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Biology
Co-requisites: BI 2811

Banking Management

BM 1103 - Principles of Bank Operations
Credits: 3.00
This course provides entry-level bankers with the information they need to provide effective service to their customers, thereby having an impact on bank profitability. This information includes how banks affect the economy, why they are in business, what services they provide, and how they provide them. Students will also get a basic understanding of the interrelationships among various departments within a bank.
Lecture: 3.00
Division: Business
Department: Banking Management

BM 1202 - Understand & Sell Bank Service
Credits: 2.00
A three hour lecture course which is an overview of selling bank products. Coverage includes retail and commercial banking products: checking accounts, certificates of deposit, debit and credit cards, loans, cash management, IRAs, trusts, and other miscellaneous services offered in banking.
Lecture: 2.00
Division: Business

BM 1203 - Lending to Agricultural Enterpr
Credits: 3.00
(On demand.) This course presents the dynamics of agriculture, capital structure and capital needs of agriculture, role of bank policy, loan analysis, legal instruments, and livestock and poultry sources of credit, management of farm loan portfolio, public relations, business development, and sources and use of agricultural information.
Lecture: 3.00
Division: Business
Department: Banking Management

BM 1303 - Consumer Lending
Credits: 3.00
(On demand.) This course is designed to cover the techniques of installment lending. It emphasizes establishing credit, obtaining and checking information, servicing the loan and collections. Bank installment credit operations are studied, along with inventory financing, special loan programs, business development, advertising and public relations.
Lecture: 3.00
Division: Business
Department: Banking Management

BM 2103 - Money and Banking
Credits: 3.00
The primary focus of this course will be to present basic concepts and principles relating to money and banking. First, the course will explore the role of money and its relation to the U.S. economy. The concepts of how money evolved, its basic function(s), its use as a principal payment device, and its creation by commercial banks will be examined. Along with this, a broad overview of the business of banking, banking regulations and their key role in the nation's payments mechanism will be discussed.
Lecture: 3.00
Division: Business
Department: Banking Management

BM 2202 - Understand/Selling Bank Serv
Credits: 2.00
This course is an overview of selling bank products. Coverage includes retail and commercial banking products: checking accounts, certificates of deposit, debit and credit cards, loans, cash management, IRAs, trusts, and other miscellaneous services offered in banking.
Lecture: 2.00
Division: Business
Department: Banking Management

BM 2403 - Supervsd Concp & Prac of Mgmt
Credits: 3.00
(On demand.) A course designed to acquaint any level of bank management personnel with the practices of recruiting, training, labor relations, compensation, benefits and service, motivation and leadership.
Lecture: 3.00
Division: Business
Department: Banking Management

BM 2503 - Marketing for Bankers
Credits: 3.00
(On demand.) This course provides a thorough grounding in basic marketing principles and theory and their practical application to the banking industry.
Lecture: 3.00
Division: Business
Department: Banking Management

BM 2603 - Mgmt of Comm Bank Funds
Credits: 3.00
(On demand.) This sophisticated treatment of a central bank function offers the student an overall treatment of funds management policies and practices conducive to liquidity, safe risks and profitability, with special focus on spread management. Emphasis is on how the banker can successfully apply basic funds management principles to an ever-changing financial environment.
Lecture: 3.00
Division: Business
Department: Banking Management
Pre-requisites: BM 1103 or BM 2103

BM 2703 - Analyzing Financial Statements
Credits: 3.00
The course is a practical introduction to financial

analysis from the viewpoint of the commercial loan analyst. The course provides an introduction and definition of financial analysis and explains its purpose within the loan process. The course provides analytical techniques for reviewing balance sheets, income statements and statements of cash flow. Students will also learn to calculate and interpret ratios, cash budgets and long-term forecast. Two detailed cash studies show how a comprehensive financial analysis would proceed step-by-step, using all the techniques explained in the book to reach sound judgment concerning a borrowing company's credit needs and its ability to repay loans.
Lecture: 3.00
Division: Business
Department: Banking Management
Pre-requisites: AC 1213

BM 2803 - Bank Investments
Credits: 3.00
(On demand.) This course explains the nature of bank investments and factors that affect investment strategies and decisions. It emphasizes basic principles, such as the nature of risk, liquidity and yield; how each is measured; and how they are related.
Lecture: 3.00
Division: Business
Department: Banking Management
Pre-requisites: BM 1103

BM 2902 - Banking Internship I
Credits: 2.00
(To enroll in Internship a student must have completed BM 1103, Principles of Bank Operation, with a grade of B or better. Permission is required before enrollment in this course.) This course is designed to give the student on-the-job training under the supervision of an employer and a coordinating instructor. Students may earn a maximum of four credit hours. A minimum of 68 clock hours is required for every credit hour.
Lecture: 2.00
Division: Business
Department: Banking Management
Pre-requisites: BM 1103 Minimum Grade: B

BM 2912 - Banking Internship II
Credits: 2.00
(To enroll in Internship a student must have completed BM 1103, Principles of Bank Operation, with a grade of B or better. Permission is required before enrollment in this course.) This course is designed to give the student on-the-job training under the supervision of an employer and a coordinating instructor. Students may earn a maximum of four credit hours. A minimum of 68 clock hours is required for every credit hour.
Lecture: 2.00
Division: Business
Department: Banking Management
Pre-requisites: BM 1103 Minimum Grade: B

Early Childhood Ed/Child Care

CD 1103 - Intro to Early Childhood Educ
Credits: 3.00
This course is designed to enable the student to explore the varied perspectives of early childhood education. Students will observe a variety of child care centers, including those for handicapped children. This course will be the first course required for the student entering into the Early Childhood program.
Lecture: 3.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care

CD 1203 - Early Childhood Curriculum Lab
Credits: 3.00
This course is taken concurrently with Early Childhood Curriculum. Students develop skills discussed in the Early Childhood Curriculum classroom which includes 50 hours working directly in a licensed early childhood center. The student will document applied skills of the 13 functional areas of the Child Development Association (CDA) Competency Standards.
Lab: 3.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care
Co-requisites: CD 1213

CD 1213 - Early Childhood Curriculum
Credits: 3.00
This course presents basic classroom skills in working with 3 through 5 year old children. The following 13 functional areas of the Child Development Association (CDA) Competency Standards are covered, as well as methods of presentation and use of equipment: safety, health, learning environment, physical, cognitive, communication, creativity, self, social, guidance, families, program management and professionalism. This course is taken concurrently with the Early Childhood Curriculum lab.
Lecture: 3.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care
Co-requisites: CD 1203

CD 1303 - Early Childhood Teach Methods
Credits: 3.00
This course covers programming for young children to encourage their sensory motor, language, fine and gross, creativity, social, emotional, music and other skills.
Lecture: 3.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care

CD 1353 - Early Childhood Practicum I
Credits: 3.00
This course involves supervised, directed experiences under qualified professionals with children birth through age 8 in appropriate settings. It consists of 120 hours working directly with children, writing assignments and class preparation.
Lecture: 3.00

Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care

CD 1363 - Early Childhood Practicum II
Credits: 3.00
This course involves in-depth experiences for the student to work effectively with children of diverse ages (infants, toddlers, preschoolers or primary-school age), children with diverse abilities and children reflecting culturally and linguistically diverse family systems. This course requires 180 hours.
Lecture: 3.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care
Pre-requisites: CD 1353

CD 1403 - Infant and Child Development
Credits: 3.00
This course is designed to explore the normal growth development of children from the prenatal stages through age 8. Knowledge of learning how to handle opportunities that support the physical, social, emotional, language, cognitive and aesthetic development is a main focus throughout the course. A special emphasis will center on Language Acquisition (birth - age 3).
Lecture: 3.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care

CD 1503 - The Healthy Child
Credits: 3.00
This course will provide students with comprehensive education on total health care of children (birth - age 8). Normal growth and development is presented. Nutrition, safety, good hygiene and current health issues are thoroughly examined.
Lecture: 3.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care

CD 1603 - Parents as Adult Learners
Credits: 3.00
This course is a study of family development, parent learning styles and how parents/adults can be more effective "teachers" of young children. Psychologically sound self-image techniques are presented for human effectiveness in the classroom, home and community.
Lecture: 3.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care

CD 1703 - Parent, Family & Community Ed
Credits: 3.00
This course studies parent involvement from an interdisciplinary approach and looks at home-school collaboration using historical, educational, psychological, ethnic/socio diversity and sociological perspectives.
Lecture: 3.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care

CD 1803 - Early Childhood Administration
Credits: 3.00
This course will focus on interpersonal relationships and communication skills combined with emphasis on developing sound fiscal and program management skills. The student will be introduced to the total range of administrative demands in different types of early childhood education centers.
Lecture: 3.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care
Pre-requisites: CD 1103 and (CD 1203 and CD 1213) and CD 1353

CD 1901 - Current Issues in Early Ch Ed
Credits: 1.00
This course will provide a presentation of information to help persons currently employed in the Early Childhood Education field or those seeking immediate employment in the field provide better service and more developmentally appropriate activities for the children in their care. Topics include cultural diversity and young children, behavior management, serving children with special needs, health and safety, and working as a team with parents.
Lecture: 1.00
Division: Human & Soc Science **Department:** Early Childhood Ed/Child Care

Chemistry

CH 1205 - Introduction to Chemistry
Credits: 5.00
Three hours lecture and four hours laboratory each week. This course is designed for the student without chemistry background. It includes: chemical symbols and formulas, atomic theory, equation writing and balancing, chemical nomenclature, calculations involving chemical formula, heats of reactions, the chemistry of solutions: acids, bases and salts, and a brief introduction to organic chemistry, physical chemistry, analytical and biochemistry. (RESTRICTION: Not open to chemistry majors.)
Lecture: 3.00 **Lab:** 4.00
Division: Natural Science /Math/PE Div
Department: Chemistry
Pre-requisites: MA 1103 or (MA 1173) or MA 0043 Minimum Grade: B or (ASSET Numerical Skills 39 and ASSET Elementary Algebra 39) or (ASSET Numerical Skills 39 and ASSET Intermediate Algebra 35) or (ACT Math 18) and EG 1103 or EG 0603 Minimum Grade: B or (ASSET Writing Skills 41 and ASSET Reading Skills 39) or (ASSET Writing Skills 40 and ASSET Reading Skills 40) or (ACT English 18) (MA 1103 Minimum Grade: C

CH 1505 - College Chemistry I
Credits: 5.00
Three hours lecture and four hours laboratory per week. The first part of a two-semester chemistry program designed to provide the foundation for more advanced work. This course includes atomic structure, calculations with formula, total ionic and net ionic equations, atomic and molecular structure, stoi-chemistry calculations, concentration calculations, thermo-chemistry, valence shell hybridization, volumetric solution calculations, oxidation-reduction reactions, gaseous state calculations, colloids, basic chemical equilibrium, and acid-base chemistry.

Lecture: 3.00 **Lab:** 4.00
Division: Natural Science /Math/PE Div
Department: Chemistry
Pre-requisites: MA 1103 or (MA 1173) or MA 0043 Minimum Grade: B or (ASSET Numerical Skills 39 and ASSET Elementary Algebra 39) or (ASSET Numerical Skills 39 and ASSET Intermediate Algebra 35) or (ACT Math 18) and EG 1103 or EG 0603 Minimum Grade: B or (ASSET Writing Skills 41 and ASSET Reading Skills 39) or (ASSET Writing Skills 40 and ASSET Reading Skills 40) or (ACT English 18) MA 1103 Minimum Grade: C

CH 1515 - College Chemistry II
Credits: 5.00
Three hours of lecture and four hours of laboratory. This is a continuation of General Chemistry I. Contents include states of matter, solution chemistry, rates of reactions, chemical equilibrium, acid-base chemistry, thermodynamics, electrochemistry, organic chemistry and nuclear chemistry. Laboratory stress is on identification of anions and cations with some quantitative experiments. Analysis uses both wet procedures and some instrumentation.
Lecture: 3.00 **Lab:** 6.00
Division: Natural Science /Math/PE Div
Department: Chemistry
Pre-requisites: CH 1505

CH 1602 - Chemical Instrumentation
Credits: 2.00
One credit hour of lecture-discussion and one credit hour of laboratory per week. This course is designed to survey theory and technique of operation, preventative maintenance and performance verification of instruments used in laboratories. The course also addresses specific instruments that employ each particular mode of analysis. Some of the instruments covered include those used for the separation of solutions, measurement of light emission and/or absorption, particle counters and electrochemical changes.
Lecture: 1.00 **Lab:** 1.00
Division: Natural Science /Math/PE Div
Department: Chemistry
Pre-requisites: CH 1505

CH 1613 - Basic Chem of Biological React
Credits: 3.00
An introduction to the chemistry of biological reactions as are applicable to health-related fields. The course is a brief study of organic chemistry, nomenclature of function groups, basic synthesis and reactions. The biochemical reactions involving the metabolism of lipids and proteins are discussed in conjunction with the enzymes, coenzymes, hormones and inhibitors needed to catalyze the various reactions which occur in the human body.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Chemistry
Pre-requisites: CH 1505

CH 1705 - General Organic Chemistry
Credits: 5.00
(Second semester.) This course is an introduction of the structure nomenclature, preparation and reactions of carbon-containing compounds. The course focuses attention on the relationship between the structure and chemical behavior of compounds.
Lecture: 2.5 **Lab:** 4.00
Division: Natural Science /Math/PE Div
Department: Chemistry
Pre-requisites: CH 1205 or CH 1505

CH 1914 - Dir Indep Studies in Chemistry
Credits: 1.00 to 4.00
On demand. This course provides an opportunity for the student to pursue special interests in chemistry through guided independent study and/or research.
Lecture: 1.00 to 4.00
Division: Natural Science /Math/PE Div
Department: Chemistry
Pre-requisites: CH 1515

CH 2605 - Organic Chemistry I
Credits: 5.00
First semester of a two-semester course designed to meet the requirements of students needing either General Organic Chemistry or Organic Chemistry I. Course content will include a study of the basic principles of nomenclature, the reactions pertaining to aliphatic and arene compounds and the study of carbohydrates, fats and proteins.
Lecture: 3.00 **Lab:** 6.00
Division: Natural Science /Math/PE Div
Department: Chemistry
Pre-requisites: CH 1515

CH 2615 - Organic Chemistry II
Credits: 5.00
Second semester of Organic Chemistry, with three hours of lecture and six hours of laboratory. This course is a continuation of Chemistry CH 2605. It includes a detailed study of alcohols reactions, infrared spectroscopy, mass spectroscopy, nuclear magnetic resonances, ethers and epoxides reactions, ultraviolet spectroscopy, aromatic compounds and their reactions.
Lecture: 3.00 **Lab:** 6.00
Division: Natural Science /Math/PE Div
Department: Chemistry
Pre-requisites: CH 2605

CH 2625 - Basic Biochemistry
Credits: 5.00
(On demand.) This course is an introduction to the chemistry of bio-systems, which includes a study of the metabolism of carbohydrates, lipids and proteins, the structure of amino acids, bioenergetics, thermo-chemistry and enzyme-catalyzed reactions.
Lecture: 3.00 **Lab:** 6.00
Division: Natural Science /Math/PE Div
Department: Chemistry
Pre-requisites: CH 1705 or CH 2615

Criminal Justice

CJ 1183 - Police Report Writing
Credits: 3.00
This course is designed to fulfill the needs of those

students who are entering into the field of criminal justice or in-service officers. The class will focus on the skills needed to write a report that is complete, clear, accurate and convincing. The actual writing of reports will be a major component of the course.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 1193 - Principles of Police Patrol
Credits: 3.00
This course is designed to include the problems most frequently encountered by patrol officers, some general principles for the solution of these problems, and some specific practices and techniques that have proved effective in perplexing or hazardous patrol incidents. Also an overview of the background, functioning, and objectives of the patrol force is provided to delineate the scope of the individual officer's patrol function and the legal restraints placed on them.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 1203 - Intro to Criminal Justice
Credits: 3.00
This course is an introduction to the philosophy and history of law enforcement, identifying multiple facets of the criminal justice system, including the police, the courts, the correctional agencies, and the offender.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 1212 - Police Firearms I
Credits: 2.00
A combat firearms course for criminal justice majors. Emphasis will be placed on safety and use of the service revolver and riot shotgun.
Lecture: 1.00 **Lab:** 2.00
Division: Business
Department: Criminal Justice

CJ 1221 - Criminal Justice Seminar I
Credits: 1.00
This course is specifically designed to identify criminal justice students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. This course will give the student specialized instruction in areas which are covered by the Lambda Alpha Epsilon Society of the American Criminal Justice Association. These areas are Criminal Law, Professional Physical Agility, Criminal Investigations, Law Enforcement Principles, Corrections and Police Firearms.
Lab: 2.00
Division: Business
Department: Criminal Justice

CJ 1231 - Criminal Justice Seminar II
Credits: 1.00
This course is specifically designed to identify criminal justice students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. This course will give

the student specialized instruction in areas which are covered by the Lambda Alpha Epsilon Society of the American Criminal Justice Association. These areas are Criminal Law, Professional Physical Agility, Criminal Investigations, Law Enforcement Principles, Corrections and Police Firearms.
Lab: 2.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1221

CJ 1262 - CJ Internship I
Credits: 2.00
This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 136 clock hours of on-the-job experience is required for two hours credit. The internship is initiated by the school in any cooperative agency. This course is repeatable for a maximum of eight hours.
Lecture: 2.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1203

CJ 1272 - CJ Internship II
Credits: 2.00
This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 136 clock hours of on-the-job experience is required to two hours credit. The internship is initiated by the school in any cooperative agency. This course is repeatable for a maximum of eight hours.
Lecture: 2.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1262

CJ 1403 - Criminal Investigation I
Credits: 3.00
A basic requirement course that covers the principles used in crime scene protection, interviewing/interrogation techniques, the collection and preservation of evidence, crime scene drawings and methods used to investigate various crimes.
Lecture: 3.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1203

CJ 1513 - Constitutional Law for Police
Credits: 3.00
An intensive study and analysis of the United States Constitution and especially the amendments to the Constitution. Also includes a study of court decisions which interpret the Constitution and a comprehensive study of court decisions which determine police policy and a consideration of guidelines that must be followed in the criminal justice process.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 1523 - Criminal Procedure
Credits: 3.00

This course covers criminal procedures and courtroom procedures most commonly confronting law enforcement officers in the administration of criminal law, such as inquests, indictments, warrants, appeals, search and seizure, use of force, and evidence.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 1603 - Police Defense Tactics
Credits: 3.00
A course designed to teach criminal justice majors how to develop and maintain a basic tactical awareness to be accomplished through a myriad of ways. Some of the topics to be covered are the proper and responsible use of force; ways to respond, plan and execute a building search; proper ways to conduct felony and non-felony stops; and communication skills to name a few. Due to the type of material instructed in this class, it is restricted to criminal justice majors, law enforcement officers and security personnel.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 1703 - Traffic Accident Investigation
Credits: 3.00
This course is for developing basic investigation skills. An emphasis is on interviewing techniques, collecting evidence, and properly and accurately completing reports.
Lecture: 3.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1203

CJ 1803 - Criminology
Credits: 3.00
(On demand) This course will allow students to have a basic understanding of the complexities of criminology, crime causation, and reaction to offenders. Some of the topics included are: crime and criminology, the Criminal Justice System, theories of crime, types of crime, and crime statistics.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 2113 - Police Administration
Credits: 3.00
This course is the study of the police role in the administration of criminal justice. It will include the principles of police organization and administration, administration and training, planning and research, communications, inspection, internal investigations, policy formulation and executive responsibilities.
Lecture: 3.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1203

CJ 2222 - Police Firearms II
Credits: 2.00
A combat firearms course for the criminal justice

majors. To enroll in this course, the students must have taken Firearms I or have permission from the instructor. Emphasis will be placed on safety and use of the semi-auto in law enforcement situations.
Lecture: 1.00 **Lab:** 2.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1212

CJ 2232 - Police Firearms III (Semi Auto)
Credits: 2.00
A two hour course consisting of one hour of lecture and one hour of lab. This is an advanced combat firearms course for criminal justice majors. To enroll in this course, the student must be either a criminal justice major who has completed Firearms II or a Certified Law Enforcement Officer.
Lecture: 1.00 **Lab:** 2.00
Division: Business
Department: Criminal Justice
Restrictions:
Must be enrolled in one of the following Major(s): Criminal Justice
Pre-requisites: CJ 2222

CJ 2241 - Criminal Justice Seminar III
Credits: 1.00
This course is specifically designed to identify criminal justice students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. This course will give the student specialized instruction in areas which are covered by the Lambda Alpha Epsilon Society of the American Criminal Justice Association. These areas are Criminal Law, Professional Physical Agility, Criminal Investigations, Law Enforcement Principles, Corrections and Police Firearms.
Lecture: .00 **Lab:** 2.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1231

CJ 2251 - Criminal Justice Seminar IV
Credits: 1.00
This course is specifically designed to identify criminal justice students and provide the coordinator an opportunity to give vocational counseling and individual personal assistance. This course will give the student specialized instruction in areas which are covered by the Lambda Alpha Epsilon Society of the American Criminal Justice Association. These areas are Criminal Law, Professional Physical Agility, Criminal Investigations, Law Enforcement Principles, Corrections and Police Firearms.
Lecture: .00 **Lab:** 2.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 2241

CJ 2262 - CJ Internship III
Credits: 2.00
This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 136 clock hours of on-the-job experience is required for two hours credit. The internship is initiated by the school in any cooperative

agency.
Lecture: 2.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1272

CJ 2272 - CJ Internship IV
Credits: 2.00
This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 136 clock hours of on-the-job experience is required for two hours credit. The internship is initiated by the school in any cooperate agency. This course is repeatable for a maximum of eight hours.
Lecture: 2.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 2262

CJ 2303 - Introduction to Corrections
Credits: 3.00
An introduction to philosophy and history of corrections and identifying multiple facets of the correctional system, including jails and detention facilities, probation, intermediate sanctions, imprisonment and parole. This course focuses on how today's correctional subsystems function within a larger criminal justice system and covers correctional systems as they apply to the individual and to society.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 2313 - Juvenile Justice
Credits: 3.00
A study of what society has defined as delinquent behavior and how delinquency is handled in the juvenile justice system. A comprehensive look at youth crime and the process of juvenile justice and rehabilitation, both as a theoretical and practical outlook into the juvenile delinquent, not only in our society, but also in other societies.
Lecture: 3.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 2303

CJ 2333 - Probation and Parole System
Credits: 3.00
(On demand.) This course is a study of the Probation and Parole System as it works within the Criminal Justice System, from the history of probation and parole up to the present, and the complex workings of the system as it deals with individual lives. The critical issue of decision making by the courts, caseworkers and probationers or parolees is explored.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 2413 - Criminal Investigation II
Credits: 3.00
An in-depth study of advanced methods of investigation of crimes; scientific aids available to law enforcement officers, including forensic chemistry,

physics and micro analysis; and investigative procedures, from crime scenes through laboratory analysis to court presentations.
Lecture: 3.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1403

CJ 2533 - Criminal Law
Credits: 3.00
A study of history, scope and nature of law, parties to crime, classification of offenses, act and intent, capacity to commit crime and defenses, arrest, and search and seizure.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 2553 - Investigative Photography
Credits: 3.00
This course is designed to teach the fundamentals of photography, with the basic camera and darkroom techniques being utilized by the student. The student will take and process his own film to complete printed photographs. Emphasis will be made on materials available and their technical advantage to the photographer.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 2613 - Adv Police Defensive Tactics
Credits: 1.00 or 3.00
Oleoresin Capsicum Aerosol Instructor Training (OCAT) is an eight hour certification program designed for professionals who are involved in human service work, such as law enforcement, public safety, correctional, security, public service, environmental protection, military, and state and federal officers. Upon successful completion of the testing criteria, the student will be certified as an instructor for three years, which will allow them to train, certify and recertify others in the proper use of the OC aerosol sprays.
Lecture: 1.00 or 3.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 1603

CJ 2703 - Offender Management
Credits: 3.00
This course will include topics involved in the duties of a community-based corrections officer. These include an overview of the actual working environment within a correctional facility, correctional assessment, casework, counseling and recognizing manipulative games offenders will play while in a correctional environment.
Lecture: 3.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 2303 Minimum Grade: D

CJ 2803 - Community Based Corrections
Credits: 3.00
This course will provide extensive information about

vocations within community-based corrections, including corrections or jail officer, probation, parole or juvenile caseworker.
Lecture: 3.00
Division: Business
Department: Criminal Justice
Pre-requisites: CJ 2303 Minimum Grade: D

