Directory Information

Physical Address: 1801 N Kansas Ave
Liberal, KS 67901

In Liberal: 624-1951

Mailing Address: PO Box 1137
Liberal, KS 67905-1137

Outside Liberal: 1-800-373-9951

Departments

Academic Achievement Center	Director	620-417-1300
Administration	President	620-417-1010
	VP of Academic Affairs	620-417-1012
	VP of Finance & Operations	620-417-1018
	VP of Student Services	620-417-1016
	Chief Information Officer	620-417-1202
Admissions	Office	620-417-1100
Adult Learning Center	Office	620-417-1310
Athletics	Office	620-417-1551
Bookstore	Office	620-417-1150
Business and Industry	Office	620-417-1170
Cafeteria	Food Service Director	620-417-1970
Development and Alumni	Office	620-417-1130
Divisions	Agriculture, Business, & Personal Services	620-417-1351
	Epworth/Allied Health	620-417-1401
	Humanities/Social Sciences	620-417-1451
	Math/Science/PE	620-417-1501
	Industrial Technology	620-417-1651
Financial Aid	Office	620-417-1110
Human Resources	Office	620-417-1120
Information Technology	Director	620-417-1202
Library	Office	620-417-1160
Maintenance	Director	620-417-1240
Marketing & Public Relations	Director	620-417-1125
Multimedia Technology	Director	620-417-1201
Outreach	Director of Outreach	620-417-1364
Registrar	Office	620-417-1060
Research & Assessment	Director	620-417-1600
Security	Supervisor	620-417-1181
Student Life	Director	620-417-1064
Student Housing	Director	620-417-2102
TRIO/Student Support Services	Director	620-417-1605
Wellness Center	Director	620-417-1140

Table of Contents

GENERAL INFORMATION **5**

History 5
Board of Trustees 5
Location 5
Accreditation 5
Institutional Integrity 5
Mission & Philosophy 5
Institutional Purpose & Function 5
Institutional Goals 6
Graduation/Completion Rates 6
Policy of Nondiscrimination 6

ADMISSIONS INFORMATION **7**

Admission 7
SCCC Admission Procedures 7
Specific Program Admission Procedures 8

REGISTRATION & ENROLLMENT **9**

Enrollment Procedures 9
Transfer Students 9
Residency 9
Change of Schedule 11
Withdrawal from College 11

STUDENT SERVICES POLICIES & PROCEDURES **12**

Transcript Information 12
Change of Name & Address Information 12
Family Educational Rights & Privacy Act (FERPA) 12
Inclement Weather or Emergency Closings 14
Drug Free Institution of Higher Education Policy 14
Campus Crime Statistics 15
Student Code of Conduct 15
Sanctions 17
Student Right of Due Process 17
Computer Usage 17
Sales & Solicitation Policy 17
Signs & Poster Policy 17

STUDENT SUPPORT SERVICES & STUDENT LIFE ACTIVITIES **18**

Campus Security 18
Facilities 18
Academic Advising 19
Career Counseling 19
Personal Counseling 19
Substance Abuse Prevention 19
Student Immunizations 19
Student Activities Program 20
Student Accessibility Services 20
TRIO/Student Support Services 21

COSTS **22**

Tuition & Fees 22
Payment of Obligations 22
Refund Policy 23

WRITTEN NOTIFICATION 23

FINANCIAL AID 24

GENERAL INFORMATION 24
ELIGIBILITY FOR FINANCIAL AID 24
TYPES OF FINANCIAL AID 24
FINANCIAL AID REQUIREMENTS 25
Institutional Aid Requirements 25
VETERAN'S BENEFITS 27
VOCATIONAL REHABILITATION 27

ACADEMIC POLICIES & PROCEDURES 28

GRADUATION INFORMATION 28
ACADEMIC POLICIES & PROCEDURES 28

OTHER INSTRUCTIONAL OPTIONS 36

OUTREACH & CONCURRENT ENROLLMENT CLASSES 36
ADULT BASIC EDUCATION (ABE/ESL) 36
BUSINESS & INDUSTRY SERVICES 36
ONLINE EDUCATION 36

SCCC FOUNDATION 37

SCHOLARSHIPS 37
FOUNDATION FUNDS 37

DEGREE, CERTIFICATE, & GRADUATION REQUIREMENTS 37

TYPES OF DEGREES & CERTIFICATES 37
ASSOCIATE OF ARTS (AA) 38
ASSOCIATE OF SCIENCE (AS) 39
ASSOCIATE OF GENERAL STUDIES (AGS) 40
ASSOCIATE OF APPLIED SCIENCE (AAS) 41
ASSOCIATE OF APPLIED SCIENCE IN TECHNICAL STUDIES (AASTS) 42
COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS 43
PROGRAMS 44
Accounting - Associate of Science 44
Agriculture - Associate of Science 45
Auto Body/Collision Repair - Associate of Applied Science 46
Automotive Business Management - Associate of Applied Science 47
Automotive Business Management – Certificate C 47
Automotive Mechanics Technology - Associate of Applied Science 48
Automotive Mechanics Technology – Certificate A & B of Completion 48
Behavioral Science - Associate of Arts 49
Biology - Associate of Science 50
Business Administration - Associate of Science (Transfer Articulation to Kansas Regents University) 51
Business Administrative Technology - Associate of Applied Science 52
Business Marketing/Management - Associate of Applied Science 53
Chemistry - Associate of Science 54
Computer Information Systems - Associate of Science 55
Corrosion Technology - Associate of Applied Science 56
Corrosion Technology - Certificate A & B of Completion 56
Cosmetology - Associate of Applied Science 57
Criminal Justice - Associate of Science 58
Diesel Technology - Associate of Applied Science 59
Diesel Technology – Certificate C of Completion 59
Drafting & Design Technology - Associate of Applied Science 60
Drafting & Design Technology – Certificate B & C of Completion 60
Education - Associate of Arts 61

English - Associate of Arts *62*
Fire Science-SAPP *63*
Food Science and Safety - Associates of Applied Science *64*
History – Associate of Arts *66*
Journalism - Associate of Arts *67*
Machine Tool Technology - Associate of Applied Science *68*
Machine Tool Technology – Certificate of Completion *68*
Mathematics - Associate of Science *69*
Medical Laboratory Technology - Associate of Applied Science *70*
Music - Associate of Arts *71*
Natural Gas Compression Technology - Associate of Applied Science *72*
Natural Gas Compression Technology - Certificate C of Completion *72*
Practical Nursing - Certificate *73*
Nursing (AND) - Associate of Applied Science *73*
Pre-Dentistry - Associate of Science *74*
Pre-Engineering - Associate of Science *75*
Pre-Medical - Associate of Science *76*
Pre-Physical Therapy - Associate of Science *77*
Pre-Veterinary - Associate of Science *78*
Phlebotomy - Certificate of Completion *79*
Philosophy - Associate of Arts *80*
Physical Education - Associate of Science *81*
Physical Education-Personal Training - Associate of Science *82*
Physical Education--Sports Medicine - Associate of Science *83*
Physics - Associate of Science *84*
Process Technology - Associate of Applied Science *85*
Process Technology - Certificate B of Completion *85*
Respiratory Therapy - Associate of Applied Science *86*
Sports Management - Associate of Science *87*
Social Science – Associate of Arts *88*
Speech & Drama – Associate of Arts *89*
Science - Associate of Science *90*
Surgical Technology - Certificate of Completion *91*
Visual Arts - Associate of Arts—Studio Arts Emphasis *92*
Visual Arts – Graphic Design - Associate of Science *93*
Welding Technology - Associate of Applied Science *94*
Welding Technology – Certificate A, B, & C of Completion *94*

COURSE DESCRIPTIONS **95**

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 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.

For 40 years, Seward County Community College (SCCC) and Southwest Kansas Area Technical School (SWKTS) operated separately. After legislative action directed technical schools to merge with a degree-granting institution, the USD 480 Board of Education and the SCCC Board of Trustees formally approved a consolidation agreement in February, 2008. As stipulated in the agreement, SWKTS operations were consolidated with SCCC operations on July 1, 2008. From an initial enrollment of 331, the college has progressed to over 2,000 students.

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 an operational policy, and the overall welfare of the college.

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 regional airline.

Accreditation

Seward County Community College welcomes evaluation of its programs and services. Comments may be shared directly with the college or with Higher Learning Commission, 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.

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

Mission & Philosophy

Seward County Community College provides opportunities to enrich and improve each person's life through a range of academic programs, including technical education, certificate and degree programs, and transferable degree programs, for the advancement of the individual and the community.

- We believe in an inclusive educational experience that is dynamic, challenging, engaging, memorable and relevant. By creating a quality and accessible educational experience, we play an integral role in our community, the lives of its citizens, and in ultimately shaping a positive and rewarding future for everyone.

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

- 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.

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 40 percent for first-year students who entered Seward County Community College on a full-time basis during the fall semester, 2014. This figure includes those who received a degree, certificate, or transferred to a four-year institution within a 3-year period.

Policy of Nondiscrimination

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Seward County Community College are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Seward County Community College compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Dennis Sander, 1801 N Kansas, Liberal, KS 67901, (620) 624-1951, email address: dennis.sander@sccc.edu. His office is located in the Hobble Academic Building, Office #A116.

Mr. Sander has been designated by Seward County Community College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, TitleIX, or Section 504.

Admissions Information

Admission

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

- A graduate of a high school that is accredited by the Kansas State Department of Education or a recognized regional/state accrediting agency.
- A transfer student with earned credit from other regionally accredited higher educational institution(s). 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.
- A graduate of a state registered non-accredited private school (home school) or
- A successful completer of the General Education Development (GED) examination.

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.

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.

SCCC Admission Procedures

New Students

- Complete an Application for Admission.
- Submit an official high school transcript in a sealed envelope, an official copy of a GED Certificate, or a certificate from registered home school.
- Submit official transcript from each college/university attended (an official transcript is one that comes directly from the college attended either in a sealed envelope or electronically).
- Submit ACT, SAT or Accuplacer scores.
- Submit a completed TB Questionnaire.
- Complete a Scholarship Application and submit to the Financial Aid Office; April 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 (http://www.fafsa.gov).
- Schedule an appointment time for an All Saints Day 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.

Returning Students

Students, who have previously attended SCCC, if 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 Registrar's Office.

Transfer Students

A student wanting to transfer from a regionally accredited college/post-secondary institution is eligible for admission if the student is eligible to re-enter the institution last attended and meets 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.

- Take the SCCC course placement assessment.
- 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;

1) Limit SCCC enrollment to 12 credit hours or less per Fall/Spring Term or 6 credit hours or less per Summer Term.
2) Student is placed on Academic Probation Status and must maintain at least a 2.0 GPA each semester to continue SCCC enrollment.

Current High School Students

High school sophomore, junior and senior students may be admitted and enroll concurrently in college courses with written permission of their high school principal and achievement of college placement scores. Students younger than high school sophomores enrolled in a recognized gifted program may be admitted and enroll in college courses after advisement with college staff, with permission of the school principal, and a copy of the student's Individual Education Plan (IEP), and course placement assessment scores are required.

Personal Development Students

Individuals wanting to enroll in classes for self-improvement, not seeking a degree or certificate, may be admitted upon submission of an Application for Admission, Form E-Z. Students are not required to submit transcripts or take the course placement assessment and are not eligible for Federal Financial Aid.

International Students

An International Student seeking admission to Seward County Community College must meet all admission requirements and qualify for a Certificate of Eligibility (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 VP of Student Services Office:

- Proof of English Proficiency (TOEFL Score of 500+ or paper-based test OR 61+ Internet-based test OR English Courses on Transcript).

- Proof of financial support from Financial Institution/Sponsor (verification from Financial Institution).
- Transcript (certified copy translated in English).
- Application for Admission to SCCC completed along with a $100 International Student Application Fee (non-refundable).
- Submit a completed TB Questionnaire.
- 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 student is required to contact the DSO within 15 days of the program start date listed on the I-20 Form.
    - Provide official transcripts translated in English from all colleges attended.
    - Copy of Passport
    - Student Payment Understanding
    - Immunization Records
    - Health Insurance Information

Students will be required to take the Accuplacer placement test to determine skill level for placement into college level classes. If Accuplacer scores indicate the need, students may be asked to take the CASAS test and to enroll in the appropriate English as a Second Language (ESL) classes.

Specific Program Admission Procedures

Admission to SCCC does **not** guarantee enrollment in specific programs of study such as Nursing, Respiratory Therapy, Surgical Technology, Medical Laboratory Technology, Phlebotomy, or Cosmetology. Students seeking admission to one of these programs must meet additional requirements specific to that program. Prospective students are encouraged to contact the appropriate program director for admission information.

Cosmetology Students

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

- Complete an Application for Admission
- Submit ACT scores and/or complete the course placement assessment.
- Interview with the Financial Aid Director regarding financial aid.
- Provide a cover letter stating information about yourself and why you are interested in the cosmetology program.
- Provide three (3) letters of reference.
- Submit all transcripts, 2 copies of official high school and previous college, for SCCC.
- Official high school transcript, in a sealed envelope, one for cosmetology program and one for Registrar's office.
- Submit certified copy of social security card.
- 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 consists of choosing a program of study and having it approved by an advisor, enrolling in individual courses, and 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 Accuplacer placement assessment, ACT or SAT examinations, 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. To be considered officially enrolled in classes, tuition and fees must be paid at the Business Office. 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 VP of Academic Affairs, 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 are considered a standard semester load (Fall/Spring) at SCCC. A student must have prior written approval from their academic advisor and the VP of Academic Affairs 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 VP of Academic Affairs.

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 semester (Fall/Spring/Summer). Scholarship recipients at SCCC are required to be enrolled in at least fifteen (15) credit hours in a regular semester Fall/Spring to maintain eligibility to receive institutional scholarships.

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 on the academic calendar which is available on the SCCC website.

Transfer Students

Students seeking AS, AA, AAS, or AGS degrees must complete at least 15 credit hours in residence at Seward County Community College.

Residency

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

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.

Border States

Students who are residents of the following states will be charged border state tuition rates: Colorado, New Mexico, Missouri, Nebraska, Oklahoma, and Texas.

Non-Resident Status (Out-of-State or International)

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

International

A student who is a citizen of another country will be classified as International unless the student meets the Kansas six (6) month residency requirement. It is the responsibility of the student to initiate any request for change of residency; an Affidavit of Residency form may be obtained from the Registrar's Office.

A student who has been issued a Certificate of Eligibility (CIS Form I-20 with an F-1 Visa) to attend college at SCCC cannot be considered a Kansas resident and will be classified as International. High school exchange students with a J-1 Visa who take SCCC classes concurrently will also be classified as international.

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

Residency under Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act")

Effective July 1, 2015, in order to maintain approval to offer programs of education for payment of benefits under the Post-9/11 GI Bill® and Montgomery GI Bill-Active Duty at public institutions of higher learning, schools must charge in-state tuition and fee amounts to "covered individuals." A "covered individual" is defined in the Choice Act as:

- A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.

- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.

A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

Residency under Kansas HB 2145

Eligibility for Resident Tuition (In-State) under Kansas 2004 House Bill 2145 for Certain Undocumented Immigrants and Others

Any student who meets all of the following criteria can be considered a Kansas resident for tuition purposes if:

1. student has attended an accredited Kansas high school for three or more years

and

2. student has graduated from an accredited Kansas high school or has received a GED issued in Kansas

and

a) in the case of a person without lawful immigration status – student has signed and filed an affidavit with SCCC stating that the student or student's parents have filed an application to legalize such student's/parent's immigration status (or will file such an application as soon as such person is eligible to do so).

or

b) In the case of a person with a legal, nonpermanent immigration status – student has filed with SCCC an affidavit stating that such student has filed an application with the U.S. Citizenship and Immigration Services (CIS) to begin the process for U.S. citizenship (or will file such an application as soon as such person is eligible to do so).

Under this 2004 Kansas law, effective July 1, 2004, students who are not eligible for Kansas residency include:

1. students who have a valid student visa (International students with F-1, and J-1 visas).
2. students who are eligible to enroll in a public postsecondary educational institution in another state and be considered residents of that state.

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 payment of Kansas property tax.
- Receipt for purchase of Kansas motor vehicle license tags.
- Employment verification or payroll check stubs from employer, showing Kansas address or school attendance at SCCC commencing six (6) months prior to the start of the term.
- Copy of Kansas voter registration card.
- Copy of Kansas driver's license.
- Bank statements, utility and/or rent receipts showing Kansas address in student's name.
- Notarized verification from a Kansas resident that the student has resided with him/her/them for the six months prior to the start of the term. (Include a copy of that person's Kansas driver's License.

The Affidavit of Residency form requires that the student's signature be notarized by a Notary Public.

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,

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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 VP of Student Services, the VP of Finance & Operations, 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 is denied. The appeals request must be initiated, in writing, with the VP 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 first week of any semester. Classes can be added after that date only if initiated by the instructor. The instructor must contact the registrar's office to add a student to his/her class after that time (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 VP of Academic Affairs and/or designee 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 are obligated for 100% of tuition and fees incurred after the third week of classes. 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, 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 one week before the completion of the course.

Specific dates are published in the academic calendar. It is the student's responsibility to meet published time-lines.

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.

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.

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 Registrars Office.
- 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.

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 non-attendance 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.

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.

How to Order a Transcript

- Go to www.sccc.edu to request a transcript to be sent electronically, by mail or by fax.
- 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, electronically, 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.

Transcript Charges

The cost for an Official Transcript is $5 per copy or $7.25 for an electronic request 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 the instructor, Dean, agency, certification, etc. to determine educational content and appropriate classification of work presented. The maximum allowable credit for prior learning is 75% of the total program hours.

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

*To receive credit for coursework done in another country, you will need to request a course-by-course evaluation to be done on your transcript by a NACES or AICE member organization, then request that the evaluation be sent to Seward County Community College. The list of NACES & AICE organizations can be found here: http://www.naces.org/members.html and http://aice-eval.org/members/

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

Change of Name & Address Information

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, 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 two forms of government issued identification 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.

Family Educational Rights & Privacy Act (FERPA)

Policy on Student Records in Accordance with FERPA

I. 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.*

   Students should submit to the registrar, VP, 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.*

   Students may ask the College to amend a record that they believe is inaccurate or misleading. The 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 student, the college will notify the 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 eligible student notifies the Student Privacy Officer (VP 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 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. 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 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 student notifies the Registrars Office 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 (VP 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 VP of Student Services or to the VP of Finance & Operations.

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. Students will also be notified through SCCC emergency notification system (RAVE) by receiving an emergency text message.

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 types 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:

Radio:

- 107.5 FM
- 106.7 FM
- 101.5 FM
- 99.1 FM
- 1420 AM
- 1270 AM

Television:

- Wichita Television Stations
- Amarillo Television Station
- Local Cable Channel 17 - SCCC

Other:

- Rave Mobile Safety (emergency alert messaging system)
- SCCC Facebook
- SCCC Twitter

If, in the event that inclement weather conditions do arise while a student is on campus, students should make every effort to keep abreast of the posted SCCC emergency protocols. Emergency protocol manuals are posted in prominent locations throughout each campus building. Protocol manuals designate emergency coordinators in each building as well as designated shelters in case of a tornado. Emergency Procedure Manuals are also available from the Security Department in the Student Union Building, room SW109.

Drug Free Institution of Higher Education Policy

Seward County Community College ("SCCC") is committed to the development and maintenance of a drug free environment in accordance with the Drug-Free Workplace Act of 1988 and Drug Free Schools and Communities Act of 1989. Accordingly, it is the policy of SCCC that it will not permit the possession, use, consumption, manufacture, or distribution of alcohol or illegal drugs by its employees or students: on SCCC owned or controlled property; while engaged in SCCC activities on or off campus; or in SCCC vehicles. Consumption of alcohol at official SCCC sponsored off-campus events must be approved in advance by the SCCC President *provided however*, SCCC will not permit the consumption of alcohol at such events by any individual under the age of 21. The group leader of each student group traveling off campus to SCCC sponsored/sanctioned events will meet with the organization to clarify the approach the group will take on the use and abuse of alcohol and other drugs. This policy and the Student Code of Conduct will be reviewed with to all members of each student group.

SCCC shall distribute the following in writing to all students and employees annually:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities;
- A description of the applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol;

- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, rehabilitation, and re-entry programs that are available to employees or students; and,
- A clear statement of that SCCC will impose disciplinary sanctions on students and employees (consistent with federal, state, or local law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

SCCC shall also conduct a biennial review of its program:

- To determine its effectiveness and implement changes if they are needed; and,
- To ensure that the sanctions developed are enforced consistently

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.

Campus Crime Statistics

Complete statistics may be obtained from the security office (AA 159). Safety and security at SCCC is a shared responsibility between the administration, campus security, students, 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.

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 VP of Student Services. Harassment includes sexual and racial harassment and may include verbal and/or physical actions, or by use of electronic 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** - Pursuant to Kansas law it permissible for the carrying of a concealed handgun on campus by legally qualified individuals, (individuals 21 years of age and older) in accordance with the Conceal Carry and Storage restrictions hereinafter set forth:
   Conceal Carry and Storage Restrictions:
   Concealed Carry: Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law and this policy. Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the handgun in any way,

shape or form. "About their person" means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual.

Residential Students: Handgun storage will be provided by SCCC. When not carrying the weapon it shall be stored in a locked and secure firearm safe, ensuring that the weapon is not accessible to another unqualified and/or irresponsible person. Upon request of a dorm manager, college administrator or security officer, the resident will open the safe for inspection or upon administrative investigation. If the weapon is stored within a vehicle, the vehicle must be locked and secured and the weapon must not be visible from outside of the vehicle. The resident shall seek the permission from the dorm manager whenever a special circumstance or situation arises in which consideration for a change is needed. Students violating these restrictions shall be dealt with sternly, which includes a fine, and/or immediate remedial action including a temporary seizure for safe keeping of the weapon, or being referred to law enforcement, and/or removal from the campus, and/or residential area.

Non-Resident Students: Handgun storage is not provided by SCCC. Individuals may store a handgun in the individual's vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle.

Specifically, it is prohibited for any individual to store a handgun:

- In a vehicle that is unlocked or when the handgun is visible from outside the vehicle
- In an individual's office
- In an unattended backpack/carrier
- In any type of locker, or
- In any other location and under any circumstances except permitted by this policy and by state and federal law.

Handgun storage by any other means is prohibited unless permission has been granted by SCCC Administration or the Director of Safety and Security. SCCC is not responsible for any loss, or damage to private property. Owner or possessor of the handgun shall assume all risks and liabilities associated with it.

Except as provided above, 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.

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 VP of Finance & Operations.

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 College Judicial Board. It is a Board consisting of 3-5 members of the college community to include students, faculty and administration. The Director of Student Life and Leadership will chair the Judicial Board. The College Judicial Board will determine if sanctions are warranted. When sanctions involve suspension of more than 3 days or expulsion from the 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.

The written appeal request must state:

1. Full name
2. Phone Number
3. E-mail address
4. College ID
5. Name of person that imposed sanction
6. Incident that occurred
7. The grounds of which the complainant(s) believes that the violation on the college rules has occurred

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 VP of Student Services, the VP of Academic Affairs, and/or the VP of Finance & Operations.

Enrollment in any SCCC course constitutes agreement, by the student, to abide by the terms of the computer use policy located at ***http://www.sccc.edu/academics/computer_useage_policy.htm*** 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 VP 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 Life & Leadership, Director of Public Relations, or VP of Student Services. Signs will be removed if not stamped.

- 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

Student Support Services & Student Life Activities

Campus Security

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 full-time campus security staff is maintained 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.

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/web/students/security/report-crime-via-the-web

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 VP of Finance & Operations, or the VP of Student Services.

Facilities

Computer Labs

SCCC offers multiple computer labs with updated software and computers for classroom hands-on learning and student study. Computer labs are open to students to complete course assignments, write papers, work on projects, use specialized software, search the internet, and communicate with their instructors and classmates via email.

Library

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

Mathematics Resource Center (MRC)

The Hobble Academic Building is the home of the Mathematics Resource Center (MRC), located inside the SCCC Library. The MRC has resource assistants available to help with math coursework, computers specifically for students taking math and science courses, and space available for math and science study groups. A professional Math tutor will be available in the MRC to assist students.

Student Living Center

The college operates a Student Living Center as a co-ed dormitory accommodating 250 students on campus, and two suite 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 on the SCCC website.

Student Success Center (SSC)

The SCCC Student Success Center (SSC) is located just south of the Library. Like the Library, the SSC is open to all students. Even

if you're not taking a computer course, you're welcome to use the equipment and services. Staff are available for support with academic, career, and personal counseling at no charge to the student. Tutors are available and accessible in the SSC to assist students with their studies. Student can also make private tutoring appointments. There is no cost to the student.

Academic Advising--If you're a new student or haven't yet declared a major, you can see an advisor in the Student Success Center for help in planning your class schedule. They can help all new and non-degree students plan their classes for the short or long term. (If you've already declared a major, your faculty advisor is your source for academic counseling.)

Career Counseling--If you need help defining your career goals and identifying the skills you'll need, ask for career counseling. The Student Success Center helps you match your skills and interests with career choices. You can take a class or get individual counseling. The center is also ready to help you with job-search training, resume writing and interviewing techniques when you're ready to go for that job.

Personal Counseling--Personal problems can interfere with academic success. If you're having trouble concentrating on your studies or are depressed for any reason, make an appointment with a counselor. The Counseling Office will help you sort things out and get back on track.

Substance Abuse Prevention--The Student Success Center has information and counseling for substance abuse problems. This office can also refer clients to community agencies for long-term counseling.

Student Union Facility

The Student Union houses the Saints Bookstore, cafeteria, Wellness Center, Director of Student Life & Leadership, gymnasium, swimming pool, general meeting rooms, Internet Café, student recreational areas, and T.V. Lounges, providing 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 Life & Leadership.

Testing Center

The SCCC Testing Center, located in room A-103 in the Hobble Academic Building, is available to students for placement testing, on-line testing for SCCC classes, proctoring and testing for eduKan classes, GED testing, CLEP testing, make-up exams, and a variety of other testing options for students. The Center is open during regular campus hours and evening and weekend testing opportunities may also be scheduled through the Testing Center Facilitator.

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 ellipticals, steppers, bicycles and treadmills to assist each individual in his or her cardiovascular fitness, a large component of wellness. Apex equipment 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.

Writing Center

The Writing Center, located in the Hobble Academic Building room A-136, is open to all SCCC students for help with writing assignments in any class. Students can find help with understanding teacher expectations, selecting a topic, researching, developing content, organizing, revising, and editing writing assignments. The Writing Center has a convenient place for you to plug in laptops or tablets and desktop computers available to work on assignments in the Center. A professional writing tutor will be available in the Writing Center to assist students.

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.

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.

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 Life & Leadership for a complete list of approved campus clubs. Registration with the Director of Student Life & Leadership 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. 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 Life & Leadership; any student wishing to participate in SGA or file for an SGA office should visit with the director.

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.

Intramural Activities

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

Student Fundraising

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 Life & Leadership or the VP 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 Foundation; in this case, checks must be made payable to SCCC 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)

Student Accessibility 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 the 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

Service Animals Policy

Beginning on March 15, 2011, only dogs are recognized as service animals under titles II and III of the Americans with Disabilities Act (ADA). A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Examples of such work or tasks include:

- guiding people who are blind
- alerting people who are deaf
- pulling a wheelchair
- alerting and protecting a person who is having a seizure
- reminding a person with mental illness to take prescribed medications
- calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack
- or performing other duties

Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. This definition does not affect or limit the broader definition of "assistance animal" under the Fair Housing Act.

TRIO/Student Support Services

The Trio/Student Support Services (SSS) is a federally funded grant program. SCCC was awarded the grant in 2005 and serves 160 students each academic year. SSS plays a critical role for the college in supporting the persistence, graduation, transfer and ultimate academic success of our students.

Eligibility

Students who meet at least one of these requirements:

- Are first-generation college students
- Plan to transfer and complete a bachelor's degree
- Are undecided in a major
- Meet required federal income levels
- Are academically underprepared
- Have a documented physical or learning disability

Services

Academic Advising- creation of individualize student success plan
Major/Career and Financial Literacy Advising
Professional Tutoring in all core areas
Workshops on study skills, math anxiety, time management, etc.
Referral services
English Language Services
Transfer Assistance – securing admissions/financial aid for 4-year institutions
University visits
Cultural opportunities
Study tables
Job shadowing

Staff

SSS staff use an intrusive advising approach; meaning staff take the initiative to reach out to students to offer advice, support, and assistance rather than waiting on the student to seek help. The SSS advisor schedules meetings with program participants at critical junctures, especially during the first-year of enrollment, following receipt of notifications of academic difficulty, create with the student a degree completion plan and assess obstacles to that plan. The SSS staff demonstrates an active concern for the academic success of each participant.

SSS Student Participants

The students who choose to participate in SSS realize that they are ultimately responsible for the outcome of achieving their education goals. However, they realize the value of having a network of people that have the knowledge and skill to guide them on their path to academic success.

For more information on TRiO/SSS and to apply visit us on our webpage at www.sccc.edu/go/sss .

Costs

Tuition & Fees

SCCC Costs
Rates for 2017-2018 Academic Year

(per credit hour)	Tuition	Fees
Seward County Resident	$63	$36
In-State (non-Seward resident) Tuition	$64	$36
Border State* Tuition	$86	$36
Out-of-state Tuition	$101	$36
International Tuition	$101	$36
Seward Online	$111	$36
EduKan Course Tuition/Fees	$150	$0

Border States include:
* Colorado, New Mexico, Missouri, Nebraska, Oklahoma, Texas

Tuition

Tuition rates are approved by the Seward County Community College Board of Trustees each academic year.

Fees

Student fees are approved by the Seward County Community College School 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

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

Living in the on campus housing units is a great way to meet friends, participate in campus activities and personally grow from the experiences which come along with campus living.

The College operates three on campus coed housing facilities to accommodate up to 250 full time students. Each facility is a little different in its floor plans, location and amenities offered. Students who complete their contract and pay their deposit will be given preference to which facility they are assigned to. (Specific information and pricing is listed on the housing contract located on the sccc.edu website or SCCC Admissions Office). Depending on the facility requested facility may include Internet access, a student lounge, a central computer lab, cable TV and/or laundry facilities. A meal plan is an internal part of every housing contract.

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.

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 Schedule

Payment in full of all charges on the student account must be made by the 20th day of each semester to avoid a service charge of $35 being assessed by SCCC. Deferment of payment, without an SCCC service charge, is allowed by:

1. Students who are participating in the FACTS Plan (arrangements must be made prior to the 20th day of class and/or semester);
2. Students who make payment arrangements with the VP of Finance & Operations prior to the 20th day of class and/or semester);
3. Students who have been approved for financial aid that will pay the entire amount owed (the amount of financial aid may be deferred, however if total charges exceed the amount of financial aid, students are expected to pay the remaining balance by the first day of the class and/or semester to avoid a service charge).

FACTS Plan

Students may choose to defer payment to SCCC by participating in the FACTS Plan. FACTS is a method for students to budget tuition, fees, and educational expenses and then make monthly payments. The FACTS Plan allows students to authorize automatic payment by:

1. An electronic bank-to-bank transfer or
2. By electronically charging their monthly payment to their credit card.

A $35 fee per semester is charged to use the FACTS Plan. Other costs possible when using the FACTS Plan are: a $2.00 fee is assessed when FACTS is used to make a full payment; a $30 fee is assessed for each month that an automatic bank payment is missed. For more information students should refer to a FACTS Plan brochure available from the business office, admissions office, and the financial aid office or access FACTS Plan information at www.sccc.edu. (Requires student log-in). General information about the FACTS Plan can be found at www.factsmgt.com.

Payment Guidelines
- MasterCard, VISA, American Express, and Discover cards are accepted for payment of student charges along with cash, checks, and money orders. All payments must be made in U.S. Dollars.

- All students who have an account balance after the 20th day of the class and/or semester will be assessed a $35 service charge by SCCC (some exceptions apply).
- All existing financial obligations for a semester 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 placed 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 the financial aid is disbursed; if the amount of the financial aid will cover the full amount of the charges on the student's account, no service charge will be applied by the Business Office; if the financial aid to be disbursed does not cover the entire charges the student must pay the balance by the 20th day of the semester or a $35 service charge will be applied. For more information students should contact the Business Office and/or the Financial Aid Office.
- 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.

SCCC Courtesy Card

Persons age fifty-five (55) years or older who are area residents are eligible to apply for an SCCC Courtesy Card.

The SCCC Courtesy Card remains in effect for the person it was issued to until area residency terminates.

Benefit of the courtesy card:
Tuition waiver for courses taken for college credit (other than EduKan classes); however, student fees and special course fees, and books are student's responsibility.

To obtain a courtesy card visit the Admissions office in the Hobble Academic Building.

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.

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 Cancelled Courses

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 academic 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

All 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, a link to IRS Data Retrieval tool on FAFSA, or tax transcript from IRS, etc. may be requested by the SCCC Financial Aid Office.

Application for grants and scholarships are made available 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. All scholarships or grant funds awarded to the student must be reported to the Financial Aid Office.

Scholarships

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 scholarship recipients are selected by a designated scholarship committee using the student's information provided on a completed SCCC Scholarship Application. Outside scholarship recipients are selected by the different organizations and are based on their own unique criteria. Other outside scholarships require application through the organization.
http://www.sccc.edu/students/financial_aid/outside_scholarships.html

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 15 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 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.

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 or April 1.
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 high school GPA of 2.0. After attending SCCC or any other college a 2.5 GPA is required to receive the tuition grant.
7. Part-time Tuition Grant recipients must be certified in at least 6 credit hours and complete the 6 credit hours. If student has no previous college hours, a minimum high school GPA of 2.0 is needed to receive the grant. After completion of one semester at SCCC or any other college a 2.5 GPA is required to receive a tuition grant.

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

Tuition Grants for all semesters are contingent upon available funds.

Book Rental Scholarship

This 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. Eligible programs are:

Art, Athletics, Cheerleading, Criminal Justice, Crops Judging, Dance, Drama, Enactus, Instrumental Music, Journalism, Livestock Judging, Peer-tutoring, Saints-N-Action, Soils Judging, Sports Manager, Sports Medicine and Vocal Music. 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).

Federal Pell Grant

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 2018-2019 award year will be $6,095. 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 online at www.fafsa.gov.

Athletic Scholarship

These scholarships made by SCCC are governed by the National Junior College Athletic Association (NJCAA) and the Kansas Jayhawk Community College Conference (KJCCC). 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 SCCC cumulative GPA must be maintained for the student to continue to receive the award.

Work-Study

Work-study is considered a 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 on the financial aid website. 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. First time student workers 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.

Students can be nominated from various areas across campus. Students who are nominated and selected must attend an orientation session before beginning the program.

For more information contact the Admissions Office.

Student Loan

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. Outside alternative student loans are not certified by SCCC.

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. Must also provide official transcripts from all prior colleges.
- 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. Must also provide official transcripts from all previous colleges.
- Write a thank-you note to the Foundation; excluding tuition grants
- Reside in student housing or commute from student's home
- 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.

Statement of Satisfactory Academic Progress

In accordance with changes in federal regulations as of July 1, 2011.