CJ 2903 - Problems in the CJ System I
Credits: 3.00
Study of a specific problem in a specialized area in the criminal justice system. Emphasis will be placed on practical experience with law enforcement principles, practices and administrative methods required for effective results in contemporary society. Permission of the instructor is required.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 2913 - Problems in the CJ System II
Credits: 3.00
Study of a specific problem in a specialized area in the criminal justice system. Emphasis will be placed on practical experience with law enforcement principles, practices and administrative methods required for effective results in contemporary society. Permission of the instructor is required.
Lecture: 3.00
Division: Business
Department: Criminal Justice

CJ 2952 - Police Stress Management
Credits: 2.00
(On demand.) This course will focus on the topic of stress in law enforcement, what stress is, a description of law enforcement stressors, the effects of stress on the individual officers and common stress-induced emotional problems experienced by law enforcement officers.
Lecture: 2.00
Division: Business
Department: Criminal Justice

CJ 2993 - Directed Ind Studies in CJ
Credits: 1.00 to 3.00
(On demand.) This course provides an opportunity for the student to pursue special interests in Criminal Justice through guided independent study in a chosen area. The student must have the permission of the course instructor, advisor and division chairperson before enrollment.
Lecture: 1.00 to 3.00

Division: Business
Department: Criminal Justice

Cosmetology

CO 1101 - Boot Camp for Cosmetology
Credits: 1.00
In this one hour course the cosmetology student will be taught organizational skills needed to correctly follow all directions, both written and oral. During this time, the student will conduct a series of problem-solving events where teamwork, as well as independent thinking are in order. This course will provide reinforcement for group activities among traditional and non-traditional students.
Lecture: 12.50
College: Cosmetology
Division: Business
Department: Cosmetology
Restrictions:
Must be enrolled in one of the following College(s): Cosmetology
Co-requisites: CO 1111, CO 1211

CO 1105 - Current Trends in Cosmetology
Credits: 1.00 to 5.00
This is a continuing education program and may be taken more than once as a method to keep pace with the changes in cosmetology and related occupational areas of need. The program primarily will provide up-dated training for licensed cosmetologists to keep abreast of the new trends and techniques in the field. This course may be offered from one to five credit hours with variable clock hours.
Lecture: 1.00 to 3.00 **Lab:** 1.00 to 2.00
College: Cosmetology
Division: Business
Department: Cosmetology
Restrictions:
Must be enrolled in one of the following College(s): Cosmetology

CO 1110 - Nail Technician
Credits: 10.00
In this 10 credit hour course the student will receive instruction and practice, covering a period of 350 clock hours, of continuous training for a full-time student. Upon completion, a student will have basic skills necessary to enter the field of nail technology/nail technician.
Lecture: 20.00 **Lab:** 20.00
College: Cosmetology
Division: Business
Department: Cosmetology
Restrictions:
Must be enrolled in one of the following College(s): Cosmetology
Co-requisites: CO 1101

CO 1111 - Cosmetology I
Credits: 11.00
This 11 credit hour course (375 clock hours) allows a student to gain a basic understanding of skills required to become a cosmetologist. The student will be required to demonstrate an understanding of procedures and methods to complete the following tasks: manicuring/pedicuring, artificial nails, facials, massage, shampooing, rinsing, scalp and hair care, finger waving, hair styling, permanent waving, hair coloring, hair sculpting, makeup, bacteriology and sanitation methods.
Lecture: 20.00 **Lab:** 20.00
College: Cosmetology
Division: Business
Department: Cosmetology
Restrictions:
Must be enrolled in one of the following College(s):

Cosmetology
Co-requisites: CO 1101, CO 1211

CO 1211 - Cosmetology II
Credits: 11.00
This 11 credit hour course (375 clock hours) requires the student to put into practice the skills developed in the previous class. The student is expected to work more independently of the instructor. They must be able to demonstrate not only the understanding of theory, but safe procedures and methods to perform tasks. The student will be expected to incorporate personal interactive skills and traits supportive of sound management practice within the profession.
Lecture: 20.00 **Lab:** 20.00
College: Cosmetology
Division: Business
Department: Cosmetology
Restrictions:
Must be enrolled in one of the following College(s): Cosmetology
Co-requisites: CO 1101, CO 1111

CO 1311 - Cosmetology III
Credits: 11.00
In this 11 credit hour course (375 clock hours) the student will be able to polish skills and techniques required of the cosmetologist in support of finding entry level employment. Advanced techniques will be developed by the student utilizing the most current trends in technology. The student will be expected to incorporate personal interactive skills and traits supportive of sound management practices within the profession. Adequate student development will provide the student with the basic knowledge in preparation to take the state board exams.
Lecture: 20.00 **Lab:** 20.00
College: Cosmetology
Division: Business
Department: Cosmetology
Restrictions:
Must be enrolled in one of the following College(s): Cosmetology
Co-requisites: CO 1411

CO 1411 - Cosmetology IV
Credits: 1.00 to 11.00
This 11 credit hour class (375 clock hours) will also identify those skills and traits that are expected by employers of employees for professional growth and survival.
Lecture: 1.00 to 20.00 **Lab:** 1.00 to 20.00
College: Cosmetology
Division: Business
Department: Cosmetology
Restrictions:
Must be enrolled in one of the following College(s): Cosmetology
Co-requisites: CO 1311

Computer Information Systems

CS 1103 - Microcomputer Operating System
Credits: 3.00
This course is an introduction to the fundamental strategies and techniques involved in managing the windows environment. The strategies and techniques include becoming familiar with Program Manager, File Manager, Control Panel, and accessory programs such as Clipboard, Paintbrush, Write, Notepad, and Calendar. Students learn the uses for PIF files and INI files, Memory Management, and Object Linking.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 1203 - Intro to Computer Concepts/App
Credits: 3.00
This course introduces the beginning computer user to basic computer concepts and applications thus providing an overview of computer information systems. Students will explore various topics such as computer hardware components, operating systems software, applications software, computer network basics, ethical issues in information technology, the Internet, and email. Students will gain hands-on experience in the following areas: basic computer operations, basic operating system applications, Internet and email applications, word processing applications, spreadsheet applications, database management applications, and presentation applications.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 1303 - Programming Logic and Design
Credits: 3.00
An introduction to programming concepts that emphasizes good style and logical thinking. General programming concepts are introduced and key concepts of structure are defined. Students will learn to recognize programming concepts and will learn the importance and the advantages of writing structured programs. Students will learn to recognize looping structures, decision making structures, control breaks and arrays and will learn fundamentals in developing programs that include these structures.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites:

CS 1353 - Visual BASIC I
Credits: 3.00
This course is designed to teach the basic elements of creating Windows programs using Visual Basic. Emphasis is placed on event-driven programming, to include the selection of the proper objects for the program, the use of the Visual Basic design tools and the coding of the associated procedures.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1303 Minimum Grade: D

CS 1363 - Visual Basic II
Credits: 3.00
This course is designed to review the basic elements of creating Windows-based programs with Visual Basic that students learned in Visual Basic I. This course will build upon those skills and enable

students to develop programs with menus to access sequential files and random access files. Students will learn design of dialog boxes and will develop error trapping routines for applications created using Visual Basic. Visual Basic techniques dealing with programming variable arrays and accessing databases will be included, as will learning to integrate Visual Basic programs with other Windows applications using DDE (Dynamic Data Exchange) and OLE (Object Linking and Embedding).
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1353 Minimum Grade: C

CS 1403 - Microcomputer Windows Apps
Credits: 3.00
An introduction to the fundamental strategies and techniques involved in managing the Windows environment. The strategies and techniques include becoming familiar with the Program Manager, File Manager, Control Panel and accessory programs, such as Clipboard, Paintbrush, Write, Notepad and Calendar. Students will also learn the uses for PIF files and INI files, Memory Management and Object Linking.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 1503 - Desktop Publishing I
Credits: 3.00
This course will present an overview of the desktop publishing concept, where an individual through the right equipment and software can manipulate existing material or prepare new material for printing. It will concentrate on basic layout and design, and practical applications of word processing, graphics and pagination programs important to creating more attractive and effective documents at a lower cost than traditional printing methods.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 1513 - Desktop Publishing II
Credits: 3.00
This course will present a more detailed review of the desktop publishing concept, where an individual through the right equipment and software can prepare material for printing. It will concentrate on more extensive publication design and layout.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1503

CS 1523 - Basic Web Page Design
Credits: 3.00
This course is designed to examine and apply the skills, tools, and information necessary to create and publish a basic Web site using WYSIWYG environment.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 1603 - Microcomputer Software Suites
Credits: 3.00
This course covers several productivity applications, including, but not limited to, word processing, spreadsheets, database management, desktop publishing and business presentations. Note: This is an intermediate to advanced course in MS Office 2000.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 1613 - Adv Microcomputer Software Suite
Credits: 3.00
3 credit hour lecture. This course is designed to extend the student's basic knowledge of an office suite's productivity package that includes word processing, spreadsheets, database management, and business presentations. Students will be challenged to create more advanced documents, databases, and presentations. This course will utilize the projects approach to learning. Pre-requisite: OT1113 Basic Keyboarding or equivalent, and CS1603 Microcomputer Software Suites.
Lecture: 3.00
Division: Business
Department: Data Processing
Pre-requisites: OT 1113 and CS 1603

CS 1701 - Microcomputer Applications
Credits: 1.00
This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. This particular course will acquaint the student with the basic principles of using Microsoft Access 2000 for database activities.
Lecture: 1.00
Division: Business
Department: Computer Information Systems

CS 1803 - Microcomputer Business Present
Credits: 3.00
This course is designed to acquaint the student with in-depth knowledge of graphics presentation software for a microcomputer. Intended for both majors and non-majors, the course features extensive hands-on use of the computer.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 1853 - Multimedia Authoring
Credits: 3.00
This course will explain the basic concepts of multimedia, examine the technology used to provide multimedia over the Internet, and examine the software used for multimedia authoring and virtual reality. Application of methods will include presentations, computer games and interactive job training.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 1863 - Advanced Multimedia Authoring
Credits: 3.00
This course will be a continuation of the Multimedia Authoring course (CS 1853). Students will explore deeper into the authoring of multimedia using Director 7, along with other programs. More emphasis will be placed on color changes, advanced Lingo/scripting, advanced navigation, implementation of digital video and audio, and presentation to the Web.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1853

CS 2103 - Adv. Computer Concepts & Apps
Credits: 3.00
This course will guide the intermediate computer user through more advanced computer concepts and applications. Students will explore various topics such as how computer hardware components work, operating systems and utility programs, advanced software applications, communications and networks, information management systems, program development and programming languages, computer careers and certification. Students will gain hands-on experience in the following areas of application: operating systems, word processing, spreadsheets, database management, web authoring, and presentation. Prerequisite: Successful completion of CS1203 or score of 80% or higher on the Computer Applications competency exam.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1203 Minimum Grade: C

CS 2153 - COBOL
Credits: 3.00
This course is designed to teach the basic elements of programming. Emphasis is placed on computer programming in a business environment using COBOL programming language. Emphasis is placed on the fundamentals of structured programming design, development, testing, implementation and documentation of common business-oriented applications. Application of top down design strategies and structured programming techniques for designing and developing problem solutions are discussed. Language syntax, data and file structures, input and output devices and operating system facilities for implementing batch programs for report generation, input editing, table processing and sequential file creation and access are covered.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1303

CS 2203 - Intro to Data Communication
Credits: 3.00
This course is designed to provide the student an understanding of the basic components of data communications systems and how these components interface to allow data to be transmitted from one location to another for processing on a computer system.
Lecture: 3.00

Division: Business
Department: Computer Information Systems

CS 2213 - Intro to GIS
Credits: 3.00
Two hours of lecture and two hours of lab per week. This course will introduce students to the principles of Geographic Information Systems (GIS). Students will become familiar with the four aspects of a GIS: data collection, database structure, data analysis and data display. Students will explore the applications of GIS in problem solving, as well as the analysis and presentation of spatial data.
Lecture: 2.00 **Lab:** 2.00
Division: Business
Department: Computer Information Systems

CS 2253 - Computer Networking
Credits: 3.00
This course is designed to provide the student with basic information and understanding about networking technologies including descriptions, specific terminology, the OSI model for networked communications, components of networks, analysis and design of computer networking systems, including security and management of networks.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1303 Minimum Grade: D

CS 2255 - Cisco Networking I
Credits: 5.00
This is the first of four semester courses designed to provide students with classroom and laboratory experiences in current and emerging networking technology that will empower them to enter employment or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open system Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem- solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations.
Lecture: 5.00 **Lab:** 14.00
Division: Business
Department: Computer Information Systems

CS 2265 - Cisco Networking II
Credits: 5.00
The Cisco Networking Academy Program consists of four semesters. The program is designed to teach students the skills they will need to design, build, and maintain small to medium sized networks. This

provides them with the opportunity to enter the workforce and/or further their education and training in the computer networking field.
Lecture: 5.00 **Lab:** 14.00
Division: Business
Department: Computer Information Systems

CS 2275 - CISCO Networking III
Credits: 5.00
This is the third semester of four semester courses designed to teach students the skills they will need to design, build, and maintain small to medium sized networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer networking field.
Lecture: 3.00 **Lab:** 2.00
Division: Business
Department: Computer Information Systems

CS 2285 - CISCO Networking IV
Credits: 5.00
This is the fourth semester of four semester courses designed to teach students the skills they will need to design, build, and maintain small to medium sized networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer networking field.
Lecture: 3.00 **Lab:** 2.00
Division: Business
Department: Computer Information Systems

CS 2303 - Computer-Based Spreadsheet
Credits: 3.00
A course designed to acquaint the student with computer-based spreadsheets as used with microcomputers. This program is structured to be used as a tool for solving everyday financial or business problems for all types of businesses.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 2313 - Microcomputer D-Base Mgmt Sys
Credits: 3.00
This course is designed to acquaint the student with a software system for managing the storage, access, updating and maintenance of a collection of data used and produced by a microcomputer.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 2403 - Intro to Java Programming
Credits: 3.00
This course introduces object-oriented programming concepts along with JAVA syntax used to implement these concepts. Students will learn to use JAVA programming fundamentals to create functional programs for a variety of business applications, including e-commerce.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1303 Minimum Grade: D

CS 2413 - Advanced JAVA Programming
Credits: 3.00
This course will expand upon the basics of object-oriented programming through mastering JAVA types and controlling structures using JAVA graphical user interfaces, events, classes, inheritance, exceptions, error handling and multimedia. Prerequisite: Introduction to JAVA Programming.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 2403

CS 2453 - Programming Lang Visual C++
Credits: 3.00
This course is designed to teach the basic elements of creating Windows programs using Visual C + +. Emphasis is placed on developing programs in an object-oriented integrated development environment. Students will gain applicable knowledge of class hierarchy, inheritance, methods, and object reusability.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1303

CS 2503 - Web Page Design I
Credits: 3.00
This introductory course is designed to examine and apply the skills, tools, and information necessary for Web page creation and design. Students will learn to create and publish Web pages using a variety of Web technology tools. Successful completion of this course will prepare students to take the Web Page Design II course.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 2513 - Digital Image Editing
Credits: 3.00
This course is designed to examine and apply the skills, tools and information necessary to edit images/graphics using a PC. With image-editing software, students will create and produce high-quality digital images which can be used with a variety of documents.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 2523 - Computer Illustration
Credits: 3.00
This course is designed to introduce the student to the basics of computer illustration techniques. Students will be able to create artwork for print, presentations and the Web.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 2533 - Computer Animation
Credits: 3.00
This course is designed to introduce the skill of computerized animation to the student. Students will

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be able to plan and execute successful animation, implement good design techniques and grasp the technique of preparing a sequence of images for animation.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 2543 - Desktop Digital Video Editing
Credits: 3.00
This course is designed to examine and apply the skills, tools and information necessary to edit digital video using a PC. Students will review the current state of this growing technology to understand where it is going, which technologies hold the most promise and which technologies represent the best choices for various applications. As a project, students will incorporate these skills into development of an on-campus multimedia production.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 2553 - Web Page Design II
Credits: 3.00
This intermediate level course is designed to examine and apply the skills, tools, and information necessary for Web page creation and design. Students will enhance their ability to create and publish Web pages using Web technology tools including HTML, Perl, JavaScript, and XML. And introduction to database access through the Web, using JAVA JDBC and a look at the nature of relational databases, architectures for database access, and the structured query language will be explored. Successful completion of this course will prepare students to take the Web Page Design III course. Prerequisite: Completion of Web Page Design I with a grade of C or better, or permission of the CIS instructor.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 2503 Minimum Grade: C

CS 2563 - Web Page Design III
Credits: 3.00
This advanced level course is designed to bring together all the Web technology tools available to create high quality Web sites. This course will give the students the opportunity to incorporate all the Web technologies learned in the Web Page Design I and II courses along with an in-depth study of the available multimedia design tools. Student Web sites will incorporate the use of a WYSIWYG Web authoring tool, Web coding and programming tools, database development tools, graphic creation and editing tools, and animation, video and audio development tools.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 2603 - FORTRAN
Credits: 3.00
This course introduces the student to the mathematical, scientific and engineering capabilities of the programming language FORTRAN. Programs are written with strategies of program design and techniques used in FORTRAN.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1303

CS 2653 - RPG
Credits: 3.00
This course is designed for students who have completed a programming course and introduces the rules for using RPG as a programming language. Programs that solve general business problems are used to strengthen that student's ability to use the language.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1303

CS 2703 - Information Processing Mgmt
Credits: 3.00
The important stress of the text and the course is the strategic importance of information. Some students may be more interested in the information of the technical aspects of information systems. Presentation of cases or projects is usually useful for the students.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 2753 - System Analysis Methods
Credits: 3.00
This course is designed to provide an overview of the system development life cycle. Emphasis is placed on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, input and output designs and program specifications. Information gathering, reporting activities and the transition from analysis to design are discussed.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Pre-requisites: CS 1303 Minimum Grade: D and (CS 1353 or CS 2153 or CS 2403 or CS 2453)

CS 2803 - Computer Info Sys Internship I
Credits: 3.00
Work is done in selected training stations under the supervision of the instructor. The student is to complete a project related to their training station. The student is required to complete weekly time sheets and visitations with the instructor. The student may take CIS Internship two times and may apply a total of six hours maximum toward graduation. The student may take CIS Internship starting their third semester at SCCC. The Student-Learner must work a minimum of 135 clock hours during the semester to receive 3 hours of credit.
Lecture: 3.00
Division: Business
Department: Computer Information Systems

CS 2813 - Computer Info Sys Internshp II
Credits: 3.00
Work is done in selected training stations under the supervision of the instructor. The student is to complete a project relating to their training station. The student is required to complete weekly time sheets and visitations with the instructor. The student may take CIS Internship two times and may apply a total of six hours maximum toward graduation. The student may take CIS Internship starting their third semester at SCCC. The Student-Learner must work a minimum of 135 clock hours during the semester to receive   3   hours   of   credit.
Lecture: 3.00
Division: Business
Department: Computer Information Systems
Restrictions:
May not be enrolled in one of the following Class(es): Freshman
Pre-requisites: CS 2803

CS 2822 - Current Issues in Info Tech I
Credits: 2.00
This course is designed to examine current issues and trends in information technology. Students will become informed of new issues and participate in class discussions as to how these issues affect society in general and their career in the information technology field. Membership and participation in the Association of Information Technology Professionals student organization will be mandatory and further enhance the student's knowledge of current IT issues. Designed for Computer Information Systems and Computer   Science   Majors/Minors.
Lecture: 2.00
Division: Business
Department: Computer Information Systems

CS 2832 - Current Is. In Info Tech II
Credits: 2.00
This course is designed to examine current issues and trends in information technology. Students will become informed of new issues and participate in class discussions as to how these issues affect society in general and their career in the information technology field. Membership and participation in the Association of Information Technology Professionals student organization will be mandatory and further enhance the student's knowledge of current IT issues. Designed for Computer Information Systems and Computer   Science   Majors/Minors.
Lecture: 2.00
Division: Business
Department: Computer Information Systems

CS 2842 - Current Is. in Info Tech III
Credits: 2.00
This course is designed to examine current issues and trends in information technology. Students will become informed of new issues and participate in class discussions as to how these issues affect society in general and their career in the information technology field. Membership and participation in the Association of Information Technology Professionals student organization will be mandatory and further enhance the student's knowledge of current IT issues. Designed for Computer Information Systems and

Computer   Science   Majors/Minors.
Lecture: 2.00
Division: Business
Department: Computer Information Systems

CS 2852 - Current Is. in Info Tech IV
Credits: 2.00
This course is designed to examine current issues and trends in information technology. Students will become informed of new issues and participate in class discussions as to how these issues affect society in general and their career in the information technology field. Membership and participation in the Association of Information Technology Professionals student organization will be mandatory and further enhance the student's knowledge of current IT issues. Designed for Computer Information Systems and Computer   Science   Majors/Minors.
Lecture: 2.00
Division: Business
Department: Computer Information Systems

CS 2853 - Directed Ind Studies in CIS
Credits: 1.00   to   3.00
(On demand.) This course is designed to enable students to work at their own speed and level to achieve a predetermined objective. Students must have completed six hours of Computer Information Systems courses and have the consent of the instructor,   advisor   and   division   chairperson.
Lecture: 1.00   to   3.00
Division: Business
Department: Computer Information Systems

CS B1701 - Web Animation Basics
Credits: 1.00
One credit hour Online. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Requirements: email address, software, access   to   Internet
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS C1701 - MCA/Intro to Computers
Credits: 1.00
One credit hour. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment.
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS D1701 - MCA/Database
Credits: 1.00
One credit hour. This course is designed to provide competency-based instruction in a wide assortment of presentation application software in a hands-on environment.
Lecture: 1.00
Division: Business
Department: Computer Information Systems

CS E1701 - Basics of Web Page Design
Credits: 1.00

One credit hour Online. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Requirements: email address, software, access to Internet
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS F1701 - Basic Computer Fundamentals
Credits: 1.00
One credit hour Online. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Requirements: email address, software, access to Internet.
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS G1701 - Beginning Programming
Credits: 1.00
One credit hour Online. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Requirements: email address, software, access to Internet.
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS H1701 - Intro to Digital Photography
Credits: 1.00
One credit hour Online. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Requirements: email address, software, access to Internet.
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS I1701 - MCA/Intro to Internet
Credits: 1.00
One credit hour. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment.
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS K1701 - Desktop Publishing Basics
Credits: 1.00
One credit hour Online. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Requirements: email address, software, access to Internet.
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS M1701 - MCA/Multimedia & Web Dev
Credits: 1.00
One credit hour. This course is designed to provide competency-based instruction in a wide assortment of

application software in a hands-on environment.
Lecture: 1.00
Division: Business
Department: Computer Information Systems

CS O1701 - MCA/Operating Syst.
Credits: 1.00
One credit hour. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment.
Lecture: 1.00
Division: Business
Department: Computer Information Systems

CS P1701 - MCA/Presentation
Credits: 1.00
One credit hour. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment.
Lecture: 1.00
Division: Business
Department: Computer Information Systems

CS R1701 - Strategies / Internet Research
Credits: 1.00
One credit hour Online. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Requirements: email address, software, access to Internet
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS S1701 - MCA/Spreadsheets
Credits: 1.00
One credit hour. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment.
Lecture: 1.00
Division: Business
Department: Computer Information Systems

CS T1701 - Photoshop Basics
Credits: 1.00
One credit hour Online. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Requirements: email address, software, access to Internet.
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS U1701 - MCA/Publisher
Credits: 1.00
One credit hour. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment.
Lab: 1.00
Division: Business
Department: Computer Information Systems

CS W1701 - MCA/Word Processors
Credits: 1.00

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One credit hour. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment.
Lecture: 1.00
Division: Business
Department: Computer Information Systems

CS X1701 - Exploring Issues/Info Tech
Credits: 1.00
One credit hour Online. This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Requirements: email address, software, access to Internet.
Lab: 1.00
Division: Business
Department: Computer Information Systems

Drama

DR 1102 - Stagecraft I
Credits: 2.00
A course which emphasizes the basic principles of set construction, stage equipment, painting, lighting techniques and equipment.
Lecture: 2.00
Division: Humanities & Social Science
Department: Drama

DR 1112 - Stagecraft II
Credits: 2.00
A course which emphasizes the basic principles of set construction, stage lighting and making properties and costumes for productions given by the drama department.
Lecture: 2.00
Division: Humanities & Social Science
Department: Drama

DR 1203 - Acting I
Credits: 3.00
A basic course in the practical experiences of acting in both classroom and major productions. There is extensive work in characterization, fundamental techniques of acting, body language, pantomime and effective stage speech.
Lecture: 3.00
Division: Humanities & Social Science
Department: Drama

DR 1213 - Acting II
Credits: 3.00
A course designed to expand the student's knowledge of the techniques and principles used in Acting I.
Lecture: 3.00
Division: Humanities & Social Science
Department: Drama
Pre-requisites: DR 1203

DR 1503 - Introduction to Cinema
Credits: 3.00
This course is a survey of the motion picture as an art form--its history, its technique, its formal genres and its influence on our culture.
Lecture: 3.00

Division: Humanities & Social Science
Department: Drama

DR 1611 - Dramatic Participation I
Credits: 1.00
(Both semesters.) A maximum of four hours credit may be earned. Dramatic participation provides the student an opportunity for individual study in the areas of theatrical arts. Individual projects are required.
Lab: 2.00
Division: Humanities & Social Science
Department: Drama

DR 1621 - Dramatic Participation II
Credits: 1.00
(Both semesters.) A maximum of four hours credit may be earned. Dramatic participation provides the student an opportunity for individual study in the areas of theatrical arts. Individual projects are required.
Lab: 2.00
Division: Humanities & Social Science
Department: Drama
Pre-requisites: DR 1611

DR 1631 - Dramatic Participation III
Credits: 1.00
(Both semesters.) A maximum of four hours credit may be earned. Dramatic participation provides the student an opportunity for individual study in the areas of theatrical arts. Individual projects are required.
Lab: 2.00
Division: Humanities & Social Science
Department: Drama
Pre-requisites: DR 1621

DR 1641 - Dramatic Participation IV
Credits: 1.00
(Both semesters.) A maximum of four hours credit may be earned. Dramatic participation provides the student an opportunity for individual study in the areas of theatrical arts. Individual projects are required.
Lab: 2.00
Division: Humanities & Social Science
Department: Drama
Pre-requisites: DR 1631

DR 2103 - Costume History
Credits: 3.00
This course surveys the cultural, historical, political, and fashion scene with major emphasis on American 20th Century Societies as well as some Western World influences that have affected our cultural views. Some emphasis is placed upon live theater and the motion picture industry. American fashion magazines are analyzed and examined in class studies.
Lecture: 3.00
Division: Humanities & Social Science
Department: Drama

DR 2203 - Theater Appreciation
Credits: 3.00
A basic Humanities course designed to introduce students to the realm of the live theater. The principal components of the theater will be examined in relation to their application to the performing arts. Selected plays may be discussed and analyzed from a

theatrical and literary view.
Lecture: 3.00
Division: Humanities & Social Science
Department: Drama

Economics

EC 2213 - Principles of Macroeconomics
Credits: 3.00
Macro-Economics. An introductory analysis of the American economic system and its place in the world economy. Topics of the course will include the core concepts of scarcity, opportunity costs and production possibilities; price determination through demand and supply analysis; economic functions of the government; economic growth; unemployment, inflation and deflation; national income accounting; theory of modern aggregate demand and supply analysis; macro-economic models; fiscal policy; money creation and the banking system; monetary policy; stabilization of the economy through fiscal and monetary policies.
Lecture: 3.00
Division: Business
Department: Economics
Pre-requisites:

EC 2223 - Principles of Microeconomics
Credits: 3.00
This course will cover the basic facts, principles and problems of economics, including the study of the determination of prices by supply and demand, determination of wages, rent, interest, profit, theory of the firm; contemporary economic problems, including competition, income distribution, poverty, pollution and the underdeveloped world. Prerequisites: EC2213 or permission of the instructor.
Lecture: 3.00
Division: Business
Department: Economics
Pre-requisites: EC 2213

Education

ED 1003 - Dir. Ind. Studies in Education
Credits: 3.00
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 1103 - Introduction to Education
Credits: 3.00
This lecture course provides an examination of the principles and purposes of the American education system. It is designed to acquaint students with teaching as a career.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education
Co-requisites: ED 1112

ED 1112 - Intro to Education Field Exp
Credits: 2.00
An internship course intended primarily to give prospective teachers the opportunity to consider seriously their suitability for a career in education.
Lecture: 2.00
Division: Humanities & Social Science
Department: Education
Co-requisites: ED 1103

ED 1193 - Intro to Special Ed Paraprof
Credits: 3.00
Information and applied knowledge to improve the performance of paraprofessionals within the educational setting. Topics covered will enhance the paraprofessional's ability to be effective with students in the educational setting and to interact professionally with other educators and parents.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 1203 - Art in the Elementary School
Credits: 3.00
This is a fundamental course designed to familiarize students with appropriate art media and techniques used in teaching children. The basic for the course is that art is an integral part of the elementary curriculum and that the study of art is composed of four areas: art production, aesthetics, art criticism and art history.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 1302 - Principles of Peer Tutoring
Credits: 2.00
This course is designed to educate the students about the techniques, learning modes, diagnoses, and styles of peer tutoring. This course is designed for those students who are interested in continuing their studies in the field of education or who are interested in a career that involves working with people.
Lecture: 2.00
Division: Humanities & Social Science
Department: Education
Co-requisites: ED 1311

ED 1303 - Paraprofessional Academy
Credits: 1.00 to 3.00
This course is designed to provide paraprofessionals with information and a variety of valuable strategies to work with all students to complement classroom instruction, and to build better partnerships between students, paraprofessionals, content teachers and administrators. Topics covered will include effective reading strategies, Six Trait + 1 of Writing, effective language teaching strategies, encouraging student achievement, basic Para professionalism, building teacher/paraprofessional partnerships, and classroom management. The Academy will consist of 30 hours of instruction time, equaling two hours of college credit. There will be an additional 15 hours of optional "practicum" time, where the paraprofessionals will demonstrate the competencies learned in the Academy in the classroom. The practicum will be documented by the preparation of a notebook/journal with checklists and templates, and will be supervised by all six instructors.
Lecture: 1.00 to 3.00
Division: Humanities & Social Science
Department: Education

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ED 1311 - Tutor Practicum
Credits: 1.00
This course provides supervised, hands-on experience in tutoring directly with peers. This class is held in the Academic Achievement Center at SCCC. May be repeated for a total of four (4) credit hours.
Lab: 1.00
Division: Humanities & Social Science
Department: Education
Co-requisites: ED 1302

ED 1403 - Elementary School Music
Credits: 3.00
This course is for students planning to teach at the elementary level, including practices, trends and philosophy of music education. All factors affecting the student's musical growth and development of skills and understandings are considered.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 1503 - Children's Literature
Credits: 3.00
This course is designed to acquaint students with the award winning literature, authors and illustrators of literature for kindergarten through 8th grade levels. It explores the psychology and educational theories used in elementary school education with special emphasis on reading programs.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 1511 - Storytelling
Credits: 1.00
This course is designed for prospective education majors or child care majors. It will focus on the importance of the oral tradition of storytelling and the art of storytelling in light of its current revival. Stories from a wide variety of cultures will be presented. Practical applications for the classroom will be emphasized. It is not a class to prepare a student for professional storytelling.
Lecture: 1.00
Division: Humanities & Social Science
Department: Education
Pre-requisites: ED 1503

ED 1603 - Elementary Reading Programs
Credits: 3.00
(On demand.) This course is designed to familiarize students with materials and techniques used in teaching the reading process to students in the elementary grades.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 1703 - Elementary School PE
Credits: 3.00
This course is a study of the elementary school child with methods and practice of teaching appropriate games, rhythmic activities, stunts and relays for each grade level, as well as health awareness with an emphasis on nutrition, risk behaviors, hygiene and methods of teaching health.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 1803 - Beginning Sign Language
Credits: 3.00
This course is designed to provide the student with basic skills in sign language. The student will become familiar with the history of signs, sign language principles, basic hand shapes, manual alphabet and basic vocabulary. In addition, the student will gain a better understanding of the hearing impaired and an awareness of problems they face.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 1813 - Intermediate Sign Language
Credits: 3.00
This course is designed to provide the student with additional skills in sign language. The student will become familiar with history of signs, reviewing manual alphabet and advanced vocabulary.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education
Pre-requisites: ED 1803

ED 1823 - Advanced Sign Language
Credits: 3.00
This course is designed to build the sign language vocabulary of the student and improve technique in fluency and recall. Emphasis will be placed on the conversational experiences, body language and other nonverbal communication.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education
Pre-requisites: ED 1813

ED 1903 - Fundamentals of Wood Tech
Credits: 3.00
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 1913 - Wood Machining
Credits: 3.00
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 1923 - Adv Fundamentals of Wood Tech
Credits: 3.00
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 2553 - Mgmt for Sp Ed Para Prof
Credits: 3.00
A behavior management course designed to help the paraprofessional learn the basics of classroom management and behavior modification. Understanding the nature of behaviors, monitoring

behaviors, analyzing behaviors, and collecting data will enhance the student's ability to work more effectively in the classroom when working with students with behavioral concerns.
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

ED 2563 - Pract-Mgmt for Sp Ed Para Prof
Credits: 3.00
Lecture: 3.00
Division: Humanities & Social Science
Department: Education

English

EG 0103 - English as Second Language I
Credits: 3.00
This course is designed to improve basic listening, speaking, reading and writing skills of students whose native language is not English. Language skills will focus on basic sentence writing and comprehension. Special emphasis will be given to life and study skills, along with cultural studies of the United States and the local community. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)
Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites:

EG 0203 - English as Second Language II
Credits: 3.00
This course is designed to improve the listening, speaking, reading and writing skills of students whose native language is not English. Conversational comprehension will be highlighted, as will academic vocabulary and research methods. Preparation for developmental Writing Skills I will be a main focus. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)
Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites: ASSET Writing Skills 27 or (ACT English 10)

EG 0303 - Writing Skills I
Credits: 3.00
This course provides the foundation to write "standard English" sentences and will focus primarily on basic grammar. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)
Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites: ASSET Writing Skills 27 or (ACT English 10)

EG 0403 - Writing Skills II
Credits: 3.00
This course provides the foundation to write standard English sentences and paragraphs, and will focus primarily on grammar skills. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)

Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites: (EG 0303) or (EG 0203) or (ASSET Writing Skills 30) or (ACT English 12)

EG 0503 - Writing Skills III
Credits: 3.00
This course is structured to guide students through the process of determining the best method or methods to develop an idea into a paragraph form. Concentration will be on an intermediate grammar level. Instruction will build to beginning strategies of essay construction. THIS COURSE WILL NOT COUNT FOR GRADUATION.
Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites: (EG 0403) or (ASSET Writing Skills 33) or (ACT English 14)

EG 0603 - Writing Skill IV
Credits: 3.00
This course is structured to guide students through the process of writing effective paragraphs and essays in preparation for English Composition I. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)
Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites: (EG 0503) or (ASSET Writing Skills 38) or (ACT English 16)

EG 1103 - English Composition I
Credits: 3.00
The class emphasizes essentials of composition and selected readings, as well as practice in critical thinking and expository writing.
Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites: (EG 0603) or (ASSET Writing Skills 43 and ASSET Reading Skills 37) or (ASSET Writing Skills 40 and ASSET Reading Skills 40) or (ASSET Writing Skills 41 and ASSET Reading Skills 39) or (ASSET Writing Skills 39 and ASSET Reading Skills 41) or (ACT English 18)

EG 1113 - English Composition II
Credits: 3.00
This course is an extension of English Composition I and emphasizes diction, style, persuasive writing and a research project.
Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites: EG 1103 Minimum Grade: D

EG 1203 - Business English
Credits: 3.00
This class is recommended for students wishing to review grammar, punctuation, and spelling rules. This intensive college-level course provides a strong base for business or traditional composition course. This course does not replace English Composition I.

Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites: ASSET Writing Skills 40

EG 1303 - Introduction to Literature
Credits: 3.00
This class is an introductory study of the short story, drama, poetry and the novel. It is designed to increase understanding and appreciation through analysis of representative writers.
Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites: EG 1103

EG 1703 - Introduction to Humanities
Credits: 3.00
An interdisciplinary introduction to the arts incorporating music, film, literature and visual arts.
Lecture: 3.00
Division: Humanities & Social Science
Department: English
Pre-requisites: EG 1103 and EG 1113

EG 1763 - World Literature
Credits: 3.00
This course is a study of literature from around the world in English, with emphasis upon the diverse historical, geographical and cultural contexts of human values and social orders. Selections will include prose fiction, poetry and drama from different time periods and regions of the world.
Lecture: 3.00
Division: Humanities & Social Science
Department: English

EG 2103 - Creative Writing
Credits: 3.00
This is an introductory course designed for the beginner who is curious about self-expression in writing. Since students in a college creative writing class vary widely in interests and abilities, the course will be flexible enough to serve whoever enrolls through the workshop peer- evaluation approach.
Lecture: 3.00
Division: Humanities & Social Science
Department: English

EG 2303 - English Literature I
Credits: 3.00
This course is a chronological survey of English literature from the Anglo-Saxon period through the Restoration. Emphasis is on the literature; however, social and political forces have great influence on literature and will also be considered.
Lecture: 3.00
Division: Humanities & Social Science
Department: English

EG 2313 - English Literature II
Credits: 3.00
Emphasizing major writers and influences, this course provides a general survey of English literature from the middle of the Eighteenth Century to the present.
Lecture: 3.00

Division: Humanities & Social Science
Department: English

EG 2403 - American Literature I
Credits: 3.00
This course emphasizes major writers and influences from Colonial times to the beginning of the Romantic Era.
Lecture: 3.00
Division: Humanities & Social Science
Department: English

EG 2413 - American Literature II
Credits: 3.00
Major authors and literary developments are studied in this chronological survey of American literature from and after the Civil War to the present.
Lecture: 3.00
Division: Humanities & Social Science
Department: English

EG 2903 - Dir Indep Studies in English
Credits: 1.00 to 3.00
This class provides students with the opportunity to pursue special interests in English through guided independent study in a chosen area.
Lecture: 1.00 to 3.00
Division: Humanities & Social Science
Department: English

EG EN077 - Fundamentals of Writing
Credits: 3.00
This course is designed especially for students who have not yet mastered the basic writing skills necessary for success in college. The course offers the opportunity to acquire a strong foundation in basic mechanics and punctuation skills, and includes instruction in writing effective paragraphs. This is a developmental course that will not count toward graduation requirements at any of the participating colleges.
Lecture: 3.00
Division: Edukan Division
Department: English

EG LI176 - World Literature
Credits: 3.00
This course is a study of literature from around the world in English, with emphasis upon the diverse historical, geographical and cultural contexts of human values and social orders. Selections will include prose, fiction, poetry and drama from different time periods and regions of the world. "Fiction is a particularly rewarding form of literature. It yields a measure of enjoyment and insight more readily than any other form...fiction is, indeed, nothing less than all human experience" (Altenbernd. Stories. 2). Modern short stories and novels turn on issues of knowledge, self-interest and social relations, all founded in an individual character's perhaps isolated or even anti-social point of view. On the other hand, the older traditions of the fable and tale hinge on how an agent participates in a larger (usually moral) order, thus proving that he or she belongs (or fails to belong) in a larger community. Readers respond differently to the individual and communal emphasis in fiction. Some

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authors (like Shakespeare and Dickens) deal with personal perspective and moral agency at the same time, which is one reason why they are still so popular and influential today. Poetry moreover offers us insights into the soul, the community and the world, even as the poet modulates the language used to discover the insight and to capture the reader's ear. Drama plunges us into the traumas and delights of characters who act out key moments of their lives on stage, in order to engage the audience in their dilemmas. Different cultures have different literary styles and thematic concerns, which are what this course surveys. Yet we can do all forms of literature for all people. The selections should be valuable representatives of major cultural traditions, and they must be pertinent and interesting to readers in the United States at the end of the 20th century.
Lecture: 3.00
Division: Edukan Division
Department: English

Engineering

EN 1014 - Directed Ind Study in Engineer
Credits: 1.00 to 4.00
This course is an independent or small group study of one to four credit hours for students to investigate topics of engineering outside of the regular curriculum offering.
Lecture: 1.00 to 4.00
Division: Natural Science /Math/PE Div
Department: Engineering

EN 1102 - Introduction to Engineering
Credits: 2.00
(On demand.) A beginning course to acquaint the pre-engineering student with the various disciplines of the engineering field and introduce them to the basic tasks of engineering work.
Lecture: 2.00
Division: Natural Science /Math/PE Div
Department: Engineering
Pre-requisites: MA 1103

EN 1202 - Engineering Graphics I
Credits: 2.00
The program is designed to prepare either men or women in the basics of engineering drafting. The core curriculum is competency based, with each unit developed for specific knowledge and skill to be performed. Draftsmen's activities primarily involve the translation of ideas, rough sketches, specifications, calculations and proposals of engineers, architects, designers and manufacturers into complete detailed and accurate working drawings for use in engineering, research, manufacturing, construction and the building trades. Engineering Graphics I is the core competency based curriculum to introduce students to problem-solving situations and teaching them the fundamentals of drafting.
Lab: 4.00
Division: Natural Science /Math/PE Div
Department: Engineering

EN 1212 - Engineering Graphics II
Credits: 2.00

The program is designed to prepare either men or women for more advanced drafting room practices in the drafting field over and beyond that offered in Engineering Graphics I. Draftsmen's activities primarily involve the translation of ideas, rough sketches, specifications, calculations and proposals of engineers, architects and designers into complete and accurate working plans for use in the engineering, research, construction, manufacturing or building trades. Engineering Graphics II is an individualized study of advanced basic drafting techniques used to communicate ideas from a designer to the finished product. The study is programmed to develop the student as a continuing process of more advanced drafting practices used in problem-solving situations with drafting drawings as the media for communication.
Lab: 4.00
Division: Natural Science /Math/PE Div
Department: Engineering
Pre-requisites: EN 1202 Minimum Grade: D

EN 2202 - Computer Aided Drafting
Credits: 2.00
(On demand.) Four hours of laboratory per week. A beginning course in the principles and practices of computer-aided drafting. The course is designed to work through the basics of CAD and its applications. During the semester students will be assigned elementary and advanced drawings to train them in the use of CAD. Specific problems will be presented to make the student aware of CAD applications in civil, mechanical and architectural drafting.
Lab: 4.00
Division: Natural Science /Math/PE Div
Department: Engineering
Pre-requisites: EN 1202

Geography

GE 1103 - World Regional Geography
Credits: 3.00
This course is a study of geography that will examine cultural, economic, physical, and political aspects of the world from a social science perspective. Emphasis will be placed on this topical approach, as will human interaction with the earth in more and lesser developed settings.
Lecture: 3.00
Division: Humanities & Social Science
Department: Geography

GE 2213 - Intro to GIS
Credits: 3.00
This course will introduce students to the principles of Geographic Information Systems (GIS). Students will become familiar with the four aspects of a GIS: Data collection, database structure, data analysis and data display. Students will explore the applications of GIS in problem solving, as well as the analysis and presentation of spatial data.
Lecture: 2.00 **Lab:** 2.00
Division: Humanities & Social Science
Department: Geography

History

HS 1101 - History of SW Kansas
Credits: 1.00
This course is designed for the person interested in the history of Southwest Kansas. The course will include major events from Coronado's Passage through the era to the present.
Lecture: 1.00
Division: Humanities & Social Science
Department: History

HS 1303 - American History I
Credits: 3.00
This course will cover the social, political and economic events that have shaped America from 1492 to 1877. The course will survey major events in an interpretative nature to help give some insights in understanding the American Nation.
Lecture: 3.00
Division: Humanities & Social Science
Department: History

HS 1313 - American History II
Credits: 3.00
This course will cover the social, political and economic events that have shaped America from 1877 to 1960. This course will survey major events in an interpretative nature to help give insights in understanding the American Nation.
Lecture: 3.00
Division: Humanities & Social Science
Department: History

HS 1423 - Recent History
Credits: 3.00
This course will cover the social, political and economic events that have shaped American from 1941 to the present. The course will survey major events in an interpretative nature to help give some insights as to the underlying reasons for events that are taking place today.
Lecture: 3.00
Division: Humanities & Social Science
Department: History

HS 1503 - Survey of Western Civ I
Credits: 3.00
A course designed to examine the social, political, and economic events that have shaped western society from the rise of Mesopotamian civilizations to the Reformation. The course will emphasis the unique nature of each civilization and its contributions to the western world.
Lecture: 3.00
Division: Humanities & Social Science
Department: History

HS 1513 - Survey of Western Civ II
Credits: 3.00
This course is an examination of the social, political and economical events that have shaped western society from the Age of Discovery to the present. Special attention will be given to those events which have had a major impact on the development of modern western civilization.
Lecture: 3.00
Division: Humanities & Social Science
Department: History

HS 1803 - The Indian in American History
Credits: 3.00
This is a survey course of North American Indian history from prehistoric times up to the present. The course will discuss selected Native American Indian groups, their migrations, developments and prominent leaders, as a means of illustrating the course of their history. The course will also discuss related topics such as religion, kinship, economics, warfare and culture change, to emphasize the history and heritage of the American Indian as an active participant in the creation of American History. The relationship between Indian groups and Euro-Americans from contact to the present, including removal and Federal Indian policy, will be presented in an unbiased manner. Research will be presented from the fields of anthropology, sociology, social psychology, as well as from history, to create a broader, richer history of the American Indian.
Lecture: 3.00
Division: Humanities & Social Science
Department: History

Journalism

JN 1101 - Basic News Writing
Credits: 1.00
This course provides a brief overview of news writing. Students will learn to structure the types of writing inherent to the media, with emphasis on news gathering, organization, writing the lead, journalistic style, and newspaper language and editing.
Lecture: 1.00
Division: Humanities & Social Science
Department: Journalism

JN 1203 - News Writing I
Credits: 3.00
This course covers the development of journalistic style and practice in the objective handling of news events. Students will be taught current media trends, Associated Press news style, organizing and developing the news story, gathering information, various writing and assignment styles, and law and ethic responsibilities.
Lecture: 3.00
Division: Humanities & Social Science
Department: Journalism

JN 1213 - News writing II
Credits: 3.00
This course covers the development of journalistic style and practice in the objective handling of news events. Students will be taught current media trends, Associated Press news style, organizing and developing the news story, gathering information, various writing and assignment styles, and law and ethic responsibilities.
Lecture: 3.00
Division: Humanities & Social Science

Department: Journalism
Pre-requisites: JN 1203

JN 1311 - Newspaper Practicum I
Credits: 1.00
This is a one credit hour course with a lab format. Practical news writing, interviewing, editing, news budgeting, photography, advertising, ad design and pagination layout procedures will be practiced in the actual production and distribution of the monthly college newspaper, the Crusader.
Lecture: 1.00
Division: Humanities & Social Science
Department: Journalism

JN 1321 - Newspaper Practicum II
Credits: 1.00
This is a one credit hour course with a lab format. Practical news writing, interviewing, editing, news budgeting, photography, advertising, ad design and pagination layout procedures will be practiced in the actual production and distribution of the monthly college newspaper, the Crusader.
Lecture: 1.00
Division: Humanities & Social Science
Department: Journalism

JN 1331 - Newspaper Practicum III
Credits: 1.00
This is a one credit hour course with a lab format. Practical news writing, interviewing, editing, news budgeting, photography, advertising, ad design and pagination layout procedures will be practiced in the actual production and distribution of the monthly college newspaper, the Crusader.
Lecture: 1.00
Division: Humanities & Social Science
Department: Journalism

JN 1341 - Newspaper Practicum IV
Credits: 1.00
This is a one credit hour course with a lab format. Practical news writing, interviewing, editing, news budgeting, photography, advertising, ad design and pagination layout procedures will be practiced in the actual production and distribution of the monthly college newspaper, the Crusader.
Lecture: 1.00
Division: Humanities & Social Science
Department: Journalism

JN 1402 - Desktop Publishing I
Credits: 2.00
This course will present an overview of the desktop publishing concept, where an individual through the right equipment and software can manipulate existing material or prepare new material for printing. This course will concentrate on basic layout and design, and practical applications of word processing, graphics and pagination programs important to creating more attractive and effective documents at a lower cost than traditional printing methods.
Lecture: 2.00
Division: Humanities & Social Science
Department: Journalism

JN 1412 - Desktop Publishing II
Credits: 2.00
This course will present a more detailed review of the desktop publishing concept, where an individual through the right equipment and software can prepare material for printing. This course will concentrate on more extensive publication design and layout.
Lecture: 2.00
Division: Humanities & Social Science
Department: Journalism
Pre-requisites: JN 1402

JN 1501 - Newsletter Production
Credits: 1.00
This course will teach students to design or redesign newsletters to produce attractive, effective and clearly designed products. The course will cover such areas as communicating with printers, postal regulations, papers and ink, tools, photography, headlines, design and layout, and hands-on sessions to give students direct, practical experience.
Lecture: 1.00
Division: Humanities & Social Science
Department: Journalism