The federal government requires that the Office of Student Financial Aid at Seward County Community College monitor the academic

progress of all applicants receiving financial assistance under Title IV programs (Federal Pell Grant, SEOG (supplemental grant), Federal Student loans (Stafford and Plus) and Federal College Workstudy. This regulation requires that SCCC establish a Satisfactory Academic Progress policy that includes both a pace (quantitative) and a qualitative measure of progress. In compliance with these regulations, SCCC has adopted the policy in regards to all state and federal financial aid eligibility. Satisfactory academic progress is evaluated at the end of each structured semester.

Pace (Quantitative) Measures

1. Consistent progress toward the degree or certificate shall require that no less than 67% of all attempted coursework be successfully completed. This is a cumulative requirement and will be checked at the end of every term of enrollment. The grades of a "W" (withdrawal), "I" (incomplete), "IP" (in progress), and "F" (failure) are not considered passing grades.

EXAMPLE: To meet the minimum completion rate of 67%, a student who has attempted 28 cumulative credit hours at Seward County Community College must have successfully completed (earned) a minimum of 19 of those 28 hours.

2. If student fails to earn any credits for the term, he or she will be placed on financial aid suspension.

3. Students working toward an associate degree shall be limited to 96 attempted credit hours.

In determining credit hours limits, it is important to note the following:

- All transfer-in hours are counted as both attempted and completed hours;
- Course withdrawals (if not within the 100% refund period) are counted as attempted hours;
- Repeated coursework and remedial classes are counted as attempted hours. (NOTE: Financial aid may pay for the repeat of coursework to improve an earned grade of "F" only for courses required in that student's declared degree. Students repeating a course with an earned grade of "D" or better will qualify for financial aid for this repeated class one time only.)

Evaluation of Academic Records

Evaluation of academic records will take place at the end of each structured term/semester. Any student not meeting the minimum satisfactory academic progress standards at that time will be placed on financial aid warning. A student is eligible for qualified funding while on warning. If minimum standards of satisfactory progress are not met by the end of the next term or the warning term, the student will be placed on financial aid suspension and no further federal or state student assistance will be available. A student that cannot mathematically make progress in one semester will be suspended without a warning semester.

Financial Aid Warning

Students who fail to meet the above listed academic progress standards at Seward County Community College will be placed on Financial Aid Warning for the following semester or the next semester the student attends. Students placed on Financial Aid Warning will remain eligible to receive federal financial aid as long as they meet Satisfactory Academic Progress (a cumulative 2.0 gpa and 67% completion rate), and have not exceeded the maximum number of hours allowed for their program (not to exceed 150%). Suspension of federal financial aid will occur if Satisfactory Academic Progress is not met during warning periods.

Students placed on Financial Aid Warning will be notified in writing by the Office of Student Financial Aid as soon as possible after the end of each semester.

Financial Aid Suspension

Students placed on Financial Aid Suspension will not be eligible for federal financial aid funds. Students will be placed on Financial Aid Suspension based on the following criteria:

1. Did not meet requirements of Financial Aid Warning, or did not mathematically make progress in one semester.
2. Have completed an Associate Degree or beyond. Exceptions may be made on a case by case basis when additional hours required to; establish, maintain, renew certification, or, for other unusual circumstances as per the discretion of the Financial Aid Director. Second Associate Degrees will not normally constitute a special circumstance.
3. Have attempted 96 credit hours or 150% for a 2 year program. Exceptions may be granted on a case-by-case basis at the discretion of the Financial Aid Committee. Students in a one year degree program should visit the Office of Student Financial Aid to determine hours allowed for their specific program.

Students placed on Financial Aid Suspension will be notified in writing by the Student Financial Aid Office after the determination of the suspension. Financial Aid Suspension does not mean a student is prohibited from attending Seward County Community College, as long as all other requirements for attendance are met. They are not eligible to receive financial aid funds and assume the responsibility for payment of the direct costs (tuition, fees, books, dorm, etc.), at the time of enrollment. Students placed on Financial Aid Suspension have the right to appeal the suspension if they feel they have unusual circumstances that warrant an exception to policy. Students must follow the appeal process outlined on the appeal form. See below

Reinstatement of Financial Aid Eligibility

A student placed on financial aid suspension is expected to provide for their educational expenses. Any student placed on financial aid suspension may appeal to the Director of Financial Aid if there were extenuating circumstances that hindered academic performance. Examples: death of a relative, an injury or illness of the student, or other special circumstances. All appeals should be put in writing on the Satisfactory Academic Progress (SAP) Appeal form. These forms are available in the Financial Aid Office or online at www.sccc.edu.

A student who has successfully appealed his/her suspension status will be placed on probation for one term and will be eligible for qualified funding for that term/semester. Each student will be assigned an academic plan. For example the plan may include one or more of the following requirements:

- student may be required to achieve a semester grade point average of no less than a 2.0 and completing no less than 100% of attempted hours for that term;
- limitation of the number of hours allowed to enroll;
- limitation of the number of repeats of a course.

If an exception is not granted under the appeal process, a student may request reconsideration of financial aid eligibility after the student has obtained a 2.00 gpa with a 67% completion rate. All coursework involved in the reconsideration request must be taken at Seward County Community College. (some exceptions to hours being taken at SCCC do apply)

Exceptions to the above will be considered by the Director of Financial Aid on an as-needed basis. The decision of the Director is final.

Satisfactory Academic Progress Appeal Process

The appeal process is available to any student placed on Financial Aid Suspension. During the appeal process, a student is allowed to enroll at Seward County Community College if all requirements of admission or re-admission are met. However, the student is responsible for payment of all direct costs (tuition, fees, books, dorms, etc.), at the time of enrollment. All appeals must be in writing and submitted to:

Seward County Community College
Office of Student Financial Aid
P.O. Box 1137
Liberal, KS 67905-1137

A "Satisfactory Academic Progress Appeal" letter, along with an academic program plan prepared with an academic advisor, should be submitted to the Office of Student Financial Aid within two weeks of the next semester of attendance after the student receives notification of the Financial Aid Suspension. The letter should explain specific mitigating circumstances which prevented the student from maintaining satisfactory academic progress and include supporting statements and documentation from appropriate sources (i.e. physician, certified psychologist, psychiatrist, mental health clinic, attorney, academic counselor, employer, etc.). The appeal letter should also include steps the student will take to insure that the circumstances will not be repeated. The Student Financial Aid Committee will make a decision regarding the appeal and notify the student in writing of the decision within four weeks after receipt of the written appeal and supporting documentation.

If the appeal is denied, the student remains on Financial Aid Suspension. If the appeal is denied or the student does not submit an appeal, the student must obtain a 2.00 grade point and have completed 67% of courses attempted.

PROBATION STATUS

Successful appeals will allow a student to be placed in PROBATION status. Students must meet the conditions outlined in the appeal decision; complete 100% of the hours attempted with a 2.0 cumulative Grade Point Average (GPA). If a student is unable to meet these conditions, the student will be ineligible for aid

Veteran's Benefits

Seward County Community College is approved by the Kansas Veterans' Affairs Commission to offer education to veterans eligible to receive Veterans' Benefits. Applications for Veterans' Benefits while attending school are available by visiting www.ebenefits.va.gov/ebenefits/vonapp. Further information is available by telephone 1-888-GI Bill1 (888-442-4551), which is available 24 hours daily. The telephone number for the Wichita, Kansas VA Office is 1-800-827-1000 and the website is www.benefits.va.gov/wichita. Veterans may also be eligible for other rehabilitation services.

Veterans attending SCCC are eligible for in county tuition rate.

Vocational Rehabilitation

Veterans 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. You can apply for this benefit through your eBenefits account with Veteran Administration.

Graduation Information

Graduation Requirements

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

- a minimum of 64 credit hours completed for an AA, AS and AGS (developmental courses will not count toward fulfilling degree requirements)
- a minimum of 60 credit hours for an Associate of Applied Science
- 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. A student must have a minimum cumulative GPA of a 2.0.

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, Available on the college website, and can 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 are expected to 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 should be filed in the Registrar's Office on or before the first Monday in December. All applications must be signed by the advisor and student with the graduation semester, degree, and core emphasis designated. **Diploma fee of $15.00 is required when the application is submitted.**
- A degree check will be completed by the student and the advisor and submitted to the Registrar by published dates. 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 in the semester applied for, the student must reapply for graduation and pay for a diploma.** The date on the diploma will be the semester and year that all requirements are met.
- Cap/gown/tassel must be ordered and purchased from the SCCC Bookstore.
- Students unable to participate in the Commencement ceremony must submit a request in writing to the VP of Student Services explaining circumstances prohibiting attendance.

Academic Policies & Procedures

Honor Roll

President's Honor Roll

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

VP's Honor Roll

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

Part-time Student Honor Roll

Any student who completes at least six (6) credit hours, but less than twelve (12) credit hours, and has a semester grade point average of at least 3.5 will be listed on the Part-time VP's Honor Roll for that semester.

Academic Dismissal & Probation

An academic warning will be instituted by the Registrar's office if, after attempting 12 or more semester hours at Seward County Community College, a student has failed to compile a 2.0 cumulative grade point average (GPA).

After attempting 24 credits, if a student does not compile a minimum cumulative grade point average of 2.0, he/she will be placed on academic probation. Students will be notified by the Vice President of Student Services office at the conclusion of the semester, if they have not met this minimum grade point requirement.

If placed on probation, a hold will be placed on the student's account. The student must meet with his/her academic advisor and complete a plan for success, prior to being allowed to register for future classes. This plan must be submitted to the Registrar's office after review by academic advisor.

Academic Dismissal & Probation: Student Responsibility

Probationary student enrollment will be between the assigned advisor and the student.

a) A student unable to maintain a minimum 2.0 cumulative GPA must meet with his/her academic advisor prior to completion of enrollment. Students placed on academic *warning* will be notified in writing by the Registrar's office at the conclusion of that semester. Students receiving financial aid will also be notified by the Financial Aid office. Advisors should receive a copy of the student letter and should, at that time, follow up on this student.

b) Students on academic *probation* should be allowed to complete their enrollments with the advisor, adhering to a limit of 12 credit hours for all higher education enrollment.

c) A student may be suspended at the end of any semester during which academic probation occurs if a "C" (2.0) average for the semester is not maintained. Students will be notified by the VP of Student Services at the conclusion of the semester, if they have not met this minimum requirement. Students may apply for readmission to the VP of Student Services after one full semester, excluding summer school.

d) Any appeals concerning the probationary limitation on credit hours should begin with the Registrar who will refer the matter to the VP of Academic Affairs.

Transfer Students on Academic Probation

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

1. Complete an Application for Admission.

2. Provide an official transcript from all prior colleges attended.

3. Take the Accuplacer exam for course placement purposes, if needed

4. Limit SCCC enrollment to twelve (12) credit hours or less per Fall/Spring term or 6 credit hours or less per summer term.

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

Attendance Policy

College Policy

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. Some instructors may have an attendance policy requiring students to withdraw from the class after a certain number of absences. If the students have not followed the process listed above, absences for a regarded school activity will be counted toward maximum absences allowed.

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. In light of these high ethical ideals, as a student of SCCC:

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.

Academic Policy:

Academic dishonesty 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.

Consequences

First Offense: The instructor will determine the appropriate punishment as set forth in the class policies**.** The instructor will also report the incident to the Dean, VP of Academic Affairs and VP of Student Services, who will keep records of infractions. A letter will be sent to the student acknowledging the incident and warning the student of the consequences of a second offense.

Second or Third Offense: The instructor will again determine the appropriate punishment as set forth in the course policies and report the incident to the VP of Academic Affairs and VP of Student Services. The VP's will appoint a committee, composed of themselves and three other full-time faculty members and/or Academic Deans who will review any written information and interview appropriate sources. The accused student will have the right to appear before the committee to provide explanation. If the committee determines that the student is guilty of cheating, then the committee will determine an appropriate punishment.

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 sophomore 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 freshman 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

Definition of Credit Hour A credit hour represents the amount of work that reasonably approximates not less than one hour of face-to-face instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks or an equivalent amount of work over a different amount of time.

The college shall record one semester hour of credit for any student attending a lecture class if the student has made satisfactory progress in the class and the class consists of at least 750 minutes of class instruction, plus time allowed for a final examination. The college shall record one semester hour of credit for any student attending a laboratory class if the student has made satisfactory progress in the class and the class consists of at least 1,125 minutes. The college shall record one semester hour of credit for any student who completes a minimum of 2,700 minutes in on-the-job training, internships, studio work, or clinical experiences in health occupations.

The number of semester hours of credit allowed for each distance education or blended hybrid course shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

In accordance with K.S.A. 1999 Supp. 71-601 (a) "Credit hour" means the basic unit of collegiate level instruction, as determined by the state board, in a subject or course offered at a level not higher than those subjects or courses normally offered to freshmen and sophomores in four-year institutions of post-secondary education which subject or course is approved by the state board. Credit hour does not include within its meaning instruction in a subject or course taken by a student enrolled for audit or in any subject or course not approved by the state board. The state board shall determine whether the subjects and courses offered in the community colleges are at the level of freshmen courses and sophomore courses offered in the state educational institutions and shall not approve any subject or course offered at a higher level.

The Kansas Board of Regents has approved the following recommendations regarding credit hour:

1. A minimum of 750 lecture minutes would constitute one credit hour.
2. A minimum of 1125 lab minutes would constitute one credit hour.
3. A minimum of 2700 minutes of occupational work experience would constitute one credit hour. (This could be in the form of an internship, occupational work experience, OJT, clinical experience or a similar live work experience.)

Additionally, the Kansas Board of Regents defines *distance education* as either an asynchronous or synchronous instructional delivery system in which faculty and students are physically separated in place or time. Teaching and learning are supported by a wide spectrum of existing and evolving media. Any program in which the proportion of content delivered via distance learning is 50% or more will be considered as a distance education program. These offerings will include those offered wholly online and blended or hybrid programs in which a substantial proportion of the content is

delivered through mediated delivery technology to facilitate such activities as online discussions, interactive television, and limited numbers of face-to-face meetings.

For the purpose of clarity, the following descriptions are recommended:

1. Lecture—a period of classroom activity devoted to formal instruction.
2. Laboratory—consists of educational activity in which students will be carrying out experiments, perfecting skills, or practicing activities under the direction of a faculty member.
3. Occupational Work Experience—a learning activity that is related to a student's occupational objectives in which a live work experience is integrated with academic instruction.
4. Distance education—an equivalent amount of instruction and student work leading to equivalent learning outcomes as required for lecture/laboratory as described above.

First Year Seminar

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 of Arts Degree, an Associate of Science Degree or an Associate of 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 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 to real life situations.
- Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.
- Communicate ideas clearly and proficiently in speaking, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.
- Demonstrate mathematical skills using a variety of techniques and technologies.
- Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information.
- Exhibit skills in information and technological literacy.
- Demonstrate knowledge and comprehension of the diverse cultures, creeds and lifestyles of America and the world community.
- Show the ability to contribute to political, civic, and community responsibilities as an informal member of society.
- Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility.

Grading System

This example shows how to calculate your G.P.A.

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	

***Designations of W, I, and P 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 evening classes shall be administered during the final class meeting unless approved by the VP of Academic Affairs.

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 VP of Academic Affairs 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 grade" (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 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 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, all hours attempted since matriculation to college level work will be used to determine aid.

Pass/Fail Course Option

For SCCC credit courses, a student may elect to pursue a course on a PASS/FAIL (P/F) basis; a written contract must be signed by the student, the academic advisor, and the instructor. Under this option, an earned grade of A, B, C, or D will be recorded on the transcript as "P" denoting pass; a grade of "F" denoting fail will be recorded when the course is not passed. A grade of "P" does not affect a student's grade point average; a grade of "F" is counted in the calculation of the grade point average and will have an adverse effect.

The following guidelines will be followed for the P/F Option:

- Courses which satisfy *General Education Requirements* for a degree program **cannot** be taken as P/F credit.
- Courses required in the major field of study cannot be taken as P/F credit.
- Courses designated as P/F by the college such as labs are considered an exception.
- Prior to the completion of 50% of the course, a student may elect to take a course as P/F; the VP of Academic Affairs will determine when 50% completion of course occurs.
- A written contract must be signed by the student, the academic advisor, and the instructor designating course(s) to be taken as P/F; once the contract is signed no changes will be allowed.
- A maximum of 24 credit hours

Although courses taken as P/F may count towards a degree at SCCC, other colleges, universities, scholarship committees, honor societies, etc. may not accept the P/F grades; it is the student's responsibility to contact other institutions for information about acceptance of P/F graded courses.

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 the start of the following semester (fall/spring)

Step 2: If the matter cannot be resolved by consultation with the instructor, the student may set up a hearing with the Dean or, in the case of outreach course work, the SCCC Director of Outreach within two weeks of speaking to the instructor or within two weeks of start of following semester if institution is no longer employed by the college. The student, the instructor, and Dean (Director of Outreach), should attempt to resolve the matter at this level.

Step 3: If the matter is not resolved, the parties involved may appeal to the VP of Academic Affairs. The written notice of this appeal must be made within two weeks of speaking to the Dean or Director of Outreach. The VP 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 Dean (Director of Outreach). 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 Dean (Director of Outreach), and the VP of Academic Affairs by the committee chairperson. The decision of this committee shall be considered final.

Credit by Examination (CBE)

1. CREDIT BY EXAMINATION (CBE) such as CLEP, AP, DANTES/DSST, etc. can be utilized to receive college credit. CBE tests must correspond to courses listed in the current SCCC College Catalog; any exceptions must be approved by the VP of Academic Affairs.
2. A student may not earn CBE for any sequential course "below" the level of a course successfully completed.
3. It is recommended that students first consult their academic advisor and the Registrar to discuss receiving credit through CBE. If a student fails a CBE test, it is recommended that a six (6) month period be observed before retesting for the same course.
4. The Registrar will evaluate all CBE transcripts to determine the possible awarding of SCCC credit according to the following guidelines:
    a. Standards for awarding credit will be determined by the academic division and will include: specific courses which CBE credit can be awarded; the minimum scores for each CBE; the number of credit hours to be awarded, approved testing agencies, etc.
    b. If credit is awarded, the student's transcript will indicate the name of the course, the testing agency/name of examination, number of credit hours earned, and a grade of "P" to designate a passing grade.

Credit for Military Service

In accordance with recommendations from the American Council on Education the college grants credit for previous military service.

Course Placement

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

The Accuplacer assessment measures student ability in the following discipline areas: Reading Skills, Writing Skills, and Math Skills. From these exams, a score report is generated from which the student and his/her advisor can determine placement in courses.

Administration of Accuplacer

All degree seeking students, both full-time and part-time, should be administered the Accuplacer tests. Students not seeking a degree, but who want to enroll in English, math, or science courses should also be administered the Accuplacer tests. Students should contact the Admissions Office or the Testing Coordinator, located in administrative offices in the Hobble Academic Building, to schedule an Accuplacer assessment. As a reminder, ACT or SAT scores recently obtained may be used in place of Accuplacer scores for placement purposes. The Accuplacer may be re-administered for those trying to improve their scores, but there is a fee to do so.

The ACT, SAT, and/or Accuplacer 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.

Mandatory Placement Policy for English Classes

Students no longer have the option of waiving placement in Pre-Composition and Composition I classes.

To advance to Pre-Composition II one of the following is required: Final grade of A, B, or C in Pre-Comp I, or Accuplacer *e-Write* Post-Test score of 5+, or Accuplacer Writing Test score of 39-69.

Upon completion of Pre-Composition II, one of the following is required to advance to English Composition I: Final grade of A, B, C, in Pre-Composition II, or Accuplacer *e-Write* Post score of 6+, or Accuplacer Writing Test score of 74. Students who do not meet one of the requirements will not be allowed to enroll in English Composition I. These students will need to retake Pre-Composition II.

Course Placement Waiver

Students may request a waiver of the SAT/ACT/Accuplacer course placement recommendations. In doing so, the student accepts full responsibility for their own enrollment decisions. It should be understood that the student's chances of academic success will be diminished by enrolling in a course(s) for which the student is not adequately prepared. The *Course Placement Waiver* forms may be obtained from the Registrar's Office.

PLACEMENT TEST SCORES

PLACEMENT IN:				
English	**ACCUPLACER Sentence Skills**	**COMPASS Writing**	**ACT**	**SAT**
English Comp I (EG1103)	74+	70 +	18+	430 +
Pre Comp II (EG0603)	45 – 73	38 – 69	14 – 17	360 – 420
Pre Comp I (EG0403)	20 – 44	14 – 37	10 – 13	300 – 350
Adult Basic Education/ ESL		0 – 13	0-9	
Reading	**Accuplacer Reading**	**COMPASS Reading**	**ACT**	**SAT**
Reading Skills II (RD0203)	54 – 68	61 – 80	13 – 17	
Reading Skills I (RD0103)	1 – 53	44 – 60	11 – 12	
Adult Basic Education		0 – 43	0 – 10	
Science	**Reading/Sentence Skills/Math**	**Reading / Writing / Math**	**ACT**	**SAT**
Principles of Biology (BI1305) Intro to Chemistry (CH1205)	69+ / 74+ / ACA 80+ **OR** ACEA 40 – 59	81 + / 70 + / CPA 44 – 100 **OR** CA 1 – 45	18 + / 18 + / 15 – 17	
Physical Science (PS1114) Chemistry I (CH1505) Zoology (BI2505) or Botany (BI2515)	69+ / 74+ / ACEA 60 – 80 **OR** ACCM 29 ↓	81 + / 70 + / CA 46 – 65	18 + / 18 + / 18 – 19	
General Physics I (PS2205)	69+ / 74+ / ACCM 30+	81 + / 70 + / CA 66 – 100 **OR** CCA 1 – 45	18 + / 18 + / 20 +	

A grade of A, B, or C is required in all English classes before the student will be permitted to move up to the next level
Upon completion of Pre-Comp II, one of the following is required to advance to English Comp I: C ↑ or ACCUPLACER: 74+

PLACEMENT IN:					
Mathematics	**ACCUPLACER Arithmetic Exam (ACA)**	**ACCUPLACER Elementary Algebra Exam (ACEA)**	**ACCUPLACER College-Level Math Exam (ACCM)**	**ACT**	**SAT**
College Algebra (MA1173)		81 + Take College Level Math Exam	30 +	20 +	530 +
Intermediate Algebra (MA1103)		60 – 80	29 ↓	18 – 19	485 – 529
Beginning Algebra (MA0043)	80 +	40 – 59		15 – 17	380 – 484
Advanced Arithmetic (MA0033)	31 - 79	39 ↓ Take Arithmetic Exam		12 – 14	275 – 379
Basic Arithmetic (MA0013)	30 ↓			0 – 11	

Mathematics	COMPASS Pre-Algebra (CPA)	COMPASS Algebra (CA)	COMPASS College Algebra (CCA)
College Algebra (MA1173)		66 – 100	1 – 45
Intermediate Algebra (MA1103)		46 – 65	
Beginning Algebra (MA0043)	44 – 100	1 – 45	
Advanced Arithmetic (MA0033)	26 – 43		
Basic Arithmetic (MA0013)	0 – 25		

*Students who believe they should be placed in Trigonometry or Calculus should seek approval from the instructor.

Transfer and Articulation Policy

General requirements for transfer of credits between and among Kansas public postsecondary educational institutions include the following:

(1) Transfer coursework must be transcript in credit hours.
(2) Students transferring to Kansas public universities with a completed AA or AS degree shall be given junior standing.

Transfer of general education to and among Kansas public universities, including state universities and Washburn University, shall follow the requirements below.

Although the following distribution of courses does not necessarily correspond to the general education requirements for the bachelor degree at any Kansas public university, it shall be accepted as having satisfied the general education requirements for the bachelor degree of all Kansas public universities.

A minimum of 45 credit hours of general education with distribution in the following fields shall be required. General education hours totaling less than 45 shall 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 the curriculum of the receiving institution requires it

12 hours of Humanities courses from at least three of the following disciplines:
- Art*
- Theater*
- Philosophy
- Music*
- History**
- Literature
- Modern Languages

12 hours of Social and Behavioral Science courses from at least three of the following disciplines:
- Sociology
- Psychology
- Political Science
- Economics
- Geography
- Anthropology
- History**

9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab)

(Kansas Board of Regents Policy and Procedures Manual)
(Rev. 6-18-14)

Course Transfer

There is a growing list of courses approved by the Kansas Board of Regents for guaranteed transfer between all Kansas public postsecondary institutions. A student who completes any of these courses from any public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution in pursuit of a degree or credential. Course Equivalency Guides are available at: www.Kansasregents.org/transfer_articulation

Reverse Transfer

Beginning in the Fall of 2014, students who transfer to a public university from a public community college or technical college in Kansas are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible. Reverse Transfer provides the opportunity and assistance in transferring university courses back to community and technical colleges, though an automated process.
Within the student's first semester, the university will notify students who transfer coursework from a community college or technical college if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree are eligible to receive that degree, administered automatically by correspondence between the university and community college or technical college the student last attended before entering the university. Contact the university Registrar's Office for more information.

General Education

Philosophy Statement

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 potential. The general education requirements, along with the variety of intellectual pursuits within each student's major discipline, are of vital importance to enhance the ability to communicate effectively, to develop necessary mathematical skills, to establish a high level of critical thinking skills, to stimulate and enrich intellectual and cultural life, and to broaden knowledge and analytical skills. The broad range of requirements within the general education core is instrumental in intellectual and experiential growth, which enables each student to become a more productive, enlightened, inclusive, and participative citizen. A liberal education, with a solid general education core, is responsible for the development of a more knowledgeable person better able to engage in rational inquiry and critical thinking, a more civic person 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.

Other Instructional Options

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 eleven communities with the local populations assist in determining particular courses and programs. The variety of offerings ranges from the traditional degree oriented subjects to non-traditional special interest subjects. Classes are taught in service area 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/school facilities.

Adult Basic Education (ABE/ESL)

The Colvin Adult Learning Center, located at 930 N. Kansas Ave, offers a variety of services for the student who needs adult basic education courses before he or she begins college classes. The center offers a Kansas State High School Diploma through GED Testing. The center offers English as a Second Language classes to assist the student who needs to improve his or her English skills. The center also offers a Work Readiness Program which covers employability skills, effective time management and life skills, and Citizenship preparation classes.

Business & Industry Services

Seward County Community College offers a variety of specialized courses in both non-credit and credit formats to serve the educational needs of individuals, business, industries, and related 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's 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/training 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.

Online Education

eduKan

Edukan offers Seward County Community College courses for Associate's degrees and for transfer Bachelor's degrees. Students interested in these online classes should visit www.edukan.org.

Seward Online

Seward County Community College offers online courses that can be beneficial in allowing students convenient access to college classes. 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 Foundation

The Seward County Community College Foundation was established as a 501(c)(3) not-for-profit organization in 1969 for the purpose of raising funds to help meet the needs of SCCC. The Foundation provides funds for scholarships, instructional programs, and other SCCC needs. Permanently endowed scholarships have been established by Foundation supporters in honor or in memory of specific individuals, businesses and 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 generous individuals and businesses in southwest Kansas and the Oklahoma and Texas Panhandles through the Seward County Community College Foundation. Scholarships are awarded on the basis of need, special ability, or special interest. Students must complete a scholarship application each year to be considered for a scholarship award. Priority dates are April 1 for fall and November1 for spring. Scholarships are awarded based on availability of funds.

Foundation Funds

Funds established by individuals, businesses, and organizations support numerous scholarships. Many of these were established as scholarships in memory or in tribute to family members and friends. Donations to these funds are invested and only the income is spent for student scholarships and other SCCC needs according to the donors' preferences.

SCCC Alumni & Friends Association

The primary purpose of the Seward County Community College Alumni & Friends 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 Foundation as a network of support for SCCC and its students.

Degree, Certificate, & Graduation Requirements

Types of Degrees & Certificates

Seward County Community College offers four degrees: the Associate of Arts (AA), the Associate of Science (AS), the Associate of General Studies (AGS) and the Associate of 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 and degrees are 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.

Associate of Arts (AA)

General Education Requirements			**47 Total Credit Hours**
English Composition/Oral Communication:			*9 credit hours*
English	EG 1103	English Composition I	3
	EG 1113	English Composition II	3
Speech	SP 1203	Public Speaking	3
*Humanities: (from at least **three** of the following disciplines)*			*12 credit hours*
Art*	AR 1323	Art Appreciation	3
	AR 1703	Survey of Art History I	3
	AR 1713	Survey of Art History II	3
Theater*	DR 2203	Theater Appreciation	3
Music*	MU 1203	Music Appreciation	3
	MU 1803	Jazz Appreciation	3
Philosophy	PH 1303	Introduction to Old Testament	3
	PH 1313	Introduction to New Testament	3
	PH 2103	Introduction to Ethics	3
	PH 1323	Survey of World Religions	3
	PH 2203	Introduction to Philosophy	3
History	HS 1303	American History I 1492-1877	3
	HS 1313	American History II 1877-Present	3
	HS 1603	World Civilization I	3
	HS 1613	World Civilization II	3
Literature	EG 1303	Introduction to Literature	3
	EG 2403	American Literature I	3
	EG 2413	American Literature II	3
Modern Language	ML 1205	Elementary Spanish I	5
	ML 1215	Elementary Spanish II	5
	ML 1305	German I	5
Physical Education:			*1 credit hour*
	PE 1431	Concepts of Health and Wellness	1
College Orientation:			*1 credit hour*
	BH 1001	First Year Seminar	1
	BH 1112	TRIO Enrichment Course	2
	BH 1202	Return to Learn	2
*Social and Behavioral Science: (from at least **three** of the following disciplines)*			*12 credit hours*
Psychology	BH 1303	General Psychology	3
	BH 2303	Developmental Psychology	3
	BH 2313	Abnormal Psychology	3
Sociology	BH 1403	Principles of Sociology	3
Economics	EC 2223	Principles of Microeconomics	3
	EC 2213	Principles of Macroeconomics	3
Political Science	SS1403	American National Government	3
Geography	GE 1103	World Regional Geography	3
Anthropology	BH 1613	Cultural Anthropology	3
	BH 1603	Physical Anthropology	3
College Algebra: (or course for which College Algebra is prerequisite)			*3 credit hours*
	MA 1173	College Algebra	3
*Natural Sciences: (*from at least two science disciplines of lecture w/lab)*			*9 credit hours*
*Biological Sciences			
*Physical Sciences			
Core Emphasis and Electives:			**17 Total Credit Hours**
Total Credit Hours Required for Graduation:			**64 Total Credit Hours**

The total General Education requirements for the Associate of 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. Students should refer to "Courses Satisfying General Education Requirements" for a complete listing of general education requirements.

Associate of Science (AS)

General Education Requirements			**34 Total Credit Hours**
English Composition/Oral Communication:			*9 credit hours*
English	EG 1103	English Composition I	3
	EG 1113	English Composition II	3
Speech	SP 1203	Public Speaking	3
Computer Technology:			*3 credit hours*
	CS 1203	Introduction to Computer Concepts and Applications	3
	CS 2103	Advance Computer Concepts & Applications	3
*Humanities: (from at least **two** of the following disciplines) –See the General Education page for a complete list of classes*			*6 credit hours*
Art*	AR 1323	Art Appreciation	3
	AR 1703	Survey of Art History I	3
	AR 1713	Survey of Art History II	3
Theater*	DR 2203	Theater Appreciation	3
Music*	MU 1203	Music Appreciation	3
	MU 1803	Jazz Appreciation	3
Philosophy	PH 1303	Introduction to Old Testament	3
	PH 1313	Introduction to New Testament	3
	PH 1323	Survey of World Religions	3
	PH 2103	Introduction to Ethics	3
	PH 2203	Introduction to Philosophy	3
History	HS 1303	American History I 1492-1877	3
	HS 1313	American History II 1877-Present	3
	HS 1603	World Civilization I	3
	HS 1613	World Civilization II	3
Literature	EG 1303	Introduction to Literature	3
	EG 2403	American Literature I	3
	EG 2413	American Literature II	3
Modern Language	ML 1205	Elementary Spanish I	5
	ML 1215	Elementary Spanish II	5
	ML 1305	German I	5
Physical Education:			*1 credit hour*
	PE 1431	Concepts of Health and Wellness	1
College Orientation:			*1 credit hour*
	BH 1001	First Year Seminar	1
	BH 1112	TRIO Enrichment Course	2
	BH 1202	Return to Learn	2
*Social and Behavioral Science: (from at least **two** of the following disciplines)*			*6 credit hours*
Psychology	BH 1303	General Psychology	3
	BH 2303	Developmental Psychology	3
	BH 2313	Abnormal Psychology	3
Sociology	BH 1403	Principles of Sociology	3
Anthropology	BH1603	Physical Anthropology	3
	BH1613	Cultural Anthropology	3
Economics	EC 2223	Principles of Microeconomics	3
	EC 2213	Principles of Macroeconomics	3
Political Science	SS1403	American National Government	3
Geography	GE 1103	World Regional Geography	3
College Algebra: MA 1173 (or course for which College Algebra is prerequisite)			*3 credit hours*
Natural Sciences: (Lecture w/lab)		Biological Sciences and Physical Sciences	*5 credit hours*

Core Emphasis: (science, math, or business) **12 Total Credit Hours**
Electives: **18 Total Credit Hours**

Total Credit Hours Required for Graduation: **64 Total Credit Hours**

An Associate of 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 course shall not count toward fulfilling the requirements of this degree.

Associate of General Studies (AGS)

General Education Requirements			**32 Total Credit Hours**
English Composition/Oral Communication:			*9 credit hours*
English	EG 1103	English Composition I	3
	EG 1113	English Composition II	3
Speech	SP 1203	Public Speaking	3
*Humanities: (from at least **two** of the following disciplines)*			*6 credit hours*
Art*	AR 1323	Art Appreciation	3
	AR 1703	Survey of Art History I	3
	AR 1713	Survey of Art History II	3
Theater*	DR 2203	Theater Appreciation	3
Music*	MU 1203	Music Appreciation	3
	MU 1803	Jazz Appreciation	3
Philosophy	PH 1303	Introduction to Old Testament	3
	PH 1313	Introduction to New Testament	3
	PH 1323	Survey of World Religions	3
	PH 2103	Introduction to Ethics	3
	PH 2203	Introduction to Philosophy	3
History	HS 1303	American History I 1492-1877	3
	HS 1313	American History II 1877-Present	3
	HS 1603	World Civilization I	3
	HS 1613	World Civilization II	3
Literature	EG 1303	Introduction to Literature	3
	EG 2403	American Literature I	3
	EG 2413	American Literature II	3
Modern Language	ML 1205	Elementary Spanish I	3
	ML 1215	Elementary Spanish II	3
	ML 1305	German I	3
College Orientation:			*1 credit hour*
	BH 1001	First Year Seminar	1
	BH 1112	TRIO Enrichment Course	2
	BH 1202	Return to Learn	2
Behavioral Science			*3 credit hours*
Psychology	BH 1303	General Psychology	3
Sociology	BH 1403	Principles of Sociology	3
Social Science:			*6 credit hours*
Anthropology	BH1603	Physical Anthropology	3
	BH1613	Cultural Anthropology	3
Economics	EC 2223	Principles of Microeconomics	3
	EC 2213	Principles of Macroeconomics	3
Geography	GE 1103	World Regional Geography	3
Political Science	SS 1403	American National Government	3
Mathematics:			*3 credit hours*
	MA 1103	Intermediate Algebra (or higher)	3
Natural Sciences: (must have lab)			*4 credit hours*
Biological Sciences and Physical Sciences			

See "Courses that Satisfy General Education Requirements" on page 45

Core Emphasis and Electives **32 Total Credit Hours**

Total Minimum Credit Hours Required for Graduation: **60 Total Credit Hours**

An Associate of 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 Seward County Community College, a student needs a minimum of 60 credit hours for degree completion, with a 2.00 overall minimum GPA and a minimum 15 residential credits. Courses designated as developmental, remedial, or ESL courses shall not count toward fulfilling the requirements of this degree.