JN 1603 - Intro to Mass Communications
Credits: 3.00
This course will acquaint students with various media for communicating public information. Newspaper, magazine, radio, books, television, the motion picture field and trade publications are emphasized.
Lecture: 3.00
Division: Humanities & Social Science
Department: Journalism

JN 1903 - Dir Ind Studies in Journalism
Credits: 1.00 to 3.00
This course will give students the opportunity to pursue special interests in journalism through guided independent study in a chosen area of journalism. It is designed to increase each student's knowledge of the journalistic field.
Lecture: 1.00 to 3.00
Division: Humanities & Social Science
Department: Journalism

JN JO167 - Journalism I
Credits: 3.00
Lecture: 3.00
Division: Edukan Division
Department: Journalism

Library Science

LS 1102 - Introduction to Library
Credits: 2.00
This course is designed to acquaint the students with the college Library and the way it can be used by them during their college career. It encourages them to broaden their backgrounds and to learn beyond the textbook by introducing them to the resources of the library.
Lecture: 2.00
Division: Humanities & Social Science
Department: Library Science

LS 1203 - Library Internship I
Credits: 3.00
(By arrangement for 3,375 minutes.) This course is designed to give the student experience in actually working in a library. Practical experience at the circulation desk, shelving books and simple library procedures are emphasized. Constant stress is placed upon the fact that the library worker should be service oriented. This work experience is gained in the college Library under the supervision of the director and the LIBRARY technicians.
Lecture: 3.00
Division: Humanities & Social Science
Department: Library Science
Pre-requisites: LS 1102

LS 1213 - Library Internship II
Credits: 3.00
This course is designed as an extension of Library Internship I. The student will gain practical experience by working six hours per week in either a public or school library under the supervision of a qualified librarian.
Lecture: 3.00
Division: Humanities & Social Science
Department: Library Science
Pre-requisites: LS 1203

Mathematics

MA 0013 - Basic Arithmetic
Credits: 3.00
This course provides an opportunity for students to develop basic math skill operation and receive individual help to acquire beginning skills in basic operations and practical applications. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)
Lecture: 3.00
Division: Humanities & Social Science
Department: Mathematics

MA 0023 - Pre-Algebra
Credits: 3.00
This is a developmental course to provide the skills necessary to begin to solve basic algebra problems. This course will include the basic operations with natural numbers, integers, rational numbers and real numbers. The metric system will be introduced, as well as a study of exponents, ratios, proportions and percents. Variables and polynomials will be studied, as well as working of simple fractional problems involving polynomials. The student will also learn how to solve linear equations in one variable. Many arithmetic problems will be solved, not primarily to get the answer to the problem, but to learn methods and techniques of solving these problems that will carry over to similar problems in algebra.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Mathematics
Pre-requisites: ASSET Numerical Skills 30

MA 0033 - Advanced Arithmetic
Credits: 3.00
This course is for the college student whose grasp of arithmetic skills is currently weak or marginal. Competency at the college level in addition, subtraction, multiplication and division of whole numbers, integers, decimals and fractions, as well as ratio, percent and simple equations will be emphasized. THIS COURSE DOES NOT COUNT TOWARD GRADUATION.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Mathematics

MA 0043 - Beginning Algebra
Credits: 3.00
This course is for the college student who has not had an algebra course previously or for the student who needs a refresher course in the basic algebra concepts. Successful completion of this course should prepare the student for Intermediate Algebra. THIS COURSE DOES NOT COUNT TOWARD GRADUATION.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Mathematics
Pre-requisites: (ASSET Numerical Skills 39 and ASSET Elementary Algebra 30) or (ASSET Numerical Skills 39 and ASSET Intermediate Algebra 23) or (ACT Math 15) or (MA 0033 Minimum Grade: C)

MA 1103 - Intermediate Algebra
Credits: 3.00
This course is a study of basic algebra, beginning with signed numbers and continuing through quadratic equations. Coverage includes a brief review of basic definitions, properties and operations of signed numbers and algebraic expressions; linear equations and inequalities in one variable; rectangular coordinates, functions and graphs; slope and graphs of linear equations; polynomials and factoring; rational expressions; radicals and complex numbers; quadratic equations, inequalities and graphs; and systems of equations and inequalities.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Mathematics
Pre-requisites: (MA 0043 Minimum Grade: C) or (MA 0023 Minimum Grade: C) or (ASSET Intermediate Algebra 35 and ASSET Numerical Skills 39) or (ASSET Elementary Algebra 39 and ASSET Numerical Skills 39) or (ACT Math 18)

MA 1173 - College Algebra
Credits: 3.00
This is the first course in the college mathematics curriculum for mathematics and allied majors. Success in college level mathematics courses begins with a good understanding of algebra and the goal of this course is to help the student develop that understanding. It may be taken simultaneously with Trigonometry and serves as a prerequisite to Analytic Geometry and Calculus I. Many other programs recommend College Algebra or its level of competency for continued study learning to a related field.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Mathematics
Pre-requisites: MA 1103 Minimum Grade: C or MA

0123 Minimum Grade: C or (ASSET Numerical Skills 39 and ASSET Intermediate Algebra 39) or (ACT Math 20)

MA   1183   -   Trigonometry
Credits: 3.00
This course is a study moving from triangular to analytical trigonometry. The course further serves as necessary background for the calculus sequence in mathematics and for a study of physics.
Lecture: 3.00
Division: Natural   Science   /Math/PE   Div
Department: Mathematics
Pre-requisites: MA 1173 Minimum Grade: C

MA   2103   -   Elementary   Statistics
Credits: 3.00
This course will introduce students to many of the important concepts and procedures needed to (1) evaluate such daily inputs as organizational reports, newspaper and magazine articles, and radio and television commentaries, (2) improve their ability to make better decisions over a wide range of topics, and (3) improve their ability to measure and cope with changing conditions, both at home and on the job. The emphasis will be on explaining statistical procedures and interpreting the resulting conclusions.
Lecture: 3.00
Division: Natural   Science   /Math/PE   Div
Department: Mathematics
Pre-requisites: MA 1173 Minimum Grade: C

MA   2304   -   Business   Calculus
Credits: 4.00
This course is an introduction to calculus and the methods of calculus, with applications to business, economics, the social and behavioral sciences, life sciences as an ecology, health, agricultural and other fields. For the non-mathematics majors needing some skills   of   calculus.
Lecture: 4.00
Division: Natural   Science   /Math/PE   Div
Department: Mathematics
Pre-requisites: (MA 1173 Minimum Grade: C and MA 1183 Minimum Grade: C) or (ASSET Numerical Skills 39 and ASSET Intermediate Algebra 39)

MA   2605   -   Analytic   Geometry/Calculus   I
Credits: 5.00
Calculus is the study of variables and functions with emphasis on the changing, dynamic properties of relationships that can be described mathematically. This course is to provide students majoring in mathematics, science, computer programming, engineering and many non- science fields an opportunity to begin a study of analysis. The tools of calculus, including differentiation and integration of functions, are studied and used in geometric and various   applied   problems.
Lecture: 5.00
Division: Natural   Science   /Math/PE   Div
Department: Mathematics
Pre-requisites: MA 1173 Minimum Grade: C or MA 1183 Minimum Grade: C or ACT Math 20

MA   2615   -   Analytic   Geometry/Calculus   II
Credits: 5.00
This course is a continuation of MA 2605, Analytical Geometry/Calculus I, in which the tools of single variable differential and integral calculus are further developed. Applications of these mathematical tools are investigated. Polar coordinates and vectors in two dimensions   are   studied.
Lecture: 5.00
Division: Natural   Science   /Math/PE   Div
Department: Mathematics
Pre-requisites: MA 2605 Minimum Grade: C

MA   2623   -   Calculus   III
Credits: 3.00
This course is a continuation of MA 2615, Analytic Geometry/Calculus II, in which the tools of differential and integral calculus are further developed. Study includes   three   dimensional   vectors,   partial differentiation   and   multiple   integration.
Lecture: 3.00
Division: Natural   Science   /Math/PE   Div
Department: Mathematics
Pre-requisites: MA 2615 Minimum Grade: C

MA   2703   -   Linear   Algebra
Credits: 3.00
This course is a study of matrix algebra, determinants, linear equations, vectors and vector spaces,   and   linear   transformations.
Lecture: 3.00
Division: Natural   Science   /Math/PE   Div
Department: Mathematics
Pre-requisites: MA 2623 Minimum Grade: C

MA   2903   -   Differential   Equations
Credits: 3.00
A differential equation is an equation that contains derivatives or differentials of one or more functions. In this course, we will study Ordinary Differential Equations; that is, differential equations in which the unknown factor in the equation depends upon only one independent variable. We will consider First Order Differential Equations, Higher Order Differential Equations, Linear Differential Equations (both Homogeneous and Non-Homogeneous), Laplace Transforms, Inverse Laplace Transforms, Solutions by Infinite Series, and Solutions to Linear Systems of Differential Equations, with many applications. This course is designed for those majoring in Mathematics, Mathematical   Sciences   and   Engineering.
Lecture: 3.00
Division: Natural   Science   /Math/PE   Div
Department: Mathematics
Pre-requisites: MA 2623 Minimum Grade: C

MA   MA176   -   Basic   Applied   Math
Credits: 3.00
This course is for the college student whose grasp of basic arithmetic skills is currently weak or marginal. Competency at the college level in addition, subtraction, multiplication and division of integers, decimals and fractions, as well as ratio and percent, will be emphasized. Many of the problems in the course notes will be applied to real world topics.
Lecture: 3.00

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Division: Edukan Division
Department: Mathematics

Modern Languages

ML 1102 - Conversational Spanish I
Credits: 1.00 or 2.00
The primary focus of this class is to create the ability to understand basic native spoken and written Spanish and to increase the skill of expressing every day situations. The student may anticipate a limited ability to speak and understand Spanish upon completing this course.
Lecture: 1.00 or 2.00
Division: Humanities & Social Science
Department: Modern Languages

ML 1112 - Conversational Spanish II
Credits: 2.00
This course is a continuation of Conversational Spanish I, and will provide the student with a basis for communication in the workplace and business with an emphasis on practical "Command Spanish."
Lecture: 2.00
Division: Humanities & Social Science
Department: Modern Languages

ML 1205 - Elementary Spanish I
Credits: 5.00
This course develops fundamental skills in pronunciation and comprehension of practical phrases, with minimum essentials of grammar. The course further develops basic skills in reading simple Spanish prose and an appreciation of Latin American life and culture.
Lecture: 5.00
Division: Humanities & Social Science
Department: Modern Languages

ML 1215 - Elementary Spanish II
Credits: 5.00
This course develops fundamental skills in pronunciation and comprehension of practical phrases with minimum essentials of grammar. The course further develops basic skills in reading simple Spanish prose and an appreciation of Latin American life and culture. (Not recommended to students with credit in high school Spanish.)
Lecture: 5.00
Division: Humanities & Social Science
Department: Modern Languages

ML 1302 - Conversational French I
Credits: 2.00
This class is designed to help the student gain an insight into speaking the French language. The student will learn to make basic statements, ask simple questions and build a vocabulary of French words.
Lecture: 2.00
Division: Humanities & Social Science
Department: Modern Languages

ML 1405 - Elementary French I
Credits: 5.00
This course is an integrated introduction to beginning French. Students develop fundamental skills in speaking, comprehension, reading and writing of the French language.
Lecture: 5.00
Division: Humanities & Social Science
Department: Modern Languages

ML 1415 - Elementary French II
Credits: 5.00
This course is a continuation of Elementary French I, with the completion of the basic structure of Modern French. Equal emphasis is placed on the spoken language, reading, writing, comprehension and cultural awareness.
Lecture: 5.00
Division: Humanities & Social Science
Department: Modern Languages
Pre-requisites: ML 1405

ML 1602 - Conversational German I
Credits: 2.00
This course is designed to help the student gain an insight into speaking and understanding the German language. Elementary conversation and a rudimentary emphasis on translation and reading will be stressed.
Lecture: 2.00
Division: Humanities & Social Science
Department: Modern Languages

ML 2203 - Selected Spanish Readings
Credits: 3.00
(On demand.) The class is conducted in Spanish with minimum English instruction and focuses on readings of Spanish and Latin American literature.
Lecture: 3.00
Division: Humanities & Social Science
Department: Modern Languages
Pre-requisites: ML 1205

ML 2213 - Spanish Composition
Credits: 3.00
(On demand.) The course is designed to develop the students' abilities to express their thoughts in correct, well-structured Spanish and to provide them, regardless of level, with an independent study meeting their own needs and interests.
Lecture: 3.00
Division: Humanities & Social Science
Department: Modern Languages
Pre-requisites: ML 1205

ML 2903 - Dir Ind Study in Mod Lang
Credits: 1.00 to 3.00
This course provides students with the opportunity to pursue special interests in Modern Languages through a guided independent study in a chosen area.
Lecture: 1.00 to 3.00
Division: Humanities & Social Science
Department: Modern Languages

Medical Laboratory Technology

MT 1102 - Medical Terminology
Credits: 2.00
This course introduces Latin and Greek root words, prefixes and suffixes, and is designed to give the student a working vocabulary for science and health occupation courses.
Lecture: 2.00
Division: Allied Health Division
Department: Medical Laboratory Technology

MT 1203 - Intro to Medical Technology
Credits: 3.00
This two credit hour lecture and one credit hour laboratory course is designed to acquaint the student with the wide variety of procedures performed in a clinical laboratory. Laboratory skills involving measurement and instrumentation are introduced. Topics to be covered include safety, medical terminology, laboratory mathematics, specimen collection, microscope use, staining procedures, professional behavior, ethics, use of general lab blood banking, and microbiology. The laboratory time will enhance knowledge gained in the lecture by allowing the student to work in the simulated laboratory at the Epworth Allied Health Center. This course will utilize computer technology to enhance student learning.
Lecture: 2.00 **Lab:** 1.00
Division: Allied Health Division
Department: Medical Laboratory Technology

MT 1302 - Phle Multi-skilled Practitioner
Credits: 2.00
This course is designed to teach phlebotomy skills for the multi-skilled practitioner. The course will consist of lecture and laboratory sessions. Participants will obtain phlebotomy skills to proficiently obtain blood specimens by vienipuncture and dermal techniques.
Lecture: 1.00 **Lab:** 1.00
Division: Allied Health Division
Department: Medical Laboratory Technology

MT 1903 - Basic Immunology
Credits: 3.00
A survey of basic immunological principles is presented for the beginning student to provide a general orientation to immunology. Certain concepts and the major effectors of immune responses are introduced and more detailed discussions are held later in the course. Central aspects of humoral and cellular immune responses, both specific and non-specific, are covered. Exploration of special topics in immunology such as autoimmunity and tumor immunology are held. Immunologic principles of laboratory diagnosis of human disease are emphasized. This course utilizes computer technology to enhance student learning.
Lecture: 3.00
Division: Allied Health Division
Department: Medical Laboratory Technology

MT 2205 - Hematology and Coagulation
Credits: 5.00
In this course the student will study the cellular elements in blood, which will include their formation, morphology and function in normal and pathologic processes. A study of hemostasis and coagulation in normal and disease processes will be explored. Identification of significant cellular changes is stressed. This course will utilize computer technology to enhance student learning.
Lecture: 3.00 **Lab:** 2.00
Division: Allied Health Division
Department: Medical Laboratory Technology
Restrictions:
Must be enrolled in one of the following College(s): Medical Laboratory Technology

MT 2305 – Pathogenic Microbiology
Credits: 5.00
This course will survey microbiology as it is applicable to a clinical laboratory. Procedures for routine specimen collection will be discussed and practiced. Normal flora and possible pathogenic bacteria will be identified by morphology, staining characteristics, colonial morphology, growth on selective media, biochemical testing and serological methods. Basic theory in antimicrobial susceptibility testing will be covered. Principles of all tests will be studied. Study of viruses, chlamydia and rickesttsia will be limited to the processing and handling of specimens for consultant referral and principles of serological testing. Normal and pathogenic parasites and fungal elements will be identified and procedures utilized for proper identification. This course will utilize computer technology to enhance student learning.
Lecture: 3.00 **Lab:** 7.00
Division: Allied Health Division
Department: Medical Laboratory Technology
Restrictions:
Must be enrolled in one of the following College(s): Medical Laboratory Technology

MT 2405 - Clinical Chemistry
Credits: 5.00
This course will cover the physiology of the body and the biochemical reactions that are necessary for a healthy existence. The human condition is evaluated by biochemical shifts in different systems that maintain homeostasis during healthful periods. Basic interpretations of biochemistry and the concentration of enzymes, carbohydrates, lipids, proteins, electrolytes, and blood gases will be discussed. The need for drug testing and evaluation will also be a part of this curriculum. This course will utilize computer technology to enhance student learning.
Lecture: 3.00 **Lab:** 2.00
Division: Allied Health Division
Department: Medical Laboratory Technology
Restrictions:
Must be enrolled in one of the following College(s): Medical Laboratory Technology

MT 2505 - Blood Bank/Serology
Credits: 5.00
This course is a study of the immunology of blood, including those principles and practices that are known collectively as blood banking. An overview of blood component collection and component preparation is presented. Basic concepts of genetics, immunology and antiglobulin testing are included as a foundation for the understanding of the blood group

systems and antibody detection and identification. Current transfusion practices are discussed. An in-depth overview of various clinical conditions with related blood banking practices is provided. An introduction to HLA system, testing methods and applications is presented. A comprehensive overview of the concept of quality assurance, safety and regulatory issues is covered. Also included are principles and procedures used in the serological identification of disease states. This course will utilize computer technology to enhance student learning.
Lecture: 3.00 **Lab:** 2.00
Division: Allied Health Division
Department: Medical Laboratory Technology
Restrictions:
Must be enrolled in one of the following College(s): Medical Laboratory Technology

MT 2601 - Clinical Pract Hematology/Coag
Credits: 1.00
In this course the student will perform procedures in the Epworth MLT student lab, working as an independent laboratorian, with specimens set up from each major course area the student has completed, with emphasis in hematology and coagulation analyses. Normal work flow with stats and difficult problem solving situations interspersed will be handled by the student. Daily rotation of supervisory skills will be assigned. Certain situations set up for the student will require teamwork with other students in the class. This course will utilize computer technology to enhance student learning.
Lab: 2.00
Division: Allied Health Division
Department: Medical Laboratory Technology
Restrictions: Must be enrolled in one of the following College(s): Medical Laboratory Technology

MT 2611 - Clin Pract Path Microbiology
Credits: 1.00
In this course the student will perform procedures in the Epworth MLT student lab, working as an independent laboratorian, with specimens set up from each major course area the student has completed, with emphasis in microbiology. Normal work flow with stats and difficult problem solving situations interspersed will be handled by the student. Daily rotation of supervisory skills will be assigned. Certain situations set up for the student will require teamwork with other students in the class. This course will utilize computer technology to enhance student learning.
Lab: 2.00
Division: Allied Health Division
Department: Medical Laboratory Technology
Restrictions:
Must be enrolled in one of the following College(s): Medical Laboratory Technology

MT 2621 - Clin Pract Blood Bank/Serology
Credits: 1.00
In this course the student will perform procedures in the Epworth MLT student lab, working as an independent laboratorian, with specimens set up from each major course area the student has completed, with emphasis in hematology and coagulation analyses. Normal work flow with stats and difficult problem solving situations interspersed will be

handled by the student. Daily rotation of supervisory skills will be assigned. Certain situations set up for the student will require teamwork with other students in the class. This course will utilize computer technology to enhance student learning.
Lab: 2.00
Division: Allied Health Division
Department: Medical Laboratory Technology
Restrictions:
Must be enrolled in one of the following College(s): Medical Laboratory Technology

MT 2631 - Clin Pract Clinical Chemistry
Credits: 1.00
The student will perform procedures in the clinical site labs as an independent laboratorian, with specimens set up from each major course area the student has completed, with emphasis in clinical chemistry. Normal work flow with stats and difficult problem solving situations interspersed will be handled by the student. This course will utilize computer technology to enhance student learning.
Lab: 2.00
Division: Allied Health Division
Department: Medical Laboratory Technology
Restrictions:
Must be enrolled in one of the following College(s): Medical Laboratory Technology

MT 2703 - Body Fluids
Credits: 3.00
This course will provide the student with in-depth knowledge of the function of the kidney, urine formation, and the procedures utilized in performing a routine urinalysis and body fluid analysis. Correlation of abnormal findings and disease states will be discussed. Other body fluids covered in this course include: feces, seminal, amniotic, cerebrospinal, pleural, pericardial, and peritoneal. Discrimination between normal and abnormal findings and relating this knowledge to disease states will be included in the course material. This course will utilize computers to enhance student learning.
Lecture: 2.00 **Lab:** 1.00
Division: Allied Health Division
Department: Medical Laboratory Technology

MT 2831 - Doc., Delegation, & Leadership
Credits: 1.00
Lecture: 1.00
College: School of Nursing
Division: Allied Health Division
Department: Nursing

MT 2883 - Basic Spanish Med Personnel I
Credits: 3.00
This course teaches fundamentals of the pronunciation and structure of the Spanish language, together with practice in listening, speaking and very basic reading and writing in Spanish, with strong emphasis on vocabulary related to medical situations. Many aspects of Hispanic culture will be studied, especially those which relate specifically to health care. The course is designed for students planning careers in health-related professions.
Lecture: 3.00

Division: Allied Health Division
Department: Medical Laboratory Technology

MT 2907 - Adv Clinical Practicum
Credits: 7.00
In this course students will work one-on-one with clinical instructors to refine clinical laboratory skills within a designated clinical affiliate laboratory. This rotation will include 480 hours of clinical practicum experience. This course will integrate knowledge gained in all MLT courses with practical experience in hematology, coagulation, immunology, immunohematology, microbiology, urinalysis, and serology.
Lab: 32.00
Division: Allied Health Division
Department: Medical Laboratory Technology
Restrictions:
Must be enrolled in one of the following College(s): Medical Laboratory Technology

Music

MU 1101 - Chorus I
Credits: 1.00
Open admission to college students. Focus on correct vocal technique and choral style. Performance of sacred and secular music literature representing all style periods. Several public programs and concerts each semester. (May be repeated for credit.)
Lab: 3.00
Division: Humanities & Social Science
Department: Music

MU 1111 - Chorus II
Credits: 1.00
Open admission to college students. Focus on correct vocal technique and choral style. Performance of sacred and secular music literature representing all style periods. Several public programs and concerts each semester. (May be repeated for credit.)
Lab: 3.00
Division: Humanities & Social Science
Department: Music

MU 1121 - Chorus III
Credits: 1.00
Open admission to college students. Focus on correct vocal technique and choral style. Performance of sacred and secular music literature representing all style periods. Several public programs and concerts each semester. (May be repeated for credit.)
Lab: 3.00
Division: Humanities & Social Science
Department: Music

MU 1131 - Chorus IV
Credits: 1.00
Open admission to college students. Focus on correct vocal technique and choral style. Performance of sacred and secular music literature representing all style periods. Several public programs and concerts each semester. (May be repeated for credit.)
Lab: 3.00

Division: Humanities & Social Science
Department: Music

MU 1201 - Rock Band I
Credits: 1.00
Study through performance of music for rock band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (fall and spring). Community performances are also possible.
Lab: 1.00
Division: Humanities & Social Science
Department: Music

MU 1203 - Introduction to Music
Credits: 3.00
This course is an overview of music through the ages, its place in society, its language and its masterworks. An elective designed to provide the student with additional breadth and enjoyment through listening and discussion of selected works.
Lecture: 3.00
Division: Humanities & Social Science
Department: Music

MU 1211 - Rock Band II
Credits: 1.00
Study through performance of music rock band. Development of fundamental appropriate to a performing group. Performs two concerts each semester (fall and spring). Community performances are also possible.
Lab: 1.00
Division: Humanities & Social Science
Department: Music

MU 1221 - Rock Band III
Credits: 1.00
Study through performance of music for rock band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (fall and spring). Community performances are also possible.
Lab: 1.00
Division: Humanities & Social Science
Department: Music

MU 1231 - Rock Band IV
Credits: 1.00
Study through performance of music for rock band. Development of fundamentals appropriate to a performing group. Performs two concerts a semester (fall and spring). Community performances are also possible.
Lab: 1.00
Division: Humanities & Social Science
Department: Music

MU 1303 - Theory I
Credits: 3.00
(First semester.) A study of major and minor scales, intervals, primary and secondary triads, cadences and part-writing exercises. Application at the piano of harmonic progressions and principles in this course.
Lecture: 3.00

Division: Humanities & Social Science
Department: Music

MU 1313 - Theory II
Credits: 3.00
(Second semester.) This course is a continuation of Music Theory I, including the dominant seventh and supertonic seventh chords, modulation and non-harmonic tones. Application at the piano of principles and techniques presented in this course.
Lecture: 3.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 1303 and MU 1402

MU 1323 - Theory III
Credits: 3.00
This course is a continuation of Music Theory II, including seventh chords, altered chords, advanced modulation and voice leadings.
Lecture: 3.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 1313 and MU 1412

MU 1333 - Theory IV
Credits: 3.00
This course is a continuation of Music Theory III and includes the study of the harmonic practices of the late 19th Century and into the 20th Century, and application of principles through performance and written exercises.
Lecture: 3.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 1313 and MU 1422

MU 1402 - Sight Singing & Ear Train I
Credits: 2.00
(First semester.) This course includes harmonic and melodic dictation, applying principles and techniques presented in Music Theory I, along with development of sight reading skills.
Lecture: 2.00
Division: Humanities & Social Science
Department: Music

MU 1403 - Multi-Track and Midi Recording
Credits: 3.00
This course is an introduction to studio recording. Each student will become familiar with the use of a mixer board. Multi-track recording from 2 track to 8 track recording will be discussed. A variety of hands-on opportunities will be available.
Lecture: 3.00
Division: Humanities & Social Science
Department: Music

MU 1412 - Sight Singing & Ear Train II
Credits: 2.00
(Second semester.) This course includes harmonic and melodic dictation, and applying principles and techniques presented in Music Theory II.
Lecture: 2.00
Division: Humanities & Social Science

Department: Music
Pre-requisites: MU 1303 and MU 1402

MU 1501 - Select Choral Ensemble
Credits: 1.00
A small select group (12-16) of singers chosen by audition. Emphasis is on music of all styles, including classical, sacred and secular, jazz, spirituals and pop. Available as a performing ensemble. (May be repeated for credit.)
Lab: 3.00
Division: Humanities & Social Science
Department: Music

MU 1602 - Applied Music I
Credits: 1.00 to 2.00
Private instruction in the area of woodwind, brass and percussion. Student recital performance is required. An additional fee is required for this course. Two hours credit for music majors only by permission of instructor.
Lecture: 1.00 to 2.00
Division: Humanities & Social Science
Department: Music

MU 1612 - Applied Music II
Credits: 1.00 to 2.00
Private study for a student who aspires to a mastery of systematic technical training and to play compositions corresponding in difficulty to Bach Inventions, Beethoven Sonatas and Mendelssohn's "Songs Without Words". One hour of credit is given for one 30-minute private lesson each week of the semester. Student solo performance is required, once in a performance class and once in a recital or at a faculty adjudication. An additional fee is required for this course. Two hours of credit by permission of instructor.
Lecture: 1.00 to 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 1602

MU 1701 - Class Piano I
Credits: 1.00
Private instruction in the area of classical piano. * Class Piano I: Little or no piano experience. * Class Piano II: Continuation of Class Piano I. * Class Piano III: Continuation of Class Piano II. * Class Piano IV: Continuation of Class Piano III.
Lab: 2.00
Division: Humanities & Social Science
Department: Music

MU 1711 - Class Piano II
Credits: 1.00
Private instruction in the area of classical piano. * Class Piano I: Little or no piano experience. * Class Piano II: Continuation of Class Piano I. * Class Piano III: Continuation of Class Piano II. * Class Piano IV: Continuation of Class Piano III.
Lab: 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 1701

MU 1803 - Introduction to Jazz/Jazz Rock
Credits: 3.00
History of jazz from its beginning to the present rock styles which utilize jazz. The appreciation of the art form will be studied through the elements that make up all music. Special emphasis will be given to the development of jazz and its contribution to the American culture.
Lecture: 3.00
Division: Humanities & Social Science
Department: Music

MU 2002 - Music Literature I
Credits: 2.00
This course is an introduction to music from Classical Greece through the Baroque Era (800 B.C.-1750) and is designed for the music major transferring to four year institutions.
Lecture: 2.00
Division: Humanities & Social Science
Department: Music

MU 2012 - Music Literature II
Credits: 2.00
This course is a continuation of Music Literature I and includes music from the classical era to modern (1770-present) and is designed for the music major transferring to four year institutions.
Lecture: 2.00
Division: Humanities & Social Science
Department: Music

MU 2202 - Introduction to Conducting
Credits: 3.00
An introduction into vocal and instrumental conducting, starting with basic beat patterns and progressing into more advanced rhythms. Besides having a chance to conduct in class, the student will have a chance to conduct in front of the choir or wind ensemble. This should enhance the appreciation and apprehension of being in front of an ensemble.
Lecture: 3.00
Division: Humanities & Social Science
Department: Music

MU 2402 - Sight Singing & Ear Train III
Credits: 2.00
This course consists of harmonic and melodic dictation, and applying principles and techniques presented in Music Theory III, together with further development of sight reading skills, including all major and minor keys and simple part singing.
Lecture: 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 1313 and MU 1412

MU 2412 - Sight Singing & Ear Train IV
Credits: 2.00
This course includes harmonic and melodic dictation and applying principles and techniques presented in Music Theory IV.
Lecture: 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 1323 and MU 2402

MU 2501 - Saints Brass and Wind I
Credits: 1.00
Selected group of students who will perform for all home basketball games. Emphasis is on performance and enjoyment of instrumental music. (May be repeated for credit.)
Lab: 2.00
Division: Humanities & Social Science
Department: Music

MU 2511 - Saints Brass and Wind II
Credits: 1.00
Selected group of students who will perform for all home basketball games. Emphasis is on performance and enjoyment of instrumental music. (May be repeated for credit.)
Lab: 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 2501

MU 2521 - Saints Brass and Wind III
Credits: 1.00
Selected group of students who will perform for all home basketball games. Emphasis is on performance and enjoyment of instrumental music. (May be repeated for credit.)
Lab: 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 2511

MU 2531 - Saints Brass & Wind IV
Credits: 1.00
Selected group of students who will perform for all home basketball games. Emphasis is on performance and enjoyment of instrumental music. (May be repeated for credit.)
Lab: 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 2521

MU 2602 - Applied Music III
Credits: 1.00 to 2.00
Private studies for a student who aspires to a mastery of systematic technical training and to play compositions corresponding in difficulty to Bach Inventions, Beethoven Sonatas, and Mendelssohn's "Songs Without Words". One hour of credit is given for one 30-minute private lesson each week of the semester. Student solo performance is required, once in a performance class and once in a recital or at a faculty adjudication. An additional fee is required for this course. Two hours of credit by permission of the instructor.
Lecture: 1.00 to 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 1612

MU 2612 - Applied Music IV
Credits: 1.00 to 2.00
Private instruction in the area of voice. Student recital performance is required. An additional fee is required for this course. Two hours credit for music majors only

by permission of instructor. * Applied Music II: Continuation of Applied Music I. * Applied Music III: Continuation of Applied Music II. * Applied Music IV: Continuation of Applied Music III.
Lecture: 1.00 to 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 2602

MU 2701 - Class Piano III
Credits: 1.00
Private instructions in the area of classical piano. * Class Piano I: Little or no piano experience. * Class Piano II: Continuation of Class Piano I. * Class Piano III: Continuation of Class Piano II. * Class Piano IV: Continuation of Class Piano III.
Lab: 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 1711

MU 2711 - Class Piano IV
Credits: 1.00
Private instructions in the area of classical piano. * Class Piano I: Little or no piano experience. * Class Piano II: Continuation of Class Piano I. * Class Piano III: Continuation of Class Piano II. * Class Piano IV: Continuation of Class Piano III.
Lab: 2.00
Division: Humanities & Social Science
Department: Music
Pre-requisites: MU 2701

MU 2811 - Wind Ensemble I
Credits: 1.00
Study through performance of music for wind band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (Fall and -Spring). Community performances are also possible.
Lab: 2.00
Division: Humanities & Social Science
Department: Music

MU 2821 - Wind Ensemble II
Credits: 1.00
Study through performance of music for wind band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (Fall and Spring). Community performances are also possible.
Lab: 2.00
Division: Humanities & Social Science
Department: Music

MU 2831 - Wind Ensemble III
Credits: 1.00
Study through performance of music for wind band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (Fall and Spring). Community performances are also possible.
Lab: 2.00
Division: Humanities & Social Science
Department: Music

MU 2841 - Wind Ensemble IV
Credits: 1.00
Study through performance of music for wind band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (Fall and Spring). Community performances are also possible.
Lab: 2.00
Division: Humanities & Social Science
Department: Music

MU 2903 - Directed Ind Studies in Music
Credits: 1.00 to 3.00
This course is designed for those students who wish to pursue special interests in music.
Lecture: 1.00 to 3.00
Division: Humanities & Social Science
Department: Music

Nursing

NR 1101 - Home Health Aide
Credits: 1.00
This course is designed to provide the Home Health Aide with knowledge and expertise in providing safe, competent care to the client. Emphasis is placed on assisting the client in activities of daily living, personal care and basic rehabilitation. The text is designed to train new individuals entering the field to be caring, dedicated, and skilled paraprofessionals that provide care under the direction and supervision of a Registered Nurse.
Lecture: 1.00
Division: Allied Health Division
Department: Allied Health

NR 1103 - Basic Pharmacology
Credits: 3.00
A theory course designed to introduce the student to basic pharmacologic concepts. Areas of emphasis include legal issues, drug actions and drug classifications.
Lecture: 3.00
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s): School of Nursing

NR 1104 - IV Therapy for the LPN
Credits: 4.00
A classroom and clinical course designed to prepare the licensed practical nurse to perform limited and expanded administration of IV therapy under the supervision of a registered professional nurse.
Lecture: 3.00 **Lab:** 1.00
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s): School of Nursing

NR 1106 - Medication Aide
Credits: 6.00
This course is designed to provide the student with a

basic knowledge of oral medications and their safe administration. It covers the systems of the body and the effect of medications on these systems. Special emphasis is given to the aging process and what this does to the drug utilization by the body.
Lecture: 4.00 **Lab:** 2.50
Division: Allied Health Division
Department: Allied Health

NR 1109 - Nursing Home Aide (CNA)
Credits: 9.00
This course is designed to enhance basic care-giving skills, human understanding, and attitude, all of which are necessary to render services to residents of an adult care facility. Emphasis is placed on the normal needs of the geriatric resident and specific individual physical, psychosocial, environmental, and spiritual needs. This course prepares students to sit for the state examination to gain certification as a Nurse Aide.
Lecture: 4.00 **Lab:** 6.25
Division: Allied Health Division
Department: Allied Health

NR 1115 - Fundamentals of Nursing
Credits: 5.00
A three hour theory and two hour clinical course designed to provide the student with a knowledge base of the fundamentals of nursing practice. The nursing process is utilized as the framework to introduce students to the development of nursing diagnosis based on actual or potential health problems, human responses and to the nursing roles of provider of care and member within the discipline of nursing. Included is introductory information concerning nursing skills, ethical/legal aspects of nursing, techniques of interpersonal communication and pharmacology. The clinical component of this course requires the student to care for clients in both acute and long-term care facilities.
Lecture: 15.00 **Lab:** 15.00
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s): School of Nursing

NR 1202 - Gerontological Nursing
Credits: 2.00
A one hour theory and one hour clinical course designed to provide the student with nursing principles as relevant to the care of the geriatric patient. The nursing roles of provider of care and member within the discipline of nursing are emphasized as they apply to gerontological nursing. The nursing process serves as a guide for implementing nursing care and evaluating human response to actual or potential health problems of the geriatric population. Included is a development of a knowledge base in the areas of physiological, sociological, psychological and emotional changes which occur with the aging process. Integrated throughout the course are concepts relating to illness prevalent in the geriatric populace as well as therapeutic regimes. Curriculum threads of pharmacology and communication are integrated throughout the course.

Lecture: 6.00 **Lab:** 10.00
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s): School of Nursing

NR 1507 - Medical/Surgical Nursing
Credits: 7.00
A five hour theory and two hour clinical course. Through classroom and laboratory experiences the student is provided with a knowledge base of appropriate nursing responses employed when providing care for adults exhibiting a human response to actual or potential health problems. Nursing care is delivered through the application of the nursing process. The nursing roles of provider of care and member within the discipline of nursing are emphasized throughout the course. Included are common diagnostic, therapeutic and nursing care measures relevant to these medical surgical entities.
Lecture: 5.00 **Lab:** 10.50
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s): School of Nursing

NR 1605 - Maternal Child Health
Credits: 5.00
A three hour theory and two hour clinical course. This course emphasizes utilization of the nursing process to meet the human responses of child-bearing families and children from infancy through adolescence with actual or potential health problems falling within the wellness-illness continuum. The practical nurse's role will allow the student to function as provider of care and member within the discipline of nursing as these roles relate to maternal child nursing.
Lecture: 3.50 **Lab:** 10.50
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s): School of Nursing

NR 1705 - Role Develop/Pract Nursing
Credits: 5.00
This is a three hour theory and two clinical hour course focusing on understanding the role of the practical nurse as a manager and provider of care under direct supervision. The practical nurse functions as a member within the discipline of nursing is emphasized. Curriculum threads of pharmacology and communication are utilized while providing care for a group of patients in an acute or long-term care health care facility. Utilizing the nursing process, the student identifies human responses to actual or potential health problems to determine appropriate nursing care. The clinical experience utilizes eight hour shifts to enhance the student's educational experience.
Lecture: 3.00 **Lab:** 6.00
Division: Allied Health Division
Department: Nursing

NR 2101 - From LPN to ADN
Credits: 1.00
The content of this course is to orient the practical nurse (LPN, LVN) returning to school for an associate degree in nursing to the curriculum. Content will be included relating the prescribed curriculum to his/her own practice. Role changes from LPN to RN are discussed in relation to SCCC's nursing philosophy and conceptual framework. Emphasis will be placed on developing use of the Nursing Process as an integral tool of nursing practice. The student will have an opportunity to socialize into the student role before integrating into a classroom of generic students.
Lecture: 1.00
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s):
School of Nursing

NR 2103 - Integration Seminar
Credits: 3.00
This required elective course provides an opportunity for students to integrate their nursing educational experiences, applying concepts, principles, and critical thinking to solve problems and make decisions in simulated client care situations. This course is designed to facilitate successful entry into nursing practice. This course is required for those students who achieve a NCLEX-RN probability success score of below 85% on the initial HESI comprehensive exit exam.
Lecture: 3.00
Division: Allied Health Division
Department: Allied Health

NR 2111 - Neonatal Resuscitation
Credits: 1.00
One credit hour theory with a practicum mock code at the finish of the course. This is a course in which focus is on assisting persons involved in neonatal resuscitation in the hospital and delivery setting. Those newborns exhibiting an actual or potential health problem requiring resuscitation will be emphasized utilizing the American Heart Association and American Academy of Pediatrics material published for Neonatal Resuscitation. Students who successfully complete the theory portion of the course qualify for the mock code, which when successfully completed results in certification for Neonatal Resuscitation.
Lecture: 1.00
Division: Allied Health Division
Department: Nursing

NR 2121 - Prep for NCLEX-RN)
Credits: 1.00
The focus of this theory course is to allow the student to identify areas of nursing knowledge that require further enhancement for practice application. The student will accept responsibility for contributing to knowledge acquisition and analysis of individual strengths and areas of improvement.
Lecture: 1.00
Division: Allied Health Division
Department: Nursing

NR 2404 - Adult and Child Care I
Credits: 4.00
A two hour theory and two hour clinical course. The classroom and clinical are designed to assist the student to integrate the nursing process into their nursing practice at the beginning associate degree level. The student utilizes nursing diagnosis in the treatment of human responses to actual or potential problems in a variety of medical and surgical disorders of patients across the lifespan. The use of the nursing process insures the information learned is being utilized in planning, implementing and evaluating nursing care. The role of the associate degree nurse as provider of care and member within the discipline of nursing are emphasized.
Lecture: 2.00 **Lab:** 6.00
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s):
School of Nursing

NR 2414 - Adult and Child Care II
Credits: 4.00
A three hour theory and one hour clinical course designed to assist students in integrating the nursing process into nursing practice. The student utilizes the roles of provider and manager of care and member within the discipline of nursing to plan and implement nursing care. The student then evaluates human responses to actual or potential health problems to determine the need for continuing nursing care.
Lecture: 3.00 **Lab:** 5.00
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s):
School of Nursing
Pre-requisites: NR 2404 Minimum Grade: C

NR 2503 - Mental Health Nursing
Credits: 3.00
Two hour theory and one hour clinical course. The nursing process serves as a framework for studying behavior along a continuum, ranging from mental health to mental illness. The role of the A.D.N. is enhanced as both a provider and manager of care as the student learns to recognize actual and potential behavior patterns and the human responses in adults, children (pediatrics) and families. Clinical experience will provide an opportunity to increase skills and knowledge of communication and function as a member within the discipline of nursing. The student will apply the nursing process and utilize nursing diagnoses in providing and managing care.
Lecture: 2.00 **Lab:** 3.00
Division: Allied Health Division
Department: Nursing
Restrictions: Must be enrolled in one of the following College(s):
School of Nursing

NR 2603 - Maternity Nursing
Credits: 3.00
Two hour theory and one hour clinical course. Maternity nursing is a course where the focus continues to be on the family-centered approach to

nursing care, with a greater depth for understanding the previously acquired knowledge and skills. Those clients exhibiting a human response to an actual or potential health problem will be emphasized by utilizing the nursing process. This opportunity for further integration in a variety of settings will increase the nurse's responsibilities as a provider of care, client teacher and manager of care and member within the discipline of nursing, all which assist the client to progress toward wellness along the wellness-illness continuum.

Lecture: 2.00 **Lab:** 3.00
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s): School of Nursing

NR 2703 - Client Care Nursing
Credits: 3.00
This one hour theory and two hour clinical course emphasizes the nursing roles of provider of care and manager of care. The nursing process serves as a framework for studying management principles utilized in the health care environment. Nursing diagnosis is utilized to identify actual or potential health problems eliciting a human response which determines the need for utilizing management principles to direct the nursing care for a group of patients in a health care setting. Curriculum threads of pharmacology, communication and client teaching are emphasized.

Lecture: 3.00 **Lab:** 17.00
Division: Allied Health Division
Department: Nursing
Restrictions:
Must be enrolled in one of the following College(s): School of Nursing

Physical Education

PE 1001 - Indiv. Health and Conditioning
Credits: 1.00
Emphasis on individual appropriate exercise program, proper exercise form, and exposure to various equipment. This course does not fulfill general physical education requirements.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1011 - Personal Wellness I
Credits: 1.00
Emphasis on fitness assessment, appropriate exercise program, proper exercise form exposure to various exercise equipment. This class fulfills general education physical education requirements.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1021 - Personal Wellness II
Credits: 1.00
Participants will continue to improve his/her cardiovascular and overall fitness utilizing the individualized fitness program developed from the

Personal Fitness I class. In addition, participants shall continue to gain knowledge in the area of positive decision making and healthy lifestyles. Each participant has the option to take part in a fitness assessment. Results will be compared to those results from Personal Fitness I to evaluate progress.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1031 - Personal Wellness III
Credits: 1.00
Participants shall have the knowledge and background to make positive and wise health decisions. Each participant shall recognize those personal areas which need improvement such as cardiovascular fitness, nutrition, weight loss, and/or stress management. Therefore, the participant shall then have the opportunity to target and change those areas. Each participant will continue to improve their fitness and overall health by utilizing the prescribed exercise program and Wellness Seminars/Education classes. At the end of the semester, the participant will be given a fitness evaluation to measure the student's progress.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1041 - Personal Wellness IV
Credits: 1.00
Each participant shall have the opportunity to maintain the progress achieved throughout the previous Personal Fitness classes. The participant will continue to recognize and target those personal areas which need change or improvement. Participants shall understand the importance of achieving optimal health in addition to, spiritual, physical, mental, and social well-being. After a semester of exercise and positive health behaviors, the participant will be given a fitness assessment to measure his/her total progress.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1101 - Varsity Athletic Cond I
Credits: 1.00
This course physically prepares the student/athlete to participate at the varsity level of collegiate men's basketball. This preparation will be accomplished through an intensive weight training, swimming conditioning program and plyometrics.
Lab: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1111 - Varsity Athletic Cond II
Credits: 1.00
This course physically prepares the student/athlete to participate at the varsity level of collegiate men's basketball. This preparation will be accomplished through an intensive weight training, swimming conditioning program and plyometrics.
Lab: 3.00

Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1121 - Varsity Athletic Cond III
Credits: 1.00
This course physically prepares the student/athlete to participate at the varsity level of collegiate men's basketball. This preparation will be accomplished through intensive weight training, swimming conditioning program and plyometrics.
Lab: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1131 - Varsity Athletic Cond IV
Credits: 1.00
This course physically prepares the student/athlete to participate at the varsity level of collegiate men's basketball. This preparation will be accomplished through intensive weight training, swimming conditioning program and plyometrics.
Lab: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1151 - Varsity Athletics I-IV
Credits: 1.00
Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on the Men's Varsity Basketball Team. This credit is based on the student's active participation in daily practice sessions and any other team activities assigned by the head coach. Game participation is not considered evaluation criteria due to the nature of the sport (playing time, red-shirt participation, injuries, etc.) Practice and other activity participation can be held on any day of the week and may have varying starting and ending times.
Lab: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1201 - Beginning Yoga
Credits: 1.00
This is a user-friendly fitness style of yoga suitable for the general and athletic population. This class will demonstrate new ways to move, breathe, stretch, and feel. Traditional yoga postures will be linked with flowing fitness moves. Students will breathe better, move easier, and be more comfortable.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1211 - Weight Training I
Credits: 1.00
This class is a graduated program of weight lifting designed to improve flexibility and muscle tone through the use of weight training with universal machines. This course is designed for the beginning weight lifter.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1220 - Circuit Training
Credits: 1.00
This course is designed to improve cardiovascular endurance, muscle tone (including abdominal strength), and improve flexibility. Students will learn to utilize the cardiovascular and nautilus equipment in a safe manner.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Education

PE 1221 - Weight Training II
Credits: 1.00
This course is a graduated program of weight lifting designed to improve flexibility, muscular strength and muscular endurance through the use of weight training with universal machines. This course is designed for the intermediate weight lifter.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1231 - Weight Training III
Credits: 1.00
This course is a graduated program of weight lifting designed to improve muscle strength and power.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1241 - Weight Training IV
Credits: 1.00
This one credit hour course is a graduated program of weight lifting designed to improve flexibility, muscular strength, and power through free weight training, power lifting and plyometrics. This course is designed for advanced weight lifters.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1251 - Swimming I
Credits: 1.00
This course is designed for the non-swimmer or one with limited swimming skills. Basic strokes are taught along with elementary forms of rescues and personal safety.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1261 - Swimming II
Credits: 1.00
The purpose of this course is to improve basic swimming strokes and learn some advanced strokes. In addition, learning Community Water Safety will be a significant part of the class.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1301 - Slimnastics
Credits: 1.00
This one credit hour course is designed to acquaint students with the values of physical fitness, figure improvement, dieting & maintaining "ideal weight".