Associate of Applied Science (AAS)

General Education Requirements			**15 Total Credit Hours**
English Composition/Oral Communication:			*6 credit hours*
English	EG 1103	English Composition I	3
	EG 1113	English Composition II	3
	BA 1213	Business English	3
Speech	SP 1203	Public Speaking	3
	SP 1103	Interpersonal Communications	3
	BA 2243	Business/Technical Communications	3
General Education From Any Two of the Following Areas			*9 credit hours*
Humanities			
Art*	AR 1323	Art Appreciation	3
	AR 1703	Survey of Art History I	3
	AR 1713	Survey of Art History II	3
Theater*	DR 2203	Theater Appreciation	3
Music*	MU 1203	Music Appreciation	3
	MU 1803	Jazz Appreciation	3
Philosophy	PH 1303	Introduction to Old Testament	3
	PH 1313	Introduction to New Testament	3
	PH 1323	Survey of World Religions	3
	PH 2103	Introduction to Ethics	3
	PH 2203	Introduction to Philosophy	3
History	HS 1303	American History I 1492-1877	3
	HS 1313	American History II 1877-Present	3
	HS 1603	World Civilization I	3
	HS 1613	World Civilization II	3
Literature	EG 1303	Introduction to Literature	3
	EG 2403	American Literature I	3
	EG 2413	American Literature II	3
Modern Language	ML 1205	Elementary Spanish I	3
	ML 1215	Elementary Spanish II	3
	ML 1305	German I	3
Social and Behavioral Science:			
Psychology	BH 1303	General Psychology	3
	BH 2303	Developmental Psychology	3
	BH 2313	Abnormal Psychology	3
Sociology	BH 1403	Principles of Sociology	3
Economics	EC 2223	Principles of Microeconomics	3
	EC 2213	Principles of Macroeconomics	3
Political Science	SS1403	American National Government	3
Geography	GE 1103	World Regional Geography	3
Mathematics:			
	MA 1103	Intermediate Algebra (or higher)	3
	MA 1203	Technical Math	3
Natural Sciences:			
		Biological Sciences and Physical Sciences	

See "Courses that Satisfy General Education Requirements" on page 45

Core Emphasis	**45 Total Credit Hours**
Electives	**4 Total Credit Hours**
Total Minimum Credit Hours Required for Graduation:	**60 Total Credit Hours**

An Associate of 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. A minimum of 60 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 of Applied Science in Technical Studies (AASTS)

An Associate of Applied Science in Technical Studies degree requires the completion of a minimum of fifteen (15) credit hours in two (2) Kansas Board of Regents approved programs totaling a minimum of 30 credit hours of specialized preparation.

General Education Requirements			**15 Total Credit Hours**
English Composition/Oral Communication:			*6 credit hours*
English	EG 1103	English Composition I	3
	EG 1113	English Composition II	3
Speech	BA 1213	Business English	3
	SP 1103	Interpersonal Communications	3
	SP 1203	Public Speaking	3
	BA 2243	Business/Technical Communications	3
General Education Courses from at Least Two of the Following Disciplines			9 *credit hours*
Humanities			
Art*	AR 1323	Art Appreciation	3
	AR 1703	Survey of Art History I	3
	AR 1713	Survey of Art History II	3
Theater*	DR 2203	Theater Appreciation	3
	DR1503	Introduction to Cinema	3
Music*	MU 1203	Music Appreciation	3
	MU 1803	Jazz Appreciation	3
Philosophy	PH 1303	Introduction to Old Testament	3
	PH 1313	Introduction to New Testament	3
	PH 1323	Survey of World Religions	3
	PH 2103	Introduction to Ethics	3
	PH 2203	Introduction to Philosophy	3
History	HS 1303	American History I 1492-1877	3
	HS 1313	American History II 1877-Present	3
	HS 1603	World Civilization I	3
	HS 1613	World Civilization II	3
Literature	EG 1703	Introduction to Humanities	3
	EG 1303	Introduction to Literature	3
	EG 2403	American Literature I	3
	EG 2413	American Literature II	3
	EG 2303	English Literature I	3
	EG 2313	English Literature II	3
Behavioral Science:			
Sociology	BH 1403	Principles of Sociology	3
Psychology	BH 1303	General Psychology	3
Social Science			
Economics	EC 2223	Principles of Microeconomics	3
	EC 2213	Principles of Macroeconomics	3
Anthropology	BH 1613	Cultural Anthropology	3
	BH 1603	Physical Anthropology	3
Geography	GE 1103	World Regional Geography	3
Political Science	SS 1403	American National Government	3
Mathematics:			
	BA 1303	Business Math	3
	MA 1103	Intermediate Algebra or course for which Intermediate Algebra is a prerequisite	3
Natural Sciences:			
		Biological Sciences and Physical Sciences	

See "Courses that Satisfy General Education Requirements" on page 45

General Education must total at least	**15 Credit Hours**
Core Courses	**30 Credit Hours**
Electives	**19 Credit Hours**
Total Hours Required for Degree	**64 Credit Hours**

A minimum of **64 credit hours** is necessary for degree completion, with a 2.00 overall minimum GPA. Courses designated as developmental, remedial or ESL courses shall not count toward fulfilling the requirements of this degree.

Courses Satisfying General Education Requirements

Classes meeting the General Education Requirements at SCCC for the AA, AS, AGS, AAS and AASTS degrees

English Composition

EG1103 English Composition I
EG1113 English Composition II
Can use the following 2 for Communications for AAS or AASTS
BA1213 Business English (AAS or AASTS only)
BA2243 Business/Technical Communications (AAS or AASTS only)

Oral Communication

SP1203 Public Speaking
SP1103 Interpersonal Communications (AAS or AASTS only)

Computer Technology

CS1203 Intro to Computer Concepts/Apps
CS2103 Adv. Computer Concepts/Apps

Humanities

Art:
AR1323 Art Appreciation
AR1703 Survey of Art History I
AR1713 Survey of Art History II
Theater:
DR2103 Costume History
DR2203 Theater Appreciation
DR1503 Introduction to Cinema
Music:
MU1203 Music Appreciation
MU1803 Jazz Appreciation
Philosophy:
PH1303 Introduction to the Old Testament
PH1313 Introduction to the New Testament
PH1323 Survey of World Religions
PH2103 Introduction to Ethics
PH2203 Introduction to Philosophy
History:
HS1303 American History I 1492-1877
HS1313 American History II 1877-Present
HS1603 World Civilization I
HS1613 World Civilization II
Literature:
EG1703 Introduction to Humanities
EG1303 Introduction to Literature
EG2403 American Literature I
EG2413 American Literature II
EG2303 English Literature I
EG2313 English Literature II
Modern Language:
ML1205 Elementary Spanish I
ML1215 Elementary Spanish II
ML 1305 German I

Mathematics

MA1173 College Algebra
MA1183 Trigonometry
MA2103 Elementary Statistics
MA2304 Business Calculus
MA2605 Analytic Geometry & Calculus I
BA1303 Business Math (AAS & AGS only)
MA 1203 Technical Math (AAS only)

College Orientation

BH1001 First Year Seminar
BH1202 Return to Learn
BH1112 Trio Enrichment Course

Natural Science

Biological Science:
BI1113 Field Biology (AAS & AGS only)
BI1103 River Ecology (AAS & AGS only)
BI1305 Principles of Biology w/lab
BI1403 Nutrition (AAS only)
BI2115 Anatomy & Physiology w/lab
BI2304 Human Anatomy w/lab
BI2314 Human Physiology w/lab
BI2505 General Zoology w/lab
BI2515 General Botany
BI2705 Microbiology w/lab
Physical Science:
PS1115 Physical Science w/lab
PS2205 General Physics I w/lab
PS2505 Engineering Physics I w/lab
PS1313 Introduction to Astronomy w/lab
PS1323 Environmental Science
PS1322 Environmental Science Lab
Must take Environmental Science and Environmental Science Lab together to meet the General Education Requirement
CH1205 Introduction to Chemistry w/lab
CH1505 College Chemistry I w/lab
CH1515 College Chemistry II w/lab
CH2605 Organic Chemistry I w/lab
CH1105 Chemistry in Society w/ lab
PS1775 Introduction to Geology w/lab

Physical Education

PE 1431 Concepts of Health & Wellness

Social & Behavioral Sciences

Economics:
EC2223 Principles of Microeconomics
EC2213 Principles of Macroeconomics
Geography:
GE1103 World Regional Geography
Political Science:
SS1403 American National Government
Psychology:
BH1303 General Psychology
BH2303 Developmental Psychology
BH2313 Abnormal Psychology
Sociology:
BH1403 Principles of Sociology
Anthropology:
BH1613 Cultural Anthropology
BH1603 Physical Anthropology

Degree Requirements

Programs

Accounting - Associate of Science

Semester Plan				
First Semester (17 credit hours)		Credit Hours	Third Semester (15 credit hours)	Credit Hours
	Intro to Acct or Acct I*	3	Acct II or Managerial Acct	3
	Intro to Computers	3	Soc/Bh Sc El (Rec. Microeconomics)	3
	English Comp I	3	Humanities Elective**	3
	Intro to Business	3	Public Speaking	3
	General Ed Requirement	3	General Ed Requirement	3
	1st Year Seminar/Concepts of Health and Wellness	2		
Second Semester (15 credit hours)			Fourth Semester (17 credit hours)	
	Acct I or Acct II	3	Science Course w/ Lab	5
	English Comp II	3	Managerial Acct or Elective	3
	Humanities Elective**	3	Soc/Bh Sc El (Rec. Macroeconomics)	3
	College Algebra	3	Soc/Bh Sc El	3
	General Ed Requirement	3	General Ed Requirement	3
Total Degree Requirements - 64				

Type of Award: Associate of Applied Science

Semester Plan				
First Semester (16 credit hours)		Credit Hours	Third Semester (18 credit hours)	Credit Hours
	Intro to Acct or Acct I*	3	Acct II or Managerial Acct	3
	Intro to Computers	3	Intro to Business	3
	Bus Eng or Eng Comp I	3	Computerized Acct	3
	Office Procedures	3	Intro to Marketing	3
	General Ed Requirement	3	Business Math	3
	1st Year Seminar/Concepts of Health and Wellness	1	Tiered Business Elective	3
Second Semester (15 credit hours)			Fourth Semester (15 credit hours)	
	Acct I or Acct II	3	Human Resource Mgmt	3
	Business Tech Comm	3	Managerial Acct or Business Elective	3
	Business Management	3	Payroll Accounting	3
	General Ed Requirement	3	Public Speaking or Inter Comm	3
	Computer Based Spread	3	General Ed Requirement	3
Total Degree Requirements - 60				

*Prerequisite: Intro to Accounting course in HS or College
**Studio/Performance electives are excluded

Recommended Business electives: Business & Economic Stats, Principles of Microeconomics, Principles of Macroeconomics, Computer Based Spreadsheets, Computerized Accounting, Payroll Accounting, Accounting Internship I and II, Business Law

Degree Requirements

Agriculture - Associate of Science

Semester Plan				
First Semester (17 credit hours)		Credit Hours	Third Semester (16 credit hours)	Credit Hours
	Animal Science	3	Natural Science	5
	Intro to Computer	3	Ag Economics	3
	English Comp I	3	Ag Elective	3
	Humanities Elective	3	Ag Elective	2
	Ag Elective	3	Humanities Elective	3
	First Year Seminar	2		
Second Semester (15 credit hours)			Fourth Semester (15 credit hours)	
	English Comp II	3	Ag Elective	3
	College Algebra	3	Ag Elective	3
	Integrated Pest Management	3	Ag Elective	2
	Public Speaking	3	Crop Science/Lab	4
	Soc./Behavioral Science Elective	3	Soc. Behavioral Science Elective	3
Total Degree Requirements - 64				

Type of Award: Associate of Applied Science

Semester Plan				
First Semester (15 credit hours)		Credit Hours	Third Semester (16 credit hours)	Credit Hours
	Animal Science	3	Beef Production	3
	General Ed. Requirement	3	Crop Science & Lab	4
	General Ed. Requirement*	3	Ag Economics	3
	Business Eng. or English Comp I	3	Farm/Ranch Management	3
	Ag. Tiered Elec.	3	Exp. Sustainable Ag	3
Second Semester (117 credit hours)			Fourth Semester (15 credit hours)	
	Soils & Lab	4	Grain & Livestock Marketing	3
	Integrated Pest Management	4	Value Added Ag Marketing	4
	Meat Science	3	Ag Elective	3
	Vegetable Production	3	Public Speaking or Inter. Communication	3
	General Ed. Requirement	3*	Business Tiered Elective	3
Total Degree Requirements - 64				

Degree Requirements

Auto Body/Collision Repair - Associate of Applied Science

Semester Plan			
First Semester (15 credit hours)	Credit Hours	Second Semester (17 credit hours)	Credit Hours
Orientation & Safety for Auto Body	2	Non-Structural Analysis & Damage Repair I	4
Painting & Refinishing I	3	Non-Structural Analysis & Damage Repair II	4
Painting & Refinishing II	3	Non-Structural Analysis & Damage Repair III	4
Painting & Refinishing III	3		
Painting & Refinishing IV	4	Non-Structural Analysis & Damage Repair IV	5
Third Semester (14 credit hours)		Fourth Semester (18 credit hours)	
Structural Analysis & Damage Repair I	2	Mechanical & Electrical Components	3
		**Gen Ed. Math/Science/Humanities	9
Structural Analysis & Damage Repair II	2	Gen Ed. Communications	6
Structural Analysis & Damage Repair III	3		
Structural Analysis & Damage Repair IV	3		
General Electives	4		
Total Certificate Requirements 64			

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Technical Math, Intermediate Algebra, College Algebra. Studio/performance courses are excluded.

Auto Body/Collision Repair – Certificate C

Semester Plan			
First Semester (15 credit hours)	Credit Hours	Second Semester (17 credit hours)	Credit Hours
Orientation & Safety for Auto Body	2	Non-Structural Analysis & Damage Repair I	4
Painting & Refinishing I	3	Non-Structural Analysis & Damage Repair II	4
Painting & Refinishing II	3	Non-Structural Analysis & Damage Repair III	4
Painting & Refinishing III	3		
Painting & Refinishing IV	4	Non-Structural Analysis & Damage Repair IV	5
Third Semester (10 credit hours)		Fourth Semester (3 credit hours)	
Structural Analysis & Damage Repair I	2	Mechanical & Electrical Components	3
Structural Analysis & Damage Repair II	2		
Structural Analysis & Damage Repair III	3		
Structural Analysis & Damage Repair IV	3		
Total Certificate Requirements 45			

Degree Requirements

Automotive Business Management - Associate of Applied Science

Semester Plan			
First Semester (15 credit hours)	Credit Hours	Second Semester (18 credit hours)	Credit Hours
Introduction to Business	3	Human Resource Management	3
Introduction to Marketing	3	Records Management	3
Office Procedures	3	Accounting I	3
Salesmanship	3	Trade Basics	4
Introduction to Accounting	3	Auto Orientation & Safety	2
		Business Management	3
Third Semester (15 credit hours)	Credit Hours	Fourth Semester (15 credit hours)	Credit Hours
Brakes I	3	**Gen Ed. Math/Science/Humanities	9
Brakes II	2	Gen Ed. Communications	6
Steering & Suspension I	3		
Steering & Suspension II	1		
Principles of Quality	3		
Electrical I/DC Circuits	3		
Total Degree Requirements 63			

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Technical Math, Intermediate Algebra, College Algebra. Studio/performance courses are excluded.

Automotive Business Management – Certificate C

Semester Plan			
First Semester (15 credit hours)	Credit Hours	Second Semester (18 credit hours)	Credit Hours
Introduction to Business	3	Human Resource Management	3
Introduction to Marketing	3	Records Management	3
Office Procedures	3	Accounting I	3
Salesmanship	3	Trade Basics	4
Introduction to Accounting	3	Auto Orientation & Safety	2
		Business Management	3
Third Semester (15 credit hours)	Credit Hours		
Brakes I	3		
Brakes II	2		
Steering & Suspension I	3		
Steering & Suspension II	1		
Principles of Quality	3		
Electrical I/DC Circuits	3		
Total Degree Requirements 48			

Degree Requirements

Automotive Mechanics Technology - Associate of Applied Science

Semester Plan				
First Semester (17 credit hours)		Credit Hours	Third Semester (10 credit hours)	Credit Hours
	Auto Orientation & Safety	2	Alternative Fuels	3
	Engine Performance I	3	Principles of Troubleshooting	3
	Brakes I	3	HVAC	4
	Brakes II	2		
	Steering & Suspension I	3		
	Steering & Suspension II	1		
	Electrical I	3		
Second Semester (15 credit hours)		Credit Hours	Fourth Semester (18 credit hours)	Credit Hours
	Electrical II	5	Gen Ed. Communications	6
	Engine Performance II	5	**Gen Ed. Math/Science/Humanities	9
	Engine Repair	5	Gen Elective	3
Total Degree Requirements 60				

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Technical Math, Intermediate Algebra, College Algebra. Studio/performance courses are excluded.

Automotive Mechanics Technology – Certificate A & B of Completion

Semester Plan				
First Semester (17 credit hours)		Credit Hours	Third Semester (10 credit hours)	Credit Hours
	①②Auto Orientation & Safety	2	②Alternative Fuels	3
	①②Engine Performance I	3	②Principles of Troubleshooting	3
	①②Brakes I	3	②HVAC	4
	①②Brakes II	2		
	①②Steering & Suspension I	3		
	①②Steering & Suspension II	1		
	①②Electrical I	3		
Second Semester (15 credit hours)		Credit Hours	Fourth Semester (credit hours)	Credit Hours
	②Electrical II	5		
	②Engine Performance II	5		
	②Engine Repair	5		

① Certificate A total credit hours requirement: 17
② Certificate B total credit hours requirement: 42

Degree Requirements

Behavioral Science - Associate of Arts

Semester Plan			
First Semester (16 credit hours)	Credit Hours	Third Semester (15 credit hours)	Credit Hours
Principles of Biology	5	Abnormal Psychology	3
Elective	3	Principles of Sociology	3
Music Appreciation	3	Elective	3
First Year Seminar	1	Public Speaking	3
Concepts of Health/Wellness	1	English Composition II	3
General Psychology	3		
Second Semester (17 credit hours)		Fourth Semester (18 credit hours)	
Intro to Ethics	3	American National Government	3
English Comp. I	3	World Regional Geography	3
Physical Science	5	Marriage & Family (Core)	3
Developmental Psychology	3	American History I or II	3
College Algebra	3	Intro to Literature	3
		Elective	3
Total Degree Requirements 66			

*Studio and performance courses are excluded as a Humanities elective.

Recommended Core Emphasis/Elective Courses (all courses are 3 credit hours):

- General Psychology
- Developmental Psychology
- Abnormal Psychology
- Marriage & Family
- Human Relations
- Principles of Sociology

Degree Requirements

Biology - Associate of Science

Semester Plan			
First Semester (18 credit hours)	Credit Hours	Third Semester (16 credit hours)	Credit Hours
Biology 1 for Majors	5	Organic Chemistry I (recommended)	5
English Comp.	3	Public Speaking	3
College Chemistry I	5	Calculus**	5
First Year Seminar	1	US History (recommended)	3
Concepts of Health & Wellness	1		
Behavioral Sci. Elective	3		
Second Semester (16 credit hours)		Fourth Semester (14 credit hours)	
Biology II for Majors	5	Humanities Elective*	3
English Composition II	3	Behavioral Science Elective	3
College Chemistry II	5	Microbiology	5
Intro to Computers	3	Elective	3
Total Degree Requirements - 64			

*Studio and performance courses are excluded.
**If a student is not ready for Calculus I, prerequisite math courses should be taken in the first year with other electives taken in the second year.

Core Emphasis – these courses can be selected as electives to meet credit requirements. All courses listed below are five (5) credit hours each. Not all of these courses will be required at all universities for a Biology degree. There are many different areas of emphasis for a Bachelor's Degree in Biology. Be sure to check the requirements at your transfer institution.

- Biology I, II for Majors
- College chemistry I, II
- Organic Chemistry I
- General Physics I, II
- Microbiology
- Calculus I

Degree Requirements

Business Administration - Associate of Science (Transfer Articulation to Kansas Regents University)

Semester Plan				
First Semester (15 credit hours)		Credit Hours	Third Semester (18 credit hours)	Credit Hours
	Intro to Acct or Acct I*	3	Business Elective (Rec. Acct II)	3
	Science Elective	4	Soc. Behavioral Sci. Elective	6
	English Comp I	3	Humanities Elective **	6
	Intro to Business	3	Public Speaking	3
	Concepts of Health/Wellness	1		
	1st Year Seminar	1		
Second Semester (18 credit hours)			Fourth Semester (17 credit hours)	
	Acct I or Acct II	3	Science Course w/ Lab	5
	English Comp II	3	Soc./Behavioral Sci. Elective	6
	Humanities Elective**	6	Business Elective (Rec. Managerial Acct.)	3
	College Algebra	3	Business Elective (Rec. Business Law)	3
	Business Elective (Rec. Bus. & Econ St.)	3		
Core Emphasis				
Intro to Business; Accounting I, plus six (6) hours of Business (see recommended electives)				
Electives (6 business electives, 12 other)				
Recommended Business Electives: Accounting II, Managerial Accounting, Economics Elective, Business Law I, Business & Economic Stats, Computer Based Spreadsheets				
Total Degree Requirements - 68				

Type of Award: Associate of Science

Semester Plan				
First Semester (17 credit hours)		Credit Hours	Third Semester (15 credit hours)	Credit Hours
	Intro to Acct or Acct I*	3	Business Elective (Rec. Acct II)	3
	Intro to Computers	3	Soc. Behavioral Sci. Elective	3
	English Comp I	3	Humanities Elective **	3
	Intro to Business	3	Public Speaking	3
	General Ed. Requirement	3	General Ed Requirement	3
	1st Year Seminar	1		
	Concepts of Health/Wellness	1		
Second Semester (15 credit hours)			Fourth Semester (17 credit hours)	
	Acct I or Business Elective	3	Science Course w/ Lab	5
	English Comp II	3	Soc./Behavioral Sci. Elective	6
	Humanities Elective**	3	General Ed. Requirement	3
	College Algebra	3	Rec. Managerial Acct.	3
	General Ed. Requirement	3	Rec. Macroeconomics	3
Core Emphasis				
Intro to Business; Accounting I, plus six (6) hours of Business (see recommended electives)				
Electives (6 business electives, 12 other)				
Recommended Business Electives: Accounting II, Managerial Accounting, Economics Elective, Business Law I, Business & Economic Stats, Computer Based Spreadsheets				
Total Degree Requirements - 64				

*Prerequisite: Intro to Acct

**Studio/performance courses are excluded.

Degree Requirements

Business Administrative Technology - Associate of Applied Science

Semester Plan				
First Semester (16 credit hours)		Credit Hours	Third Semester (18 credit hours)	Credit Hours
	Intro to Acct or Acct I*	3	General Ed. Requirement	3
	Intro to Business	3	Intro to computers	3
	Intro to Marketing	3	Acct I*	3
	Office Procedures	3	Business English or Eng. Comp I	3
	Records Management	3	Business Math	3
	1st Year Seminar	1	General Ed Requirement (Rec. Economics)	3
Second Semester (15 credit hours)			Fourth Semester (15 credit hours)	
	Computerized Accounting	3	Computer Based Spred	3
	Business Practice Firm	3	Tiered Business Elective	3
	E-Commerce	3	Business Tech. Comm.	3
	Business Management	3	Public Speaking or Inter. Communication	3
	Payroll Accounting	3	General Ed. Requirement	3
Emphasis				
Word Processing Applications, Records Management, Computer Based Spreadsheets, Payroll Accounting				
Electives				
Business Electives: Microcomputer Business Presentations, Basic Keyboarding, Intermediate Keyboarding, Advanced Keyboarding, Microcomputer Database Management Systems, Web Page Design I, Business Mgmt/Mkt Internship, Business Practice Firm, Programming Logic and Design, Managerial Accounting, Personal Finance, Business Mgmt/Mkt Seminar, E-Commerce: Marketing on the Internet, Business Ethics, Business Law I, BAT Internship, Human Resource Management, Accounting II, Introduction to Sports Management, Accounting I, Practicum in Fitness Management, Practicum in Sports Management				
Total Degree Requirements - 64				

Type of Award: Certificate of Completion

Semester Plan				
First Semester (15 credit hours)		Credit Hours	Second Semester (15 credit hours)	Credit Hours
	Intro to Acct or Acct I*	3	Computerized Accounting	3
	Intro to Business	3	Business Practice Firm	3
	Intro to Marketing	3	E-Commerce	3
	Office Procedures	3	Business Management	3
	Records Management	3	Payroll Accounting	3
Total Certificate Requirements - 30				

*Prerequisite: Intro to Acct

Degree Requirements

Business Marketing/Management - Associate of Applied Science

Semester Plan			
First Semester (15 credit hours)	Credit Hours	Third Semester (15 credit hours)	Credit Hours
Intro to Marketing	3	Human Resource Mgmt.	3
Marketing/Mgmt. Sm I	2	Bus. English or English Comp I	3
Intro to Business	3	Computerized Accounting	3
Office Procedures	3	Intro to Acct or Acct I*	3
Salesmanship	3	General Ed Requirement	3
1st Year Seminar	1		
Second Semester (17 credit hours)		Fourth Semester (17 credit hours)	
Advertising	3	Mrkt./Mgmt. Internship I	2
Business Tech. Communication	3	Business Law	3
Business Math	3	General Ed. Requirement	3
Business Management	3	(Rec. Micro or Macroeconomics)	
Tiered Business Elective	2	E-Commerce	3
Intro to Computers	3	Public Speaking or Inter. Communication	3
		General Ed. Requirement	3
Recommended Business Electives			
Records Management, Business English, Computer Based Spreadsheet, Microcomputer Database Management Systems, Web Page Design I, Business Mgmt/Mkt Internship II-IV, Business Practice Firm, Programming Logic and Design, Managerial Accounting, Personal Finance, Business Mgmt/Mkt Seminar I-IV, Business Ethics, BT Internship, Human Resource Management, Accounting II, Introduction to Sports Management, Accounting I, Practicum in Fitness Management, Practicum in Sports Management.			
Total Degree Requirements - 64			

*Prerequisite: Introductory accounting course in high school or college, ex: Intro to Acct.

Type of Award: Certificate of Completion

Semester Plan			
First Semester (14 credit hours)	Credit Hours	Second Semester (16 credit hours)	Credit Hours
Salesmanship	3	Advertising	3
Intro to Business	3	Business Tech. Communication	3
Intro to Marketing	3	Mrkt./Mgmt Internship I	2
Business Math	3	Business Tiered Elective	5
Mrkt./Mgmt. Seminar I	2	Intro to Computers	3
Total Certificate Requirements - 30			

Degree Requirements

Chemistry - Associate of Science

Semester Plan			
First Semester (18 credit hours)	Credit Hours	Third Semester (18 credit hours)	Credit Hours
College Chemistry I	5	Engineering Physics I	5
English Comp. I	3	Organic Chemistry I	5
Calculus I**	5	Calculus III	5
First Year Seminar	1	US History	3
Concepts of Health/Wellness	1		
Psychology	3		
Second Semester (19 credit hours)		Fourth Semester (19 credit hours)	
College Chemistry II	5	Engineering Physics II	5
English Comp. II	3	Organic Chemistry II	5
Calculus II	5	Modern Language	3
Speech	3	Sociology	3
Humanities Elective*	3	Statistics (recommended)	3
Total Degree Requirements - 64			

*Humanities Elective – Art Appreciation, Intro to Music, or Theater Appreciation. Studio and performance courses are excluded.
**If a student is not ready for Calculus I, prerequisite math courses should be taken in the first year with other electives taken in the second year.

Core Emphasis – these courses can be selected as electives to meet credit requirements. All courses listed below are five (5) credit hours each. Not all of these courses will be required at all universities for a Chemistry degree. There are many different areas of emphasis for a Bachelor's Degree in Chemistry. Be sure to check the requirements at your transfer institution.

- Principles of Biology
- College Chemistry I, II
- Organic Chemistry I, II
- Engineering Physics I, II
- Calculus I, II

Degree Requirements

Computer Information Systems - Associate of Science

Semester Plan First Semester (17 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
English Comp I	3	Science Course w/ Lab	5
Intro to Computers	3	Public Speaking	3
CIS Core Course	3	Soc./Behavioral Sci. Elective (Rec. Macroecon)	3
CIS Core Course	3	CIS Core Course	3
CIS Core Course	3	CIS Core Course	3
1st Year Seminar	1		
Concepts of Health and Wellness	1		
Second Semester (15 credit hours)		Fourth Semester (15 credit hours)	
English Comp II	3	Humanities Elective*	3
College Algebra	3	Soc./Behavioral Sci. Elective	3
Humanities Elective*	3	CIS Core Course	3
CIS Core Course	3	CIS Core Course	3
CIS Core Course	3	CIS Core Course	3
Total Degree Requirements - 64			

Type of Award: Associate of Applied Science

Semester Plan First Semester (16 credit hours)	Credit Hours	Third Semester (18 credit hours)	Credit Hours
Business Eng. Or Eng. Comp I	3	Intro to Marketing	3
Intro to Computers	3	Macro or Microeconomics	3
CIS Tiered Core Course	3	Intro to Business	3
CIS Tiered Core Course	3	CIS Core Course	3
CIS Tiered Core Course	3	CIS Tiered Core Course	3
1st Year Seminar	1	CIS Tiered Core Course	3
Second Semester (15 credit hours)		Fourth Semester (15 credit hours)	
Public Speaking or Inter. Comm.	3	General Ed Requirement	3
Personal Finance	3	CIS Tiered Core Course	3
General Ed Requirement	3	CIS Tiered Core Course	3
CIS Core Course	3	CIS Tiered Core Course	3
CIS Core Course	3	CIS Tiered Core Course	3
Total Degree Requirements - 64			

Type of Award: Certificate of Completion

Semester Plan First Semester (15 credit hours)	Credit Hours	Second Semester (15 credit hours)	Credit Hours
Web Animation I	3	Web Animation II	3
3D Modeling I	3	3D Modeling II	3
Dig Image Edt/Prog Log/Dgn	3	Web Pg des I/Intro PC Hrdwr & Sftwr	3
Dktp Dig Vid Edt I/Vis BASIC I	3	Dktp Dig Vid Edt II/Comp Ntwrkg	3
Comp. Illust/Prog. Fundamentals	3	3D Txtrng/Prog Lang Visual C++	3
Total Degree Requirements - 30			

*Studio/Performance courses are excluded

Degree Requirements

Corrosion Technology - Associate of Applied Science

Semester Plan			
First Semester (17credit hours)	Credit Hours	Third Semester (12 credit hours)	Credit Hours
Intro to Corrosion	3	Atmospheric Corrosion	3
Electrical Theory	3	Reports & Estimates in Corrosion	3
Technical Drafting	3	Intro to Computer Aided Drafting	3
OSHA 10	1	Programming Logic & Design	3
Trade Basics	4		
Intro to Metallurgy	3		
Second Semester (13 credit hours)	Credit Hours	Fourth Semester (18 credit hours)	Credit Hours
Cathodic Protection	4	Gen Ed. Communications	6
Principles of Troubleshooting	3	**Gen Ed. Math/Science/Humanities	9
Internal Corrosion	3	Gen Elective	3
Coatings & Linings	3		
Total Degree Requirements	60		

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Technical Math, Intermediate Algebra, College Algebra. Studio/performance courses are excluded.

Corrosion Technology - Certificate A & B of Completion

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (12 credit hours)	Credit Hours
①②Intro to Corrosion	3	①②Programming Logic & Design	3
①②Electrical Theory	3		
①②Technical Drafting	3		
①②OSHA 10	1		
①②Trade Basics	4		
①②Intro to Metallurgy	3		
Second Semester (13 credit hours)	Credit Hours	Fourth Semester (credit hours)	Credit Hours
②Cathodic Protection	4		
②Principles of Troubleshooting	3		
②Internal Corrosion	3		
②Coatings & Linings	3		

① Certificate A total credit hours requirement: 20
② Certificate B total credit hours requirement: 33

Degree Requirements

Cosmetology - Associate of Applied Science

Fall Semester Plan (One Year)			
**Begin in August (44 credit hours)	Credit Hours	**Other Degree Requirements (Total 16)	Credit Hours
Cosmetology I	16	Bus. English or English Comp I	3
Cosmetology II	16	General Ed. Requirement^	9
Cosmetology III	12	General Elective	1
		Public Speaking or Inter. Comm.	3
Spring Semester Plan (One Year)			
**Begin in January (44 credit hours)			
Cosmetology I	16		
Cosmetology II	12		
Cosmetology III	16		
Total Degree Requirements - 60			

Type of Award: **Certificate of Completion**

Semester Plan Begins in August	Credit Hours	Semester Plan Begins in January	Credit Hours
Cosmetology I	16	Cosmetology I	16
Cosmetology II	16	Cosmetology II	12
Cosmetology III	12	Cosmetology III	16
Total Certificate Requirements - 44			

**Students can begin Cosmetology in either August or January. Other degree requirements may be completed before or after Cosmetology course completion (see other degree requirements above).

^From at least three of the following: Humanities, Social Science, Behavioral Sciences, Physical Education, or Math/Science.

Please note: There are options to complete both an A.A.S and A.S. in cosmetology, for those who wish to transfer to a 4-year university, which are customizable to the student. All degree recipients must meet the KBOR Core Degree Requirements for both of these degrees. Please visit with an advisor for more information.

"See website for program costs." go.sccc.edu/cos (do not use www as it will not work)

Additional Costs not collected by SCCC but must be considered:

- Uniform Costs: All black long or short sleeve shirts should be worn under the smock. (Smock will be furnished in the kit.) Students should also purchase and wear black slacks (no jeans or sweats).
- Apprenticeship License: $15 debit or credit card or money order must be brought on the first day of the program for an apprentice license. The license is good for only 12 months. Any student who cannot finish the program in one year will be required to file for another license.
- Kansas State Board of Cosmetology and Ergometrics: Cosmetology License, an optional temporary permit and the written and practical exams. "See website for additional fees" www.kansas.gov/kboc/
- Student Services: The student will be required to pay for all chemicals and products used on one's self at a student discount.
- Optional Cost: Hepatitis B Vaccine- The student may wish to have a Hepatitis B Vaccine prior to beginning the program. The vaccination is optional.

Kansas Board of Cosmetology license, testing, and instructional fees: See fees on the Kansas Board of Cosmetology website. www.kansas.gov/kboc/

Cosmetology Instructor – Certificate of Completion

Requirements include one year of experience and active license.
The course is 9 credit hours or 300 clock hours.