Lab: 1.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1311 - Aquarobics I
Credits: 1.00
This course is a variety of basic aerobic exercises and wall toning in the water to improve muscle strength, muscle endurance, flexibility, cardiovascular endurance and body composition. This course is designed as an introduction to Aquarobics.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1321 - Aquarobics II
Credits: 1.00
This course is a variety of basic aerobic exercises and wall toning in the water to improve muscle strength, muscle endurance, flexibility, cardiovascular endurance and body composition. This course is designed for beginning aqua exercisers.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1331 - Aquarobics III
Credits: 1.00
This course is a variety of basic aerobic exercises and wall toning in the water to improve muscle strength, muscle endurance, flexibility, cardiovascular endurance and body composition. This course is designed for intermediate aqua exercisers.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1341 - Aquarobics IV
Credits: 1.00
This course is a variety of basic aerobic exercises and wall toning in the water to improve muscle strength, muscle endurance, flexibility, cardiovascular endurance and body composition. This course is designed for advanced aqua exercisers.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1351 - Aquarobics (Senior Citizens)
Credits: 1.00
This course is a variety of basic aerobic exercises and wall toning in the water to improve muscle strength, muscle endurance, flexibility, cardiovascular endurance and body composition. This is an arranged course designed for senior citizens.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Personal Fitness

PE 1352 - Scuba diving
Credits: 2.00
20 hours of classroom instruction and 20 hours of pool instruction. This class includes scuba theory, design, physics, physiology and safety.
Lecture: 15.00 **Lab:** 25.00

Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1361 - Synchronized Swimming
Credits: 1.00
This one credit hour course provides instruction in a variety of swimming stunts and techniques in both the horizontal and vertical positions, stationary and fluid formations. One meter beginning dives also included.
Lab: 1.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1362 - Advanced Open Water Rescue
Credits: 2.00
This course includes 20 hours of classroom instruction and 20 hours of pool instruction. The class includes development of CPR, first aid, rescue, and search and recovery.
Lecture: 20.00 **Lab:** 25.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1411 - Self Defense I
Credits: 1.00
This course teaches basic self-defense techniques of twisting, throwing, striking and counter-holding effective against grabs, pick pocketing, assaults with weapons and other threatening attacks.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1421 - Self Defense II
Credits: 1.00
In this course, students will learn the basics of ground fighting/grappling, the most important, yet most neglected aspect of real fighting. Most real fights end on the ground.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1441 - Intermediate Self Defense
Credits: 1.00
This is a course teaching the basics of TAE KWON DO "The Art of Kicking and Punching". TAE KWON DO is a method of self-defense without weapons. This course will teach the practitioner kicks, punches and forms.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1451 - Country & Western Dance I
Credits: 1.00
A course designed to teach beginner students the basic skills of the most widely used country western dance steps.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1461 - Country & Western Dance II
Credits: 1.00

A course designed to expand the abilities and knowledge. of country western dance steps. Partners are recommended, but not required.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1471 - Country & Western Dance III
Credits: 1.00
The course is designed for the advanced dance student to further improve social dancing skills. Partners are recommended, but not required.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1481 - Country & Western Dance IV
Credits: 1.00
A course designed for the advanced dance student to learn country western line dance. This course is designed not only to advance the knowledge of dance, but to provide excellent country western style aerobics. This class also offers single style dancing. A good understanding of rhythm and dance required.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1491 - Ballroom Dance
Credits: 1.00
This class includes basic steps in current ballroom dances and knowledge of ballroom etiquette.
Lab: 1.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1501 - Fly Fishing
Credits: 1.00
One credit hour course introduces students to actual fishing experiences. It provides both a challenge and opportunity for the student to experience the recreational sport of fly fishing. Instruction is provided in gear selection, casting, fly selection, etc. The fisherman is challenged to develop a plan to catch fish in an effective manner.
Lab: 1.00
Division: Natural Science /Math/PE Div

PE 1503 - Concepts of Exercise Science
Credits: 3.00
This course is designed to explore the principles and practices which will provide the foundation for the health and fitness discipline
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1511 - Camp Skills
Credits: 1.00
The course introduces students to actual field experiences. It provides both a challenge and opportunity for the student to live comfortably in a wilderness environment. Instruction is provided in trip planning, gear selection, outdoor-living techniques, cooking, etc. The voyager is challenged to solve diverse problems with a limited number of resources.

Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education
Co-requisites: BI 1113, EG 2103, PE 1521, PE 1531

PE 1521 - Hiking and Backpacking
Credits: 1.00
This course introduces students to actual field experiences. It provides both a challenge and opportunity for the student to live comfortably in a wilderness environment. Instruction is provided in trip planning, gear selection (packs, boots, etc.), technique in basic hiking and some minor rock climbing, general rules for environmental friendliness, outdoor-living techniques, etc. The student is challenged to assess, analyze and solve a variety of situations with limited resources. The student must also be able to hike at altitude with a pack for up to 10 miles per day.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education
Co-requisites: BI 1113, PE 1511

PE 1531 - Canoeing
Credits: 1.00
This course will cover the techniques and principles of canoeing during a 10-day trip on the Current River in Missouri. Canoe safety, strokes, white-water canoeing and canoe camping will be included.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education
Co-requisites: BI 1103, EG 2103, PE 1511

PE 1541 - Alpine Skiing
Credits: 1.00
This course introduces students to the skills of Alpine Skiing.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Education

PE 1551 - Cheerleading I-IV
Credits: 1.00
These four courses are designed to impart knowledge and practical experience in progressive sophistication and difficulty of cheerleading skills, coordination, crowd motivation, gymnastic skills and practical experience in field-expedient physical and mental conditioning. Each course emphasizes techniques of leadership, teamwork, physical coordination, improvement of muscle strength, flexibility, cardiovascular endurance, muscle endurance and safety.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1601 - Racquetball I-II
Credits: 1.00
This course will consist of instruction and practice in the fundamental skills, rules and game strategy of racquetball.
Lab: 2.00

Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1611 - Racket Sports/Badmtn/Tennis
Credits: 1.00
This course will consist of the skills, techniques, rules, etiquette and strategies involved in the games of badminton and tennis.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1651 - Weight Training and Jogging
Credits: 1.00
A graduated program of weight lifting and jogging designed to improve flexibility, muscle tone and cardiovascular efficiency.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1661 - Golf and Bowling
Credits: 1.00
This class emphasizes the fundamentals of bowling and golf, with attention given to skills, rules, history, strategy and etiquette of the games.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1671 - Skeet and Trap Shooting
Credits: 1.00
This class is designed to introduce students to trap shooting, gun and ammunition selection, and discussion of gun safety and trap shooting etiquette.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1711 - Tennis I
Credits: 1.00
This course emphasizes the fundamentals of tennis, with emphasis on skills, rules, history, etiquette and basic strategy of the game.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1721 - Tennis II
Credits: 1.00
This course emphasizes the fundamentals of tennis, with a stronger emphasis on the skills, rules, history, etiquette and basic strategy of the game.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1731 - Archery, Shuffbd, & Table Tennis
Credits: 1.00
This class emphasizes techniques, safety, rules, scoring and terminology of target archery, shuffleboard and table tennis.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 1751 - Aerobic Dance I-IV
Credits: 1.00
A class in which simple dance steps, exercise and jogging to music are incorporated for non-dancing students. Each student should participate in the group experience and should progress at his/her own rate through the walking, jogging, and running levels of performance.
Lab: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2112 - Community 1st Aid & Safety
Credits: 2.00
This course is designed to prepare students to respond to emergency situations with the confidence to perform the necessary.
Lecture: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2133 - Adv 1st Aid & Emgncy Care
Credits: 3.00
This course will meet all requirements set forth by the American Red Cross for completion of training of Advanced First Aid. Cardiopulmonary Resuscitation class required.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2213 - Personal & Comm Health
Credits: 3.00
This course involves a study of basic health problems, hazards and changes. It is geared strictly for the college student and the changing outlooks of today.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2222 - Healthy Lifestyles
Credits: 2.00
This course will stress the interrelationship of health care, nutrition, stress management and physical fitness and its impact on overall health. Students will self assess their current level in each of these components, recognizing their own capabilities and resources, and setting goals to achieve each component. In addition, a number of topics will be covered to give the student a better understanding of what it takes to have a healthy lifestyle.
Lecture: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2233 - Nutrition for Fitness & Sports
Credits: 3.00
This class emphasizes nutrition for the physically active individual, athletes and/or those working with athletes; examines the scientific basis for nutrition in exercise and sport; and covers the effects of nutritional requirements. Topics covered include physical fitness, weight control, nutrient metabolism during exercise and athletic performance, sound nutritional practices for the athlete, and special nutrient needs of exercise participants.

Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2312 - Theory of Coaching Basketball
Credits: 2.00
This course is designed to present different ideas on teaching and coaching the game of basketball. This course will also cover fundamentals, as well as philosophies, of offense and defense, and styles of individual and team play.
Lecture: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2322 - Theory of Coaching Baseball
Credits: 2.00
This course is taught as a practical approach at helping the student understand and implement coaching baseball in a way that can help both the student and the players under him or her.
Lecture: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2332 - Rules & Officiating II
Credits: 2.00
This course teaches rules and techniques involved in officiating the sports of volleyball and basketball OR football and basketball.
Lecture: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2413 - Intro to Health, PE, and Rec
Credits: 3.00
This class is an introductory course designed for men and women entering the field of Physical Education and related areas.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2612 - Sports Safety Training
Credits: 2.00
This two credit hour course provides course participants with the knowledge and skills necessary to help provide a safe environment for athletes while they are participating in sports, and in an emergency, to help sustain life and minimize the consequences of injury or sudden illness until medical help arrives.
Lecture: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2613 - Care & Prev of Athletic Injury
Credits: 3.00
This course discusses the principles, practices and techniques involved in prevention and care of athletic injuries.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2621 - Athletic Training Practicum I
Credits: 1.00
This course is the first of two required courses in the athletic training curriculum. Increasing knowledge and practical applications required of athletic trainers is a primary purpose in each practicum. Basic skills from previous practicum will be repeated in the day-to-day operation of the training room. The content of this course is the concentration of basic first aid skills, preventative measures and the basic use of modalities in the training room.
Lab: 1.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2631 - Athletic Training Practicum II
Credits: 1.00
This is the second of two required courses in the athletic training curriculum. Increasing knowledge and practical applications required of athletic trainers is a primary purpose in each practicum. Basic skills from previous practicum will be repeated in the day-to-day operation of the training room. The content of this course is the concentration of basic first aid skills, preventative measures and the basic use of modalities in the training room.
Lab: 1.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2641 - Athletic Training Pract III
Credits: 1.00
This is the third level in a sequence of four levels. This course is designed to increase knowledge and practical applications for the student trainer to allow him/her to gain the skills necessary to become a successful trainer candidate. Basic skills from previous practicum will be repeated in the day-to-day operation for the training room.
Lab: 1.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2651 - Athletic Training Pract IV
Credits: 1.00
This is the fourth level in a sequence of four levels. This course is designed to increase knowledge and practical applications for the student trainer to allow him/her to gain the skills necessary to become a successful trainer candidate. Basic skills from previous practicum will be repeated in the day-to-day operation for the training room.
Lab: 1.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2712 - Lifeguard Training
Credits: 2.00
This course is designed to provide individuals with the basic knowledge and skills to recognize an aquatic emergency and take the appropriate action. Participants will also receive knowledge on pool sanitation, record keeping, training of staff, water rescues and special concerns.
Lecture: 1.00 **Lab:** 2.00

Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2722 - Water Safety Instructor
Credits: 2.00
This course is designed to explore scientific principles, methodologies and research applied to exercise and physical fitness. Emphasis is on physiological responses and adaptation to exercise. The basic elements of exercise physiology, kinesiology and motor learning will be addressed.
Lecture: 1.00 **Lab:** 2.00
Division: Natural Science /Math/PE Div
Department: Physical Education

PE 2732 - Dir Ind Study in Recreation
Credits: 2.00
Lecture: 1.00 **Lab:** 2.00
Division: Natural Science /Math/PE Div
Department: Education

PE PE177 - Personal & Community Health
Credits: 3.00
This course is designed to introduce updated health information.
Lecture: 3.00
Division: Edukan Division
Department: Physical Education

Personal Fitness

PF 1302 - Community Recreation
Credits: 2.00
This two credit hour course is a study of the increasing needs of community recreation; the facilities, equipment, programs, and personnel involved.
Lecture: 2.00
Division: Natural Science /Math/PE Div
Department: Personal Wellness

PF 1402 - Fitness Management
Credits: 2.00
This course is an introduction to program structure, management, marketing, budget and finance for the health and fitness industry.
Lecture: 3.00
Division: Allied Health Division
Department: Personal Fitness

PF 1503 - Concepts of Exercise Science
Credits: 3.00
This course is designed to explore the principles and practices which will provide the foundation for the health and fitness discipline.
Lecture: 3.00
Division: Allied Health Division
Department: Personal Fitness

PF 1603 - Exercise Testing & Prescriptio
Credits: 3.00
Designed to explore the practical aspects of the health and fitness industry. Topics to be explored include health risk appraisal, exercise testing and prescription for patients ranging from apparently healthy to those with disease.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Personal Fitness

PF 2243 - Intro to Exercise Physiology
Credits: 3.00
Designed to explore scientific principles, methodologies, and research applied to exercise and physiological responses and adaptation to exercise. The basic elements of exercise physiology, kinesiology, and motor learning will be addressed.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Personal Fitness

PF 2901 - Exercise Science Practicum I
Credits: 1.00
This course is an introduction to the use of health and fitness assessment techniques, observation of exercise counseling, and overall health and fitness center operations.
Lab: 1.00
Division: Allied Health Division
Department: Personal Fitness

PF 2911 - Exercise Science Pract II
Credits: 1.00
Designed to be a more in depth look into the overall operations of a health and fitness facility.
Lecture: 1.00
Division: Natural Science /Math/PE Div
Department: Personal Fitness

Philosophy

PH 1303 - Intro to the Old Testament
Credits: 3.00
Introduction to the Old Testament will enable students to become familiar with the historical, literary, and theological backgrounds of the Old Testament. The course will be an objective study, utilizing the best in biblical and archaeological scholarship.
Lecture: 3.00
Division: Humanities & Social Science
Department: Philosophy

PH 1313 - Intro to the New Testament
Credits: 3.00
This course will provide students with an overview of the New Testament as a literary text, focusing attention upon its oral, rhetorical, contextual and documentary natures. As the semester unfolds participants will become acquainted with the written traditions of those who belonged to a community of faith, whose writings and stories attempted to proclaim a message of hope to themselves and the world.
Lecture: 3.00
Division: Humanities & Social Science
Department: Philosophy

PH 2103 - Introduction to Ethics
Credits: 3.00
This course will provide an opportunity to encounter

the ethical theories of some of the great thinkers of the Western world. These theories will provide a basis for study of contemporary ethical issues.
Lecture: 3.00
Division: Humanities & Social Science
Department: Philosophy

PH 2203 - Introduction to Philosophy
Credits: 3.00
This course will acquaint students with some of the great Western philosophers and their thoughts on reality, knowledge, religion, identity, freedom, ethics, the state and beauty. The course will also provide students an opportunity to encounter Eastern philosophy in matters of religion and self-identity.
Lecture: 3.00
Division: Humanities & Social Science
Department: Philosophy

Physical Science

PS 1014 - Dir Indep Studies Phys Science
Credits: 1.00 to 4.00
Projects in Physical Science is an independent or small group study of one to four credit hours for students to investigate topics of physical science outside of the regular curriculum offering. The extended study, structured by the student(s) and instructor in the department, may cover topics in astronomy, physics, meteorology or geology, above what is offered in the usual curriculum.
Lecture: 1.00 to 4.00
Division: Natural Science /Math/PE Div
Department: Physical Science

PS 1103 - Environmental Perceptions
Credits: 3.00
(On demand.) This course is an interdisciplinary exploration of the environment and the ways individuals perceive it, utilizing actual outdoor experiences, as well as readings. Personal growth, understanding of the natural environment and awareness of varying land uses will be emphasized.
Lecture: 3.00
Division: Natural Science /Math/PE Div
Department: Physical Science

PS 1113 - Physical Science
Credits: 5.00
A general survey course of topics in physics, astronomy and chemistry, with emphasis on basic universal laws. Included are topics chosen in measurement, motion, gravitation, energy, electricity and magnetism, atomic structure, chemical change, nuclear change, light and waves, solar system and stars. This course is intended for the non- physical science major.
Lecture: 4.00 **Lab:** 2.00
Division: Natural Science /Math/PE Div
Department: Physical Science
Co-requisites:
Pre-requisites: or (ASSET Numerical Skills 39 and ASSET Elementary Algebra 39) or (ASSET Numerical Skills 39 and ASSET Intermediate Algebra 35) or (ACT Math 18) and EG 1103 Minimum Grade: C or (ASSET Writing Skills 43 and ASSET

Reading Skills 37) or (ASSET Writing Skills 40 and ASSET Reading Skills 40) or (ASSET Writing Skills 41 and ASSET Reading Skills 39) or (ASSET Writing Skills 39 and ASSET Reading Skills 41) or (ACT English 18) MA 1103 Minimum Grade: C

PS 1114 - Physical Science
Credits: 4.00
A general survey course and lab with topics in physics, astronomy, and chemistry, with emphasis on basic universal laws. Included are topics chosen in measurement, motion, gravitation, energy, electricity and magnetism, atomic structure, chemical change, nuclear change, light and waves, solar system and stars. This course is intended for the non-physical science major.
Lecture: 3.00 **Lab:** 2.00
Division: Natural Science /Math/PE Div
Department: Physical Science
Pre-requisites: MA 1103 or (MA 1173) or MA 0043 Minimum Grade: B or (ASSET Numerical Skills 39 and ASSET Elementary Algebra 39) or (ASSET Numerical Skills 39 and ASSET Intermediate Algebra 35) or (ACT Math 18) and EG 1103 or EG 0603 Minimum Grade: B or (ASSET Writing Skills 41 and ASSET Reading Skills 39) or (ASSET Writing Skills 40 and ASSET Reading Skills 40) or (ACT English 18)

PS 1121 - Physical Science Lab
Credits: 1.00
This course is to be taken concurrently with PS-1113, Physical Science. The course provides laboratory experience that parallels the topics in the Physical Science lecture.
Lab: 1.00
Division: Natural Science /Math/PE Div
Department: Physical Science
Co-requisites: PS 1113

PS 1301 - Astronomy Laboratory
Credits: 1.00
This course is a series of laboratory activities designed to supplement and to be taken concurrently with Introduction to Astronomy. Observations using the tools of the astronomer in both natural and laboratory settings are included in the course. Development of skills and techniques of observational astronomy will be a part of the laboratory activities.
Lab: 1.00
Division: Natural Science /Math/PE Div
Department: Physical Science

PS 1313 - Introduction to Astronomy
Credits: 3.00
A general survey course in astronomy intended for the student with little or no background in the physical sciences. The course will be composed of a study of the solar system, stellar astronomy, galaxies and cosmology. The course will include the motions of the earth and the measurement of time, as well as the planets and other bodies of the solar system. Also covered is stellar characteristic and evolution. Telescopes will be introduced and some observations taken.
Lecture: 3.00

Division: Natural Science /Math/PE Div
Department: Physical Science

PS 1802 - Color Photography
Credits: 2.00
This course is an introduction to the concept and practice of developing and printing both color slides and color negatives.
Lecture: 2.00
Division: Natural Science /Math/PE Div
Department: Physical Science

PS 2205 - General Physics I
Credits: 5.00
This course covers the basic principles of mechanics, heat and thermodynamics, wave motion and sound from a non-calculus point of view.
Lecture: 3.00 **Lab:** 4.00
Division: Natural Science /Math/PE Div
Department: Physical Science
Pre-requisites: MA 1173 or (ASSET Numerical Skills 39 and ASSET Intermediate Algebra 39) or (ACT Math 20) and EG 1103 or EG 0603 Minimum Grade: B or (ASSET Writing Skills 41 and ASSET Reading Skills 39) or (ASSET Writing Skills 40 and ASSET Reading Skills 40)

PS 2215 - General Physics II
Credits: 5.00
Three hours lecture and two hours laboratory each week. The course covers the basic principles of light, electricity, magnetism and modern physics from a non-calculus point of view.
Lecture: 3.00 **Lab:** 3.00
Division: Natural Science /Math/PE Div
Department: Physical Science

PS 2505 - Engineering Physics I
Credits: 5.00
Three hours of lecture and four hours of laboratory each week. This course covers the basic principles of mechanics, heat and thermodynamics, wave motion and sound from a non-calculus point of view.
Lecture: 3.00 **Lab:** 4.00
Division: Natural Science /Math/PE Div
Department: Physical Science

PS 2515 - Engineering Physics II
Credits: 5.00
This course covers the basic principles of electricity and magnetism, and light using calculus as a tool. A laboratory is a part of the course.
Lecture: 3.00 **Lab:** 4.00

Division: Natural Science /Math/PE Div
Department: Physical Science

PS PH177 - Introduction to Geology
Credits: 5.00
This is a one semester survey course that will introduce students to the study of the earth, its processes and materials. It is designed to be for non-science majors, as well as students that need an introductory course before starting a program of study requiring several semesters of science.
Lecture: 5.00

Division: Edukan Division
Department: Physical Science

Reading

RD 0103 - Reading Skills I
Credits: 3.00
This course provides systematic instruction in the development of crucial reading skills necessary for college success. Emphasis is on beginning vocabulary development and reading comprehension improvement. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)
Lecture: 3.00
Division: Humanities & Social Science
Department: Reading
Pre-requisites:

RD 0203 - Reading Skills II
Credits: 3.00
This course provides systematic instruction in the development of crucial reading skills necessary for college success. Emphasis is on advanced vocabulary development and reading comprehension improvement. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)
Lecture: 3.00
Division: Humanities & Social Science
Department: Reading
Pre-requisites: ASSET Reading Skills 35 or ACT Reading 13 or RD 0103

RD 0301 - Study Skills
Credits: 1.00
This course is designed to orient the student to college life and provide instruction for improvement in vocabulary, reading, study and test-taking skills that are essential for academic success.
Lecture: 1.00
Division: Humanities & Social Science
Department: Reading

RD 0401 - Speed Reading
Credits: 1.00
This course provides systematic instruction in the development of crucial reading skills necessary for college success in a self-paced software format. Emphasis is on reading speed development and reading comprehension improvement. (THIS COURSE WILL NOT COUNT FOR GRADUATION.)
Lecture: 1.00
Division: Humanities & Social Science
Department: Reading

RD 1903 - Dir Indep Studies in Reading
Credits: 1.00 to 3.00
This class is designed for students who wish to pursue in depth some area of reading.
Lecture: 1.00 to 3.00
Division: Humanities & Social Science
Department: Reading

Respiratory Therapy

RT 1102 - Intro to Clinical Practicum
Credits: 2.00
This course is designed to provide the student with practical application of respiratory therapy procedures in the lab and clinical setting. The student will learn to perform general patient assessment, administer oxygen and humidity therapy, IPPB therapy, delivery of aerosol medication, CPT, incentive spirometry, MDI and safe handling of compressed gas cylinders. The student will also assemble, check for proper function and identify malfunctioning equipment.
Lab: 8.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 1104 - Respiratory Physiology
Credits: 4.00
Comprehensive study of respiratory anatomy and physiology. To understand the structures of cardiopulmonary and related to the clinical aspects of respiratory care. The circulatory system in conjunction with the heart and lungs on how they function and understand their function in oxygen and carbon dioxide transport. Content will include ABG, pulmonary functions in depth and renal physiology with acid base balance.
Lecture: 4.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 1113 - Respiratory Diseases
Credits: 3.00
This three hour course is designed to provide the student with the basic knowledge in the etiology, diagnosis, pathophysiology and treatment of pulmonary related diseases and disorders.
Lecture: 3.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 1123 - RT Procedures I
Credits: 3.00
This course is designed to acquaint the student with fundamental theory of equipment operation and indications and hazards of clinical application. Content includes therapeutic gas administration, humidity and aerosol therapy, hyperinflation therapy, chest physiotherapy and small volume nebulizer medication delivery. Laboratory sections are used to familiarize the student with equipment operation and safety.
Lecture: 3.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:

Must be enrolled in one of the following College(s): Respiratory Therapy

RT 1136 - RT Procedures II
Credits: 6.00
This is a four-hour theory and two-hour clinical course. Through classroom discussion and laboratory/clinical experiences, the student will develop an appropriate knowledge base of respiratory care protocols utilized when providing care to critically ill patients. Respiratory care is delivered through the application of the respiratory care process. Course content includes oxygen therapy, humidity and aerosol therapy, arterial blood gases, and airway management. This course has both a theory and clinical component. The clinical component is graded pass/fail and theory with a letter grade. If either component is failed, the concurrent component is also failed.
Lecture: 4.00 **Lab:** 2.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 1139 - RT Procedures II
Credits: 6.00
This is a five hour theory and four hour clinical course. Through classroom discussion and laboratory/clinical experiences, the student will develop an appropriate knowledge base of respiratory care protocols utilized when providing care to critically ill patients. Respiratory care is delivered through the application of the respiratory care process. Course content includes arterial blood gases, airway management and management of mechanical ventilators. This course has both a theory and clinical component. The clinical component is graded pass/fail and the theory with a letter grade. If either component is failed, the concurrent component is also failed.
Lecture: 4.00 **Lab:** 2.00
Division: Allied Health Division
Department: Respiratory Therapy

RT 1201 - Pediatric Respiratory Care
Credits: 1.00
This theory course is designed to acquaint the student with the unique pathophysiology of the more common pediatric pulmonary disorders and the application of respiratory care modalities used in the diagnosis and treatment of patients in this age group. Course content includes patient assessment, etiology, clinical signs and symptoms, and methods of diagnosis of the most common diseases affecting the pediatric patient. Treatment approaches will include oxygen therapy, medication delivery and mechanical ventilatory support.
Lecture: 1.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

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RT 1502 - Pharmacology I
Credits: 2.00
This course is designed to cover general principles of pharmacology, basic terminology, drug reaction, dosage, adverse reactions and drug toxicity. Sympathomimetics, parasympathomimetics, mucokinetic substances and anesthetics preparations are included.
Lecture: 2.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 1609 - RT Critical Care/Clinical Prac
Credits: 9.00
Course content is designed to acquaint the student with respiratory care procedures utilized in the management/treatment of critically ill adult, pediatric and neonatal patients. Each student will acquire practical experience in critical care procedures at the affiliated hospitals. The student will be exposed to diagnostic procedures used to identify pulmonary disorders. The student will also gain experience in bedside patient clinical status and make recommendations in therapy. Also, it is a continuation of practical application of theories previously presented in oxygen therapy, aerosol and humidity therapy, hyperinflation therapy, infection control and emergency procedures.
Lab: 27.00
Division: Allied Health Division
Department: Respiratory Therapy

RT 2012 - RT Clinical Practicum II
Credits: 2.00
This course is a continuation of the Critical Care and General Clinical Practicum course. The student acquires more critical care experience along with electrocardiograms, pulmonary function testing, stress testing, chest x-rays, physician rounds, blood gas analysis and routine respiratory care procedures at each clinical site used. The classroom portion of this course introduces the student into advance procedures that include fiberoptic bronchoscopy, thoracentesis and chest tube management.
Lab: 8.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 2014 - RT Clinical Practicum II
Credits: 4.00
This is a two-hour theory and two-hour clinical course. This course is a continuation of Critical Care and General Clinical Practicum course. The student acquires more critical care experience along with electrocardiograms, pulmonary function testing, stress testing, chest x-rays, physician rounds, blood gas analysis and routine respiratory care procedures at each clinical site used. The classroom portion of this course introduces the student into advance procedures that include: fiberoptic bronchoscopy, thoracentesis, chest tube management, and

advanced ventilation techniques.
Lecture: 2.00 **Lab:** 8.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 2032 - RT Procedures III
Credits: 3.00
This course is designed to provide the student with the knowledge base required to perform and evaluate data obtained from invasive and non-invasive monitoring of critically ill patients. Essential concepts of cardiopulmonary physiology related to monitoring and management of the critical patient will be presented. Course content includes hemodynamic monitoring, pulse oximetry, capnography, transcutaneous oxygen and carbon dioxide monitoring, nutritional assessment and high frequency ventilation.
Lecture: 3.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 2033 - RT Procedures III
Credits: 3.00
This course is designed to provide the student with the knowledge base required to perform and evaluate data obtained from invasive and non-invasive monitoring of critically ill patients. Essential concepts of cardiopulmonary physiology related to monitoring and management of the critical patient will be presented. Course content includes hemodynamic monitoring, pulse oximety, capnography, trascutaneous oxygen and carbon dioxide monitoring, nutritional assessment, and high frequency ventilation.
Lecture: 3.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 2112 - Respiratory Diseases II
Credits: 2.00
This course is an in-depth study of pathophysiology and etiology of pulmonary disease; including assessing signs and symptoms in relation to disease processes; working on case studies that focus on information gathering and decision making of a respiratory care patient; and integrating information of the disease and giving appropriate therapy.
Lecture: 2.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 2312 - RT Clinical Practicum III
Credits: 4.00

This one hour lecture and one hour clinical course emphasizes the respiratory therapist's role in management of neonatal patients with respiratory diseases. Course content includes fetal and neonatal assessment, CPR, application of respiratory care protocols, airway management, mechanical ventilator application and management, and study of the more common diseases affecting this age group.
Lecture: 2.00 **Lab:** 2.00
Division: Allied Health Division
Department: Respiratory Therapy

RT 2314 - RT Clinical Practicum III
Credits: 4.00
Lecture: 2.00 **Lab:** 2.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 2501 - Pharmacology II
Credits: 1.00
This course uses cognitive and psychomotor skills with a systematic approach of thinking for treating adults and pediatric patients experiencing cardiopulmonary emergency or sudden death. Medications pertaining to the cardiovascular system in situations of arrest, acute myocardial infarction and arrhythmias are discussed. Identification of drugs needed, the drug reaction, dosage, adverse reactions and drug toxicity in specific clinical situations are presented. Basic EKG interpretation of arrhythmias and heart blocks are included in the course.
Lecture: 1.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 2513 - Respiratory Therapy Review
Credits: 3.00
3 credit hour course. This course is designed as a review for the Certified Respiratory Therapist who plans to continue their education and obtain their Assoc. Degree in Applied Science for Respiratory Therapy. Content includes a review of patient assessment, therapeutic gas administration humidity and aerosol therapy, hyperinflation therapy, bronchial hygiene, arterial blood gases, pharmacology and pulmonary function studies. Pre-requisites: NBRC certified as Certified Respiratory Therapist or graduate of a CoARC approved entry level Respiratory Therapy program.
Lecture: 3.00
College: Respiratory Therapy
Division: Allied Health Division
Department: Allied Health
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 2522 - Electrocardiography
Credits: 2.00
This is an introductory course to introduce the student to the study of electrocardiography. The course is designed to acquaint the student with the fundamental process of interpretation of cardiac arrhythmias. Course content includes cardiac anatomy, electrophysiology, electrical conduction system, electrode placement and identification of common dysrhythmias.
Lecture: 2.00
Division: Allied Health Division
Department: Respiratory Therapy

RT 2533 - Clinical Simulation and Review
Credits: 3.00
This course emphasizes the critical thinking skills required for an advanced respiratory care practitioner. The course content includes extensive use of computer-based respiratory care clinical scenarios, which require the student to assemble patient data, analyze the data, and make therapeutic and diagnostic recommendations.
Lecture: 3.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 2601 - RT Seminar III-Mgmt/Plm Rehab
Credits: 1.00
This course includes topics in management of respiratory care departments and methods of pulmonary rehabilitation. Basic leadership qualities and supervisory techniques needed in management will be discussed. Pulmonary rehabilitation objectives, methods and expected results will be presented and discussed.
Lecture: 1.00
Division: Allied Health Division
Department: Respiratory Therapy
Restrictions:
Must be enrolled in one of the following College(s): Respiratory Therapy

RT 2609 - RT Critical Care/Clinical Prac
Credits: 9.00
Lab: 27.00
Division: Allied Health Division
Department: Respiratory Therapy

Speech, Communication, Broadcasting

SP 1103 - Interpersonal Communications
Credits: 3.00
A special oral and non-verbal communications course which places special emphasis on communication tactics between and among individuals, small groups and speaker audience relationships. Interpersonal Communications probes the various genres of communication interactions.
Lecture: 3.00
Division: Humanities & Social Science
Department: Speech, Comm, Broadcasting

SP 1203 - Public Speaking
Credits: 3.00
A basic oral communications course with emphasis

on discovering the basics of human interaction in communication. The speaker-audience relationship is practiced in theory and exercises. However, a small emphasis is placed on the dynamics of Interpersonal Communications. A selected variety of speeches are practiced by the students.
Lecture: 3.00
Division: Humanities & Social Science
Department: Speech, Comm, Broadcasting

SP 1213 - Speech II
Credits: 3.00
(On demand.) This is an oral communications course that emphasizes various speaker-audience situations in communication and public address methods.
Lecture: 3.00
Division: Humanities & Social Science
Department: Speech, Comm, Broadcasting

SP 1503 - Introduction to Broadcasting
Credits: 3.00
(On demand.) This is a survey course of the mass media in our society, with practice in understanding its historical background and governmental regulations.
Lecture: 3.00
Division: Humanities & Social Science
Department: Speech, Comm, Broadcasting

Social Science

SS 1201 - Citizenship, Rights & Responsibilities
Credits: 1.00
A course designed to be of assistance to the individual desiring to become more familiar with national, state and local codes of law, involving statutory as well as informal codes of conduct.
Lecture: 1.00
Division: Humanities & Social Science
Department: Social Science

SS 1211 - Practical Politics in Action
Credits: 1.00
A course designed to initiate the student into some practical application of social sciences in the nature of serving on the Student Government Association for one year. The student will be in a position that forces them to resolve conflicts that come before the association. In short, the student will learn what the beginnings of governmental processes are. The students are required to attend all SGA meetings and participate in such activities that SGA sponsors. The SGA helps the college administration by handling student input and presenting it to the proper people, approving campus club activities and administering governmental related activities involving students of the college.
Lecture: 1.00
Division: Humanities & Social Science
Department: Social Science

SS 1213 - Intro to Leadership
Credits: 3.00
This lab/lecture course is designed to immerse the student in the understanding and practical application of leadership principles. Leadership topics including goal vision, personal leadership philosophy, decision-making, team building, delegating, initiating change, managing conflict, ethics, and leadership through service will be discussed and experienced. Instruction will center around active participation, written assignments, quizzes and a leadership project.
Lecture: 1.00 **Lab:** 2.00
Division: Humanities & Social Science
Department: Social Science

SS 1252 - Interdiscp Approach to Culture
Credits: 2.00
This survey course provides the student with an opportunity to explore the varied areas of educational endeavor. The subjects covered include humanities, social and political science, physical science, biological science, behavioral science and business. The effort to integrate varied subjects and disciplines into a cohesive framework should enhance the student's understanding of the world and of themselves. The course also serves to promote education as an on-going, life-long process. The student may take this course four times and apply a total of eight credit hours toward graduation.
Lecture: 2.00
Division: Humanities & Social Science
Department: Social Science

SS 1403 - American Natl Government
Credits: 3.00
This lecture course will cover the origin and adoption of the American Constitution, structure of the national government, the process of popular control and the basic principles of the American Constitutional System.
Lecture: 3.00
Division: Humanities & Social Science
Department: Social Science

SS 1413 - State and Local Government
Credits: 3.00
This course shall analyze the workings of state and local governments and also attempt to evaluate how effective they are. Suggested modernization of state and local governments will also be studied. The students will also actively inquire into the operations of state and local governments by visiting such units.
Lecture: 3.00
Division: Humanities & Social Science
Department: Social Science

SS 1763 - Native American Culture
Credits: 3.00
This course will examine and explore major elements of the complex relationship between history, culture and majority-minority relations with regard to unique circumstances of Native Americans. Special emphasis will be placed on understanding major cultural, political and economic issues in both historical and contemporary terms.
Lecture: 3.00
Division: Humanities & Social Science
Department: Social Science

SS 2103 - Stats/Social Behavioral Science
Credits: 3.00
This course will introduce students to many of the

important concepts and procedures needed to (1) evaluate such daily inputs as organizational reports, newspapers and magazine articles and radio and television commentaries, (2) improve their ability to make better decisions over a wide range of topics, and (3) improve their ability to measure and cope with changing conditions, both at home and on the job. The emphasis will be on explaining statistical procedures and interpreting the resulting conclusions. The course will be augmented with a computer lab where students will perform statistical analysis using Microsoft Excel.

Lecture: 3.00
Division: Humanities & Social Science
Department: Social Science

SS 2203 - Social Welfare Institution
Credits: 3.00
(On demand.) This course is an analysis of social welfare as a social institution, including the social, cultural, political and economic factors affecting policies and programs.
Lecture: 3.00
Division: Humanities & Social Science
Department: Social Science

Surgical Technology

ST 1010 - Surgical Technology I
Credits: 10.00
A six hour theory and four hour clinical course designed to acquaint the student with the skills necessary to function as a beginning surgical technologist and includes basic concepts necessary to establish, maintain and coordinate the methods required for good patient care in the operating room. Surgical terminology and ethical, legal and moral responsibilities are taught, along with safe patient care and principles of operating room technique, which include hazards in the surgical suite. The responsibilities of a surgical technologist are also defined.
Lecture: 6.00 **Lab:** 4.00
Division: Allied Health Division
Department: Surgical Technology
Restrictions: Must be enrolled in one of the following College(s):
Surgical Technology

ST 1112 - Surgical Technology II
Credits: 12.00
A five hour theory and seven hour clinical course designed to allow the student to begin to apply skills learned in the first semester to real life procedures. With classroom lecture and practice the student will learn to select instrumentation and other supplies for specific procedures. The student will apply learning in anatomy and techniques from the first semester in the practical experience of passing instruments to the

surgeon in the clinical setting. The student will apply the basic skills of aseptic technique, both in the laboratory setting and the clinical practicum, as well as the basic terms and usages of medical terminology.
Lecture: 5.00 **Lab:** 7.00
Division: Allied Health Division
Department: Surgical Technology
Restrictions:
Must be enrolled in one of the following College(s): Surgical Technology

ST 1303 - Pharmacology for Surg Techs
Credits: 3.00
A theory course designed to introduce the scientific principles of compounds and chemicals as they are used in the surgical setting in relation to disinfection, antisepsis, sanitation and sterilization. Microbiology is discussed in relationship to the cell, cell structure, terminology, pathology and the types of microorganisms found in the operating room and the agents needed to destroy or reduce their numbers. Biological science and pharmacology are also introduced. This course defines the rationale for use of specific drugs, their effects and major side effects on the surgical patient, how they may alter or influence surgical intervention and the role the surgical technologist plays in handling and labeling medications.
Lecture: 3.00
Division: Allied Health Division
Department: Surgical Technology
Restrictions:
Must be enrolled in one of the following College(s): Surgical Technology

ST 1707 - Surgical Technology III
Credits: 7.00
A three hour theory and four hour clinical course designed to allow the student to learn to select instrumentation and other supplies for surgical procedures. The student will learn more difficult procedures and continue the learning process from Surgical Technology II. In the surgical suite of the clinical areas, the student will be able to demonstrate the more advanced skills of the Surgical Technologist. The student will also be given the opportunity to continue clinical rotations that can include Labor and Delivery, Emergency Room, Central Supply and Recovery Room. The student will also be encouraged to further develop his/her sterile consciousness in order to work more confidently within the operating room. A brief review of basic procedures and job interviews with resumes will also be covered.
Lecture: 3.00 **Lab:** 4.00
Division: Allied Health Division
Department: Surgical Technology **Restrictions:**
Must be enrolled in one of the following College(s): Surgical Technology

EDUCATIONAL SERVICES

Outreach & Concurrent Enrollment Classes

The Seward County Community College Outreach Program serves an off-campus population in a seven county area of Southwest Kansas. Courses are offered in ten communities with the local populations requesting particular courses and programs.

A staffed off campus center at Ulysses provides additional services including advising and individual assessment. The variety of offerings ranges from the traditional degree-oriented subjects to non-traditional special interest subjects.

Classes are taught in some high schools during the school day, which allows eligible high school students to receive concurrent high school and college credit. The classes are typically taught by local instructors in community facilities. This program is a significant factor in providing college classes for individuals geographically removed from other sources in higher education.

Adult Basic Education (ABE/ESL)

The Adult Basic Education program provides opportunities for participants to successfully meet their educational and life goals. The Colvin Adult Learning Center located at 930 North Kansas Avenue offers a variety of services. The program includes a Kansas State High School Diploma through GED Testing. Classes in math, science, social studies and language arts are available. ESL (English as a Second Language) classes are for participants desiring to learn the English language. Instruction includes reading, writing, speaking and listening skills. The program also offers Work Readiness which covers employability skills, effective time management and life skills. Citizenship preparation classes are available for those wishing to become a citizen. Participants learn about the history and government of the United States, as well as their civic responsibilities and freedoms.

Western Kansas Community Services

Seward County Community College participates in a consortium with eight other community colleges in Western Kansas, Kansas State University, and Fort Hays State University. Together, the colleges obtain grant funding for various concerns that assist with continuing education services that all or most members have in common. This augments the college's ability to provide services to the public as various needs arise.

Community & Continuing Education

Community Services is that part of the college's program which provides a variety of educational, cultural and recreational programs for the area. These services are based on community needs, interests and requests. These needs are met through a credit, non-credit, and short seminar educational format. The Community Services office takes an active role in cooperating with groups and individuals outside the college to provide programs of general interest to the people of the area.

SCCC Courtesy Card

Persons age fifty-five (55) years or older who are legal residents of Seward County, Kansas, are eligible to apply for an SCCC Courtesy Card.

The SCCC Courtesy Card remains in effect for the person it was issued to until residency in Seward County, Kansas terminates.

Benefits of the courtesy card include:
♦ Tuition waiver for courses taken for college credit; student fees and special course fees are student's responsibility.
♦ Use of the Library.
♦ Utilize the Natatorium (swimming pool) during open swim hours.

Business & Industry Services

Seward County Community College offers a variety of specialized courses in both credit and non-credit format to serve the educational needs of individuals, business, industries, and other

groups in its service area. Specialized courses are designed and offered at requested locations and at a time convenient to the specific industry or group educational training needs. Scheduling of these classes is flexible and a concerted effort is made to provide the highest quality instruction in a wide variety of instructional areas.

Contract Training – On Site

Non-credit and credit courses are taught at the business site. Courses can be designed to fit the needs of individual businesses, using their own equipment and facilities so that employees can learn under actual work conditions.

Contract Training – On Campus

Non-credit and credit courses, seminars, work-shops and programs in technology and business are offered on the SCCC campus. Courses and programs can be designed to meet the specifications of individual businesses.

Small Business Development Information

The Business and Industry center provides a central site for answering questions, providing direction and referral to agencies that can provide individual counseling and seminars to assist clients in business startup, expansion, and improved profitability. There is no charge for the individual counseling services and all counseling in strictly confidential.

Community Development – Rural Leadership Development

Under this function there is also a resource library available to the public that provides information on community development in the areas of:

♦ Strategic Planning
♦ Leadership Training
♦ Goal Setting
♦ Community Self Development
♦ Economic Development

Specific classes and seminars can be developed to meet community need in these areas.

Online Education

EduKan

The Western Kansas Community College Virtual Education Consortium or EduKan offers a series of college courses and degree programs via the Internet. People who enroll in this online program may take individual courses or pursue an online degree – associate in arts, associate in science, or associate in general studies.

Students interested in these online classes can enroll online by going directly to the EduKan web site at www.edukan.org , or call 1 (877) 4EDUKAN.

Seward Online

Seward County Community College offers several online courses that can be beneficial in allowing students access to college classes without stepping foot on campus. These courses are designed in an "anytime/anywhere" learning format. Students enrolling in the online format may take individual courses or pursue a specific degree. It is extremely important to recognize that online learners must be self-directed, have good organizational skills, a practical schedule to balance work, family and study, possess some basic computing skills, and have access to a reliable computer, email address, and Internet service.

SCCC DIRECTORIES

Board of Trustees

Jo Ann Sharp, Chairman ....Liberal
Ron Oliver, Vice-Chairman ....Satanta
Dr. James Grote, Board Clerk/Secretary..Liberal
Marvin Chance, Member ....Liberal
Sharon Hobble, Member..Liberal
Leo Riley, Member ....Liberal
Kerry McQueen, Board Attorney ....Liberal

Administration

President's Office

Name	Office Phone	Office/Title	Email Address
Dr. James Tangeman	629-2(610)	President	jtangeman@sccc.edu

Deans

Name	Office Phone	Office/Title	Email Address
Cynthia Rapp	629-2(612)	Dean of Instruction	crapp@sccc.edu
Dr. Gerald W. Harris	629-2(617)	Dean of Student Services	gharris@sccc.edu
Tommy E. Williams	629-2(620)	Dean of Administrative Services	twilliam@sccc.edu
Dale Reed	626-3(137)	Associate Dean of Ed. Services	dreed@sccc.edu

Division Chairs

Name	Office Phone	Office/Title	Email Address
Doralia Reynolds	629-2(631)	Business Chair/Office Tech. Instructor/Coordinator.	dreynold@sccc.edu
Steve Hecox	626-3(027)	Director of Nursing/Allied Health Div. Chair	shecox@sccc.edu
Dr. John Loucks	629-2(681)	Humanities-Soc. Sci.-Ed Div. Chair/Humanities Instr.	jloucks@sccc.edu
Todd Carter	629-2(643)	Biology Instructor/Division Chair Math/Sci/PE	tcarter@sccc.edu

Faculty & Professional Staff

Academic Achievement Center

Name	Office Phone	Office/Title	Email Address
Frances Brown	626-3(008)	Assist. Dir. AAC/Instructor	fbrown@sccc.edu
Pam Freeman	626-3(007)	AAC Support	pfreeman@sccc.edu
Anita J. Rodenberg	626-3(009)	Director of AAC/Developmental Ed. /Instructor	arodenbe@sccc.edu

Administrative Services

Name	Office Phone	Office/Title	Email Address
Justin D. Adcock	629-2(700)	Fiscal Officer/Admin. Assist.	jadcock@sccc.edu
Virginia Bruce	(0)	Receptionist	vbruce@sccc.edu
Betty Glenn	629-2(627)	Accounting Specialist	bglenn@sccc.edu
Pam Perkins	629-2(611)	Administrative Secretary to President	pperkins@sccc.edu
Melody Ratzlaff	629-3(132)	Admin. Assist. to Assoc. Dean of Educ. Services	mratzlaf@sccc.edu
Jan Schmoker	629-2(623)	Accts. Receivable/Cashier Spec.	jschmoke@sccc.edu
Linda Shook	629-2(622)	Accounts Payable	lshook@sccc.edu

Admissions

Name	Office Phone	Office/Title	Email Address
Jon Armstrong	629-2(713)	Director of Admissions	jarmstro@sccc.edu
Mirta Chavez	629-2(711)	Director of Enrollment Management	mchavez@sccc.edu
Sandy Gordon	629-2(712)	Banner Data Entry	sgordon@sccc.edu
Gayle O'Kane	629-2(710)	Admissions Secretary	gokane@sccc.edu
Dr. Sheila Orth	629-2(714)	Counselor	sorth@sccc.edu

Adult Learning Center

Name	Office Phone	Office/Title	Email Address
Amanda Avila	626-3(131)	ABE Orientation Assistant	aavila@sccc.edu
CaraBeth Clinesmith	626-3(135)	Grant Data Entry Clerk	cclinesm@sccc.edu
Pat Curts	626-3(131)	ABE Coordinator	pcurts@sccc.edu
Burke Ewing	626-3(057)	ABE Program Examiner	bewing@sccc.edu
Linda Lee	626-3(131)	Adult Learning Center/Colvin Receptionist/ABE	llee@sccc.edu
Jim J. Martin	626-3(131)	ESL Coordinator	jmartin@sccc.edu
Velma Martinez	626-3(139)	ABE Orientation-Assessment Administrator	vmartine@sccc.edu
Mary Lee Swanson	626-3(138)	Director of Adult Basic Ed.	mswanson@sccc.edu

Athletics

Name	Office Phone	Office/Title	Email Address
Dave A. Brown	629-2(733)	Head Men's Basketball Coach	dbrown@sccc.edu
Michael B. Davidson	629-2(732)	Assist. Baseball Coach/Instructor	mdavidso@sccc.edu
Thad M. DeWeese	629-2(671)	Sports Medicine Instr./Certified Athletic Trainer	tdeweese@sccc.edu
Karen Duncan	629-2(731)	Athletic Dept. Secretary	kduncan@sccc.edu
Andrea Gustafson	629-2(745)	Head Softball Coach/Instructor	agustafs@sccc.edu
Scott O. Hinkle	629-2(737)	Assist. Women's Basketball Coach/Instr.	shinkle@sccc.edu
Jim Littell	629-2(736)	Head Women's Basketball Coach	
Galen McSpadden	629-2(730)	Baseball/Athletic Director	gmcspadd@sccc.edu
Renee Metzker	629-2(735)	Assistant Softball Coach/Instr.	rmetzker@sccc.edu
Matthew Patton	629-2(739)	Assist. Volleyball Coach/Instr.	mpatton@sccc.edu
Greg Scruggs	629-2(648)	Asst. Tennis Coach	gscruggs@sccc.edu

Brad Settle	629-2(738)	Head Women's Volleyball Coach/Instr.	bsettle@sccc.edu
Swede Trenkle	629-2(734)	Assist. Men's Basketball Coach/Instr.	strenkle@sccc.edu
Darin Workman	629-2(683)	Tennis Coach	dworkman@sccc.edu

Business & Industry

Name	Office Phone	Office/Title	Email Address
Shirley Carlile	629-2(653)	B & I Secretary	scarlile@sccc.edu
Reenie Jackson	629-2(650)	Business & Industry Coordinator	rjackson@sccc.edu

Bookstore

Name	Office Phone	Office/Title	Email Address
Michelle Armstrong	629-2(720)	Sales Associate – Bookstore	marmstrong@sccc.edu
Lynn Gerstenkorn	629-2(722)	Sales Associate – Bookstore	lgersten@sccc.edu
Jerri Lynn Lyddon	629-2(723)	Director of the Bookstore	jlyddon@sccc.edu