Degree Requirements

Criminal Justice - Associate of Science

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (15 credit hours)	Credit Hours
English Composition I	3	Criminal Investigations I	3
Principles of Sociology	3	American History I	3
Introduction to Criminal Justice	3	American National Government	3
First Year Seminar	1	Agency Administration	3
Concepts of Health/Wellness	1	College Algebra	3
Public Speaking	3		
Introduction to Corrections	3		
Second Semester (17 credit hours)		Fourth Semester (12 credit hours)	
Principles of Biology	5	Introduction to Computer Concepts	3
English Composition II	3	Criminal Procedure	3
Introduction to Law Enforcement	3	Constitutional Law	3
Ethics in Criminal Justice	3	Music Appreciation	3
Criminal Law	3	Juvenile Delinquency	3
Total Degree Requirements - 64			

*Studio and performance courses are excluded as a Humanities elective.

Recommended Core Emphasis/Elective Courses (all courses are 3 credit hours):

- Introduction to Criminal Justice
- Introduction to Corrections
- Introduction to Law Enforcement
- Ethics in Criminal Justice
- Criminal Law
- Criminal Investigations I
- Criminal Investigations II
- Agency Administration
- Constitutional Law
- Juvenile Delinquency
- Criminology

Degree Requirements

Diesel Technology - Associate of Applied Science

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (16 credit hours)	Credit Hours
Brakes	3	Drive Trains II	2
Diesel Engines I	5	Adv. Diesel Engine	5
Electrical/Electronic Systems	5	Diesel Engine Fuel Systems	3
Suspension & Steering	3	Principles of Troubleshooting	3
OSHA 10	1	Alternative Fuels	3

Second Semester (20 credit hours)	Credit Hours	Fourth Semester (15 credit hours)	Credit Hours
Hydraulics	5	Gen Ed. Communications	6
Drive Trains I	3	**Gen Ed. Math/Science/Humanities	9
Preventive Maintenance	3		
Adv. Electrical	5		
HVAC	4		

Total Degree Requirements 68

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Technical Math, Intermediate Algebra, College Algebra. Studio/performance courses are excluded.

Diesel Technology – Certificate C of Completion

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (16 credit hours)	Credit Hours
Brakes	3	Drive Trains II	2
Diesel Engines I	5	Adv. Diesel Engine	5
Electrical/Electronic Systems	5	Diesel Engine Fuel Systems	3
Suspension & Steering	3	Principles of Troubleshooting	3
OSHA 10	1	Alternative Fuels	3

Second Semester (20 credit hours)	Credit Hours	Fourth Semester (credit hours)	Credit Hours
Hydraulics	5		
Drive Trains I	3		
Preventive Maintenance	3		
Adv. Electrical	5		
HVAC	4		

Total Degree Requirements 53

Degree Requirements

Drafting & Design Technology - Associate of Applied Science

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (15 credit hours)	Credit Hours
Technical Drafting I	3	Scales and Measurements II	3
Intro Computer Aided Drafting	3	Civil Engineering Drafting	5
Scales and Measurements I	3	Revit Architecture	4
Geometric Constructions	2	Parametric Modeling Solidworks	3
Orthographic Views/Projections	3		
Dimensioning Procedures	3		

Second Semester (15 credit hours)	Credit Hours	Fourth Semester (15 credit hours)	Credit Hours
Technical Drafting II	3	Gen Ed. Communications	6
Revit Design Suite	3	**Gen Ed. Math/Science/Humanities	9
Auxiliary Views	3		
Section Views	3		
Pictorial Drawings	3		
	3		

Total Degree Requirements - 62

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra. Studio/performance courses are excluded.

Drafting & Design Technology – Certificate B & C of Completion

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (15 credit hours)	Credit Hours
①②Technical Drafting I	3	②Scales and Measurements II	3
①②Intro Computer Aided Drafting	3	②Civil Engineering Drafting	5
①②Scales and Measurements I	3	②Revit Architecture	4
①②Geometric Constructions	2	①②Parametric Modeling, Solidworks	3
①②Orthographic Views/Projections	3		
①②Dimensioning Procedures	3		

Second Semester (15 credit hours)	Credit Hours
①②Technical Drafting II	3
②Revit Design Suite	3
①②Auxiliary Views	3
①②Section Views	3
①②Pictorial Drawings	3

① Certificate B total credit hours requirement: 32
② Certificate C total credit hours requirement: 47

Degree Requirements

Education - Associate of Arts

Type of Award: Associate of Arts – Elementary Education

Semester Plan				
First Semester (17 credit hours)		Credit Hours	Third Semester (16 credit hours)	Credit Hours
	English Composition I	3	Intro to Ethics	3
	College Algebra	3	American National Government	3
	Music/Art/Theater Appreciation	3	Physical Science with Lab	5
	First Year Seminar	1	Intro to Education	3
	Concepts of Health/Wellness	1	Intro to Education Field Experience	2
	General Psychology	3		
	Public Speaking	3		
Second Semester (17 credit hours)			Fourth Semester (15 credit hours)	
	English Composition II	3	Intro to Literature	3
	Biology with lab	5	Elementary School Physical Education	3
	American History I or II	3	Elementary School Music	3
	Developmental Psychology	3	Art in the Elementary School	3
	Principles of Microeconomics or Macroeconomics	3	Elementary Statistics	3
Total Degree Requirements - 65				

*Studio and performance courses are excluded as a Humanities elective.

Type of Award: **Associate of Arts – Secondary Education**

Semester Plan				
First Semester (17 credit hours)		Credit Hours	Third Semester (17 credit hours)	Credit Hours
	English Composition I	3	Intro to Ethics	3
	College Algebra	3	American National Government	3
	Music/Art/Theater Appreciation	3	Developmental Psychology	3
	First Year Seminar	1	Principles of Sociology	3
	Concepts of Health/Wellness	1	Intro to Education	3
	American History I	3	Intro to Education Field Experience	2
	Public Speaking	3		
Second Semester (17 credit hours)			Fourth Semester (14 credit hours)	
	English Composition II	3	Intro to Literature	3
	Physical Science with lab	5	World Regional Geography	3
	American History II	3	Biology with Lab	3
	General Psychology	3	Elementary Statistics	3
	Principles of Microeconomics or Macroeconomics	3		
Total Degree Requirements - 65				

Recommended Core Emphasis/Elective Courses:

- Introduction to Education
- Introduction to Education Field Experience
- Art in the Elementary School
- Elementary School PE
- Elementary School Music
- Children's Literature
- Elementary Statistics
- Developmental Psychology

Degree Requirements

English - Associate of Arts

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (15 credit hours)	Credit Hours
English Composition I	3	American Literature I or II	3
College Algebra	3	Creative Writing	3
Public Speaking	3	Introduction to Philosophy	3
General Psychology	3	Abnormal Psychology	3
Music Appreciation	3	Jazz Appreciation	3
First Year Seminar	1		
Concepts of Health/Wellness	1		
Second Semester (17 credit hours)		**Fourth Semester (17 credit hours)**	
English Composition II	3	Introduction to Ethics	3
Introduction to Literature	3	World Regional Geography	3
Principles of Sociology	3	American National Government	3
Physical Science w/ Lab	5	Principles of Biology	5
Theater Appreciation	3	Literature Elective	3
Total Degree Requirements - 66			

*Studio and performance courses are excluded as a Humanities elective.

Recommended Core Emphasis/Elective Courses (all courses are 3 credit hours):

- Introduction to Literature
- American Literature I
- American Literature II
- Creative Writing
- World Literature

Degree Requirements

Fire Science-SAPP

Semester Plan	
First Semester (10 credit hours)	Credit Hours
Firefighter I	5
Hazardous Materials Awareness	2
Hazardous Material Operation	3
Total Degree Requirements 10	

Upon completion of the 10-credit hour pathway, students will take the following national exams:

1. Firefighter 1 – written & practical skills
2. Hazmat Operations – written & practical skills
3. Hazmat Awareness

The following nationally recognized industry credentials will be awarded:

1. Firefighter 1 & Hazmat Ops
2. Hazmat Awareness

Degree Requirements

Food Science and Safety - Associates of Applied Science

Semester Plan			
First Semester (16 credit hours)	Credit Hours	Third Semester (16 credit hours)	Credit Hours
College Chemistry I	5	Biology I for Majors	5
English Composition I	3	Meat Science	3
College Algebra+	3	Food Sanitation	5
Intro to Food Science & Safety	3	US History (recommended)	3
First Year Seminar/Concepts of Health and Wellness	2		
Second Semester (17 credit hours)		Fourth Semester (15 credit hours)	
College Chemistry II	5	Public Speaking	3
English Composition II	3	Economics (or other Beh. Sci)	3
Psychology (or other Beh. Sci)	3	Microbiology	5
Intro to Computers	3	Food Science Research	3
Food Processing	3	Humanities elective*	3
Total Degree Requirements - 64			

+ Or highest math testing into

*Humanities elective – Art appreciation, intro to music, or theater appreciation

Electives

Courses in math and science are highly recommended. Food science courses can be used as electives, but may not transfer identically to a university.

Degree Requirements

Heating, Ventilation, Air Conditioning & Refrigeration – Associate of Applied Science

Type of Award: Associate of Applied Science

Semester Plan				
First Semester (15 credit hours)		Credit Hours	Third Semester (14 credit hours)	Credit Hours
	Electrical Fundamentals	4	Process Technology I-Equipment	4
	HVAC Fundamentals	4	Motors & Control Systems	4
	Trade Basics	4	Principals of Troubleshooting	3
	Workplace Skills	1	System Design	3
	Safety OSHA 10	1		
	EPA 608	1		
Second Semester (13 credit hours)		Credit Hours	Fourth Semester (18 credit hours)	Credit Hours
	Heating System Fundamentals	3	Gen Ed. Communications	6
	HVAC Controls	3	**Gen Ed. Math/Science/Humanities	9
	Environmental Systems	4	Gen Elective	3
	Air Distribution	3		
Total Degree Requirements 60				

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra. Studio/performance courses are excluded.

Heating, Ventilation, Air Conditioning & Refrigeration – Certificate B of Completion

Type of Award: HVAC – Certificate B

Semester Plan				
First Semester (15 credit hours)		Credit Hours	Third Semester (14 credit hours)	Credit Hours
	Electrical Fundamentals	4	Process Technology I-Equipment	4
	HVAC Fundamentals	4	Motors & Control Systems	4
	Trade Basics	4	Principals of Troubleshooting	3
	Workplace Skills	1	System Design	3
	Safety OSHA 10	1		
	EPA 608	1		
Second Semester (13 credit hours)		Credit Hours		
	Heating System Fundamentals	3		
	HVAC Controls	3		
	Environmental Systems	4		
	Air Distribution	3		
Total Degree Requirements 42				

Degree Requirements

History – Associate of Arts

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
English Composition I	3	World Civilization I	3
Survey of Art History I/II	3	Principles of Macroeconomics	3
Public Speaking	3	Physical Science with Lab	5
Principles of Sociology	3	Introduction to Literature	3
American History I	3	Introduction to Ethics	3
First Year Seminar	1		
Concepts of Health/Wellness	1		
Second Semester (15 credit hours)		**Fourth Semester (17 credit hours)**	
English Composition II	3	World Civilization II	3
General Psychology	3	World Regional Geography	3
American History II	3	Introduction to Philosophy	3
American National Government	3	Principles of Biology	5
College Algebra	3	Developmental Psychology	3

Total Degree Requirements - 66

*Studio and performance courses are excluded as a Humanities elective.

Recommended Core Emphasis/Elective Courses (all courses are 3 credit hours):

- American History I
- American History II
- World Civilization I
- World Civilization II
- American National Government
- World Regional Geography
- Principles of Macroeconomics
- Principles of Microeconomics

Degree Requirements

Journalism - Associate of Arts

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
English Composition I	3	Public Speaking	3
News Writing I	3	Physical Science w/ lab	5
Newspaper Practicum I	3	Music Appreciation	3
College Algebra	3	General Psychology	3
Digital Photography I	3	Art Appreciation	3
First Year Seminar	1		
Concepts of Health/Wellness	1		
Second Semester (17 credit hours)		**Fourth Semester (15 credit hours)**	
English Composition II	3	Theater Appreciation	3
News Writing II	3	American History I	3
Intro to Mass Communications	3	Principles of Sociology	3
Newspaper Practicum II	3	Developmental Psychology	3
Principles of Biology w/ lab	5	American National Government	3
Total Degree Requirements – 66			

*Studio and performance courses are excluded as a Humanities elective.

Recommended Core Emphasis/Elective Courses (all courses are 3 credit hours):

- Digital Photography I
- Digital Photography II
- Newspaper Practicum I
- Newspaper Practicum II
- Newspaper Practicum III
- Newspaper Practicum IV
- Introduction to Mass Communication
- Introduction to Broadcasting
- News Writing I
- News Writing II

Degree Requirements

Machine Tool Technology - Associate of Applied Science

Semester Plan				
First Semester (17 credit hours)		Credit Hours	Third Semester (12 credit hours)	Credit Hours
	Orientation & Safety in Machine Tool	2	Machining II	3
			CNC Horizontal Turing Center	9
	Quality Control & Inspection	1		
	Machining I	3		
	Safety- OSHA 10	1		
	Print Reading	3		
	Math for Machine Tool Tech	2		
	Benchwork	1		
	Machine Tool Processes	1		
	Drill Press	2		
	Metallurgy	1		
Second Semester (20 credit hours)		Credit Hours	Fourth Semester (15 credit hours)	Credit Hours
	Vertical Milling	3	Gen Ed. Communications	6
	Engine Lathe	3	**Gen Ed. Math/Science/Humanities	9
	Workplace Ethics	2		
	CNC Vertical Machining Center	9		
	CNC Operations	3		
Total Degree Requirements 64				

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra. Studio/performance courses are excluded

Machine Tool Technology – Certificate of Completion

Type of Award: Machine Tool Technology-Certificate

Semester Plan				
First Semester (17 credit hours)		Credit Hours	Third Semester (14 credit hours)	Credit Hours
	Orientation & Safety in Machine Tool	2	Machining II	3
			CNC Horizontal Turing Center	9
	Quality Control & Inspection	1	Workplace Ethics	2
	Machining I	3		
	Safety- OSHA 10	1		
	Print Reading	3		
	Math for Machine Tool Tech	2		
	Benchwork	1		
	Machine Tool Processes	1		
	Drill Press	2		
	Metallurgy	1		
Second Semester (18 credit hours)		Credit Hours		
	Vertical Milling	3		
	Engine Lathe	3		
	CNC Vertical Machining Center	9		
	CNC Operations	3		
Total Degree Requirements 49				

Degree Requirements

Mathematics - Associate of Science

Semester Plan			
First Semester (18 credit hours)	Credit Hours	Third Semester (16 credit hours)	Credit Hours
College Chemistry I	5	Engineering Physics I	5
English Comp. I	3	Intro to Programming	3
Calculus I**	5	Calculus III	5
First Year Seminar	1	US History	3
Concepts of Health/Wellness	1		
Psychology	3		
Second Semester (16 credit hours)		Fourth Semester (15 credit hours)	
Principles of Biology	5	Speech	3
English Comp. II	3	Economics	3
Calculus II	5	Differential Equations	3
Intro to Computers	3	Statistics (recommended)	3
		Humanities Elective*	3
Total Degree Requirements - 64			

*Studio and performance courses are excluded as a Humanities elective.
**If a student is not ready for Calculus I, prerequisite math courses should be taken in the first year with other electives taken in the second year.

Core Emphasis – these courses can be selected as electives to meet credit requirements. Not all of these courses will be required at all universities for a mathematics degree. Be sure to check the requirements at your transfer institution.

- Trigonometry (3)
- Calculus I, II, III (all courses 5 credit hours each)
- Differential Equations (3)
- College Chemistry I (5)
- Engineering Physics I, II (all courses 5 credit hours each)

Degree Requirements

Medical Laboratory Technology - Associate of Applied Science

Total General Education Requirements		34
Fall Semester		Credit Hours
	College Chemistry I	5
	Anatomy/Physiology	5
	Intermediate Algebra	3
	Introduction to Medical Technology (fall semester, online only)	3
Spring Semester		
	General Microbiology	5
	Phlebotomy	4
	English Comp I	3
	Basic Immunology (spring semester, online only)	3
Summer Semester		
	Public Speaking	3
Total Core Emphasis Requirements (online only)		34
Fall Semester		
	MLT Hematology and Coagulation – Lecture & Lab	6
	MLT Clinical Chemistry – Lecture & Lab	6
	MLT Urinalysis and Body Fluids – Lecture & Lab	3
Spring Semester		
	MLT Pathogenic Microbiology – Lecture & Lab	6
	MLT Immunohematology – Lecture & Lab	6
Summer Semester		
	MLT Clinical Practicum	7
Total Associates of Applied Science Degree Requirements		68

Essential Functions

The following list of physical capabilities and behavioral skills have been identified as being necessary for success in the field of laboratory medicine:

Visual Observation:

Visual observation must be sufficient and adequate to allow students to:

(1) Differentiate color changes during performance of laboratory procedures; (2) observe patient's condition during phlebotomy procedures; and (3) read lab instrument technical procedure manuals, standard operating procedures, and a patient's chart.

Motor Function:

Motor functions must be sufficient and adequate to allow students to:

(1) Perform venipuncture at patient's bedside or at other designated locations; (2) lift and handle laboratory instruments and equipment; and (3) manipulate medical laboratory instruments and equipment in a manner consistent with standards of medical laboratory practice.

Communication:

(1) Demonstrate proficiency of the English language both orally and in writing. NOTE: Per institutional policy, ELS students may be required to take the TOEFEL and submit scores to the MLT Program Coordinator; and (2) possess verbal and written skills adequate for transmitting information to co-workers and patients.

Behavior and Social Skills:

The student's behavior and social skills must be acceptable to an academic and clinical setting.

Critical Thinking Skills:

The student must possess critical thinking ability sufficient to an academic and clinical setting.

Accreditation: Graduates of the SCCC MLT program are eligible to sit for the ASCP Board of Certification exam.

Degree Requirements

Music - Associate of Arts

Semester Plan				
First Semester (19 credit hours)		Credit Hours	Third Semester (17 credit hours)	Credit Hours
	English Composition I	3	Music Theory III	3
	Music Appreciation	3	Sight Singing/Ear Training III	2
	General Psychology	3	Chorus or Concert Band III	1
	Music Theory I	3	App. Music III (Vocal/Instrumental)	1
	Sight Singing/Ear Training I	2	App. Music III (Piano)	1
	Chorus or Concert Band I	1	Public Speaking	3
	App. Music I (Vocal/Instrumental)	1	American History I	3
	App. Music I (Piano)	1	Developmental Psychology	3
	First Year Seminar	1		
	Concepts of Health/Wellness	1		
Second Semester (17 credit hours)			Fourth Semester (17 credit hours)	
	Music Theory II	3	Music Theory IV	3
	Sight Singing/Ear Training II	2	Sight Singing/Ear Training IV	2
	Chorus or Concert Band II	1	Chorus or Concert Band IV	1
	App. Music II (Vocal/Instrumental)	1	App. Music IV (Vocal/Instrumental)	1
	App. Music II (Piano)	1	App. Music IV (Piano)	1
	English Composition II	3	Art Appreciation	3
	Theater Appreciation	3	Principles of Sociology	3
	College Algebra	3	World Regional Geography	3
Summer	(10 credit hours)			
	Chemistry with Lab	5		
	Principles of Biology with Lab	5		
Total Degree Requirements – 80				

*Studio and performance courses are excluded as a Humanities elective.

Recommended Core Emphasis/Elective Courses:

- Music Theory I – IV (3 Credit Hours per course)
- Sight Singing/Ear Training I-IV (2 Credit Hours per course)

One Credit Hour Core/Elective Courses:

- Chorus I-IV
- Concert Band I-IV
- Applied Music (Instrumental) I-IV
- Applied Music (Vocal) I-IV
- Applied Music (Piano) I-IV

Degree Requirements

Natural Gas Compression Technology - Associate of Applied Science

Semester Plan			
First Semester (16 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
Trade Basics	4	Compressor Theory	2
Principles of Quality	3	Compressor Overhaul I	3
Electrical Theory	3	Compressor Overhaul II	3
Benchwork	1	Compressor Preventative Maint.	2
Intro to Welding	2	Compressor Mounting & Align	4
Precision Measurement	2	Principles of Trouble Shooting	3
Safety OSHA 10	1		
Second Semester (14 credit hours)	Credit Hours	Fourth Semester (15 credit hours)	Credit Hours
Engine Theory	3	**Gen Ed. Math/Science/Humanities	9
Engine Overhaul I	3	Gen Ed. Communications	6
Engine Overhaul II	3		
Engine Preventative Maintenance	2		
Cutting Processes	3		
Total Degree Requirements 62			

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science Studio/performance courses are excluded

Natural Gas Compression Technology - Certificate C of Completion

Semester Plan			
First Semester (16 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
Trade Basics	4	Compressor Theory	2
Principles of Quality	3	Compressor Overhaul I	3
Electrical Theory	3	Compressor Overhaul II	3
Benchwork	1	Compressor Preventative Maint.	2
Intro to Welding	2	Compressor Mounting & Align	4
Precision Measurement	2	Principles Of Trouble Shooting	3
Safety OSHA 10	1		
Second Semester (14 credit hours)			
Engine Theory	3		
Engine Overhaul I	3		
Engine Overhaul II	3		
Engine Preventative Maintenance	2		
Cutting Processes	3		
Total Certificate Requirements 47			

Degree Requirements

Practical Nursing - Certificate

Level I		Credit Hours
Fall Semester		
General Psychology	3	
English Comp I	3	
Anatomy & Physiology	5	
Fundamentals of Nursing	5	
Gerontological Nursing	2	
Spring Semester		
★Developmental Psychology	3	
★Nutrition/Applied Nutrition for Health	3	
Maternal Child Health	5	
Medical Surgical Nursing	7	
Summer Semester		
Role Dev. Of the Practical Nurse	5	
Total Certificate Degree Requirements		41

Nursing (AND) - Associate of Applied Science

Level II		Credit Hours
Summer Semester		
	♦From Practical Nurse to ADN Student	1
Fall Semester		
	★Microbiology	4-5
	Mental Health Nursing	3
	Maternity Nursing	3
	Adult & Child Care I	4
Spring Semester		
	★English Comp II/Public Speaking	3
	Adult & Child care II	4
	Client Care Nursing	3
	■ Integration Seminar	3
Level II Requirements		25
Total Program Requirements		66

★ 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 score of below 65 on the Kaplan Secure Predictor #1 Exam.
Note: Beginning Algebra is required for students testing < 100 on the Compass Pre-Algebra < 46 on the Compass Algebra or below 18 on the ACT math score

Accreditation:
Seward County Community College is accredited by the Higher-Learning Commission and the Kansas Board of Regents. The Practical Nursing program is approved by the Kansas State Board of Nursing. The Associate Degree Nursing program is approved by the Kansas State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN)

ACEN
3343 Peachtree Road NE
Suite 850
Atlanta, GA 30326
404-975-5000 www.acenursing.org

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Suite 1051
Topeka, KS 66612-1230
785-296-3929 www.ksbn.org

Degree Requirements

Pre-Dentistry - Associate of Science

General Education	Credit Hours 34
Communications	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computer Concepts/Apps	3
Humanities (from at least 3 different disciplines)	6
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 2 different disciplines and Economics)	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Physical Education Activity	1
First Year Seminar	1
College Algebra	3
Lab Science (from either of the following disciplines)	5
Natural Science, Physical Science	

Core Emphasis	12
College Chemistry I	5
College Chemistry II	5
Biology 1 for Majors	5
Human Anatomy w/ Lab	4
Human Physiology w/ Lab	4
General Physics I	5
General Physics II	5

Dentistry is a professional program that requires a bachelor's degree with specific courses required. Contact your transfer school and the school of dentistry you plan to attend for specific requirements and to make sure these courses meet those requirements.

Electives	18
Organic Chemistry I, II	5 each
Microbiology	5
Trigonometry	3
Calculus I, II	5 each

Total Degree Requirements	64

Degree Requirements

Pre-Engineering - Associate of Science

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (16 credit hours)	Credit Hours
Calculus I	5	Engineering Physics I	5
English Composition I	3	Public Speaking	3
College Chemistry I	5	Calculus III	5
Intro to Engineering Careers or Engineering Graphics I	2	Intro to Programming (recommended)	3
First year seminar/Concepts of Health & Wellness	2		
Second Semester (17 credit hours)		**Fourth Semester (14 credit hours)**	
Calculus II	5	Humanities elective*	3
English Composition II	3	Macro Economics (recommended)	3
US History (or other Humanities)	3	Engineering Physics II	5
Intro to Computers	3	Differential Equations	3
Psychology (or other Behavioral Science)	3		
Total Degree Requirements - 64			

Specific requirements depend on the area of engineering and the transfer university. Check with the transfer university for specific requirements and number of transfer hours accepted. Some courses taken at SCCC may transfer for fewer hours at the transfer school.

If the student is not ready for Calculus I, prerequisite math courses should be taken in the first year.

*Humanities elective – art appreciation, intro to music, or theater appreciation.

Degree Requirements

Pre-Medical - Associate of Science

Semester Plan			
First Semester (18 credit hours)	Credit Hours	Third Semester (16 credit hours)	Credit Hours
Biology I for Majors	5	Organic Chemistry I	5
English Composition I	3	Public Speaking	3
College Chemistry I	5	Calculus I* (recommended)	5
Psychology (recommended for MCAT)	2	US History (recommended)	3
First Year Seminar/Concepts of Health & Wellness	3		
Second Semester (16 credit hours)		Fourth Semester (16 credit hours)	
Biology II for Majors	5	Organic Chemistry II	5
English Composition II	3	Intro to Ethics (or other Humanities)	3
College Chemistry II	5	Sociology (recommended for MCAT)	3
Intro to Computers	3	Microbiology (recommended)	5
Total Degree Requirements - 64			

Students entering medical school will need a bachelor's degree in any science related area with specific courses required, a passing score on the Medical College Admission Test (MCAT), along with other requirements. Check the admissions requirements of the medical schools the student will apply to as well as the requirements for the student's bachelor's degree.

*Not all medical schools require Calculus I, but it will meet the math requirement of every medical school. If the student is not ready for Calculus I, prerequisite math courses should be taken in the first year, and Psychology and Intro to Computers taken in the second year.

General Physics I and II are required by most medical schools and concepts from Physics are covered in the MCAT. Including these courses would force students to take three 5-hour science courses in the same semester, which is not recommended. Students should plan on taking Physics in their junior year at their transfer institution to be ready for the MCAT as a senior.

Once the 12 core hours are met, additional core classes will count as electives for the Associate of Science Degree in Pre-Med at SCCC.

Degree Requirements

Pre-Physical Therapy - Associate of Science

Semester Plan			
First Semester (18 credit hours)	Credit Hours	Third Semester (18 credit hours)	Credit Hours
College Chemistry I	5	American History (recommended)	3
Biology I for Majors	5	Sociology	3
College Algebra (or higher)	3	Human Anatomy*	4
English Composition I	3	Physics I	5
First Year Seminar/Concepts of Health & Wellness	2	Intro to Computer Concepts	3
Second Semester (17 credit hours)		Fourth Semester (15 credit hours)	
Psychology	3	Physics II	5
Trigonometry	3	Human Physiology	4
College Chemistry II	5	Humanities**	3
English Composition II	3	Elementary Statistics***	3
Public Speaking	3		
Total Degree Requirements - 64			

*Check with the Physical Therapy Program you plan to apply to. KU requires 8 hours of Anatomy and Physiology, WSU requires 5.

**Choose from Art Appreciation, Survey of Art History, Music Appreciation, Intro to Philosophy, or Intro to Literature

***Most Physical Therapy schools require Statistics as a prerequisite for admission to their Physical Therapy programs.

Degree Requirements

Pre-Veterinary - Associate of Science

Semester Plan			
First Semester (15 credit hours)	Credit Hours	Third Semester (16 credit hours)	Credit Hours
English Composition I	3	Organic Chemistry I*	5
College Chemistry I	5	Public Speaking	3
Biology I for majors	2	General Physics I	5
First year seminar/Concepts of Health & Wellness	5	US History (or other humanities)	3
Second Semester (17 credit hours)		Fourth Semester (16 credit hours)	
College Chemistry II	5	Intro to Ethics (or other humanities)	3
English Composition II	3	Economics (or other Behavioral Science)	3
College Algebra	3	General Physics II	5
Intro to Computers	3	Microbiology	5
Psychology	3		
Total Degree Requirements - 64			

A bachelor's degree is not required to enter a program for a Doctor of Veterinary Medicine (DVM) degree. Specific courses, Graduate Record Examination (GRE) scores and other requirements depend on particular College of Veterinary Medicine. Check with the transfer university for specific requirements and number of transfer hours required.

*Organic Chemistry I will not transfer to Oklahoma State University for Veterinary Medicine. If attending OSU, choose another core course.

Degree Requirements

Phlebotomy - Certificate of Completion

Program Course of Study	Credit Hours 12
Phlebotomy – Lecture & Lab	4
Medical Terminology	3
Phlebotomy Clinical Practicum	2
Introduction to Medical Technology	3
Total Degree Requirements	12

Eligibility Requirements

- Apply for admission to SCCC.
- Sit for the Test of Adult Basic Education (TABE). Must demonstrate a reading level of ninth grade or above.
- Submit official high school transcript or GED scores. Minimum GPA is 2.50.
- Have completed one year of science with a final grade of a C or higher or equivalent.
- Have completed one year of algebra with a final grade of a C or higher or equivalent.
- Schedule an interview with the MLT program coordinator or clinical coordinator.

Additional Requirements

Proof of health insurance.
Criminal background check

Certification

Graduates of the SCCC phlebotomy program are eligible to sit for the ASCP Board of Certification exam. Completers under the age of 18 or those that do not have a high school diploma or GED are eligible for the American Society of Phlebotomy Technician certification exam.

NOTE:

The phlebotomy clinical practicum may require travel outside of Liberal, Kansas. Clinical time may include early mornings, late afternoons, or early evening hours.

Degree Requirements

Philosophy - Associate of Arts

Type of Award: Associate of Arts

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
English Composition I	3	World Civilization I	3
Introduction to Philosophy	3	Introduction to the Old Testament	3
Public Speaking	3	Physical Science with Lab	5
Principles of Sociology	3	Introduction to Literature	3
American History I	3	General Psychology	3
First Year Seminar	1		
Concepts of Health/Wellness	1		
Second Semester (17 credit hours)		**Fourth Semester (15 credit hours)**	
English Composition II	3	Survey of World Religion	3
Introduction to Ethics	3	World Regional Geography	3
American History II	3	American National Government	3
Principles of Biology w/ Lab	5	Introduction to the New Testament	3
College Algebra	3	Survey of Art History I/II	3
Total Degree Requirements - 66			

*Studio and performance courses are excluded as a Humanities elective.

Recommended Core Emphasis/Elective Courses (all courses are 3 credit hours):

- Introduction to Philosophy
- Introduction to Ethics
- World Civilization I
- World Civilization II
- Introduction to the New Testament
- Introduction to the Old Testament
- Survey of World Religions

Degree Requirements

Physical Education - Associate of Science

Semester Plan			
First Semester (16 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
Intro to Health, PE, Rec	3	Theory of Coaching	2
College Algebra	3	Care & Prevention of Athletic Inj.	3
English Comp. I	3	Public Speaking	3
First Year Seminar	1	Soc./Behavioral Sci. Elective	3
Concepts of Health/Wellness	1	Humanities Elective *	3
Biology	5	Practicum in Sports Management	3
Second Semester (15 credit hours)		Fourth Semester (17 credit hours)	
Activity Course	1	Human Anatomy/Physiology	5
Responding to Emergencies	2	Concepts of exercise Science	3
English Comp. II	3	Humanities Elective*	3
Intro to Computers	3	Elementary School P.E.	3
Developmental Psych	3	Personal Fitness Trainer I	3
Nutrition	3		
Total Degree Requirements - 64			

*Studio and performance courses are excluded as a Humanities elective.

Core Emphasis:

- Human Anatomy & Physiology (5)
- Responding to Emergencies (2)
- Theory of Coaching Basketball (2)
- Theory of Coaching Baseball (2)
- Introduction to Health, Physical Education and Recreation (3)
- Concepts of Exercise Science

Other electives include: Care & Prevention of Athletic Injuries, Elementary School P.E., Personal Fitness Trainer I, Nutrition, Practicum in Sports Management, and activity courses in dance, swimming, weight training, aerobics, and outdoor education.

Please note: some of the courses listed may not transfer to other college or university programs of exercise science, kinesiology, or physical education. Check with your transfer school for specific requirements.

Degree Requirements

Physical Education-Personal Training - Associate of Science

General Education	Credit Hours 34
Communications	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computer Concepts/Apps	3
Humanities (from at least 3 different disciplines)	6
Art*, History, Literature, Music*, Philosophy, Theater*	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 2 different disciplines and Economics)	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Concepts of Health and Wellness	1
First Year Seminar	1
College Algebra	3
Lab Science (from either of the following disciplines)	5
Natural Science, Physical Science	

Core Emphasis	12
Anatomy/Physiology (Lecture with corresponding lab)	5
Personal Fitness Trainer I	3
Personal Fitness Trainer II	3
Care & Prevention of Athletic Injuries	3
Responding to Emergencies	2
Concepts of Exercise Science	3
Nutrition	3

Some of the courses listed here may not transfer to every College of Exercise Science, Kinesiology, or Physical Education. Check with your transfer school for specific requirements.

Electives	18

Other Electives: Business Management, Business Law, Intro to Health PE, & Recreation, Introduction to Marketing, Sports Management, Weight Training

Total Degree Requirements	64

Degree Requirements

Physical Education--Sports Medicine - Associate of Science

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
Care & Prevention of Athletic Injury	3	Human Physiology	4
Sports Medicine Practicum I	1	Personal Fitness Trainer I	3
Biology	5	Sports Medicine Practicum III	1
English Composition I	3	Public Speaking	3
College Algebra	3	Sociology	3
First Year Seminar/Concepts of Health & Wellness	2	Humanities Elective*	3
Second Semester (15 credit hours)		Fourth Semester (15 credit hours)	
Nutrition	3	Human Anatomy	4
Sports Medicine Practicum II	1	Personal Fitness Trainer II	1
Responding to Emergencies	2	Sports Medicine Practicum IV	1
English Composition II	3	Concepts of Exercise Science	3
Developmental Psychology	3	Intro to Ethics (or other Humanities)	3
Intro to Computers	3	Statistics	3
Total Degree Requirements - 64			

*Studio and performance courses are excluded as a Humanities elective.

Core Emphasis Courses:

- Care & Prevention of Athletic Injuries (3)
- Sports Medicine Practicum I, II, III, IV (each course is 1 credit hour)
- Concepts of Exercise Science (3)
- Personal Fitness Trainer I, II (each course is 3 credit hours)
- Responding to Emergencies (2)
- Intro to Health, PE, & Recreation (3)
- Anatomy/Physiology (lecture with corresponding lab) (5)
- Nutrition (5)

Other electives include: Medical Terminology, biology, statistics, developmental psychology, and ethics.

Please note: some of the courses listed may not transfer to other college or university programs of sports medicine. Check with your transfer school for specific requirements.

Degree Requirements

Physics - Associate of Science

Semester Plan			
First Semester (15 credit hours)	Credit Hours	Third Semester (16 credit hours)	Credit Hours
College Chemistry I	5	Engineering Physics I	5
English Composition I	3	Humanities Elective	3
Calculus I (or highest math testing into)	5	Calculus III	5
First year seminar/Concepts of Health & Wellness	2	Social/Behavioral Science	3
Second Semester (17 credit hours)		Fourth Semester (16 credit hours)	
Public Speaking	3	Engineering Physics II	5
English Composition II	3	Principles of Biology	5
Calculus II	5	Differential Equations	3
Social/Behavioral Science	3	Humanities Elective	3
Intro to Computers	3		
Total Degree Requirements - 64			

Degree Requirements

Process Technology - Associate of Applied Science

Semester Plan			
First Semester (16 credit hours)	Credit Hours	Third Semester (14 credit hours)	Credit Hours
Intro to Process Technology	3	Process Technology III-Operations	4
Electrical Theory	3	Process Troubleshooting	4
Principles of Quality	3	Programming Fundamentals	3
Trade Basics	4	Gen Ed. Elective	3
Technical Math or Equivalent	3		
Second Semester (17 credit hours)	**Credit Hours**	**Fourth Semester (13 credit hours)**	**Credit Hours**
Process Technology I-Equipment	4	Gen Ed. Communications	6
		*Introduction to Chemistry	5
Safety, Health, and Environment	3	Gen Ed. Elective	2
Process Instrumentation	3		
Process Technology II-Systems	4		
Gen Ed. Elective	3		
Total Degree Requirements 60			

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science Studio/performance courses are excluded

Process Technology - Certificate B of Completion

Semester Plan			
First Semester (13 credit hours)	Credit Hours	Third Semester (11 credit hours)	Credit Hours
Intro to Process Technology	3	Process Technology III-Operations	4
Electrical Theory	3	Process Troubleshooting	4
Principles of Quality	3	Programming Fundamentals	3
Trade Basics	4		
Second Semester (18 credit hours)	**Credit Hours**		
Process Technology I-Equipment	4		
Safety, Health, and Environment	3		
Process Instrumentation	3		
Process Technology II-Systems	4		
Total Degree Requirements 38			

Degree Requirements

Respiratory Therapy - Associate of Applied Science

Associate of Applied Science in Respiratory Therapy		Credit Hours
Prerequisite:	Anatomy and Physiology with Lab	5
	Intermediate or College Algebra	3
	English Composition I	3
	English Composition II or Public Speaking	3
	General Psychology	3
	College Chemistry I	5
	Microbiology	5
	General Psychology, Public Speaking and either College Chemistry I or Microbiology may be completed concurrent with the program core curriculum with RT program advisors permission. Any exceptions for prerequisite course completion dates may be considered for approval by the program director. All prerequisite courses must be completed prior to enrolling in the Critical Care Practicum course.	
First Year Spring Semester		
	RT Procedures I	6
	Respiratory Physiology	4
	RT Pharmacology	2
Summer Semester		
	Open for required general education courses if needed (see faculty advisor).	
Second Year Fall Semester		
	RT Procedures II	5
	Pediatric and Neonatal Respiratory Care	3
	Respiratory Diseases	2
	RT Seminar	1
	Clinical Practicum II	4
Spring Semester		
	RT Procedures III	3
	RT Clinical Practicum III	5
	Clinical Simulation and Review	1
	Advanced Life Support	3
Summer Semester		
	Critical Care Practicum	6
Total Associates of Applied Science Degree Requirements		72

A grade of "C" or better is required for all general education and respiratory therapy courses. General education courses must be taken prior to admittance to the respiratory therapy program.

Degree Requirements

Sports Management - Associate of Science

General Education	Credit Hours 34

Communications 9
- English Composition I 3
- English Composition II 3
- Public Speaking 3

Introduction to Computer Concepts/Apps 3

Humanities (from at least 3 different disciplines) 6
- Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language
  * studio/performance courses are excluded
  (Recommend Introduction to Ethics)

Social/Behavioral Science (from at least 2 different disciplines) 6
- Anthropology, Economics, Geography, Political Science, Psychology, Sociology
  (Recommend Human Growth & Development)

Concepts of Health and Wellness 1

First Year Seminar 1

College Algebra 3

Lab Science (from either of the following disciplines) 5
- Natural Science, Physical Science

Core Emphasis (a minimum of 12 credit hours)	18

Business Management, Accounting I & II, Sports Management, Practicum in Fitness Management or Sports Management, Intro to Health, PE & Recreation

Electives	12

Recommended: Accounting II; Principles of Microeconomics, Practicum in Fitness Management or Sports Management

Other Electives: Managerial Accounting; Programming Logic and Design; Business Law; Computer Based Spreadsheets; Business & Economic Stats ; Business Law; Advertising; Entrepreneurship; Introduction to Marketing; Business Math; Business Management, Community First Aid and Safety, Personal and Community Health, Care and Prevention of Athletic Injuries, Concepts of Exercise Science

Total Degree Requirements	64

Degree Requirements

Social Science – Associate of Arts

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
English Composition I	3	World Civilization I	3
Survey of Art History I/II	3	Principles of Macroeconomics	3
Public Speaking	3	Physical Science with Lab	5
Principles of Sociology	3	Introduction to Literature	3
American History I	3	Introduction to Ethics	3
First Year Seminar	1		
Concepts of Health/Wellness	1		
Second Semester (15 credit hours)		**Fourth Semester (17 credit hours)**	
English Composition II	3	World Civilization II	3
General Psychology	3	World Regional Geography	3
American History II	3	Introduction to Philosophy	3
American National Government	3	Principles of Biology	5
College Algebra	3	Developmental Psychology	3
Total Degree Requirements - 66			

*Studio and performance courses are excluded as a Humanities elective.

Recommended Core Emphasis/Elective Courses (all courses are 3 credit hours):

- American History I
- American History II
- World Civilization I
- World Civilization II
- American National Government
- World Regional Geography
- Principles of Macroeconomics
- Principles of Microeconomics

Degree Requirements

Speech & Drama – Associate of Arts

Semester Plan			
First Semester (16 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
Acting I	3	Stagecraft I	3
Chorus I	1	Chorus III	1
Dramatic Participation I	1	Dramatic Participation III	1
English Composition I	3	American National Government	3
Theater Appreciation	3	Principles of Sociology	3
First Year Seminar	1	Art Appreciation	3
Concepts of Health/Wellness	1	American History I	3
General Psychology	3		
Second Semester (19 credit hours)		Fourth Semester (16 credit hours)	
Acting II	3	Stagecraft II	3
Chorus II	1	Chorus IV	1
Dramatic Participation II	1	Dramatic Participation IV	1
English Composition II	3	Introduction to Literature	3
Physical Science	5	Abnormal Psychology	3
College Algebra	3	Principles of Biology	5
Public Speaking	3		
Total Degree Requirements - 68			

*Studio and performance courses are excluded as a Humanities elective.

Recommended Core Emphasis/Elective Courses (all courses are 3 credit hours):

- Acting I
- Acting II
- Stagecraft I
- Stagecraft II
- Dramatic Participation I
- Dramatic Participation II
- Dramatic Participation III
- Dramatic Participation IV

Degree Requirements

Science - Associate of Science

General Education		Credit Hours 34
Communications		9
English Composition I	3	
English Composition II	3	
Public Speaking	3	
Introduction to Computer Concepts/Apps		3
Humanities (from at least 2 different disciplines)		6
Art*, History, Literature, Music*, Philosophy, Theater*		
* Studio/performance courses are excluded		
Social/Behavioral Science (from at least 2 different disciplines and Economics)		6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology		
Concepts of Health and Wellness		1
First Year Seminar		1
College Algebra (or higher level math course)		3
Lab Science (from either of the following disciplines)		5
Natural Science, Physical Science		

Core Emphasis		12
Principles of Biology	5	
Intro to Chemistry	5	
Human Anatomy	5	
Human Physiology	5	
Microbiology	5	
Anatomy and Physiology	5	
College Chemistry I	5	
General Physics I	5	
Trigonometry	3	
Calculus I	5	

Electives	18
Any of the courses listed under Core Emphasis above are recommended for electives.	

Total Degree Requirements	64

Degree Requirements

Surgical Technology - Certificate of Completion

Prerequisite:	Anatomy and Physiology with Lab (5-8 credits) Microbiology with Lab (5 credits)

Fall Semester		Credit Hours
	*Medical Terminology	3
	Introduction to Surgical Technology (online)	4
	Principles and Practices of Surgical Technology (online)	5
	Principles and Practices of Surgical Technology Lab (on campus)	3
Spring Semester		
	Surgical Procedures I (online)	4
	Surgical Procedures I Clinicals	6
	Pharmacology for the Surgical Technologist (online)	3
Summer Semester		
	Surgical Procedures II (online)	5
	Surgical Procedures II Clinicals	7
	ST Certification Review	1
Total Certificate Degree Requirements		**51**

Surgical Technology – Associates of Applied Science

Additional courses needed for Associate of Applied Science in Surgical Technology	
English Comp I or II, Public Speaking or Business English	6
Electives (from at least 2 different areas-Humanities; Social Science; Behavioral Science; Physical Science; Math/Science)	9
Total Associates of Applied Science Degree Requirements	**66**

*General education courses may be taken prior to admission to the surgical technology program or concurrently with the surgical technology courses. They must be taken prior to OR during the semesters indicated once admitted to the program.

Clinical Case Requirements

The total number of cases the student must complete is 120. Students are required to complete a minimum of 30 cases in General Surgery. 20 of these cases must be in the First Scrub Role. Students are required to complete a minimum of 90 cases in various surgical specialties. 60 of the cases must be in the First Scrub Role and evenly distributed between a minimum of 4 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Observation cases must be documented, but do not count towards the 120 required cases.

CST Exam Requirement

Students successfully completing the course requirements for the certificate or AAS Surgical Technology program will be required to take the National Certifying Examination for Surgical Technologists and will be required to provide an approved photo ID with signature such as a valid driver's license, valid passport or military ID card, or government-issued identification card.

NBSTSA Certification Exam

Students are required to take the NBSTSA Certification Exam on the program scheduled date or they will fail the ST1111 ST Certification Review course. Failing the ST Certification Review course means the student will not graduate form the SCCC Surgical Technology Program.

Degree Requirements

Visual Arts - Associate of Arts—Studio Arts Emphasis

Semester Plan			
First Semester (17 credit hours)	Credit Hours	Third Semester (17 credit hours)	Credit Hours
English Composition I	3	American History I	3
Survey of Art History I	3	General Psychology	3
Public Speaking	3	Principles of Sociology	3
Drawing I	3	Principles of Biology with Lab	5
Two-Dimensional Design I	3	Art Appreciation	3
First Year Seminar	1		
Concepts of Health/Wellness	1		
Second Semester (15 credit hours)		Fourth Semester (17 credit hours)	
English Composition II	3	Introduction to Literature	3
College Algebra	3	World Regional Geography	3
Survey of Art History II	3	American National Government	3
Drawing II	3	Physical Science with Lab	5
Three-Dimensional Design	3	Ceramics I/II	3
Total Degree Requirements - 66			

*Studio and performance courses are excluded as a Humanities elective.

Recommended Core Emphasis/Elective Courses (all courses are 3 credit hours):

- Survey of Art History I
- Survey of Art History II
- Drawing I
- Drawing II
- Art Appreciation
- Ceramics I
- Ceramics II
- Three-Dimensional Design
- Two-Dimensional Design
- Glass Blowing I
- Glass Blowing II

Degree Requirements

Visual Arts – Graphic Design - Associate of Science

General Education	34
Communications	9
English Composition I	3
English Composition II	3
Public Speaking	3
Introduction to Computers	3
Humanities (from at least 2 different disciplines)	6
Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language	
* studio/performance courses are excluded	
Social/Behavioral Science (from at least 2 different disciplines)	6
Anthropology, Economics, Geography, Political Science, Psychology, Sociology	
Concepts of Health and Wellness	1
First Year Seminar	1
College Algebra	3
Lab Science (from both of the following disciplines)	5
Natural Science, Physical Science	

Core Emphasis	12
Recommended Core Emphasis	
Two-Dimensional Design	3
Three-Dimensional Design	3
Drawing I	3
Drawing II	3

Electives	18
Recommended Electives	
Survey of Art History I	3
Survey of Art History II	3
Introduction to Graphic Design	3
Graphic Design 1	3
Graphic Design 2	3
Digital Photography I	3
Other Art Electives	
Interior Design I & II	(each) 3
Oil Painting I & II	(each) 3
Watercolor I & II	(each) 3
Ceramics I-IV	(each) 3
Jewelry Making I & II	(each) 3
Art in the Elementary School	3
Digital Photography II	3
Glass Blowing I & II	(each) 3

Total Degree Requirements	64

Degree Requirements

Welding Technology - Associate of Applied Science

Type of Award: Associate of Applied Science

Semester Plan			
First Semester (19 credit hours)	Credit Hours	Third Semester (9 credit hours)	Credit Hours
Trade Basics	4	Layout & Fit-up Practices	3
Intro to Welding	2	Arc Welding Plate	3
Oxy-Fuel Gas Cutting I	3	Principles of Quality	3
Welding Print Reading	3		
Weld Inspection & Testing	2		
Gas Metal Arc Welding GMAW	3		
Welding Codes Standards	1		
Safety OSHA 10	1		
Second Semester (17 credit hours)	Credit Hours	Fourth Semester (15 credit hours)	Credit Hours
Arc Cutting and Gouging	2	Gen Ed. Communications	6
Arc Welding Principles & Practices	3	**Gen Ed. Math/Science/Humanities	9
Shielded Metal Arc Welding SMAW	3		
Gas Tungsten Arc Welding GTAW	3		
Structural Qualification & Cert	3		
Cutting Processes	3		
Total Degree Requirements 60			

**Art*, History, Literature, Music*, Philosophy, Theater*, Modern Language, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Natural Science, Physical Science, Intermediate Algebra, College Algebra. Studio/performance courses are excluded

Welding Technology – Certificate A, B, & C of Completion

Semester Plan			
First Semester (19 credit hours)	Credit Hours	Third Semester (9 credit hours)	Credit Hours
①②③Trade Basics	4	③Layout & Fit-up Practices	3
①②③Intro to Welding	2	③Arc Welding Plate	3
①②③Oxy-Fuel Gas Cutting I	3	①②③Principles of Quality	3
①②③Welding Print Reading	3		
①②③Weld Inspection & Testing	2		
①②③Gas Metal Arc Welding GMAW	3		
①②③Welding Codes Standards	1		
①②③Safety OSHA 10	1		
Second Semester (17 credit hours)	Credit Hours	Fourth Semester (credit hours)	Credit Hours
②③Arc Cutting and Gouging	2		
②③Arc Welding Principles & Practices	3		
②③Shielded Metal Arc Welding SMAW	3		
②③Gas Tungsten Arc Welding GTAW	3		
②③Structural Qualification & Cert	3		
②③Cutting Processes	3		

① Certificate A total credit hours requirement: 22
② Certificate B total credit hours requirement: 39
③ Certificate C total credit hours requirement: 45

Degree Requirements

Course Descriptions

Effective April 15th, 2013, per the Academic Affairs Counsel:

"For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected."

ACCOUNTING

AC 1103 Introduction to Accounting 3 Cr Hrs

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. This course may be used to prepare for Accounting I. This course will not transfer as an accounting course and cannot be substituted for Accounting I.

AC 1203 Accounting I 3 Cr Hrs

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. Prerequisite: Intro to Accounting or high school equivalent. It is recommended students have previously had a high school accounting class or AC1103 Introduction to Accounting.

AC 1213 Accounting II 3 Cr Hrs

A continuation of Accounting I, dealing mainly with corporation accounting, interpretation of financial statements, accounting for costs, and controlling business operations. Prerequisite: AC1203 Accounting I.

AC 1303 Computerized Accounting 3 Cr Hrs

A study of the common body of knowledge in accounting and computers as fundamental business tools. Special emphasis on the major accounting functions and how they are accomplished using computers.
Pre-requisite: none

AC 1403 Payroll Accounting 3 Cr Hrs

This course provides a foundation in payroll and personnel records, computation of wages, and the accounting for wages paid and payroll deductions needed in business to meet the requirements of federal and state payroll laws. Pre=requisite: none

AC 2103 Managerial Accounting 3 Cr Hrs

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. Prerequisite: AC1203 Accounting I. Recommend AC1213 Accounting II.

AC 2902 Accounting Internship I 2 Cr Hrs

(Permission is required before enrollment in this course.) This course is designed to give the student on-the-job training station under the supervision of an employer and a coordinating instructor. The student, instructor and employer will file progress and evaluation reports and keep a continuous record of the on-the-job experience. The student must work a minimum of 90 clock hours for the semester to receive the two credit hours. The student may have only four hours of Internship to count toward graduation.

AC 2912 Accounting Internship II 2 Cr Hrs

(Permission is required before enrollment in this course.) This course is designed to give the student on-the-job training station under the supervision of an employer and a coordinating instructor. The student, instructor and employer will file progress and evaluation reports and keep a continuous record of the on-the-job experience. The student must work a minimum of 90 clock hours for the semester to receive the two credit hours. The student may have only four hours of Internship to count toward graduation.

AGRICULTURE

AG 1001 Introduction to Agriculture 1 Cr Hr

This course is designed to enlighten the student to the different aspects of agriculture. The different aspects covered will be animals, farming, ranching and business. Pre-requisite: none.

AG 1101 Careers in Agriculture 1 Cr Hr

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.

AG 1103 Intro to Agriculture 3 Cr Hrs

This course is designed to enlighten the student to the different aspects of agriculture. The different aspects covered will be animals, farming, ranching, and business. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of the class is expected.

AG 1112 Livestock Sales Management 2 Cr Hrs

Hands-on experience in conducting a 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.

AG 1152 Agriculture Seminar I 2 Cr Hrs

Emphasis on live animal evaluation of beef cattle, swine, sheep, meat goats, and horses. Animal evaluation will include study of live animals, animal performance records, carcass grading and oral defense of decisions made in evaluations.

AG 1162 Agriculture Seminar II 2 Cr Hrs

Emphasis on live animal evaluation of beef cattle, swine, sheep, meat goats, and horses. Animal evaluation will include study of live animals, animal performance records, carcass grading and oral defense of decisions made in evaluations.

AG 1203 Computer Applications/Agriculture 3 Cr Hrs

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 applications. The student will learn how to apply these operations towards agriculture and agricultural related businesses.

AG 1233 Animal Science 3 Cr Hrs

This course is an introduction to, and a survey of, the total animal industry, from the genetic improvement to meat, milk, egg and wool production.

AG 1243 Principles of Livestock Nutrition 3 Cr Hrs

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.

AG 1261 Animal Science Lab 1 Cr Hr

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.

AG 1401 Business Management in Agriculture 1 Cr Hr

(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 record keeping systems. The emphasis of this course is to provide practical applications for class members.

AG 1503 Horse Production 3 Cr Hrs

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.

AG 1702 Livestock Selection I 2 Cr Hrs

Emphasis on live animal evaluation of beef cattle, swine, sheep, meat goats, and horses. Animal evaluation will include study of live animals, animal performance, records, carcass grading and oral defense of decisions made in evaluations.

AG 1712 Livestock Selection II 2 Cr Hrs

Emphasis on live animal evaluation of beef cattle, swine, sheep, meat goats, and horses. Animal evaluation will include study of live animals, animal performance, records, carcass grading and oral defense of decisions made in evaluations.

AG 1713 Exploring Sustainability in Agriculture 3 Cr Hrs

Three credit hours of lecture per week. This course introduces the topic of resource sustainability in agriculture. The course integrates the study of theoretical aspects of agricultural sustainability with both field-based laboratory exercises and hand-on learning of sustainable agriculture practices.

AG 1714 Greenhouse Operations 4 Cr Hrs

Three hours of lecture and 2 hours of lab per week. A study of an ecological approach to greenhouse siting, design and management. A laboratory period

is an integral part of the course designed to give the student and opportunity to observe first-hand the use of greenhouse and hydroponic practices in the lab and greenhouse settings.

AG 1733 Meat Science 3 Cr Hrs

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 be familiar where each cut of meat is located on the live animal. Exposure to the meat industry will also be introduced. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

AG 1753 Beef Production 3 Cr Hrs

The study of beef cattle production providing and introduction into cow-calf, stocker, and feedlot production. The course will have an integrated approach to cattle production with emphasis placed on managing the herd for economic efficiency. Foe each unit of credit, and minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

AG 1814 Integrated Pest Management 4 Cr Hrs

Three hours of lecture and 2 hours of lab per week. A study of an ecological approach to agricultural pest control that integrates pesticides/herbicides into a management system. Students will learn to identify pest and plant diseases, and control the pest using pesticides and IPM technology including organic techniques. A laboratory period is an integral part of the course designed to give the student an opportunity to gain hands-on experience using the sustainable and conventional practices of the lab and field settings.

AG 1902 Crops Judging Seminar I 2 Cr Hrs

Two credit hour lab. The course is designed to include basic instruction on crop production statistics, cropping systems, crop rotation, plant breeding and trends within the industry. Special attention will be given to competitive preparation for NACTA (North American Colleges and Teachers of Agriculture) events and will include the Agronomic Quiz, Math Practical, Lab Practical and Plant and Seed Identification.

AG 1904 Crop Science 4 Cr Hrs

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.

AG 1912 Crops Judging Seminar II 2 Cr Hrs

Two credit hour lab. The course is designed to include basic instruction on crop production statistics, cropping systems, crop rotation, plant breeding and trends within the industry. Special attention will be given to competitive preparation for NACTA (North American Colleges and Teachers of Agriculture) events and will include the Agronomic Quiz, Math Practical, Lab Practical and Plant and Seed Identification.

AG 1914 Principles of Horticultural Science 4 Cr Hrs

The course will cover the basic principles of plant science and the environment that apply to horticulture; survey of the industry; plant taxonomy, anatomy, morphology, and physiology; environment and plant growth; plant propagation, pest management, and plant breeding.

AG 1953 Directed Independent Studies in AG 3 Cr Hrs

(On demand.) This course is an opportunity for the student to pursue a special interest in agriculture though guided independent study in a chosen area. Students must have permission of the instructor, advisor and in order to enroll in this course.

AG 2303 Marketing Specialty Crops Seminar 3 Cr Hrs

Course will provide an overview to the marketing of specialty crops through the channels from post-harvest to end users. Pre-requisite: none.

AG 2401 Intro to Futures & Options 1 Cr Hr

This course is designed for the individual interested in buying and selling Agriculture Futures and Options contracts. It is anticipated that the individual will acquire the needed vocabulary and skills to more effectively trade in commodities.

AG 2403 Vegetable Production Seminar 3 Cr Hrs

Course will provide an overview to the production of vegetable crops from planning through production practices to harvesting and post-harvest handling. Pre-requisite: none.

AG 2404 Value-Added Agriculture Marketing 3 Cr Hrs

This course will provide hands on experience in conducting an actual livestock auction, including animal selection, advertising, cataloging and animal preparation, clerking, and sales budgets. Students will also learn all aspects in marketing high valued crops, including harvesting, vegetable quality, cleaning and selling thru hands on experience in marketing thru a farmer's market conducted by the students enrolled. Pre-requisite: none.

AG 2413 Farm & Ranch Management 3 Cr Hrs

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 statement and calculating financial ratios from the statements.

AG 2423 Agriculture Economics 3 Cr Hrs

A study of economic 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.

AG 2712 Research Practicum in Agriculture 2 Cr Hrs

Couse will guide students through a current topic sustainable agriculture. Students will complete a research project, write a research document, and present findings in a formal manner. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

AG 2713 Environmental Quality 3 Cr Hrs

Course will provide an introduction to topics in environmental quality. Classification and interactions of soil, air, and water pollutants will be examined in detail. Methods of remediating the environment, risk assessments and environmental policy will be introduced. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

AG 2723 Weed Science 3 Cr Hrs

Course will provide an introduction to topics in weed science. Classification and control of weeds will be examined in detail. The importance of plant-herbicide and soil-herbicide interactions will be examined in detail. Other important components of the course include weed life cycles, weed management, herbicide groups, and application. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

AG 2902 Soils Judging Seminar I 2 Cr Hrs

Two credit hours lab. The course is designed to include basic instruction on soil morphology, sit and soil characteristics, and soil interpretations. Topics include texture, structure, slope, degree of erosion, depth, color, land form, soil runoff and soil drainage. Special attention will be given to competitive preparation for NACTA (North American Colleges and Teachers of Agriculture) events.

AG 2903 Soil Fertility and Fertilizers 3 Cr Hrs

Three hour lecture course. Course will provide an introduction to the consumption, manufacture, properties, and reserves of fertilizer materials. Methods of application, effects on soil reactions and plant requirements of fertilizer nutrients will be discussed to inform students of specific fertilizer materials.

AG 2904 Soils 4 Cr Hrs

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 and opportunity to observe firsthand the different physical properties of soils and to make different soil chemistry tests.

AG 2912 Crops Judging Seminar II 2 Cr Hrs

Two credit hours lab. The course is designed to include basic instruction on soil morphology, sit and soil characteristics, and soil interpretations. Topics include texture, structure, slope, degree of erosion, depth, color, land form, soil runoff and soil drainage. Special attention will be given to competitive

preparation for NACTA (North American Colleges and Teachers of Agriculture) events.

AG 2913 Natural Resources Management 3 Cr Hrs

Three hour lecture course. Course will provide an introduction to the field of natural resource management. Renewable natural resources include soil, forests, water, and wildlife. Non-renewable natural resources include oil, metals, and minerals. This course utilizes an integrated approach of the field taking into account appropriate natural resource management techniques along with social processes. Instead of focusing on traditional disciplines, (e.g. ecology or economics) in isolation, this course will take a broader, integrated approach to natural resource management that will explore the interactions of the elements within a system.

AG 2952 Supervised Occupational Experience I 2 Cr Hrs

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 68 clock hours is required for two hours of credit.

AG 2962 Supervised Occupational Experience II 2 Cr Hrs

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 68 clock hours is required for two hours of credit.

AG 2982 Supervised Occupational Experience IV 2 Cr Hrs

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 68 clock hours is required for two hours of credit.

ART

AR 1103 Interior Design I 3 Cr Hrs

Three credit hours. (Three hours lecture.) Interior Design is a course that will help students develop and appreciation of the principles of art as applied to interior design. Exterior and interior styles, the art principles 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.

AR 1223 Wilderness Photography 3 Cr Hrs

Three credit hours. (One hour lecture/two hours lab.) The emphasis in this course is on wildlife and landscape digital photography. Students will use their photography and editing skills both in photo assignments and editing exercises in the computer lab. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: None.

AR 1253 Glass Blowing I 3 Cr Hrs

This studio class will provide practical experiences in working with glass. Design skills, warm forming techniques, and hot blown techniques will be emphasized. Applicable research into glass formation and its historic uses will also be discussed.

AR 1263 Glass Blowing II 3 Cr Hrs

This is a course in learning advanced skills in the working of hot glass in three media areas: hot glass with blowpipes and manipulative tools, hot bead making with a lamp working torch, and hot kiln glass working (fusing and slumping). Pre-Requisite: AR1253 Glass Blowing I

AR 1302 Ceramics 2 Cr Hrs

(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 clay into molds and decorating techniques.

AR 1303 Ceramics I 3 Cr Hrs

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.

AR 1313 Ceramics II 3 Cr Hrs

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. Pre-Requisite: Ceramics

AR 1323 Art Appreciation 3 Cr Hrs

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 an understanding of the visual arts can be heightened though the study of the vocabulary, visual qualities, functions and meaning of a variety of art works from different cultures and periods. KSRN ART 1010

AR 1403 Two-Dimensional Design 3 Cr Hrs

This is a beginning course in the basic concepts underlying two-dimensional artwork. 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.

AR 1413 Three-Dimensional Design 3 Cr Hrs

This is a beginning course in the basic concepts underlying three-dimensional artwork. 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. No Pre-Requisite.

AR 1453 Drawing I 3 Cr Hrs

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. KRSN ART1040

AR 1463 Drawing II 3 Cr Hrs

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. Pre-Requisite: AR1453 Drawing I

AR 1493 Intro to Graphic Design 3 Cr Hrs

In this course, students explore careers and design areas, and learn fundamentals of effective visual communication. Strong emphasis is placed on creative thinking skills as students use current technology and software to complete course assignments in the computer lab.

AR 1503 Graphic Design I 3 Cr Hrs

In this course students will become familiar with various areas of graphic design though the completion of projects in the studio. Pre-Requisite: AR1493 Intro to Graphic Design

AR 1601 Jewelry Making – Non Major 1 Cr Hrs

Primarily a studio class, Jewelry Making is designed to offer a broad overview of silver/metalsmithing, including its technical, historical, aesthetic and critical aspects. While learning about the rich tradition of metalsmithing, the class goal will be the creation of contemporary art.

AR 1603 Jewelry Making I 3 Cr Hrs

Primarily a studio class, Jewelry Making is designed to offer a broad overview of silver/metalsmithing, including its technical, historical, aesthetic and critical aspects.

AR 1613 Jewelry Making II 3 Cr Hrs

Primarily a studio class, Jewelry Making II is designed to offer a broad overview of silver/metalsmithing, including its technical, historical, aesthetic and critical aspects. Students build on skills learned in AR1603. Prerequisite-AR1603 Jewelry Making I.

AR 1652 Watercolor – Non Major 2 Cr Hrs

Watercolor 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.

AR 1653 Watercolor I 3 Cr Hrs
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.

AR 1663 Watercolor II 3 Cr Hrs
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. Pre-Requisite: AR1653 Watercolor I

AR 1703 Survey of Art History I 3 Cr Hrs
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. KRSN ART 1020

AR 1713 Survey of Art History II 3 Cr Hrs
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. No pre-requisite. KRSN ART1030

AR 2123 Digital Photography 3 Cr Hrs
This is a course in the theory and practice of photography using the digital camera and photo editing software, with an emphasis on expressing and communicating ideas through photography as an art medium. Digital camera and basic computer skills required. Course is blended online and face-to-face.

AR 2133 Digital Photography II 3 Cr Hrs
This is an advanced course in the theory and practice of photography using the digital camera and digital darkroom, with an emphasis on developing personal expression through photography as an art medium. Digital camera and basic computer skills required. Course is blended online and face-to-face. Pre-Requisite: AR2123 Digital Photography

AR 2303 Ceramics III 3 Cr Hrs
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.
Pre-Requisite: AR1313 Ceramics II

AR 2313 Ceramics IV 3 Cr Hrs
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. Pre-Requisite: AR2303 Ceramics III

AR 2552 Painting-Seniors 2 Cr Hrs
Two credit hours. (One hour lecture/one hour lab. A continuation of skill development with an emphasis on individual style and self-expression via technique and organizational development. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.
Pre-requisite: none..

AR 2553 Oil Painting I 3 Cr Hrs
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.

AR 2563 Oil Painting II 3 Cr Hrs
This course is a continuation of skill development with an emphasis on in weaving, papermaking, jewelry, candle making, marbling paper, paper maché and batik. The student will learn about the diverse cultures/histories of the crafts covered, complete hands-on projects, meet with artists and visit exhibits, and participate in classroom discussions.

AR 2813 Graphic Design II 3 Cr Hrs
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. Pre-Requisite: AR1503 Graphic Design I

AR 2903 Individual Studio Research 1-3 Cr Hrs
By appointment. This course will give students the opportunity to pursue special interests in art though guided independent study in a chosen area. The student and instructor will develop a course outline and evaluation format. (This course may be taken by instructor permission only).

AR 2953 Directed Independent Studies in Art 1-3 Cr Hrs
By appointment. 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.)

AUTO BODY/COLLISION REPAIR

AT 1003 Mechanical & Electrical Components 3 Cr Hrs
Through classroom and/or lab/shop learning and assessment activities, in this course students will: determine how to diagnose steering and suspension; diagnose electrical concerns; complete headlamp and fog/driving lamp assemblies and repairs; demonstrate self-grounding procedures for handling electronic components; determine diagnosis, inspection and service needs for brake system hydraulic components; examine components for of heating and air conditioning systems; determine the inspection, service and repair needs for collision damaged cooling system components; distinguish between the under car components and systems; and determine the diagnosis, inspection and service requirements of active and passive restraint systems.

AT 1013 Paint & Refinishing I 3 Cr Hrs
This course provides basic knowledge and practice in interior and exterior detailing, correcting defects and vehicle finishes. Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: identify safety and personal health hazards according to OSHA guidelines and the "Right to Know" law; determine the different types of substrates and sanding materials relevant to auto body surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacturer specifications of metal treatments and primers; distinguish among the various types of spray guns and equipment; explore various paint codes and specifications for use; identify the various paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify final detail procedures.

AT 1022 Structural Analysis & Damage Repair I 2 Cr Hrs
Through a variety of classroom and/or lab/shop learning and assessment activities, students in this course will: identify measuring procedures; analyze the basic structural damage conditions; identify the safety requirements pertaining to structural damage repair; analyze frame repair methods; analyze unibody inspection and measurement and identify procedures of welding for structural repair.

AT 1023 Paint & Refinishing II 3 Cr Hrs
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: select proper personal protective equipment; perform shop operations according to OSHA Guidelines; remove paint coatings; apply corrosion resistant coatings; demonstrate proper spray gun operation and cleaning procedures; select proper painting and substrate materials for projects; analyze paint defects, causes and cures; repair paint defects; measure paint mil thickness; and determine final detail procedures for given projects.

AT 1032 Structural Analysis & Damage Repair II 2 Cr Hrs
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: apply safety requirements pertaining to structural damage repair; analyze frame inspection and repair procedures; determine direct and indirect damage for structural repair; analyze unibody inspection, measurement, and repair procedures; perform wilding techniques for structural repair; and identify cutting procedures for structural repair.

AT 1102 Orientation & Safety 2 Cr Hrs
This course introduces students to the collision repair occupation. Personal safety is emphasized by the student learning OSHA laws. Proper handling and disposal of wastes including those classified as hazardous are discussed. Tool identification and safety along with basic auto construction and estimating systems are also introduced.

AT 1114 Non-Structural Analysis & Damage Repair I 5 Cr Hrs
Through classroom and/or lab/shop learning and assessment activities, in this course students will: explore the components of safety pertaining to auto collision and repair; explore the parts and construction of vehicles; explore opportunities in the auto collision industry; identify metal straightening techniques; identify the application and use of body fillers; demonstrate proper use, set-up, and storage of welding equipment; distinguish between

weldable and non-weldable materials; demonstrate fundamental industry standard recommended welds; identify plastics and adhesives used in automotive industry; explain the general purpose of damage, estimation and repair orders; explore the processes required for outer body panel repairs, replacements and adjustments; and demonstrate fundamental cutting procedures.

AT 1124 Non-Structural Analysis & Damage Repair II 6 Cr Hrs

Through classroom and/or lab/shop learning and assessment activities, in this course students will: identify trim and hardware to be protected; examine what to consider when working with movable glass; perform outer body panel repairs; perform outer body replacements and adjustments; perform metal straightening techniques; perform body filling techniques; perform metal finishing techniques; use welding procedures in non-structural damage repair; distinguish between mechanical and electrical components; apply safety standards for the collision repair industry; use cutting procedures in non-structural damage repair; and determine procedures necessary for working with plastics and adhesives.