Business

Name	Office Phone	Office/Title	Email Address
Treva Braun	629-2(633)	Administrative Professional Instructor	tbraun@sccc.edu
Marilyn Ewing	629-2(634)	Accounting Instructor	mewing@sccc.edu
Marcia Hatcher	629-2(636)	Marketing Instr./Coordinator	mhatcher@sccc.edu
Diane Heiers	629-2(630)	Business Div. Secretary	dheiers@sccc.edu
Mindy Holder	629-2(632)	Computer Info. Sys. Instr./Coordinator	mholder@sccc.edu
Cristy Myers-Mulanax	629-2(678)	Criminal Justice Instructor	cmulanax@sccc.edu
Denice Paden	629-3(146)	Cosmetology Instr./Co-Coordinator	dpaden@sccc.edu
Sheila Scheib	626-3(145)	Cosmetology Instr./Co-Coordinator	sscheib@sccc.edu
Rusty Tuman	629-2(639)	CIS Instructor	rtuman@sccc.edu
Larry Wade	626-2(638)	Criminal Justice Instr./Coordinator	lwade@sccc.edu
Janice Williams	629-2(635)	Computer Information Systems Instr.	jwilliam@sccc.edu
Kevin Williams	629-2(652)	Agricultural Instructor	kbwillia@sccc.edu
Evan Winchester	629-2(637)	Agriculture Instr./Coordinator	ewinches@sccc.edu

Cafeteria

Name	Office Phone	Office/Title	Email Address
Tracey Wagner	629-2(721)	Food Service Director	foodservice@sccc.edu

Educational Services

Name	Office Phone	Office/Title	Email Address
Amber Buchman	629-2(698)	Scheduling & Transportation Facilitator	abuchman@sccc.edu
Deborah Hockett	356-2364	Ulysses Off-Campus Coordinator	dhockett@sccc.edu
Melody Ratzlaff	629-3(132)	Admin. Assist. to Assoc. Dean of Educ. Services	mratzlaf@sccc.edu

Epworth/Allied Health Services

Name	Office Phone	Office/Title	Email Address
Ed Anderson	626-3(080)	Respiratory Therapy Instructor	eanderso@sccc.edu
Nancy Bansemer	626-3(029)	Nursing Instructor	nbanseme@sccc.edu
Sandra Brisendine	626-3(028)	Nursing Instructor	sbrisend@sccc.edu
Suzanne Campbell	626-3(077)	Medical Lab. Tech. Instr./Coordinator	scampbel@sccc.edu
Jana Daigle	626-3(030)	Nursing Instructor	jdaigle@sccc.edu
Ken Killion	626-3(075)	Respiratory Therapy clinical Coordinator/Instr.	kkillion@sccc.edu
Veda King	626-3(079)	Nursing Instructor	vking@sccc.edu
Kile Magner	626-3(085)	Surgical Technology Clinical Coordinator/Instr.	kmagner@sccc.edu
Teresa Nelson	626-3(025)	Secretary/Allied Health	tmnelson@sccc.edu
Lily Stoll	626-3(026)	Allied Health Div. Secretary	lstoll@sccc.edu
Carmen Sumner	626-3(078)	Surgical Technology Instr./Coordinator	crsumner@sccc.edu

| Gailynn Unruh | 626-3(045) | Nursing Instr. | gunruh@sccc.edu |

Financial Aid Services

Name	Office Phone	Office/Title	Email Address
Donna Fisher	629-2(615)	Financial Aid Officer	dfisher@sccc.edu
Bea Rosales	629-2(618)	Director of Financial Aid	brosales@sccc.edu

Humanities Division

Name	Office Phone	Office/Title	Email Address
Terri Barnes	629-2(680)	Humanities Div. Secretary	tbarnes@sccc.edu
Frank Challis	629-2(682)	Speech/Drama Instr./Drama Director	fchallis@sccc.edu
Susan Copas	629-2(685)	Art Instructor	scopes@sccc.edu
Lee Courtney	629-2(667)	Social Science Instructor	lcourtne@sccc.edu
Dale Doll	629-2(688)	English Instructor	ddoll@sccc.edu
Dustin Farmer	629-2(684)	Art Instructor	dfarmer@sccc.edu
Lori Geis	629-2(693)	Vocal Music Instructor	lgeis@sccc.edu
Ann Judd	629-2(686)	English Instructor	ajudd@sccc.edu
William McGlothing	629-2(668)	English Instructor	wmcgloth@sccc.edu
Katy Redd	629-2(669)	Behavioral Science Instructor	kredd@sccc.edu
Anita Reed	629-2(669)	Crusader Newspaper	areed@sccc.edu
Darin Workman	629-2(683)	Instrumental Music Instructor	dworkman@sccc.edu

Human Resources

Name	Office Phone	Office/Title	Email Address
Amy Knudsen	629-2(628)	Human Resources Clerk	aknudsen@sccc.edu
Deborah Weilert	629-2(621)	Director of Human Resources	dweilert@sccc.edu

Institutional Services

Name	Office Phone	Office/Title	Email Address
Tammy Doll	629-2(664)	Director of Development	tdoll@sccc.edu
Brandie Winter	629-2(663)	Institutional Services Secretary	bwinter@sccc.edu
Andrea Yoxall	629-2(687)	Director of Public Information	ayoxall@sccc.edu

Information Technology

Name	Office Phone	Office/Title	Email Address
Doug Browne	629-2(665)	Director of Multi-Media Technology	dbrowne@sccc.edu
Edward Hall	629-2(701)	Computer Tech. Support-PT CIS Instructor	ehall@sccc.edu
Mark W. Merrihew	629-2(625)	Director of Information Technology	mmerrihe@sccc.edu
Cecil O. Stoll	629-2(654)	Systems Administrator	cstoll@sccc.edu
Teresa Wehmeier	629-2(647)	IT/Student Services Tech. Support	twehmeie@sccc.edu

Library

Name	Office Phone	Office/Title	Email Address
Pam Freeman	629-2(657)	Library Support	pfreeman@sccc.edu
Denyce Gammell	629-2(656)	Director of Library	dgammell@sccc.edu
Emery Swagerty	629-2(658)	Technician (Library)	eswagert@sccc.edu
Margaret Thompson	629-2(659)	Technician (Library)	mthompso@sccc.edu

Maintenance/Building & Grounds

Name	Office Phone	Office/Title	Email Address
W.R. Duncan	629-2(660)	Director of Building & Grounds	wduncan@sccc.edu

Science & Mathematics Division

Name	Office Phone	Office/Title	Email Address
Troy Bowles	629-2(649)	Mathematics Instructor	tbowles@sccc.edu

Name	Office Phone	Office/Title	Email Address
William Bryan	629-2(646)	Chemistry Instructor	wbryan@sccc.edu
Lori Clay	629-2(640)	Science & Math Div. Secretary	lclay@sccc.edu
Luke Dowell	629-2(642)	Mathematics Instructor	ldowell@sccc.edu
Greg Gardner	629-2(641)	Biology/Chemistry Instructor	ggardner@sccc.edu
Dr. Cindy Handley	629-2(651)	Biology Instructor	chandley@sccc.edu
Tyrone Hughbanks	629-2(644)	Biology Instructor	thughban@sccc.edu
Bonnie Mautz	629-2(645)	Mathematics Instructor	bmautz@sccc.edu
Greg Scruggs	629-2(648)	Physical Ed. Instr.	gscruggs@sccc.edu

Security Office

Name	Office Phone	Office/Title	Email Address
Howard Bright	629-0(670)	Security Supervisor	hbright@sccc.edu
Mark Davis	629-0(670)	Security Officer	mdavis@sccc.edu
John Hiebert	629-0(670)	Security Officer	jhiebert@sccc.edu

Student Services

Name	Office Phone	Office/Title	Email Address
Jeri Ann Davidson	629-2(719)	Spirit Squad Sponsor	jdavidson@sccc.edu
Donetta Dreitz	629-2(619)	Student Services Assistant	ddreitz@sccc.edu
Aaron Eaton	629-2(697)	Director of Student Activities	aeaton@sccc.edu
Steven Sitz	629-2(729)	Synergy Facilitator	ssitz@sccc.edu
Karrie Sleder	626-3(000)	Student Housing Manger	ksleder@sccc.edu
Lizza Trenkle	629-2(616)	Registrar	ltrenkle@sccc.edu

Wellness Center

Name	Office Phone	Office/Title	Email Address
Kelly Cook	626-3(056)	Director of Aquatics/Wellness	kcook@sccc.edu
Allison Lyon	629-2(672)	Wellness Secretary	alyon@sccc.edu

SCCC STUDENT FORMS

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Application for Admission

Page 1 of 2

SEWARD COUNTY COMMUNITY COLLEGE
1801 North Kansas Avenue, Liberal, KS 67901
www.sccc.edu

APPLICATION FOR ADMISSION

OFFICE USE ONLY
Rcvd _____
Entered _____
Transcript req. sent _____
Acc. Ltr. sent _____
Cohort Code _____

PERSONAL INFORMATION (PLEASE PRINT)   SPAIDEN

Legal Name _____   Home Phone ( ) _____
Last, First, Middle   (Other last names)

Mailing Address—Street _____   Work Phone ( ) _____
P.O. Box (if any)

City _____ State _____ Zip _____   Cell Phone ( ) _____

In what COUNTY do you reside? _____   Email Address _____

Permanent Address (if different than above) _____   Apt. # _____   PO Box _____

City _____ State _____ Zip _____ Nation _____
(Country of origin)

DEMOGRAPHIC INFORMATION (FOR REPORTING PURPOSES ONLY)   SPAPERS

Gender ☐ Male ☐ Female   Date of Birth _____   Social Security # _____

Race ☐ Black/Non-Hispanic ☐ Native American ☐ Pacific or Asian ☐ Hispanic ☐ Caucasian ☐ Other

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated

EDUCATIONAL INFORMATION   SAAADMS

When do you plan to enter SCCC?	☐ Fall year_____	☐ Spring year_____	☐ Summer year_____

Have you previously attended SCCC?	☐ Yes	☐ No	If yes, list semester/year last attended _____

Have you completed the ACT test for course placement? ☐ Yes ☐ No | If no, have you completed the ASSET test for course placement? ☐ Yes ☐ No

---

PLEASE CHECK AN APPROPRIATE DEGREE AREA AND LIST A POSSIBLE MAJOR

☐ Not seeking a degree
☐ Certificate
☐ (AA) Associate in Arts Degree
☐ (AS) Associate in Science Degree
☐ (AGS) Associate in General Studies Degree
☐ (AAS) Associate in Applied Science Degree

What is your major?
List major _____
☐ Undecided

RESIDENCY STATUS   SAAADMS

Are you a Kansas resident? ☐ Yes ☐ No

If yes, date residency began (you may be required to show proof of residency) _____

Are you a United States citizen? ☐ Yes ☐ No

Non U.S. citizens who are permanent residents, please provide Alien Registration No. _____

Are you an international student? ☐ Yes ☐ No   If yes list: Country of Birth _____

Country of Citizenship _____   INS Admission Number _____

International students must provide certified transcripts (in English), proof of English proficiency, and proof of financial support before an I-20 can be issued.

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GOALS AT SCCC — SGAUSDF

Please check ONE statement which best describes your goals at SCCC:

001	☐ I am seeking a degree or certificate at SCCC, and plan to transfer to (list name of college if known):
002	☐ I am seeking a degree or certificate at SCCC, and do not plan to transfer to another college.
003	☐ I am not seeking a degree or certificate at SCCC, and plan to transfer to (list name of college if known):
006	☐ I wish to acquire technical or occupational skills.
004	☐ I am seeking to upgrade my current skills.
005	☐ I am seeking self-improvement.

HIGH SCHOOL INFORMATION — SOAHSCH

High School	High School City/State	High School Graduation Date

Do you have a GED or are you currently studying for the GED exam? ☐ Yes ☐ No If Yes, date GED completed _____

Did you complete your GED certificate at the Colvin Adult Learning Center? ☐ Yes ☐ No (A copy of your GED certificate and scores must be sent to SCCC.)

PREVIOUS COLLEGE INFORMATION — SOAPCOL

List any prior colleges, universities or technical schools attended

College, University, Technical	City, State, Country	Dates Attended	Hours Earned	Degree/Certificate Earned

SCCC requires an official transcript from each institution you have attended. It is your responsibility to make sure that each transcript is sent directly to SCCC. Until all transfer hours are on file in the Registrar's Office, you will not be allowed to enroll for the next semester and a hold will be placed on your records.

EMERGENCY INFORMATION — SPAEMRG

Emergency Contact—Person's Name _____ Relationship _____

Street _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

OTHER BACKGROUND INFORMATION (FOR REPORTING PURPOSES ONLY)

Do either of your parents hold a 4-year degree?	☐ Yes ☐ No
Is English your second language?	☐ Yes ☐ No
If yes, what language is spoken in your home? _____	
Have you ever taken classes at the SCCC Colvin Adult Learning Center?	☐ Yes ☐ No
Are you an SCCC employee, spouse or dependent qualifying for a tuition waiver?	☐ Yes ☐ No
(If yes, please complete an Employee Tuition Benefit Application with Human Resources.)	
Are you a single parent?	☐ Yes ☐ No
Do you use Veteran's Educational Assistance?	☐ Yes ☐ No

I certify that the information given is correct and complete as of today's date. I understand that intentional submission of false information is grounds for dismissal, if enrolled.

Signed _____ Date _____

NOTICE OF NONDISCRIMINATION

Scholarship & Grant Application

Page 1 of 2

SEWARD COUNTY COMMUNITY COLLEGE
DEVELOPMENT FOUNDATION
1801 N. Kansas, PO Box 1137 Liberal, KS 67905-1137

SCHOLARSHIP & GRANT APPLICATION

PRIORITY DATE FOR FALL—MAY 1; FOR SPRING—NOV. 1

An application for admission, an application for scholarship and a transcript must be on file in the SCCC Admissions Office if you wish to be considered for a scholarship. High school students must submit a seven-semester transcript and transfer students must submit all prior college transcripts before a final award will be made. Applications will be accepted after the priority date but will be considered only as funds are available. Please complete all questions. Print in dark ink or type.

INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED FOR SCHOLARSHIP AWARDS.

SECTION A: GENERAL INFORMATION (PLEASE PRINT)

1. FIRST NAME _____ MIDDLE _____ LAST _____

2. SOC. SEC. NO. _____ MALE   FEMALE   (CIRCLE ONE)   DATE OF BIRTH _____

3. PERMANENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

4. PERMANENT PHONE # _____ COUNTY OF LEGAL RESIDENCE _____

5. EMAIL ADDRESS _____ DO YOU PLAN TO LIVE ON CAMPUS? YES ☐   NO ☐

6. SEMESTER AND YEAR FOR WHICH YOU ARE APPLYING _____

7. I AM ENROLLING AT SCCC AS A

☐ NEW FRESHMAN (NO COLLEGE HOURS)   ☐ CONTINUING OR RETURNING SCCC STUDENT

☐ NEW FRESHMAN (WITH COLLEGE HOURS)   ☐ TRANSFER STUDENT

8. IS A MEMBER OF YOUR FAMILY EMPLOYED AT SEWARD COUNTY COMMUNITY COLLEGE? YES ☐   NO ☐

SECTION B: HIGH SCHOOL/GED INFORMATION

9. HIGH SCHOOL _____ CITY _____ STATE _____

10. HIGH SCHOOL CUMULATIVE GPA IS _____ , BASED ON A 4.0 SCALE; OR GED AVERAGE SCORE _____

11. HIGH SCHOOL/GED GRADUATE: ☐ YES; IF YES, DATE OF GRADUATION _____

☐ NO; IF NO, EXPECTED DATE OF GRADUATION _____

SECTION C: COLLEGE INFORMATION

Additional financial aid may be available by completing a Free Application for Federal Student Aid (FAFSA). For more information, contact the SCCC Student Financial Aid Office.

12. ALL COLLEGES, TECHNICAL SCHOOLS ATTENDED _____

_____

_____

13. CUMULATIVE GPA IS _____ , BASED ON A 4.0 SCALE WITH _____ CREDIT HOURS.

14. CURRENT FIELD OF STUDY/MAJOR _____

15. EXPECTED ENROLLMENT FOR THE YEAR: ☐ 15 + HRS   ☐ 6-12 HRS   ☐ 3-5 HRS

16. EXPECTED GRADUATION DATE FROM SCCC   MONTH _____ YEAR _____

PLEASE COMPLETE REVERSE SIDE

Page 2 of 2

SECTION D: SCHOLARSHIP INTERESTS

☐ GENERAL ACADEMIC SCHOLARSHIP

☐ SEWARD COUNTY COMMUNITY COLLEGE TUITION GRANT (SEWARD COUNTY, KANSAS RESIDENTS ONLY).

☐ OTHER SPECIFIC SCHOLARSHIP REQUESTED (IF KNOWN) _____

ACTIVITY/PERFORMANCE SCHOLARSHIPS:

☐ AGRICULTURE/AGRICULTURE JUDGING*   ☐ JOURNALISM*

☐ ART*   ☐ PEER TUTOR*

☐ ATHLETICS* _____ (SPORT)   ☐ SPIRIT SQUAD*

☐ CRIMINAL JUSTICE*   ☐ SAINTS-N-ACTION AWARD*

☐ DECA*   ☐ SPORTS MEDICINE/ATHLETIC TRAINING*

☐ DRAMA/THEATER*   ☐ STUDENT MANAGER* _____ (SPORT)

☐ INSTRUMENTAL MUSIC* _____   ☐ VOCAL MUSIC*

*Sponsor recommendations are required to receive an award.
Recipients are required to participate in the program for which the scholarship is offered.

ALLIED HEALTH PROGRAM SCHOLARSHIPS:

☐ MEDICAL LABORATORY TECHNICIAN   ☐ SURGICAL TECHNOLOGY

☐ NURSING   ☐ RESPIRATORY THERAPY

SECTION E: ADDITIONAL INFORMATION

Information in this section may be used in awarding scholarships with special criteria.

PLEASE ELABORATE ON SKILLS, AWARDS, SCHOOL AND COMMUNITY ACTIVITIES. _____

_____

_____

_____

WORK HISTORY _____

_____

CAREER PLANS _____

_____

PLEASE ADD ANY FURTHER INFORMATION YOU FEEL WOULD BE HELPFUL ON A SEPARATE SHEET

SECTION F: CERTIFICATION AND RELEASE INFORMATION

I hereby state, that to my knowledge, all information contained on this form is accurate. In the event that any information is left incomplete that may be obtained from Seward County Community College, I give SCCC permission to release this information to the Seward County Community College Development Foundation. I also understand that I am applying for financial assistance to further my education. I give the SCCC Development Foundation permission to release the above information to Seward County Community College or other organizations for consideration of other financial assistance. I give the SCCC Development Foundation permission for my name and other general information to be released to the news media if I am awarded a scholarship.

SIGNATURE OF APPLICANT _____ DATE _____

SCCC and the SCCC Development Foundation do not discriminate on the basis of race, religion, color, national origin, age, sex or physical and/or economic disability.

Revised June 2003

International Student Check-List

Checklist of documents to be submitted to SCCC:

1. Official Transcript (certified copy translated in English)
2. Proof of English Proficiency (TOEFL Score of 500+ or English Courses on Transcript).
3. Proof of financial support from Family/Financial Institution/Sponsor (complete and return enclosed form along with verification from Financial Institution; **a $1,750 Deposit for tuition/books/fees and a $2,000 Deposit for college housing should be prepaid to the SCCC Business Office**. All deposits must be in U.S. Dollars.
4. An Application for Admission to SCCC along with a **$100 International Student Application Fee (non-refundable).**
5. Personal Health Records that include immunization records and Proof of Health Insurance Coverage with a U.S. company.
6. Three letters of recommendation addressing the International Student's character, scholastic ability, and ability to benefit from an education at SCCC.
7. A completed REQUEST for CERTIFICATE OF ELIGIBILITY (INS FORM I-20).

International Students interested in applying for SCCC Scholarships should include a completed Scholarship Application. All scholarship recipients are required to reside in SCCC Student Housing.
Checklist of additional documents to be submitted to SCCC:

1. SCCC Scholarship Application
2. A signed SCCC Student Living Center Contract and a $100 room deposit.

Change of Schedule

SEWARD COUNTY COMMUNITY COLLEGE
CHANGE OF SCHEDULE

Semester: Year:

Name (Last, First, Middle):   SSN:

ADD SECTION					DROP SECTION				
CRN	**COURSE#**	**CLASS TITLE**	**CR. HR.**	**INST. INIT.**	**CRN**	**COURSE#**	**CLASS TITLE**	**CR. HR.**	**INST. INIT.**

DATE:

STUDENT SIGNATURE: ADVISOR:

Change of Address

SEWARD COUNTY COMMUNITY COLLEGE
CHANGE OF ADDRESS

LAST NAME   FIRST NAME   MIDDLE   SOCIAL SECURITY

OLD STREET   OLD PO BOX   OLD CITY   OLD STATE   OLD ZIP

NEW STREET   NEW PO BOX   NEW CITY   NEW STATE   NEW ZIP

NEW PHONE NUMBER

DATE OF ADDRESS CHANGE

STUDENT'S SIGNATURE

DO NOT WRITE BELOW THIS LINE

****

DATE CHANGED BY REGISTRAR

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Transcript Request Form

Seward County Community College
Office of the Registrar
P.O. BOX 1137
Liberal, Kansas 67901-1137

<u>TRANSCRIPT REQUEST</u>

_____

Last Name   First Name   MI   Name used while attending SCCC   SS#

_____

Mailing Address   City   State   ZIPCODE

_____

Phone Number

SEND A COPY OF MY SCCC TRANSCRIPT TO: SEND THE COPY

_____   ( ) Immediately

_____   ( ) At end of current semester

_____   ( ) I have enclosed $3 per transcript

_____   ( ) I have enclosed $5 per faxed transcript

_____   _____
            Student's Signature   Date

TRANSCRIPTS WILL NOT BE SENT WITHOUT THE $3.OO PER TRANSCRIPT FEE. MAKE CHECKS PAYABLE TO *SEWARD COUNTY COMMUNITY COLLEGE*

FOR OFFICE USE ONLY

_____

Date mailed   By whom   Remarks

Total Withdrawal from College

Seward County Community College

Student Name_____   Date_____

Student ID #_____   Semester:____Fall ____Spring ____Summer Year____

Address:_____   Phone: _____

Reason for Withdrawal_____

_____

_____

Signatures Required:

Student: _____   Dean of Student Svc._____

Advisor:_____   Financial Aid:_____

Business Office: _____   Bookstore: _____

Library: _____   Student Living Cntr: _____

Registrar: _____

Affidavit of In-State Residency

STUDENT IN-STATE RESIDENCY
AFFIDAVIT OF RESIDENCY
Submit to: Dean of Student Services
Seward County Community College
Liberal, Kansas

I, _____ (Student Name) , the undersigned, hereby state that I moved to
_____ (City), Kansas, as an out-of-state resident on _____, 20____,
and at that time, I acquired an abode through purchase, rent, or otherwise, and that I intend to live in it continuously
on a permanent or indefinite basis. I further swear that at least six (6) months time will have elapsed from the date
shown above to the first day of classes of the _____, 20____ semester, and that I still intend to
live in the State of Kansas permanently or indefinitely including the Summer months.
I further state that on this date my permanent abode is:

(Street Address)   _____
(City or Town)   _____
(State)   _____   (Zip)   _____

and, that I have provided, with this affidavit, three (3) of the following items:
[   ]   Receipt for purchase of Kansas license tags dated at least 6 months before term starts.
[   ]   Receipt for payment of Kansas property taxes dated at least 6 months before term starts.
[   ]   Employment verification or payroll check stubs from a Kansas employer or school attendance at Seward
County Community College commencing six (6) months prior to the first day of classes of the
_____, 20____ semester.
[   ]   Copy of voter registration in the State of Kansas dated 6 months prior to the school term.
[   ]   Copy of Kansas driver's license dated at least six (6) months prior to school term.
[   ]   Utility Receipt and/or rent receipts continuously for the prior 6 months.
[   ]   Verification from a Kansas resident that the above named student has resided with her/him for 6 months
before the school term starts.

Dated the _____ day of _____, 20____
_____
Signature of Student, Signed under Penalty of Perjury
_____
Social Security Number
_____
Name of parent or nearest relative with whom you do not live
_____
Address of parent or nearest relative with whom you do not live
_____
City/Town/Zip of parent or nearest relative with whom you do not live
_____
Area Code & Phone number of parent or nearest relative with whom you do not live
Subscribed and sworn to before me this _____ day of _____ , 20____, in
_____,
(City)
_____ County, Kansas.
_____ My Commission expires:
Notary Public   (Seal)

For Official Use Only   Date Received by the Registrar:_____