AT 1113 Direct Independent Study in Auto Body/Collision 1-3 Cr Hrs

AT 1033 Paint & Refinishing III 3 Cr Hrs

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

AT 1104 Paint & Refinishing IV 4 Cr Hrs

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

AT 1115 Non-Structural Analysis & Damage Repair IV 5 Cr Hrs

Through classroom and/or lab/shop learning and assessment activities, in this course students will: remove trim and hardware; install trim and hardware; repair moveable glass; protect adjacent body panels; repair outer body panels; replace outer body panels; adjust outer body panels; replace mechanical and electrical components; demonstrate safety protocol appropriate for the auto repair setting, perform welding skills on non-structural damage repairs; and perform plastic and adhesive repairs.

AT 1123 Structural Analysis /Damage Repair III 3 Cr Hrs

Through classroom and/or lab/shop learning and assessment activities, in this course students will: apply safety requirements pertaining to structural damage repair; perform welding and cutting techniques for structural repair; diagnose unibody direct and indirect damage; apply unibody inspection and measurement procedures; apply unibody repair procedures; apply frame inspection and measurement procedures; apply frame repair procedures; and remove fixed glass.

AT 1133 Structural Analysis/Damage Repair IV 3 Cr Hrs

Through classroom and/or lab/shop learning and assessment activities, in this course students will: apply safety requirements pertaining to structural damage repair; perform advanced welding and cutting techniques for structural repair; perform inspection and measurement of unibody for structural repair; repair unibody direct and indirect damage; perform frame inspection and measurement procedures; repair frame to industry standards; and remove and install fixed glass.

AT 1134 Non-Structural Analysis & Damage Repair III 4 Cr Hrs

Through classroom and/or lab/shop learning and assessment activities, in this course students will: remove and install trim and hardware; determine process and procedures necessary for movable glass repair; repair outer body panel; replace and adjust outer body panels; remove and install mechanical and electrical components; demonstrate safety protocol appropriate for the auto repair setting; perform intermediate welding skills on non-structural damage repairs; and perform plastic and adhesive repairs.

AUTOMOTIVE BUSINESS MANAGEMENT

Refer to the degree sheet on page 47

AUTOMOTIVE MECHANICS TECHNOLOGY

AU 1002 Auto Orientation & Safety 2 Cr Hrs

Two credit hours. One hour of lecture, one hour lab per week. This is an entry level course into basic automotive orientation & safety. It will cover general safety rules and procedures for the automotive lab environment, personal safety, vehicle customer and service information, tools and equipment use and safety, fastener identification and usage, and communication and employability skills. For each unit of credit, a minimum of two hours per week with one of the hours for class and one hours for studying/preparation outside of class is expected. Pre-requisite: none

AU 1003 Engine Performance I 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. In this 3 credit hour course students will: identify engine mechanical integrity; explore the fundamentals of fuel system theory; identify fuel system concerns; explore the fundamentals of ignition theory; identify ignition system concerns; identify induction system concerns; identify exhaust system concerns; identify engine mechanical integrity through a variety of learning and assessment activities. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AU 1007 Engine Performance II 5 Cr Hrs

Five credit hours. Two hours of lecture, three hours lab per week. This course will through a variety of learning and assessment activities allow students to: analyze engine mechanical integrity; analyze fuel system concerns; analyze ignition system concerns; analyze induction system concerns; analyze exhaust system concerns; service fuel system concerns; repair fuel system concerns; service ignition system concerns; repair ignition system concerns; service induction system concerns; service exhaust system concerns; repair induction system concerns; repair exhaust system concerns. For each unit of credit, a minimum of seven hours per week with three of the hours for class and four hours for studying/preparation outside of class is expected. Pre-requisite: Engine Performance 1

AU 1013 Brakes I 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. In this course students will perform tasks through a variety of classroom and lab/shop learning and assessment activities to include, but not limited to: Research applicable vehicle service information including service precautions and technical service bulletins; Inspect and repair vehicle hydraulic brake systems using hydraulic principles and proper repair/replacement methods; Determine appropriate fluids for vehicles, observe proper methods for handling and storing brake fluids and proper testing procedures for brake fluid per manufacturers specifications; Inspect, repair, adjust and lubricate drum brake systems including removing/installing brake shoes, drums, necessary brake hardware, and parking brake apparatus per vehicle manufacturers specifications; Remove, inspect, measure, clean and refinish brake drums per vehicle manufacturers specifications. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AU 1033 Suspension & Steering I 3 Cr Hrs

Three credit hours. Two hours of lecture, one hour lab per week. In this course students will perform fundamental diagnostics of steering systems; perform fundamental repairs of steering systems; perform fundamental diagnostics of suspension systems; perform fundamental repairs of

suspension systems; determine the need for wheel alignment and adjustment; perform fundamental diagnostics of wheel and tire systems; perform fundamental repairs of wheel and tire systems through a variety of learning and assessment activities. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AU 1034 Manual Drivetrains and Axles 4 Cr Hrs

This course will cover drivetrain and transaxle service, diagnosis, and overhaul. Students will train with models and live vehicles.

AU 1104 HVAC 4 Cr Hrs

Four credit hours. Two hour of lecture, two hour lab per week. In this 4 credit hour course students will learn the theory, function, service and diagnosis of automotive heating, ventilation and air conditioning systems through a variety of learning and assessment activities. For each unit of credit, a minimum of four hours per week with two of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AU 1112 Brakes II 2 Cr Hrs

Two credit hours. One hour of lecture, one hour lab per week. Students enrolled in this course will perform fundamental pressure diagnostics and inspections on hydraulic brake systems, diagnose noise and braking concerns on disc brake system components and drum brake system components, and inspect for and diagnose noise and vibration concerns on both sealed and serviceable wheel bearings. For each unit of credit, a minimum of three hours per week with one of the hours for class and one hour for studying/preparation outside of class is expected. Pre-requisite: Brakes I

AU 1115 Electrical II 5 Cr Hrs

Five credit hours. Two hours of lecture, three hours lab per week. This course provides a variety of learning and assessment in which students can: diagnose open circuit problems; diagnose short circuit problems; diagnose grounded circuit problems; diagnose high resistance problems; identify computer circuit problems using various test equipment/ identify current flow on lighting, gauges, warning devices, driver information systems, horns, wiper/washer and accessory circuits on wiring diagrams; diagnose computer circuit problems using test equipment; repair computer circuit problems using test equipment; diagnose CAN/BUS systems; repair CAN/BUS systems; identify low/high voltage circuits and disconnects on hybrid vehicles. For each unit of credit, a minimum of five hours per week with expected. Pre-requisite: Electrical 1

AU 1023 Electrical I 3 Cr Hrs

This course provides a variety of learning and assessment activities in which students can: diagnose open circuit problems; diagnose short circuit problems; diagnose grounded circuit problems; diagnose high resistance problems; identify computer circuit problems using various test equipment; identify current flow on lighting, gauges, warning devices, driver information systems, horns, wiper/washer and accessory circuits on wiring diagrams; diagnose computer circuit problems using test equipment; repair computer circuit problems using test equipment; diagnose CAN/BUS systems; repair CAN/BUS systems; identify low/high voltage circuits and disconnects on hybrid vehicles. For each unit of credit, a minimum of five hours per week with two of the hours for class and three hours for studying/preparation outside of class is expected.

AU 1125 Engine Repair 5 Cr Hrs

Five credit hours. Two hours of lecture, three hours lab per week. Students will explore the theory and operation of internal combustion engine; demonstrate the ability to remove an automotive engine; demonstrate the ability to install an automotive engine; demonstrate the basic ability to inspect and repair cylinder head, valve trains and timing defects; demonstrate the ability to disassemble short block; demonstrate the ability to inspect short block; demonstrate the ability to repair short block; demonstrate the ability to reassemble short block; demonstrate the basic to inspect and repair engine lubrication; demonstrate the basic ability to inspect and repair engine cooling system; inspect a cylinder head and valve train; repair a cylinder head and valve train; perform advanced level engine diagnosis. For each unit of credit, a minimum of two hours per week with one of the hours for class and three hours for studying/ preparation outside of class is expected. Pre-requisite: none

AU 1131 Suspension & Steering II 1 Cr Hrs

One credit hour. One half hour of lecture, one half hour lab per week. In this course students will perform fundamental diagnostics of steering systems; perform fundamental repairs of steering systems; perform fundamental diagnostics of suspension systems; perform fundamental repairs of suspension systems; determine the need for wheel alignment and adjustment; perform fundamental diagnostics of wheel and tire systems; perform fundamental repairs of wheel and tire systems through a variety of learning and assessment activities. For each unit of credit, a minimum of one hours per week with one half of the hour for class and one half of the hour for studying/preparation outside of class is expected. Pre-requisite: none

BUSINESS ADMINISTRATIVE TECHNOLOGY

BT 1001 Microsoft Outlook 2007 1 Cr Hr

The course provides instruction on integrated software that manages time and information, including email, tasks, and calendars. Students learn to quickly search communications, organize work, and better share information with others. Students build technology skills in combination with working on realistic projects and critical-thinking assignments. It builds technology skills and reinforces writing and critical-thinking abilities, culminating assessments require software mastery and independent problem-solving.

BT 1003 Business English 3 Cr Hrs

A course designed to have students learn and apply the skills of English usage—the foundation communication skills that competent workers need in the workplace

BT 1013 Electronic Calculator Applications 3 Cr Hrs

This course is designed to teach the students to use the touch method of operating the electronic calculator and to use common calculator features. The course emphasizes solving business problems using the calculator. The instructor introduces concepts and how to use the calculator effectively for each solution; the students do daily exercises, speed & technique drills, practice tests, and unit tests.

BT 1023 Intermediate Keyboarding 3 Cr Hrs

A continuation of Beginning Keyboarding. The course is designed to build strong document formatting skills. Students use features of Microsoft Word that build productivity skills that are widely used by administrative assistants. Emphasis is placed on speed building, document creation and formatting, and other specific production tasks. Prerequisite: A beginning keyboarding/typewriting course.

BT 1033 Microcomputer Database Management Systems 3 Cr Hrs

This course is designed to acquaint the student with a software system for managing the storage and collection of data used and produced by a microcomputer.

BT 1043 Microsoft PowerPoint 2007 3 Cr Hrs

The course is designed to advance students to a mastery skill level for designing and creating informational and motivational slide shows that contain hyperlinks, tables, images, and animation. It moves students from early modeling instruction through project-based problems similar to situations they will encounter in the workplace, and requires students to use their thinking and problem-solving skills. The course aligns with prepares students for Microsoft Application Specialist certification exams.

BT 1053 Desktop Publishing 3 Cr Hrs

The course is designed to advance students to a mastery skill level for planning and creating professional looking publications and marketing material in house. Students move from early modeling instruction through project-based problems similar to situations encountered in the workplace and are required to use thinking and problem-solving skills. Students learn Office suite integration and open-ended, realistic chapter case studies.

BT 1063 Computer Based Spreadsheets 3 Cr Hrs

The course is designed to advance students to a mastery skill level for processing, manipulating, and representing numeric data in spreadsheets. Students move from early modeling instruction through project-based problems similar to situations they will encounter in the workplace, and require students to use their thinking and problem-solving skills. Designed to help students achieve a master-level competency and prepare for Microsoft certification Students learn Office suite integration and experience immediate productivity gains.

Open-ended, realistic chapter case studies challenge students to solve authentic information problems.

BT 1073 Basic Keyboarding 3 Cr Hrs

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.

BT 1103 Office Procedures 3 Cr Hrs

The administrative professional role today is challenging due to the constant advances in technology, our global economy, and an increasingly diverse workplace. Office Procedures is a capstone course designed to prepare students for all levels of the office environment including customer satisfaction, technological changes, and time management. Emphasis is placed on telecommunications, records management, ethical behavior and critical thinking, presenting successfully, travel arrangements and mail procedures. Students will gain the knowledge and skills to become an asset to the administrative professional field. Prerequisite: Intermediate Keyboarding or the equivalent.

BT 1133 Introduction to Accounting 3 Cr Hrs

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 a service and merchandising enterprise. 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.

BT 1203 Advanced Keyboarding 3 Cr Hrs

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. Prerequisite: Intermediate Keyboarding, a word processing course, or permission of instructor.

BT 1223 Records Management 3 Cr Hrs

This course serves as a basic introduction to the increasingly 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.

BT 1233 Business/Technical Communications 3 Cr Hrs

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, nonverbal communications, and listening skills will be studied.

BT 1302 Internship I 2 Cr Hrs

BT 1303 Word Processing Applications 3 Cr Hrs

This course offers a graduated progression from guided tutorials to independent challenges for creating, designing, and producing professional documents using word processing software. Students learn and use the Word 2007 skills required in the job market. Students build technology skills in combination with working on realistic projects and critical-thinking assignments. The course aligns to the Microsoft Application Specialist certification exams. It builds technology skills and reinforces writing and critical-thinking abilities, culminating assessments require software mastery and independent problem-solving.

BT 1312 Internship II 2 Cr Hrs

BUSINESS ADMINISTRATION

BA 1013 Introduction to Business 3 Cr Hrs

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.

BA 1021 Employability Skills 1Cr Hr

his 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.

BA1023 Personal Development for the Workplace 3 Cr Hrs

An introduction to the principles and practices of the professional leadership concepts used in the workplace. Included are studies in leadership development, career exploration and organizational skills. Students will participate in team building, job seeking, personal finance and critical thinking activities.

BA1073 Basic Keyboarding 3 Cr Hrs

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.

BA1103 Intermediate Keyboarding 3 Cr Hrs

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. Prerequisite: A beginning keyboarding/typewriting course.

BA1113 Advanced Keyboarding 3 Cr Hrs

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. Prerequisite: Intermediate Keyboarding, a word processing course, or permission of instructor.

BA 1122 Bus Management/Marketing Internship I 2 Cr Hrs

Work is done in selected training stations under supervision of 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 90 hours. Prerequisite: Instructor permission.

BA 1132 Bus Management/Marketing Internship II 2 Cr Hrs

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 90 hours. Prerequisite: Bus. Mgmt/Mkt Internship I.

BA 1142 Bus Management/Marketing Internship III 2 Cr Hrs

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 90 hours. Prerequisite: Bus. Mgmt/Mkt Internship II.

BA 1152 Bus Management/Marketing Internship IV 2 Cr Hrs

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 90 hours. Prerequisite: Bus. Mgmt/Mkt Internship III.

BA 1163 Electronic Calculator Applications 3 Cr Hrs

This course includes instruction on electronic printing calculators with emphasis on solving business problems. The individualized progress method of instruction is used.

BA 1183 Personal Finance 3 Cr Hrs

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.

BA 1203 Directed Indep Studies Bus Management/Marketing 3 Cr Hrs

(On demand.) This course is an opportunity for the student to pursue special interest in business and management though guided independent study in a chosen area. Students must have permission of the instructor, advisor and in order to enroll in this course.

BA 1213 Business English 3 Cr Hrs

A course designed to have students learn and apply the skills of English usage—the foundation communication skills that competent workers need in the workplace

BA 1222 Business Management/Marketing Seminar I 2 Cr Hrs

This 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 SIFE (Students In Free Enterprise), 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. Prerequisite: Instructor Permission.

BA1223 Records Management 3 Cr Hrs

This course serves as a basic introduction to the increasingly 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.

BA 1232 Business Management/Marketing Seminar II 2 Cr Hrs

This 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 SIFE (Students In Free Enterprise), 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. Prerequisite: Bus.Mgmt/Mkt Seminar I.

BA 1242 Business Management/Marketing Seminar III 2 Cr Hrs

This 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 SIFE (Students In Free Enterprise), 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. Prerequisite: Bus. Mgmt/Mkt Seminar II.

BA 1252 Business Management/Marketing Seminar IV 2 Cr Hrs

This 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 SIFE (Students In Free Enterprise), 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. Prerequisite: Bus. Mgmt/Mkt Seminar III.

BA 1263 Introduction to Marketing 3 Cr Hrs

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.

BA 1273 E-Commerce: Marketing/Internet 3 Cr Hrs

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, Microsoft Access, and Microsoft Publisher 2000.

BA 1283 Business Practice Firm 3 Cr Hrs

Using an international business model, the students work as team members in a simulated business firm in a state-of-the-art facility. The students have the opportunity to perform various business functions (i.e., purchasing, accounting, marketing, human resources) as the firm transacts business with students in other simulated companies both in the U.S. and in other countries. Students are involved in decision-making, critical thinking, and team activities.

BA 1303 Business Mathematics 3 Cr Hrs

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.

BA 1313 Office Procedures 3 Cr Hrs

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. Prerequisite: Intermediate Keyboarding or the equivalent.

BA 1503 Human Relations 3 Cr Hrs

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. The course will also cover communication skills, attitudes, and methods of building self-esteem, identifying your motivations, learning to achieve emotional control, and developing positive first impressions.

BA 1603 Business Ethics 3 Cr Hrs

This course examines the ways in which people evaluate problems concerning human conduct and moral conflict. It explores the connection between personal conduct, work-related behavior, and the challenges of working relations in the marketplace and the business environment. Current business and ethical dilemmas will be presented.

BA 2003 Introduction to Sports Management 3 Cr Hr

This course is designed to introduce the student to the sports management industry. Students will focus on the foundation of sports management, career opportunities in the field, and the principles of management as they apply to the vast sports industry. Management principles will include Human Resources, Planning & Decision Making, Organizing, Leading and Controlling.

BA 2013 Practicum in Sports Management 1-3 Cr Hr

Internship. Work is done in selected sports management training stations under supervision of the instructor. The student is required to complete a project relating to their training station and weekly visitations with the instructor. Total clock time required to receive one hour of internship credit is 45 hours. Total clock time required to receive two hours of internship credit is 90 hours. Total clock time required to receive three hours of internship credit is 135 hours.

BA 2023 Practicum in Fitness Management 3 Cr Hr

Internship. Work is done in selected fitness training stations under supervision of the instructor. The student is required to complete a project relating to their training station and weekly visitations with the instructor. Total clock time required to receive three hours of internship credit is 135 hours.

BA 2103 Business & Economic Statistics 3 Cr Hrs

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. Prerequisite: MA 1173 College Algebra.

BA 2133 Advertising 3 Cr Hrs

This course is the study of the methods of creating demands of 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.

BA 2203 Small Business Management 3 Cr Hrs

This course is designed for those individual 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 understanding of the economic system and social environment in which the small firm operates today.

BA 2223 Entrepreneurship 3 Cr Hrs

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 business protection and community relations.

BA 2243 Business/Tech Communications 3 Cr Hrs

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.

BA 2273 Salesmanship 3 Cr Hrs

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.

BA 2283 Business Management 3 Cr Hrs

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.

BA 2293 Business Law 3 Cr Hrs

This course covers the history of law, the United States legal system, state court systems, court procedures, contracts, agency relationships, and personal and real property.

BA 2533 Human Resource Management 3 Cr Hrs

This 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.

BEHAVIORAL SCIENCE

BH 1001 First Year Seminar 1 Cr Hr

This course is designed to support student learning and development in the critical first semester of college. Through a shared relationship with the course instructor and academic advisor, students explore the purposes of higher education and begin to develop the skills needed to utilize information technology and academic resources successfully in college.

BH 1011 Career Exploration & Development 1 Cr Hr

One credit hour lecture. The student will be introduced to a comprehensive career development process, assisting in identifying strengths, abilities, and interests. Specific emphasis is placed upon the creation of an individualized career portfolio.

BH 1101 College Orientation for Science, Engineering and Math 1 Cr Hrs

This course is designed to assist science, engineering, and math career oriented students as they adjust to college and acquaint them with college facilities, resources, and programs that will make the adjustment to college a smoother process.

BH 1112 TRIO Enrichment Course 2 Cr Hrs

This supplemental course is for TRiO participants only and one of the credit hours is tuition-free. It is designed to expand the basic components of the First Year Seminar course such as, time management, teamwork, study skills, leadership and career planning. In addition, professional tutors will instruct students in all subject areas. Special emphasis is given in career exploration for the undecided student utilizing *Strengths Quest.* Financial literacy will also be a key component; providing the student with an understanding of financial management both as a student and as a productive citizen. Students will be provided information on how to successfully transfer to a four year institution upon graduation. The value of being a TRiO participant and the services available to them will be emphasized. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none.

BH 1121 College Culture in the United States 1 Cr Hr

The course will focus on skills and knowledge that will help in your transition to life as an international or non-native student as well as introduce the resources available during your academic career at Seward County Community College. This course places a special emphasis on non-native speakers, including ESL and international students. Students explore the purposes of higher education and begin to develop the skills needed to utilize information technology and academic resources successfully in college.

BH 1201 Outdoor Leadership 1 Cr Hr

The purpose of this class is to offer students the opportunity to participate in a series of activities involving mental and physical challenge and emotional risk-taking in an open, caring and safe environment to foster leadership skills.

BH 1202 Return to Learn 2 Cr Hrs

This course is dedicated to the adult returning student. The course deals with the challenges of returning 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.

BH 1303 General Psychology 3 Cr Hrs

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. KRSN PSY 1010

BH 1403 Principles of Sociology 3 Cr Hrs

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, their nature of specific organizations of groups, their activities and the social influences that affect personalities, behavior and social change. KRSN SOC 1010

BH 1511 Strategies for Success 1 Cr Hr

This course is designed to assist students in developing successful skills in leadership, communication and involvement (their own as well as the new students). Instructor permission required.

BH 1603 intro to Physical Anthropology 3 Cr Hrs

This course will be taught from a bio cultural perspective combining the biological and social aspects of human existence. The student will introduce 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.

BH 1613 Cultural Anthropology 3 Cr Hrs

This 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. KRSN ANT 1010

BH 2303 Developmental Psychology 3 Cr Hrs

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. KSRN PSY 2020

BH 2313 Abnormal Psychology 3 Cr Hrs

Abnormal psychology is an introductory scientific study of behavior pathologies which, given the appropriate context, represents impaired functioning. The course examines the emotional, behavioral, and cognitive aspects of a wide range of behaviors. Emphasis is placed on the identification and diagnosis of symptoms; the biological, psychological, and sociological factors correlated with maladaptive behavior, as well as treatments available for specific disorders. Additionally, the course emphasizes the social, cultural, and legal outcomes of behaviors which differ from social norms and expectations. Further, the course examines the use of labels in describing individuals, myths and fallacies regarding specific maladaptive behaviors, and stresses respecting the dignity and worth of individuals afflicted with disorders.

BH 2403 Marriage and the Family 3 Cr Hrs

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.

BIOLOGY

BI 1015 Directed Independent Studies in Biology 5 Cr Hrs

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.

BI 1113 Field Biology 3 Cr Hrs

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.

BI 1305 Principles of Biology 5 Cr Hrs

This course is a foundation emphasizing human interaction and place within all levels of the biosphere and the scientific process. The course will incorpo rate 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. Prerequisite; Refer to Placement Matrix.
KRSN BIO 1010/1011/1012

BI 1403 Nutrition 3 Cr Hrs

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. KRSN HSC 1010

BI 1505 Biology I for Majors 5 Cr Hrs

Designed to fulfill the needs of the pre-medical and pre-veterinarian biology student, and the 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. A study of the cell structure and cellular metabolism, and division. Laboratory experiments will supplement the theory from lectures. Prerequisite: Introduction to Chemistry, a strong high school chemistry background, or instructor approval.

BI 1515 Biology 2 for Majors 5 Cr Hrs

This course focuses on the structure and function of organisms with an emphasis on phylogeny. The unifying principles for this course are: 1) Biodiversity, 2) Evolutionary relationships, 3) Form and function of organisms, 4) Interaction, interdependence, and sustainability, 5) Genetic continuity and reproduction. Inquiry oriented investigations will be used to introduce, explore, and expand on concepts discussed in the classroom. Pre-requisite: none

BI 2114 Anatomy & Physiology I—Lecture/Lab 4 Cr Hrs

This course introduces the integration of structure and function within the human body. An emphasis is placed on the correlation of gross and microscopic structure with functional maintenance of the following human organ systems: Integumentary, skeletal, muscular, and nervous. A holistic approach is used to encourage the student to develop an integrated understanding of the human body.

BI 2115 Anatomy & Physiology Lecture/Lab 5 Cr Hrs

Five credit hours. Three hours of lecture and four hours of lab per week. This course presents essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies, and an overview of all the body systems. Prerequisite: Successful completion of BI1305 or higher is strongly recommended before enrolling in this course. KRSN BIO 2020

BI 2124 Anatomy & Physiology II-Lecture/Lab 4 Cr Hrs

This course completes the second half of a two-semester sequence intended to provide the student with a basic understanding of anatomy and physiology by studying the structures and their functions and grasping the correlation between structure and function. The systems studied in this course are special senses, endocrine, circulatory, respiratory, digestive, urinary and reproductive. This course should improve the student's ability to use and understand the terms relating to the human body and encourage the development of a scientific attitude. This course is also designed to develop within the student a greater appreciation for the phenomena with which one comes in contact with on a daily basis.

BI 2304 Human Anatomy 4 Cr Hrs

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.

BI 2314 Human Physiology 4 Cr Hrs

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 educational and biological sciences. System functions of the human body and related diseases (pathophysiology) will be covered.

BI 2505 General Zoology 5 Cr Hrs

This course consists of a structural, functional, ecological and evolution study of the animal kingdom. For students with an adequate background in general biology. Prerequisite: Refer to Placement Matrix.

BI 2515 General Botany 5 Cr Hrs

This course will survey plants, their physiology and anatomy, the economic and ecological importance, some simple genetic aspects of plants, advances in biotechnology, genetic engineering of plants, and a survey of the major plant groups. Prerequisite: Refer to Placement Matrix.

BI 2705 Microbiology 5 Cr Hrs

This course is an introduction to the study of bacteria, viruses, protozoa, fungi and helminthes with focus on those responsible for human disease. Evolution is the unifying principle 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 techniques 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 diseases. Prerequisite: Successful completion of BI1305 or higher is strongly recommended before taking this course.

EARLY CHILDHOOD EDUCATION/CHILD CARE

CD 1901 Current Issues in Early Childhood Education 1 Cr Hr

This course will provide a presentation of information to help persons currently employed in the Early Childhood Education field of 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.

CHEMISTRY

CH 1105 Chemistry in Society 5 Cr Hrs

Three hours lecture and four hours laboratory each week. A study of basic chemistry principles as they are applied to everyday life. Topics include: papermaking, pigments, dyes, photography, metalworking, preservation, foods, cooking, medicine, forensics, and agriculture among others. This course is designed for liberal arts and elementary science education majors and meets the laboratory science requirement for a degree. Science and pre-professional majors should take College Chemistry I instead. Prerequisite: Writing level of English Composition I.

CH 1205 Introduction to Chemistry 5 Cr Hrs

Three hours lecture and four hours laboratory each week. 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 the brief introduction to organic chemistry, physical chemistry, analytical and biochemistry. This course is designed for students in specified allied health programs and science majors with no chemistry background needing a basic understanding prior to proceeding on to CH 1505 College Chemistry I. Students who have had high school chemistry and are in a science related degree of study should enroll in College Chemistry I. Prerequisite: Writing level of English Composition I.

CH 1505 College Chemistry I 5 Cr Hrs

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. The course includes atomic and molecular structure, nomenclature, total ionic and net ionic equations, stoichiometric calculations, qualitative and quantitative calculations, thermo-chemistry, valence shell hybridization, oxidation-reduction reactions, gases, colloids, basic chemical equilibrium, acid-base chemistry, ionic and covalent bonding, intermolecular forces and periodicity. This course is designed for specified allied health program, science majors, or students needing a physical science laboratory course. Prerequisite: Math level of Intermediate Algebra, writing level of

English Composition I, and high school chemistry, or CH1205 Introduction to Chemistry or consent of instructor.
KRSN CHM 1010/1011/1012

CH 1515 College Chemistry II 5 Cr Hrs

Three hours of lecture and four hours of laboratory. This is a continuation of College 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 anion and cations with some quantitative experiments. Analysis uses both wet procedures and some instrumentation. Prerequisite: Writing level of English Composition I and CH1505 College Chemistry I. KRSN CHM 1020/1021/1022

CH 1914 Directed Independent Studies in Chemistry 1-4 Cr Hrs

(On demand.) This course provides an opportunity for the student to pursue special interests in chemistry through guided independent study and/or research. Prerequisite: Writing level of English Composition I.

CH 2605 Organic Chemistry I 5 Cr Hrs

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. Prerequisite: Writing level of English Composition I and CH1515 College Chemistry II.

CH 2615 Organic Chemistry II 5 Cr Hrs

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. Prerequisite: Writing level of English Composition I and CH2615 Organic Chemistry I.

CRIMINAL JUSTICE

CJ 1183 Report Writing 3 Cr Hrs

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.

CJ 1201 Firearms Safety & Marksmanship 1 Cr Hr

A firearms course for students wanting to learn the safe handling of their handgun and to practice marksmanship skills. The course will provide training in gun safety rules for field stripping and cleaning the weapon and proper shooting techniques.

CJ 1203 Introduction to Criminal Justice 3 Cr Hrs

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.

CJ 1212 Firearms I 2 Cr Hrs

A firearms course for criminal justice majors. Emphasis will be placed on firearms safety and marksmanship in preparation for firearms competition.

CJ 1213 Ethics in Criminal Justice 3 Cr Hrs

This course introduces the student to the theories of ethics and its application within the criminal justice professions. The students will address moral issues and concerns of our justice process in personal, social, and criminal justice contexts. The student will explore and apply ethical principles to a wide range of criminal and social justice issues using a philosophical foundation.

CJ 1221 Criminal Justice Seminar I 1 Cr Hrs

This course is specifically designed to identify criminal justice students and provide the coordinator/instructor 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.

CJ 1231 Criminal Justice Seminar II 1 Cr Hrs

This course is specifically designed to identify criminal justice students and provide the coordinator/instructor 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.

CJ 1262 CJ Internship I 2 Cr Hrs

This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 90 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.

CJ 1272 CJ Internship II 2 Cr Hrs

This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 90 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.

CJ 1303 Introduction to Intelligence and Statecraft 3 Cr Hrs

This course examines the evolution of the U.S. Intelligence Community and how it is adapting to new international security challenges. The course discusses the historical background of U.S. intelligence and how political ideology, domestic policies, technology, and the threat have shaped today's U.S. Intelligence Community. The course provides an overview of the roles, missions, and structure of the U.S. Intelligence Community and how the various components support national security decision makers. The course also provides an overview of diplomacy and intelligence as tools of statecraft. Course looks at foreign intelligence services, their targets, and operational successes and failures. Finally, the course addresses emerging nation security issues potentially shaping future U.S. Intelligence Operations. On completion of the course, students will have an in-depth understanding of the U.S. Intelligence community, how it supports national security decision makers, and how it can influence policy development.

CJ 1403 Criminal Investigations 3 Cr Hrs

This course is designed to examine the methods, techniques, tools and precepts employed by the criminal investigator from the time a crime is reported through case disposition. Topics include legal aspects, crime scene management, interview and interrogation techniques, documentation, and evidence collection and preservation.

CJ 1503 Intro to Law Enforcement 3 Cr Hrs

This course introduces the student to the history and major functions of law enforcement agencies. Emphasis is placed on police interactions with society and within law enforcement agencies.

CJ 1513 Constitutional Law 3 Cr Hrs

This course is designed to provide students with an overview of the United States Constitution and its influence on the criminal justice system, placing emphasis on the 4th, 5th, 6th and 8th Amendments.

CJ 1523 Criminal Procedure 3 Cr Hrs

This course covers criminal procedures and courtroom practices 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.

CJ 1803 Criminology 3 Cr Hrs

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 a historical perspective of American crime problems, social and public factors affecting crime, crime patterns, social characteristics of specific crimes, and crime control strategies.

CJ 2113 Agency Administration 3 Cr Hrs

Agency Administration provides criminal justice majors an overview of motivational and management theories, current trends, and fiscal accountability presented through projects designed to incorporate understanding and content analysis. This course provides an opportunity to explore and apply creative thought processes, leadership and team-work, self-motivation and

responsibility which are essential for successful criminal justice career professionals.

CJ 2222 Firearms II 2 Cr Hrs

A 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 firearm in law enforcement situations.

CJ 2241 Criminal Justice Seminar III 1 Cr Hrs

This course is specifically designed to identify criminal justice students and provide the coordinator/instructor 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.

CJ 2251 Criminal Justice Seminar IV 1 Cr Hrs

This course is specifically designed to identify criminal justice students and provide the coordinator/instructor 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.

CJ 2262 CJ Internship III 2 Cr Hrs

This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 90 clock hours of on-the-job experience is required for two hours credit. The internship is initiated by the school in any cooperative agency.

CJ 2272 CJ Internship IV 2 Cr Hrs

This course is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 90 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.

CJ 2303 Introduction to Corrections 3 Cr Hrs

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.

CJ 2313 Juvenile Justice 3 Cr Hrs

A comprehensive look at youth crime and the process of juvenile justice, including theories of delinquency, application of law, and practices of law enforcement, courts, and corrections.

CJ 2413 Criminal Investigation II 3 Cr Hrs

An in-depth study of advanced methods of the 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.

CJ 2533 Criminal Law 3 Cr Hrs

This course examines the history, scope and nature of laws, parties to crime, classification of offenses, capacity to commit crime and defenses to criminal acts.

CJ 2903 Problems in the CJ System I 3 Cr Hrs

Study of a specific problem in a specialized area in the criminal justice system. Emphasis will be placed on practical experience with criminal justice principles, practices and administrative methods required for effective results in contemporary society. Permission of the instructor is required.

CJ 2913 Problems in the CJ System II 3 Cr Hrs

Study of a specific problem in a specialized area in the criminal justice system. Emphasis will be placed on practical experience with criminal justice principles, practices and administrative methods required for effective results in contemporary society. Permission of the instructor is required.

COSMETOLOGY

CO 1116 Cosmetology I 16 Cr Hrs

Six credit hours of lecture and ten credit hours of lab. The purpose of the Cosmetology I Fall course is to develop student knowledge, skills, and behaviors associated with basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and competency for entry-level positions in cosmetology or a related field. During this course students will conduct a series of problem solving events where teamwork as well as independent thinking are required. Areas of emphasis include Life Skills, Nails, Kansas Board of Cosmetology Statutes, Rules and Regulations, Science (Salon Ecology), Sculpture/Cut, Hair Design, Long Hair, Color, Perm, and Relax. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: None

CO 1216 Cosmetology II 12 Cr Hrs

16 credit hours (Fall Program Start). Six credit hours of lecture and ten credit hours of lab. 12 credit hours (Spring Program Start). Four credit hours of lecture and eight credit hours of lab. The purpose of the Cosmetology II Spring course is to develop student knowledge, skills, and behaviors associated with basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary to obtain licensure and competency for entry-level positions in cosmetology or a related field. During this course students will conduct a series of problem solving events where teamwork as well as independent thinking are required. The areas of emphasis will be Skin, Business, Science (Anatomy), Wigs and Additions, and Client-Centered Design, Science (Electricity), and Science (Trichology). For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: CO 1116 Cosmetology I

CO 1316 Cosmetology III 16 Cr Hrs

16 credit hours (Fall Program Start). Six credit hours of lecture and ten credit hours of lab. 12credit hours (Spring Program Start). The purpose of the Cosmetology III Fall course is to develop student knowledge, skills, and behaviors associated with basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and competency for entry-level positions in cosmetology or a related field. During this course students will conduct a series of problem solving events where teamwork as well as independent thinking are required. The areas of emphasis will be preparing for the 1000 hour written exam, Final Written Exams, Over the Top, Class Project, and Mock State Board Practical's. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: CO 1116 Cosmetology I and CO 1216 Cosmetology II

CO 2119 Cosmetology Instructor 9 Cr Hrs

The cosmetology instructor program is designed for any licensed cosmetologist who wishes to advance their cosmetology career. More than one year of experience in the cosmetology field requires 300 clock hours. The program will include clinical and classroom job related skills that will enable the instructor-in-training to meet and pass the Kansas State Board of Cosmetology requirements.

COMPUTER INFORMATION SYSTEMS

CS 1003 Beginning Computers and Technology 3 Cr Hrs

This course is designed for individuals who have limited knowledge of a computer, keyboarding, and internet applications. It will introduce students to the basics of using a computer for a variety of applications. Students will also learn the technique of touch keyboarding. This course will also investigate the use of a variety of internet applications and visit important topics in technology.

CS 1313 programming Fundamentals 3 Cr Hrs

3 Credit Hour Lecture Course. This course will introduce the student to logical reasoning and programming related to computer information systems, mathematics and robotics. The use of the LEGO Mindstorms EV3 will provide a solid foundation in which students will gain hands-on experience solving complex problems in a systematic method. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

CS 1103 Microcomputer Operating System 3 Cr Hrs

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. Learn the uses for PIF files and INI files, Memory Management, and Object Linking.

CS 1203 Intro to Computer Concepts/App 3 Cr Hrs

This course will introduce 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. KRSN CSC 1010

CS 1503 Desktop Publishing I 3 Cr Hrs

Desktop Publishing I 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.

CS 1603 Microcomputer Software Suites 3 Cr Hrs

This course is designed to provide the student with an overview of microcomputer applications in Microsoft Windows, Office XP, Word, Excel, Access, PowerPoint, Outlook, OLE, and Web page creation. The students will be challenged to create and integrate the applications of Office XP. This course will utilize the projects approach to learning. Pre-Requisite: AP1113 Basic Keyboarding or equivalent

CS 1613 Advanced Microcomputer Software Suite 3 Cr Hrs

This course is designed to extend the student's basic knowledge of an office suites 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: CS1603 Microcomputer Software Suites

CS 1701 Microcomputer Applications 1 Cr Hr

This course is designed to provide competency-based instruction in a wide assortment of application software in a hands-on environment. Students must have taken MCA/Basic Computer Fundamentals or show a general knowledge of computers and the Internet.

CS 1703 Word Processing Applications 3 Cr Hr

The course offers a graduated progression from guided tutorials to independent challenges for creating, designing, and producing professional documents using word processing software. Students learn and use the Word 2007 skills required in the job market. Students build technology skills in combination with working on realistic projects and critical-thinking assignments. The course aligns to the Microsoft Application Specialist certification exams. It builds technology skills and reinforces writing and critical-thinking abilities, culminating assessments require software mastery and independent problem-solving.

CS 1803 Microcomputer Business Present 3 Cr Hrs

The 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. Pre-Requisite: CS1203 Intro to Computer Concepts and Applications.

CS 1903 Information Systems Security 3 Cr Hrs

This course will introduce the fundamentals of information security. Students will learn about the need for secure computer information systems in our society and will explore strategies for securing those systems. This course will include coverage of topics both managerial and technical and will include real-world examples of need for security and results of faulty security as it applies to computer information systems.

CS 2013 Intro to PC Hardware/Software 3 Cr Hrs

This course is designed to teach the fundamentals of troubleshooting, upgrading and repairing personal computer systems. Pre-Requisite: CS1203 Intro to Computer Concepts and Applications.

CS 2103 Adv. Computer Concepts & Apps 3 Cr Hrs

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. Pre-Requisite: Successful completion of CS1203 Introduction to Computer Concepts and Applications or score of 80% or higher on the Computer Concepts and Applications competency exam.

CS 2123 Digital Photography for Computer Graphics 3 Cr Hrs

This course is designed to teach students how to shoot, edit and compose images that are intended to be used for another project such as a web page, photo composition, texture in game art, or other computer graphic media.

CS 2303 Computer Based Spreadsheets 3 Cr Hrs

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. Pre-Requisite: CS1203 Intro to Computer Concepts and Applications

CS 2313 Microcomputer Database Management Systems 3 Cr Hrs

This course is designed to acquaint the student with a software system for managing the storage and collection of data used and produced by a microcomputer. Pre-Requisite: CS1203 Intro to Computer Concepts and Applications

CS 2503 Web Page Design I 3 Cr Hrs

This introductory course is designed to examine and apply the skills, tools, and information necessary for Web page creations and design. Students will learn to create and publish Web pages using a variety of Web technology tools including a WYSIWYG Web authoring program and image editing program. Successful completion of this course will prepare students to take the Web Page Design II course.

CS 2513 Digital Image Editing 3 Cr Hrs

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.

CS 2523 Computer Illustration 3 Cr Hrs

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.

CS 2533 3D Modeling I 3 Cr Hrs

This course is designed to introduce the skill of computerized animation to the student. Students will be able to plan and execute successful animation, implement good design techniques, and grasp the technique of preparing a sequence of images for animation.

CS 2543 Desktop Digital Video Editing 3 Cr Hrs

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.

CS 2553 Web Page Design II 3 Cr Hrs

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 student 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. Pre-Requisite: CS2503 Web Page Design I

CS 2573 Web Animation I 3 Cr Hrs

This course is intended to teach students how to create professional-looking interactive experiences, primarily by using animation. Along with the special animation tool, students will also gain knowledge of various tools such as special drawing tools, tools for creating interactive controls, and publishing tools. Learning this technology will allow student to create a variety of animated projects for the Internet.

CS 2593 3D Modeling II 3 Cr Hrs

This course is designed to further enhance the skills of students who have successfully completed the 3D Modeling I course. Students will be able to create more dynamic 3D projects by incorporating more advanced modeling skills, revolving and rotating surfaces, and learning how to use controlled mesh and advanced rendering techniques such as environment maps and depth of field. There will be a variety of projects to refine these skills. Pre-Requisite: Successful completion of CS2533 3D Modeling I

CS2613 Advanced Digital Image Editing 3 Cr Hrs

This is an advanced level course, with an emphasis on retouching, complex selections, color correction, and color accuracy for output. Students will be working with curves, levels, blending modes, special effects, and painting and drawing tools to create professional-level designs and images.

CS2623 Sophomore Projects 3 Cr Hr

Three credit hour lecture course. This advanced course is designed to give the student an opportunity to do a professional level project from conception to completion. This project will be portfolio ready and will prepare the student for industry level workloads and time management. The projects will be of the students choosing, if they do not have a preference of project, a project will provided for them, which may consist of projects needed by the college. Students will be required to log 5 hours a week of work with the instructor. Prerequisite: Instructor approval.

CS2633 Desktop Digital Video Editing II 3 Cr Hr

Three hour lecture course. This advanced course is designed to examine and apply the skills, tool, and information necessary to edit digital video using a PC. Students will review the current state of this growing technology to understand where it's 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 projects and upkeep of the CIS Hallway TV and other advertisements. Prerequisite: Desktop Digital Video Editing I.

CS2643 Web Animation II 3 Cr Hr

Three hour lecture course. This advanced course is intended to teach students how to create professional-looking interactive experiences, primarily by using animation. Along with the special animation tool, students will also gain knowledge of various tools such as special drawing tools, tools for creating interactive controls, and publishing tools. Learning this technology will allow students to create a variety of animated projects for the Internet. Prerequisite: Web Animation I.

CS 2663 3D Game Texturing 3 Cr Hrs

This course is designed to introduce the skill of building textures for scenes in a 3D game. Students will think like and artist ¿ researching and planning the process of building the appropriate textures for various 3D game settings.

CS 2803 Computer Info Systems Internship I 3 Cr Hrs

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 (6) 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. Pre-Requisite: Permission of CIS Coordinator

CS 2813 Computer Info Systems Internship II 3 Cr Hrs

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 (6) 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. Pre-Requisite: CS2803 Computer Information Systems Internship I

CS 2822 Current Issues in Information Technology I 2 Cr Hrs

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 CIS 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.

CS 2832 Current Issues in Information Technology II 2 Cr Hrs

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 CIS 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.

CS 2842 Current Issues in Information Technology III 2 Cr Hrs

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 CIS 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.

CS 2852 Current Issues in Information Technology IV 2 Cr Hrs

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 CIS 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.

CS 2853 Directed Independent Studies in CIS 3 Cr Hrs

This course is designed to enable students to work at their own speed and travel 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 .

CS B1701 Introduction to Web Animation 1 Cr Hr

One credit hour course. This course is designed to give students the opportunity to learn the basics of creating graphics, animation and interactivity using Flash MX. Students will see how this program can be used to develop expressive, creative, and exciting Web sites. Students should have some knowledge of the Internet and email.

CS D1701 MCA / Database 1 Cr Hr

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 for database activities.

CS E1701 Introduction to Web Design 1 Cr Hr

This course will give students the tools needed to design effective Web sites. Concentration will be on learning the parts of a Web site, how to build a Web site, and how to incorporate good design principles into the site. Student should know the basics of using a computer and familiar with the Internet.

CS H1701 MCA / Intro to Digital Photo. 1 Cr Hr

This course is designed to introduce students to digital photography. Topics covered will include choosing the right camera and sources for learning the features of that camera, how to take better shots, offloading and storing images from the camera, basic digital editing of photos, e-mailing the photos, and making the best prints.

CS J1701 Introduction to Computer Illustrations 1 Cr Hr

This course is designed to introduce the student to the basics of computer illustrations techniques.

CS N1701 Introduction to 3D Modeling 1 Cr Hr
One credit hour lecture. This course is designed to introduce the skill of modeling and animating objects.

CS P1701 MCA/Power Point 1 Cr Hr
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 PowerPoint for presentation activities.

CS R1701 Basic Internet Skills 1 Cr Hr
This course is designed to assist students in learning about the Internet and making the most of its resources.

CS S1701 MCA/Excel 1 Cr Hr
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 Excel for spreadsheet activities.

CS T1701 Introduction to Digital Image Editing 1 Cr Hr
One credit hour lecture. This course is designed to give students the opportunity to learn the basics of one of the most popular image editing programs - Photoshop. Students will be using the program to make changes to photographic images and will explore the tremendous capabilities of the program.

CS W1701 MCA/MS Word 1 Cr Hr
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 Word for word processing activities.

CS Y1701 Introduction to Tablet PC Technology 1 Cr Hr
This course is designed to introduce students to Tablet PC technology. Topics covered will include identifying what this technology is, identifying various types of Tablet PCs and their capabilities, exploring the components of Tablet PCs, and exploring operating systems and application software for Tablet PCs.

CS Z1701 MCA/Microsoft Outlook 1 Cr Hr
The course provides instruction on integrated software that manages time and information, including email, tasks, calendars. Students learn to quickly search communications, organize work, and better share information with others. Students build technology skills in combination with working on realistic projects and critical-thinking assignments. It builds technology skills and reinforces writing and critical-thinking abilities, culminating assessments require software mastery and independent problem-solving.

CORROSION TECHNOLOGY

CT 1103 Introduction to Corrosion 3 Cr Hr
An introduction to internal, external, and atmospheric corrosion including terminology, causes of common corrosion problems in industry, and general remedies such as cathodic protection, protective coatings, material selection, and chemical treatments.

CT 1104 Cathodic Protection 4 Cr Hr
This course provides an in-depth study of corrosion control of buried or submerged metallic structures utilizing both impressed and galvanic cathodic protection systems. Emphasis on regulatory compliance for pipelines and underground storage tanks.

CT 2103 Internal Corrosion 3 Cr Hr
An in-depth study of internal corrosion found in oil and gas wells, pipelines, refineries, process plants, and other industrial installations including the common forms of nondestructive testing, internal corrosion monitoring techniques, and chemical corrosion treatment methods.

CT 2113 Atmospheric Corrosion 3 Cr Hr
This course is an in-depth study of atmospheric corrosion control which includes surface preparation, coating selection, coating application, inspection, and failure analysis.

CT 2114 Special Topics in Corrosion Technology 4 Cr Hr
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

CT 2123 Introduction to Metallurgy 3 Cr Hr
A comprehensive study of refining, properties, mechanical properties, and physical properties of ferrous and nonferrous materials including the theory of alloys, heat treatment, and testing.

CT 2133 Internship in Corrosion Technology 3 Cr Hr
Lab. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CT 2143 Coatings and Linings 3 Cr Hr
This course will provide instruction of the coatings and linings found in the petroleum, petrochemical and chemical industries. Curriculum will focus on the most common types of coatings and linings required for proper Corrosion protection. This course will also provide the student with knowledge and methods of proper selection and application of coatings and linings. Success in the 3-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 135 hours for the semester. Time spent outside of class might include work assigned on line through the course management system, reading, written assignments and other course related activities.

CT 2153 Reports and Estimating 3 Cr Hr
This course will provide instruction of corrosion reports and estimation of costs associated with projects along with the analytical methods needed to diagnose, treat, monitor, and report corrosion projects to employers, reduce costs, protect the environment, and increase safety practices. Success in the 3-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 135 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written, assignments and other course related activities.

DIESEL TECHNOLOGY

DI 1003 Preventive Maintenance 3 Cr Hrs
Three credit hours. One hour of lecture, two hours lab per week. After completing this course students should be able to; Define preventative maintenance; identify various types of maintenance practices; learn which federal agencies regulate the operations of commercial vehicles; identify the basis of establishing a PMI schedule; identify legislated requirements for vehicle inspections; explain why preventative maintenance is important; outline responsibilities regarding preventative maintenance (PM) and vehicle safety inspections; describe what is involved in planning a PM program and identify the inspection requirements for commercial vehicles; identify items for an inspection checklist; develop and use inspection schedules and inspection reports; distinguish between the various types of PMI; identify the requirements of PMIs; identify requirements of the Commercial Vehicle Safety Alliance Inspection Program; For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected; Pre-requisite: none

DI 1005 Electrical/Electronic Systems 5 Cr Hrs
Five credit hours. Three hours of lecture, two hours lab per week. This course will cover: Principles of Electricity, Generating Electricity, Circuit Control Devices, Electrical Test Instruments, Commercial Batteries, Advanced Battery Technologies, Servicing Commercial Batteries, Heavy Duty Starting Systems and Circuits, and Charging Systems. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

DI 1015 Advanced Electrical/Electronic Systems 5 Cr Hrs
Five credit hours. Three hours of lecture, two hours lab per week. This course is designed to give students instruction and practical experience in advanced circuit designs, computer controlled components and controls, multiplexing, GPS, system troubleshooting, and repair procedures. For each unit of credit a minimum of three hours per work with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: DI 1005 Electrical Electronic Systems

DI 1025 Hydraulics 5 Cr Hrs
Five credit hours. Three hours of lecture, two hours lab per week. After completing this course students should be able to.

Explain the fundamentals of the hydraulic system. List the different types of hydraulic fluids. Explain the basic operating principles common to all hydraulic systems. Describe the relationship between flow rate and pressure. Identify the common components of a hydraulic system. Differentiate between the different types of lines used in hydraulic systems. Describe the different fittings used on hydraulic lines and when it is appropriate to use each. Identify and compare the different types of positive-displacement pumps. Describe the operation of the various types of hydraulic pumps. Describe the operation of variable-displacement pumps. Explain the causes and effects of pump cavitation. List the common causes of pump failure. Differentiate between linear and rotary actuators. Describe how hydraulic actuators are built. Identify and describe the types of valves used in hydraulic systems. Identify the types of hydraulic accumulators. Describe how to operate and work with accumulators safely. Identify the main areas of preventative maintenance for hydraulic systems. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

DI 1104 HVAC 4 Cr Hrs

Four credit hours. Three hours of lecture, one hour lab per week. After completing this course students should be able to; Explain the principles of the heating, ventilation, and air-conditioning (HVAC) system. Describe air-conditioning components and operating principles. Identify and explain the three methods of heat transfer and how heat energy is measured. Describe the purpose and operation of heating system components. Explain the operation of rotary piston air compressors. Explain the operating principles of a cycling clutch orifice tube (CCOT) air-conditioning system. Explain the operating principles of a thermal expansion valve (TXV) air-conditioning system. Identify and explain the difference between an accumulator and a receiver/filter/drier. Explain the purpose of refrigerant and the refrigerant classification system. Identify the purpose and explain the function of refrigerant oil. Describe the principles of the air-conditioning service process. Discuss air conditioner capacity and why it is important to determine the proper charge. Explain the process of performance testing the air-conditioning system. Explain the purpose and methods of leak testing. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

DI 1105 Diesel Engines 5 Cr Hrs

Five credit hours. Two hours of lecture, three hours lab per week. Students will learn comprehensive theory, operation and terminology of the internal combustion engine. Students will learn how to read measuring tools such as micrometers. Students will understand how to disassemble, inspect, measure and assemble a short. Students will understand engine cooling and lubrication systems. Students will understand how to inspect a cylinder head and valve train and how to diagnosis engine problems. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

DI 1113 Drive Trains I 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This course covers the manual drive train, including: Heavy Duty Clutches, Servicing Heavy Duty Clutches, Basic Gear Concepts, Standard Transmissions, Servicing Standard Transmissions, Automated Standard Transmissions, Driveshaft Systems, and Heavy Duty Truck Drive Axels. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

DI 1115 Advanced Diesel Engines 5 Cr Hrs

Five credit hours. Two hours of lecture, three hours lab per week. This course will cover; Electronic Signal Processing Principles, Sensors, Electronic Distributor Injection Pumps, Electronic Unit Injectors and Pumps, Cummins Unit Injection Systems, HEUI Injection Systems, Common Rail Fuel Systems. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: DI1105 Engines I- and DI 2003 Diesel Fuel Systems

DI 1122 Drive Trains II 2 Cr Hrs

Two credit hours. One hour of lecture, one hour lab per week. This Course Covers Heavy-Duty Vehicle Torque Converters and Automatic Transmissions Including: Torque Converters, Planetary Gear Concepts, Hydraulically Controlled Automatic Transmissions, Maintaining Automatic Transmissions, Electronically Controlled Automatic Transmissions. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: Drivetrains I

DI 1133 Directed Independent Study Diesel Tech 1-3 Cr Hrs.

DI 1203 Suspension & Steering 3 Cr Hrs.

Three credit hours. One hour of lecture, two hours lab per week. This Course Covers Heavy- Duty Suspension and Steering Including; Commercial Vehicle Tires, Commercial Vehicle rims and Hubs, Front Axels and Vehicle Alignment Factors, Heavy-Duty Truck Frames, Heavy-Duty Truck Suspension Systems, and Steering Systems and Integral Steering Gears. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: None

DI 1303 Brakes 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This course covers: Medium/Heavy Duty Braking Systems, Braking Fundamentals, Air Brake Foundation Systems and Air Brake Circuits, Servicing Air Brake systems, Anti-Lock Braking -Vehicle Stability and Collision Avoidance Systems, and Fundamentals of Hydraulic and Air-Over Hydraulic Braking systems. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: None

DI 2003 Diesel Engine Fuel System 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This course covers Diesel Fuel Systems including; Diesel Fuel Properties and Characteristics, Low Pressure Fuel Systems, Functions of High-Pressure Fuel Systems, Hydraulic Nozzles, Governors, Multiple Plunger Injection Pumps, and Electronic Signal Processing Principles. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: DI1105 Engines I and DI1005 Electrical/Electronic Systems

DI 2103 Alternative Fuels 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This course is designed to introduce high school and technical school students about the theory of operation of diesel vehicles using compressed natural gas (CNG). This course addresses CNG regulations, components, line fabrication, driver education requirements and diagnostic testing components. Emphasis is placed on safety and regulations. Successful students will be prepared for relevant industry certifications. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: None.

DRAFTING & DESIGN TECHNOLOGY

DF 1003 Intro to Computer Aided Drafting 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. Computer Aided Drafting is the universal drawing tool in the production of Engineering, Architectural, Manufacturing, Mapping, and Civil Engineering and Construction drawings. This course is a beginning course in the operational practices of computer aided drawing construction. Students will learn basic draw and edit commands and will create simple engineering drawings. Topics will include drawing format, Cartesian Coordinate System, View manipulation, Draw commands, Edit commands, basic system variables, and how to query the CAD data base. Prerequisite: none

DF 1012 Geometric Constructions 2 Cr Hrs

Two credit hours. One hour of lecture, one hour lab per week. All traditional drafting and CAD techniques are based on the construction of simple geometric elements used to create complex forms and shapes. This course is the application of plane geometry to Drafting. Topics include angular measurement, circles and arcs, triangles and polygons, areas and volumes of geometric figures. Manual and CAD drawing assignments will be completed using geometric construction principles. Prerequisite: DF-1003

DF 1013 Orthographic Views/Projections 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. Understanding the correct placement of the views of an object on a drawing is the key to assurance that no ambiguity exists between the drafter's intent and the reader's interpretation. This course is the study of required views necessary for shape description. Topics include planes of projection, surface orientation, height, width, and depth dimensions, visible and hidden lines, normal, inclined, and oblique lines and planes, and folding or miter lines to create new views. Prerequisite: DF-1012

DF 1015 Civil Engineering Drafting 5 Cr Hrs

Five credit hours. Two hours of lecture, three hours lab per week. Civil Engineering is anything that has to do with the design of land for construction projects. This course will instruct the student to prepare drawings and maps for this field of Engineering and Construction. Students will also learn Surveying principals, distance and elevation measurement, location and direction, and legal land descriptions. Prerequisite: DF-1123

DF 1023 Auxiliary Views 3 Cr Hrs

Three credit hours. Two hour of lecture, one hours lab per week. Many objects are shaped such that their principal surfaces are not parallel to principal planes of projection. A parallel or perpendicular line-of-sight view must be created to describe these inclined or oblique planes. This course instructs the drafting student in the creation of drawing views of inclined and oblique lines and planes. Topics include planes of projection, projection lines, measurement procedures for auxiliary views, primary and secondary auxiliary views, and developments. Prerequisite: DF-1013

DF 1033 Section Views 3 Cr Hrs

Three credit hours. Two hours of lecture, one hour lab per week. Section views are used by industry to improve the clarity of complex objects and assemblies. This course instructs students in the drawing construction methods necessary to draw cutaway views. Material identification and manufacturing processes are key elements of this course. Prerequisite: DF-1013

DF 1043 Dimensioning Procedures 3 Cr Hrs

Three credit hours. One and ½ hours of lecture, one and ½ hours lab per week. Dimensions are used to numerically or verbally describe the shape, size and character of the drawn product. Dimensions are given in linear distances, angles, or notes. This course teaches the student the proper technique of dimensioning, the placement of dimensions, and the choice of dimensions. The content of this course complies with ANSI/ASME standard Y-14.5M-1994. Prerequisite: DF-1013

DF 1053 Pictorial Drawings 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. While Multiview drawings accurately represent complex forms, it is often necessary to prepare accurate and scientifically correct drawings that can be understood by persons without technical drafting training. This course instructs students how to create Pictorial Drawings to enhance engineering drawings or to illustrate the actual appearance of an object. Prerequisite: DF-1033.

DF 1103 Technical Drafting 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This course introduces the student to the Drafting profession and is designed to provide the fundamental techniques and skill utilized by industry. Topic include Types of Drafting, Basic Tools and Lines, Supplies and Equipment, Lettering, Media, Drafting Standards, Drawing Reproduction, and Introduction to CAD (Computer Aided Drafting).

DF 1112 Drafting/Design Internship I

DF 1113 Directed Independent Study Drafting/Design

DF 1122 Drafting/Design Internship II

DF 1123 Scales and Measurements I 3 Cr Hrs

Three credit hours. One and ½ hours of lecture, one and ½ hours lab per week. Measuring and layout are key skills in design, fabrication, and manufacturing. This course trains the student in the use of the various scales and measurement systems used by Engineering and Architectural Drafting. Included in this course are Carpenter's rulers, Machinist's rulers, architects, civil engineers, and metric drawing scales.

DF 1133 Scales and Measurements II 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This class is taken concurrently with DF1015, Civil Engineering Drafting. This course trains the student in the practice of Land measurement (surveying) and the Drafting necessary to describe tracts of land. Students will learn how to read and write Legal Land descriptions. Precision Measuring and layout skills are also taught are for design, fabrication, and manufacturing applications. For each unit of credit, a minimum of three hours per week with one hour for class and two hours for studying/preparation outside of class is expected. Prerequisite: DF1023 Scales and Measurement I

DF 1143 Technical Drafting II 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This course is intended to train the student to utilize the basic and advanced Drafting methods to produce complex Engineering Drawings, more often called Working Drawings. The student will create design drawings, assembly drawings and exploded detail drawings to Industry standard requirements. Multi-views, Auxiliary views, and Section views will be combined with proper Dimensioning practices to produce finished "working" drawings. Three-dimensional CAD drawing methods will be introduced in this course, as well. Included in this course is 3-D plotting. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-Requisite: DF-1103 Technical Drafting

DF 1153 Parametric Modeling Solidworks 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This course is the introduction to three-dimensional parametric modeling and related basic computational concepts for design. Using SolidWorks software, this course focuses on 3D solid parametric modeling in an engineering design environment. Hands-on learning in basic sketch profiles with constraint based 2D shape control is studied. Part design, parametric features, dimensions and constraints, design modification of solid part, analyzing and documentation of the part or parts are also covered. Bi-directional control of 3D model to 2D part drawing is studied. The use of rapid prototyping techniques for model creation and design, analysis and redesign are incorporated. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Prerequisite: DF1003 Intro to Computer Aided Drafting with a grade of "C" or higher; or by permission of the instructor.

DF 1163 Revit Design Suite 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. The Revit Design Suite drafting course will enable the student to create/draw a residential/commercial building and section views, place mechanical equipment and plumbing items using Revit software. The instruction will include walls, roofs, placing doors/windows, stairs/ramps, mechanical systems, electrical systems and creating schedules. The student will be using "Revit" software package during this course. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: DF1003 Computer Aided Drafting with a grade of "C" or higher and/or instructor permission.

DF 1164 Revit Architecture 4 Cr Hrs

Four credit hours. One hour of lecture, three hours lab per week. This hands-on, lab-based course introduces the student to the use of Building Information Modeling (BIM) techniques to create digital models of buildings. The objective of the DF1164 Revit Architecture is to enable students to create full 3D architectural project models, both Commercial and Residential, and set them up in working drawings. The training focuses on basic tools that the student needs to work with the Autodesk Revit software. This course prepares the student for an entry-level position with an engineering firm or engineering consulting firm. The Autodesk Revit software is a powerful Building Information Modeling (BIM) program that works the way architects think. The program streamlines the design process through the use of a central 3D model, where changes made in one view update across all views and on the printable sheets. The training is designed to teach you the Autodesk Revit functionality as you would work with it throughout the design process. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: DF1003 Computer Aided Drafting with a grade of "C" or higher; or by permission of the instructor.

DRAMA

DR 1103 Stagecraft 3 Cr Hrs
This course emphasizes the basic principles of set construction stage equipment, painting, lighting techniques, and equipment. KRSN THT 1030

DR 1203 Acting I 3 Cr Hrs
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. KRSN THT 1020

DR 1213 Acting II 3 Cr Hrs
Three credit hours. (Three hours lecture.) A course designed to expand the student's knowledge of the techniques and principles used in Acting I. Prerequisite-Acting I or permission of the instructor. KRSN THT 2010

DR 1503 Introduction to Cinema 3 Cr Hrs
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.

DR 1611 Dramatic Participation I 1 Cr Hr
(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. KRSN THT 1040

DR 1621 Dramatic Participation II 1 Cr Hr
(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. Prerequisite-DR 1611 Dramatic Participation I. KRSN THT 1040

DR 1631 Dramatic Participation III 1 Cr Hr
(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. Prerequisite-DR1621 Dramatic Participation II. KRSN THT 1040

DR 1641 Dramatic Participation IV 1 Cr Hr
(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. Prerequisite-DR1631 Dramatic Participation III. KRSN THT 1040

DR 2203 Theater Appreciation 3 Cr Hrs
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. KRSN THT 1010

ECONOMICS

EC 2213 Principles of Macroeconomics 3 Cr Hrs
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 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; global economic growth.
KSRN ECO 1020

EC 2223 Principles of Microeconomics 3 Cr Hrs
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.
KSRN ECO 1010

EDUCATION

ED 1103 Introduction to Education 3 Cr Hrs
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. Must take with ED1112 Introduction to Education Field Experience.

ED 1112 Intro to Education Field Experience 2 Cr Hrs
An internship course intended primarily to give teachers the opportunity to seriously consider their suitability for a career in education.

ED 1203 Art in the Elementary School 3 Cr Hrs
This is a fundamental course designed to familiarize students with appropriate art media and techniques used in teaching children. The focus of 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.

ED 1302 Principles of Peer Tutoring 2 Cr Hrs
This course is designed to educate the students about the techniques, learning modes, diagnosis, 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.

ED 1311 Tutor Practicum 1 Cr Hr
This course provides supervised, hands-on experience in tutoring directly with peers. This class is held in the Academic Achievement Center at SCCC.

ED 1403 Elementary School Music 3 Cr Hrs
This course is for students planning to teach at the elementary level, including practices, trends and philosophy of music education. Students are encouraged to integrate music within the classroom, enriching and solidifying all subject presentations.

ED 1503 Children's Literature 3 Cr Hrs
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.

ED 1703 Elementary School PE 3 Cr Hrs
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, risk behaviors, hygiene and methods of teaching health. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none.

ED 1803 Beginning Sign Language 3 Cr Hrs
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.

ED 1813 Intermediate Sign Language 3 Cr Hrs
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. Prerequisite ED1803 Beginning Sign Language.

EMT

BI 1129 Emergency Medical Technician (EMT) 12 Cr Hrs
5 hours lecture and 7 ½ hours lab per week. 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.

ENGLISH

EG 0103 English as Second Language I 3 Cr Hrs
This course is designed to improve basic listening, speaking, reading and writing skills of a student 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.) No prerequisite. Refer to placement matrix.

EG 0113 Transitional English 3 Cr Hrs

Three credit hour combination lecture/lab course 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. There will be emphasis on terminology for math and science. Special emphasis will be given to life and study skills, along with a cultural study of the United States and the local community.

EG 0203 English as Second Language II 3 Cr Hrs

This course is designed to improve basic listening, speaking, reading and writing skills of a student 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.) No prerequisite. Refer to placement matrix.

EG 0403 Pre-Composition I 3 Cr Hrs

This course emphasizes the foundations of Standard English through a focus on basic grammar and writing paragraphs and essays. (THIS COURSE WILL NOT COUNT FOR GRADUATION) No prerequisite. Refer to placement matrix.

EG 0603 Pre-Composition II 3 Cr Hrs

This course emphasizes writing thesis statements and the process of writing effective essays in preparation for English Composition I. (THIS COURSE WILL NOT COUNT FOR GRADUATION) No prerequisite. Refer to placement matrix.

EG 0613 Fundamentals of Writing 3 Cr Hrs

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 grammar and punctuation skills and includes instruction in writing effective paragraphs, culminating in a five-paragraph essay assignment. This is a developmental course that will not count toward graduation requirements.

EG 0622 English Composition I Plus 2 Cr Hrs

This course is a co-requisite of EG 1103 for those students assessed at a level below college-level English. The course emphasis active learning improved reasoning skills, engaged reading, and effective editing skills with special attention given to grammar to maximize the likelihood of success in EG 1103. Additionally, this course emphasizes writing thesis statements and organizing essays. .This course will not count for graduation. Instructor permission is required to enroll. Pre-requisite: none. Refer to placement matrix.

EG 1103 English Composition I 3 Cr Hrs

The class emphasizes essentials of composition and selected readings, as well as practice in critical thinking and expository writing. Prerequisite-refer to placement matrix. KRSN ENG 1010.

EG 1113 English Composition II 3 Cr Hrs

This course is an extension of English Composition I and emphasizes critical thinking, analytic and persuasive writing, and research methods. Prerequisite-EG1103 English Composition I. KRSN ENG 1020

EG 1303 Introduction to Literature 3 Cr Hrs

This class is an introductory study of the short story, drama, and poetry. It is designed to increase understanding and appreciation through analysis of representative writers. Prerequisite: English Composition I placement. KRSN ENG 1030

EG 1763 World Literature 3 Cr Hrs

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.

EG 2103 Creative Writing 3 Cr Hrs

Students will explore the genres of short fiction, poetry, and creative nonfiction and will compose and revise works in the genre(s) of their choice. The course serves students of varying interests and abilities through the workshop peer-evaluation approach. Prerequisite: English Composition I placement or consent of instructor.

EG 2303 English Literature I 3 Cr Hrs

Major authors and literary developments are studied in this chronological survey of English literature from the Anglo-Saxon period through the Augustan Age. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Prerequisite: English Composition I placement.

EG 2313 English Literature II 3 Cr Hrs

Major authors and literary developments are studied in this chronological survey of English literature from the middle of the Eighteenth Century to the present. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Prerequisite: English Composition I placement.

EG 2403 American Literature I 3 Cr Hrs

Major authors and literary developments are studied in this chronological survey of American literature from the beginning to the Civil War (1865). Prerequisite: Composition I placement.

EG 2413 American Literature II 3 Cr Hrs

Major authors and literary developments are studied in this chronological survey of American literature from the Civil War to the present. Prerequisite: English Composition I placement.

ENGINEERING

EN 1102 Introduction to Engineering Careers 2 Cr Hrs

This course introduces students to the various disciplines within the field of engineering via lectures given by the professional engineers working in the field. The course also allows students to discover the skills and knowledge needed to become an engineer. During the semester students will be assigned projects and problems involving elementary engineering concepts. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Prerequisite: MA 1103 Intermediate Algebra or the permission of the instructor.

EN 1202 Engineering Graphics I 2 Cr Hrs

The program is designed to prepare either men or woman 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 using engineering, research, manufacturing, construction and the building trades. Engineering Graphics I is the course competency based curriculum to introduce students to problem-solving situations and teaching them the fundamentals of drafting.

EN 1212 Engineering Graphics II 2 Cr Hrs

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 performed 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 communications.

EN 2202 Computer Aided Drafting 2 Cr Hrs

(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. Prerequisite: EN1202 Engineering Graphics I or permission of instructor.

FIRE SCIENCE

FI 1025 Firefighter I 5 Cr Hrs

This course is designed to meet the NFPA 1001 standards for Fire Fighter I. Students will participate in classroom and hands-on training in basic fire science operations including: Hazardous materials awareness, safety, fire behavior, building construction, protective clothing and SCBA, building search and victim removal, forcible entry, ground ladders, ventilation, hose loads, and how to operate as a part of a firefighting team. Upon successful completion of this course and attaining 18 years of age, students will be able

to test and apply for IFSAC certification through the Kansas Fire and Rescue Training Institute. This course must be taken concurrently with Hazardous Materials Awareness and Hazardous Materials Operations courses.

FI 1002 Hazardous Materials Awareness 2 Cr Hrs

This course prepares students to take appropriate action when first on the scene of an emergency involving hazardous materials. The class must be taken concurrently with Firefighter 1 and Hazardous Materials Operations.

FI 1013 Hazardous Materials Operations 3 Cr Hrs

This course prepares students to respond to releases or potential releases of hazardous materials as part of an initial response to the incident. This course is required for Firefighter I certification and must be taken concurrently with Firefighter I and Hazardous Materials Awareness.

FOOD SCIENCE

FS 1112 Research Practicum in Food Science 2 Cr Hrs

Course will guide students through a current topic in food science. Students will complete a research project, write a research document, and present findings in a formal manner.

Prerequisite: One course in Food Science and Safety

FS 1113 Food Processing 3 Cr Hrs

This course is a study of how raw food materials are turned into finished products through various means of processing. Types processing discussed include mixing, separating, irradiation, dehydration, extrusion, and various applications of heat and cold. Biotechnology is also studied.

Prerequisite: FS1114 or permission from instructor.

FS 1114 Introduction to Food Science and Safety 4 Cr Hrs

This course is a general introduction to the science of foods prepared in the home. The focus of the course are the characteristics of foods we prepare and eat every day, such as breads, meats, pasta vegetables, milk, desserts, and others. The basics of food preparation are discussed, but students should be aware that this is not a cooking class. Food safety and food preservation are also covered. Prerequisite: None

FS 1122 HACCP 2 Cr Hrs

This course is designed to give students a basic understanding of HACCP (Hazard Analysis and Critical Control Point), a popular food safety system. Students will learn to apply the seven principles of HACCP, design flow charts, identify hazards, and establish critical control points. Monitoring, verification, and record-keeping will also be covered. This course will prepare students for HACCP certification. Prerequisite: None

FS 1123 Food Sanitation 3 Cr Hrs

This course introduces students to the principles of cleaning and sanitation in food processing and food service environments. Topics include biosecurity, personal hygiene, allergens, sources of contamination, pest control, sanitary design, and cleaning and sanitizing chemicals. The sanitation of meat and dairy plants will also be studied. This course will prepare students for ServSafe certification. Prerequisite: None

FS 1124 Food Chemistry 4 Cr Hrs

This course is an overview of the chemical properties of the major and minor food components (carbohydrates, proteins, lipids, water, vitamins, minerals, and enzymes) and their changes during processing, handling, and storage. Color, flavor, and texture are also covered, as well as additives and contaminants. In lab, students will examine basic chemical principles related to food and use chemical and instrumental methods to determine food properties. Prerequisite: FA1114, CH1505, CH1515

FS 1133 Food Packaging and Transportation 3 Cr Hrs

This course introduces students to the basics of food packaging and transportation. The functions, properties, and applications of packaging materials are discussed as well as the packaging of different types of foods. Environmental and legal issues related to food packaging are also covered. The course also includes methods of food transportation and the transportation of different types of foods.

Prerequisite: FS1114 or permission from instructor

FS 1134 Food Microbiology 4 Cr Hrs

This course examines the various microorganisms found in foods and the environmental conditions, growth characteristics, diseases, control measures, and food types associated with them. The roles of microbes in food spoilage and food manufacturing are also covered. The laboratory will develop skills in handling food microbes and introduce students to common methods used to detect and identify microbes associated with foods.

Prerequisite: FS 1114, BI 1305 (or BI 2705)

FS 1143 Food and Water Analysis 3 Cr Hrs

This course prepares students to work in food or water laboratories. Students will learn and follow good laboratory practices, including the ethics, safety, quality assurance, data recording, and other practices required in the daily operations of a food and water testing laboratory. Students will also again experience performing analyses commonly done in local food and water testing laboratories.

Prerequisite: FS1114 and FS1124 (or FS1134) or permission from instructor

FS 1144 Internship in Food Science 2-4 Cr Hrs

This course is designed to give the student practical experience and training in food production, sanitation, QA/QC, and laboratory operations. Other internship experiences will be considered. The internship is initiated by the school in cooperation with a participating company/agency. A minimum of 45 hours of occupational work experience is required for each credit hour.

Prerequisite: 9 credit hours in Food Science and Safety and permission from instructor

GEOGRAPHY

GE 1103 World Regional Geography 3 Cr Hrs

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. KKRSN GEO 1010

HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION

AI 1004 Electrical Fundamentals 4 Cr Hrs

This course includes basic electrical theory as it applies to Heating, Ventilation, Air-conditioning, and Refrigeration. Success in the 4-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 180 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

AI 1013 HVAC Controls 3 Cr Hrs

Three credit hours. Two hours of lecture, one hour lab per week. This course covers the operation, testing, and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: Electrical Fundamentals

AI 1014 Motors & Control Systems 4 Cr Hrs

Four credit hours. Three hours of lecture, one hour lab per week. This course covers instruction of variable frequency drives (VFD), motor controllers, NEC code, electrical schematics and an introduction to automation. For each unit of Credit, minimum of three hours per week with one of the hours for class and two for studying/preparation outside of class is expected. Pre-requisite: Electrical Fundamentals, Trade Basics

AI 1023 Heating System Fundamentals 3 Cr Hrs

Three credit hours. Two hours of lecture, one hour lab per week. This course will include basic principles of gas, hydronic, and electrical heat. The student will also be introduced to copper and ferrous metal piping practices. Success in the 3-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 135 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

AI 1024 Heating Equipment Operations 4 Cr Hrs

This course covers the principles of venting fossil-fuel furnaces and methods for selecting and installing vent systems for gas-fired heating equipment. It will also introduce the student to host water heating systems, focusing on safe operation of the low-pressure boilers and piping systems in residential

applications. Success in the 4-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 180 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

AI 1031 Workplace Skills 1 Cr Hr

This course contains instruction for communicating effectively, including examples that emphasize the importance of both verbal and written communication on the job. Telephone and e-mail communication skills are also covered. Success in the 1-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 45 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

AI 1034 HVAC Fundamentals 4 Cr Hrs

Four credit hours. Two hours of lecture, two hours lab per week. This course contains instruction on basic refrigeration cycles and charging techniques. We will also be covering introductory copper and plastic piping practices. Success in the 4-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class might include work assigned on-line through the course management systemAI 1041 EPA 608 1 Cr Hr

One credit hours. One hour of lecture per week. This course contains instruction on the Federal Clean Air Act EPA 608A. Success in the 1-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 45 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

AI 1043 Cooling Equipment Operations 1 4 Cr Hrs

This course contains instruction on techniques and equipment used in troubleshooting cooling equipment, and mainly focusing on analyzing system temperatures and pressures to isolate faults. Success in the 4-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 180 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

AI 1044 Cooling Equipment Operations 2 3 Cr Hrs

This course contains instruction on the principles of reverse cycle heating. It will also include a general study of installation of fasteners, gaskets, seals, and lubricants, as well as the installation of adjustment of different types of belt drives, hearings, and couplings. Success in the 3-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 135 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

AI 1104 HVAC Trade Basics 4 Cr Hrs

This course contains instruction on general and specialized tools and skills used in the HVAC industry. Success in the 4-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 180 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

AI 1203 Air Distribution 3 Cr Hrs

This course will include a study of air distribution systems and their components, air flow measurement, ductwork, installation principles, and the use of instruments for measuring temperature, humidity, pressure, and velocity. Success in the 3-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 180 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

AI1204 Environmental Systems 4 Cr Hrs

Four credit hours. Two hours of lecture, two hours lab per week. This course contains instruction on techniques and equipment used in troubleshooting, cooling equipment, and mainly focusing on analyzing system temperatures and pressures to isolate faults. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: EPA608, HVAC Fundamentals

HEALTH INFORMATION MANAGEMENT

HI 1023 Medical Terminology 3 Cr Hr

Three (3) credit hour lecture. This course is a comprehensive introduction to the professional language of those who are directly or indirectly involved in the art and science of healing. Emphasis is placed on anatomy and physiology to allow the learner to build a broad knowledge and understanding of the medical terms found in the health sciences. The medical terms are broken down into component parts each time a new term is introduced to allow learners to acquire knowledge through word building skills rather than rote memorization. Anatomical, diagnostic, and surgical terms that apply to each body system and medical specialty are included.

HISTORY

HS 1101 History of SW Kansas 1 Cr Hr

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.

HS 1303 American History I 1492-1877 3 Cr Hrs

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. KRSN HIS 1010

HS 1313 American History II 1877-Pres. 3 Cr Hrs

This course will cover the social, political and economic events that have shaped America from 1877 to the present. This course will survey major events in an interpretative nature to help give insights in understanding the American Nation. KRSN HIS 1020

HS 1503 Survey of Western Civilization I 3 Cr Hrs

A course designed to examine the social, political and economical 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.

HS 1603 World Civilization I 3 Cr Hrs

World Civilization I is a course designed to examine the social, political, economic, and technological events that have shaped world societies from prehistory to the 17th century. The course will emphasize the unique nature of each civilization and its contributions to the global community, as well as the interactions between these civilizations. KRSN HIS 1030

HS 1613 World Civilization II 3 Cr Hrs

World Civilization II is a course designed to examine the social, political, economic, and technological events that have shaped world societies the 17th century to the present. The course will emphasize those events which have had a major impact on the development of the modern world.
KRSN HIS 1040

INDUSTRIAL TECHNOLOGY

ID 1001 Safety OSHA 10 1 Cr Hr

Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS). For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

ID 1103 Electrical Theory 3 Cr Hr

This course is an entry level course into DC and AC electrical fundamentals found in the energy industries. It will cover basic electrical safety, electron theory, ohms and Kirchhoff's laws, charging, instrumentation, connectors, schematics and solar electric fundamentals.

ID 1104 Trade Basics 4 Cr Hr

Four credit hours. Two hours of lecture per week, two hours lab per week. This course is designed for students in industrial technology programs. Students will develop the introductory skills necessary to be successful in these programs. Topics include basic measurement and math skills, hand tool & power tool basics, & introduction to reading construction drawings. All skills will be applied to technical areas. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: *none*

ID 1113 Electrical I/DC Circuits 3 Cr Hr

This course is an entry level course into basic DC electrical systems in the industrial technology industry. Key concepts include basic electrical safety, electron theory, ohms law, charging, starting, instrumentation, tooling, connectors, schematics, lighting systems usage, and diagnostics. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Prerequisite: Must meet placement scores in reading, writing, and math. See AU1023

ID 2104 Introduction to Composites 4 Cr Hr

This course provides comprehensive concepts of the creation and inspection of composite, fiberglass, honeycomb, and laminated structural materials. Students will be introduced to the technologies presently used and soon to be implemented in the composite industrial manufacturing industries in the region. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

ID 2111 OSHA Forklift Certification 1 Cr Hr

This course is designed to train and OSHA certify the student in the proper identification, operation and safety aspects of forklifts used in industry.

ID 2113 Principles of Troubleshooting 3 Cr Hrs

This course is designed to teach technicians a logical approach to troubleshooting and solving problems using paths of influence. Using computer simulation and related test equipment, the technician analyzes the fault and chooses maintenance actions such a continuity tests, bench checking, and component swapping that they might apply to correct the problem. The computer simulation evaluates the logic used by the technician and also keeps track of the time and expenses incurred while solving problems. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Prior knowledge of Basic Electricity is sstrongly recommended. (This course is part of several tech programs.)

JOURNALISM

JN 1203 News Writing I 3 Cr Hrs

Development of journalistic style and practice in the objective handling of news events. The course will emphasize current media trends, Associated Press news style, organizing and developing the news story, gathering information, various writing and assignment styles, and basic legal and ethical responsibilities.

JN 1213 News Writing II 3 Cr Hrs

This course advances the news writing style learned in News Writing I with more in-depth writing assignments. The course continues to expand Associated Press news style, how to improve lead writing and organizational skills in areas of news, features, sports, reviews, and column/editorial writing. News Writing II will include a continuing discussion of media law and ethics. Prerequisite: JN 1203 News Writing I.

JN 1313 Newspaper Practicum I 3 Cr Hrs

Newspaper Practicum is an instructional writing and design course combined with a lab format that includes hands-on writing and design techniques. Practical skills in design, interviewing, news writing styles, editing, photography, advertising, and website design will be taught during the actual production and distribution of the student newspaper, the Crusader, and maintenance of the student website, CrusaderNews.com. Students will develop a portfolio project notebook during the course.

JN 1323 Newspaper Practicum II 3 Cr Hrs

Newspaper Practicum is an instructional writing and design course combined with a lab format that includes hands-on writing and design techniques. Practical skills in design, interviewing, news writing styles, editing, photography, advertising, and website design will be taught during the actual production and distribution of the student newspaper, the Crusader, and maintenance of the student website, CrusaderNews.com. Students will develop a portfolio project notebook during the course. Prerequisites: JN1313 Newspaper Practicum I.

JN 1333 Newspaper Practicum III 3 Cr Hrs

Newspaper Practicum is an instructional writing and design course combined with a lab format that includes hands-on writing and design techniques. Practical skills in design, interviewing, news writing styles, editing, photography, advertising, and website design will be taught during the actual production and distribution of the student newspaper, the Crusader, and maintenance of the student website, CrusaderNews.com. Students will develop a portfolio project notebook during the course. Prerequisite-JN1323 Newspaper Practicum II.

JN 1343 Newspaper Practicum IV 3 Cr Hrs

Newspaper Practicum is an instructional writing and design course combined with a lab format that includes hands-on writing and design techniques. Practical skills in design, interviewing, news writing styles, editing, photography, advertising, and website design will be taught during the actual production and distribution of the student newspaper, the Crusader, and maintenance of the student website, CrusaderNews.com. Students will develop a portfolio project notebook during the course. Prerequisite-JN1333 Newspaper Practicum III.

JN 1603 Intro to Broadcasting 3 Cr Hrs

This course will acquaint students with various media for communicating public information. The theory of mass communications, culture of media, Internet and gaming, sound, radio, TV/Cable, movies, newspapers, magazines, photojournalism, books/publishing, advertising, and public relations are emphasized.

JN 1903 Directed Independent Studies in Journalism 1-3 Cr Hrs

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.

MACHINE TOOL TECHNOLOGY

MC 1002 Orient & Intro-Mach Tool Tech 2 Cr Hrs

Two credit hours. Two hours of lecture per week. This course is designed to familiarize and orient students to safe workplace practices in material handling machine tool identification, machine tool operations and safeguarding, handling of tools, handling and application of cutting fluids and lubricants, personal precautions and the use of personal protective equipment (PPE).

MC 1009 CNC Vertical Machining Center 9 Cr Hr

Nine credit hours. Three hours of lecture, six hours lab per week. This 9 credit hour course is designed to introduce and orient the student to setups and operations of the CNC Vertical Machining Center.

MC 1011 Benchwork 1 Cr Hr

One credit hours. One hour of lecture per week. Students will be provided the opportunity to learn and practice bench work skills such as filing, drilling,

tapping, deburring and layout for projects. They will gain valuable practical experience in the use of various hand tools by producing basic bench work projects. Topic will include safety, print reading, job planning, and quality control.

MC 1013 Engine Lathe 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This course introduces the student to the versatility of the engine lathe. Students will learn the safety measures, maintenance procedures, identification, setup, and operations of the engine lathe. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

MC 1019 CNC Horizontal Turning Center 9 Cr Hrs

Nine credit hours. Three hours of lecture, six hours lab per week. This 9 credit hour course is designed to introduce and orient the student to setups and operations of the CNC Horizontal Turning Center.

MC 1021 Machine Tool Processes 1 Cr Hrs

One credit hour. One hour of lecture per week. Students learn to conduct a job hazard analysis for a machine tool group, analyze blueprints to layout parts and materials, select hand tools and common machine shop mechanical hardware for specific applications, prescribe cutting tools for assigned operations, calculate stock size to minimize drop, machine parts to specifications outlined in machine handbooks, summarize preparations for machining operations , and apply precautions to minimize hazards for work with lathes, mills, drills, and grinders.

MC 1022 Math for Machine Tool Technology 2 Cr Hrs

This course is designed to enhance and provide development of mathematical skills in the manufacturing trade. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: None

MC 1023 Print Reading 3 Cr Hrs

Three credit hours. One and ½ hours of lecture, one and ½ hours lab per week. Students will learn to identify basic lines, views and abbreviations used in blueprints, interpret basic 3D sketches using orthographic projections and blueprints, determine dimensions of features of simple parts, sketch simple parts with dimensional measurements, determine dimensions of a multi-feature part, interpret GDT symbols, frames and datums.

MC 1031 Quality Control & Inspection 1 Cr Hrs

One credit hours. One hours of lecture per week. Students are introduced to the science of dimensional metrology and its applications to ensure form and function of machined parts and assemblies using semi-precision and precision measuring instruments.

MC 1033 Machining I 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. Students will learn to conduct job hazard analysis for conventional mills and lathes, develop math skills for machine tool operations, perform preventive maintenance and housekeeping on conventional mills and lathes, select work holding devices for mills, lathes and other machine tools, calculate feeds and speeds, remove material using milling and turning processes, align milling head, use a vertical mill to center drill, drill and ream holes, change tools and tool holders on milling machines, and maintain saws and grinders.

MC 1042 Drill Press 2 Cr Hrs

Two credit hours. One hour of lecture, one hour lab per week. This course introduces and orients the student to setups and operations of the drilling machine. Students will learn the safety measures, maintenance procedures, identification, setup, and operations of the Drill Press. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Prerequisite: none

MC 1043 Machining II 3 Cr Hrs

Three credit hours. Half hour of lecture, two and ½ hours lab per week. Students learn to perform basic trigonometric functions, and perform other procedures such as I.D. boring and facing operations, planning a sequence for machining operations, aligning work pieces, use work holding devices, jigs and fixtures, performing threading operations on lathes, machining keyways on a vertical mill, inspecting and dressing grinding wheels, performing O.D. & I.D. threading operations, performing O.D. & I.D. tapering operations, machining parts using milling cutters and milling machines, and tapping holes on a vertical mill.

MC 1102 Workplace Ethics 2 Cr Hrs

Two credit hours. Half hours of lecture, one and ½ hours lab per week. Students will study human relations and professional development that exists in today's rapidly changing world so that they become better prepared for living and working in a complex society. Topics include human relations, job acquisition, job retention, job advancement and professional image skills.

MC 1103 CNC Operations 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. Students will become acquainted with the history of Numerical Control (NC) and Computer Numerical Control (CNC) machines and will be introduced to a CNC machine used in the precision machining trades. They will gain practical experience in the application of "G" codes and "M" codes, writing CNC machine programs, and machine setup and operation.

MC 1121 Metallurgy 1 Cr Hrs

One credit hour. One hour of lecture per week. Students learn the metallurgical terms and definitions in an effort to understand the behavior and service of metals in industry. Characteristics during heating, cooling, shaping, forming, and the stress related to their mechanical properties are covered, as well as the theory behind alloys, heat treatment processes and wear resistance.

MC 1123 Vertical Milling 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This course introduces the student to the versatility of the vertical mill. Students will learn the safety measures, maintenance procedures, identification, setup, and operations of the Vertical Mill. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

MC 1113 Directed Independent Study in Machine Tool 1-3 Cr Hrs

MATHEMATICS

MA 0013 Basic Arithmetic 3 Cr Hrs

In this course students will receive individual attention to develop skills in basic math operations and practical applications. (THIS COURSE WILL NOT COUNT FOR GRADUATION.) No prerequisite. Refer to placement matrix.

MA 0033 Advanced Arithmetic 3 Cr Hrs

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. No prerequisite: Refer to placement matrix.

MA 0043 Beginning Algebra 3 Cr Hrs

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. Prerequisite: "C" or better in Advanced Arithmetic or a score of 80+ on the Accuplacer Arithmetic Exam or 40-59 on the Accuplacer Elementary Algebra Exam.

MA 0052 Co-requisite College Algebra 2 Cr Hrs

This course is a co-requisite of MA 1173 for those students assessed at a level below College Algebra. Students must take MA 1173 College Algebra the same semester. This course emphasizes review and development of math skills and concepts necessary for success in College Algebra, critical thinking, active learning, problem solving, and study skills will also be addressed. This course will not count for graduation. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: Refer to placement matrix.

MA 0113 Basic Applications Math 3 Cr Hrs

This course is for the student whose basic skills is weak and is designed to help develop college level skills in Addition, Subtraction, Multiplication, and Division. Emphasis will be on Integers, Prime Numbers, Common and Decimal Fractions, as well as ratios and percent problems.

MA 1103 Intermediate Algebra 3 Cr Hrs

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. Prerequisite: C or better in MA0043 Beginning Algebra or satisfactory placement score. See placement matrix.

MA 1173 College Algebra 3 Cr Hrs

College Algebra is the first course in the college mathematics curriculum for mathematics and allied health majors and a general education requirement for most students. 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. Many other programs recommend College Algebra or its level of competence for continued study leading to a related field. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Prerequisite: Satisfactory placement score or a "C" or better in Intermediate Algebra.

MA 1183 Trigonometry 3 Cr Hrs

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. Prerequisite: C or better in MA1173 College Algebra. KRSN MAT1030

MA 1203 Technical Math 3 Cr Hrs

This course is for students in industrial technology programs. Students will develop the mathematical skills necessary to be successful in these programs. Topics include basic numerical skills, measuring and working with units, geometry, basic trigonometry, and problem solving. All skills will be applied to technical areas. Pre-requisite: none.

MA 2103 Elementary Statistics 3 Cr Hrs

This course will introduce students to many of the important concepts and procedures needed to (1) evaluate such daily inputs as organizations 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. Prerequisite: C or better in MA1173 College Algebra. KRSN MAT 1020

MA 2304 Business Calculus 4 Cr Hrs

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 calculus skills. Prerequisite: C or better in MA1173 College Algebra.

MA 2605 Analytic Geometry/Calculus I 5 Cr Hrs

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. Prerequisite: C or better in MA1183 Trigonometry. KRSN MAT 2010

MA 2615 Analytic Geometry/Calculus II 5 Cr Hrs

This course is a continuation of MA 2605, Analytic 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. Infinite series, including Taylor's Theorem are also presented. Prerequisite: C or better in MA2605 Analytic Geometry and Calculus I.

MA 2625 Calculus III 5 Cr Hrs

This course is a continuation of MA2615 in which the tools of differential and integral calculus are further developed. Study includes three dimensional version partial differentiation, and multiple integration. Prerequisite: C or better in MA2615 Calculus II.

MA 2903 Differential Equations 3 Cr Hrs

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. Prerequisite: C or better in MA2625 Calculus III.

MODERN LANGUAGES

ML 1102 Beginning Conversational Spanish 2 Cr Hrs

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.

ML 1112 Conversational Spanish II 2 Cr Hrs

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." Prerequisite-ML1102 Beginning Conversational Spanish.

ML 1205 Elementary Spanish I 5 Cr Hrs

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. KRSN SPA 1010

ML 1215 Elementary Spanish II 5 Cr Hrs

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.) Prerequisite: ML1205 Elementary Spanish I.
KRSN SPA 1020

ML 1305 German I 5 Cr Hrs

German I is an introductory Modern Language course that is meant to familiarize the learner with introductory grammar, vocabulary, conversation, and culture of German.

MEDICAL LABORATORY TECHNOLOGY

MT 1203 Intro to Medical Technology 3 Cr HrsA

Two credit hours lecture and one credit hour lab. This 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, basic mathematics, specimen collection, microscope use, staining procedures, professional behavior, ethics, use of general lab equipment, introductory procedures in serology, urinalysis, chemistry, hematology, blood banking, and microbiology. The laboratory time will enhance the knowledge gained in the lecture by allowing the student to work in the simulation of the laboratory at the Epworth Allied Health Center or approved clinical affiliate. Prerequisite: MA0043 Beginning Algebra or higher.

MT 1304 Phlebotomy 4 Cr Hrs

Four (4) credit hours. Three (3) credit hour lecture and one (1) credit hour laboratory sessions. A course designed to teach phlebotomy skills for specimen collection using a vacutainer system as well as equipment for difficult draws. Participants will obtain phlebotomy skills to proficiently obtain blood specimens by venipuncture and dermal techniques. The course will consist of lecture and laboratory sessions. The course will also include preparation for a national certification exam. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Prerequisite: None.

MT 1312 Phlebotomy Clinical Practicum 2 Cr Hrs

Two credit hours clinical rotation. Students will work one-on-one with clinical instructors to refine phlebotomy skills within a designated clinical affiliate facility. This rotation will include 120 hours of clinical practicum experience which includes 100 successful, documented, unaided venipuncture procedures and 5 successful, documented, unaided dermal punctures. This course will integrate knowledge gained in all phlebotomy courses with practical experience in a clinical setting.

Prerequisite: MT 1304 Phlebotomy; MT1203 Introduction to Medical Technology; HI1023 Medical Terminology

MT 1903 MLT Immunology 3 Cr Hrs

A survey of basic immunological principles is presented for the 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 humeral and cellular immune responses, both specific and non-specific are covered. Exploration of special topics in immunology such as autoimmunity and immunodeficiency is held. Immunologic principles of laboratory diagnosis of human disease are emphasized.

MT 2206 MLT Hematology / Coagulation 6 Cr Hrs

Three (3) credit hour lecture and three (3) credit hour laboratory session. This course presents the theory behind hematologic principles including the formation of blood cells, identification of normal and abnormal cells as they correlate to disease. Also, included is the study of coagulation, the clotting and fibrinolytic mechanisms of the blood. Students will learn the theory and skills required to perform medical laboratory testing in Hematology and Coagulation. Prerequisite: Admission to the MLT Program

MT 2306 MLT Pathogenic Microbiology 6 Cr Hrs

This three credit hour lecture and three credit hour laboratory sessions. Six credit hours, three (3) credit hours lecture and three (3) credit hours laboratory sessions. Normal flora and 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 study of viruses and chlamydia 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 will be discussed. For each unit of credit a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Prerequisite: Admission to the MLT Program.

MT 2406 MLT Clinical Chemistry 6 Cr Hrs

PREREQUISITE: Admission to the MLT program. This three credit hour lecture and three credit hour laboratory 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 interpretation 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. The student will perform routine clinical tests on biological fluids, maintain quality assurance records, and perform preventative maintenance on instrumentation. Prerequisite: Admission to the MLT Program.

MT 2506 MLT Immunohematology 6 Cr Hrs

Six credit hours: three credit hours lecture and three credit hours laboratory sessions. 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 foundation for the understanding of the blood group systems and antibody detection and identification. Current transfusion practices are discussed. The student will gain experience in performance of techniques in immunohematology. Prerequisite: Admission in the MLT program.

MT 2703 MLT Urinalysis and Body Fluids 3 Cr Hrs

Two (2) credit hour lecture and one (1) credit hour laboratory session. The course will provide the student with in-depth knowledge of the function of the kidney, urine formation, and the procedures utilized in performing 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. Prerequisite: Admission to the MLT Program.

MT 2907 MLT Clinical Practicum 7 Cr Hrs

Seven (7) credit hour laboratory session. 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 coagulation, chemistry, microbiology, hematology, blood banking, serology and urinalysis. Prerequisite: Successful completion of all second year MLT core courses.

MUSIC

MU 1141 Chorus I 1 Cr Hr

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 one concert each semester.

MU 1151 Chorus II 1 Cr Hr

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 one concert each semester.

Prerequisite-MU1111 Chorus I.

MU 1161 Chorus III 1 Cr Hr

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 one concert each semester.

Prerequisite-MU1121 Chorus II.

MU 1171 Chorus IV 1 Cr Hr

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 one concert each semester.

Prerequisite-MU1131 Chorus III.

MU 1203 Music Appreciation 3 Cr Hrs

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. KRSN MUS 1010

MU 1241 Rock Band I . 1 Cr Hr

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.

MU 1251 Rock Band II 1 Cr Hr

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.

Prerequisite-MU1211 Rock Band I.

MU 1261 Rock Band III 1 Cr Hr

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.

Prerequisite-MU1221 Rock Band II.

MU 1271 Rock Band IV 1 Cr Hr

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.

Prerequisite-MU1231 Rock Band III.

MU 1303 Theory I 3 Cr Hrs

(First semester.) A study of major and minor scales, intervals, primary and secondary triads, cadences and part-writing exercises. Applications at the piano of harmonic progressions and principles in this course.

KRSN MUS 1020

MU 1313 Theory II 3 Cr Hrs
(Second semester.) This course is a continuation of Music Theory I, including the dominant seventh and supertonic seventh chords, modulation and non-harmonic tones. Applications at the piano of principles and techniques presented in this course. Prerequisite-MU1303 Theory I.

MU 1323 Theory III 3 Cr Hrs
This course is a continuation of Music Theory II, including seventh chords, altered chords, advanced modulation and voice leadings.

MU 1333 Theory IV 3 Cr Hrs
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. Prerequisite-MU1323 Theory III.

MU 1402 Sight Singing & Ear Train I 2 Cr Hrs
(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.

MU 1412 Sight Singing & Ear Train II 2 Cr Hrs
(Second semester.) This course includes harmonic and melodic dictation, and applying principles and techniques presented in Music Theory II. Prerequisite-MU1402 Sight Singing & Ear Training.

MU 1511 Select Choral Ensemble I 1 Cr Hr
A small select group (8-16) of singers chosen by audition. Emphasis is on music of all styles, including classical, jazz, spirituals and pop. Available as a performing ensemble. May be repeated for credit. For each unit of credit, a minimum of three hours per week with one of the hours for class add two hours for studying/preparation outside of class is expected.
Prerequisite: Permission of instructor.

MU 1521 Select Choral Ensemble II 1 Cr Hr
A small select group (8-16) of singers chosen by audition. Emphasis is on music of all styles, including classical, jazz, spirituals and pop. Available as a performing ensemble. May be repeated for credit. For each unit of credit, a minimum of three hours per week with one of the hours for class add two hours for studying/preparation outside of class is expected.
Prerequisite: Permission of instructor.

MU 1531 Select Choral Ensemble III 1 Cr Hr
A small select group (8-16) of singers chosen by audition. Emphasis is on music of all styles, including classical, jazz, spirituals and pop. Available as a performing ensemble. May be repeated for credit. For each unit of credit, a minimum of three hours per week with one of the hours for class add two hours for studying/preparation outside of class is expected.
Prerequisite: Permission of instructor.

MU 1541 Select Choral Ensemble IV 1 Cr Hr
A small select group (8-16) of singers chosen by audition. Emphasis is on music of all styles, including classical, jazz, spirituals and pop. Available as a performing ensemble. May be repeated for credit. For each unit of credit, a minimum of three hours per week with one of the hours for class add two hours for studying/preparation outside of class is expected.
Prerequisite: Permission of instructor.

MU 1701 Class Piano I 1 Cr Hr
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 Class II. *Class Piano IV: Continuation of Class Piano III.

MU 1803 Jazz Appreciation 3 Cr Hrs
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.

MU 2002 Music Literature I 2 Cr Hrs
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.

MU 2202 Introduction to Conducting 3 Cr Hrs
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.

MU 2402 Sight Singing & Ear Train III 2 Cr Hrs
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. Prerequisite-MU1412 Sight Singing & Ear Training II.

MU 2412 Sight Singing & Ear Train IV 2 Cr Hrs
This course included harmonic and melodic dictation and applying principles and techniques presented in Music Theory IV. Prerequisite-MU2412 Sight Singing & Ear Training III.

MU 2541 Saints Brass and Wind I 1 Cr Hrs
One credit hour. (one hour lab.) Selected group of students who will perform for all home basketball games. Emphasis is on performance and enjoyment of instrumental music.

MU 2551 Saints Brass and Wind II 1 Cr Hrs
One credit hour. (one hour lab.) Selected group of students who will perform for all home basketball games. Emphasis is on performance and enjoyment of instrumental music. Prerequisite- MU2511 Saints Brass and Wind I.

MU 2561 Saints Brass and Wind III 1 Cr Hrs
One credit hour. (one hour lab.) Selected group of students who will perform for all home basketball games. Emphasis is on performance and enjoyment of instrumental music. Prerequisite- MU2521 Saints Brass and Wind II.

MU 2571 Saints Brass and Wind IV 1 Cr Hrs
One credit hour. (one hour lab.) Selected group of students who will perform for all home basketball games. Emphasis is on performance and enjoyment of instrumental music. Prerequisite- MU2531 Saints Brass and Wind III.

MU 2851 Concert Band I 1 Cr Hr
Study through performance of music for wind band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (Fall & Spring). Community performances are possible.

MU 2861 Concert Band II 1 Cr Hr
Study through performance of music for wind band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (Fall & Spring). Community performances are possible. Prerequisite-MU2821 Concert Band I.

MU 2871 Concert Band III 1 Cr Hr
Study through performance of music for wind band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (Fall & Spring). Community performances are possible. Prerequisite-MU2831 Concert Band II.

MU 2881 Concert Band IV 1 Cr Hr
Study through performance of music for wind band. Development of fundamentals appropriate to a performing group. Performs two concerts each semester (Fall & Spring). Community performances are possible. Prerequisite-MU2841 Concert Band III.

MU F1612 Applied Music I/Finale 1-2 Cr Hrs
Private instruction in the area of Finale music notation software. An additional fee is required for this course. Two hours credit for music majors only by permission of instructor.

MU F1622 Applied Music II/Finale 1-2 Cr Hrs
Private instruction in the area of Finale music notation software. An additional fee is required for this course. Two hours credit for music majors only by permission of instructor. Prerequisite-MUF1612 Applied Music I/Finale.

MU F1632 Applied Music III/Finale 1-2Cr Hrs
Private instruction in the area of Finale music notation software. An additional fee is required for this course. Two hours credit for music majors only by permission of instructor. Prerequisite-MUF1622 Applied Music II/Finale.

MU F1642 Applied Music IV/Finale 1-2 Cr Hrs
Private instruction in the area of Finale music notation software. An additional fee is required for this course. Two hours credit for music majors only by permission of instructor. Prerequisite-MUF1632 Applied Music III/Finale.

MU G1612 Applied Music I Guitar 1-2 Cr Hrs
One-two credit hours. (One—two hour lab) Private instruction in the area of guitar. Student recital performance is required. An additional fee is required for this course. Two hours credit for music majors only, by permission of instructor.

MU G1622 Applied Music II Guitar 1-2 Cr Hrs
One-two credit hours. (One—two hour lab) Private instruction in the area of guitar. Student recital performance is required. An additional fee is required for this course. Two hours credit for music majors only, by permission of instructor. Prerequisite- MUFG1612 Applied Music Guitar I.

MU G1632 Applied Music III Guitar 1-2 Cr Hrs
One-two credit hours. (One—two hour lab) Private instruction in the area of guitar. Student recital performance is required. An additional fee is required for this course. Two hours credit for music majors only, by permission of instructor. Prerequisite- MUFG1622 Applied Music Guitar II.

MU G1642 Applied Music IV Guitar 1-2 Cr Hrs
One-two credit hours. (One—two hour lab) Private instruction in the area of guitar. Student recital performance is required. An additional fee is required for this course. Two hours credit for music majors only, by permission of instructor. Prerequisite- MUFG1632 Applied Music Guitar III.

MU I1612 Applied Music I Instrument 1-2 Cr Hrs
One to two* credit hours (one--two hour lab) 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.

MU I1622 Applied Music II Instrument 1-2 Cr Hrs
One to two* credit hours (one--two hour lab) 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. Prerequisite-MUI1612 Applied Music I Instrument.

MU I1632 Applied Music III Instrument 1-2 Cr Hrs
One to two* credit hours (one--two hour lab) 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. Prerequisite-MUI1622 Applied Music II Instrument.

MU I1642 Applied Music IV Instrument 1-2 Cr Hrs
One to two* credit hours (one--two hour lab) 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. Prerequisite-MUI1632 Applied Music III Instrument.

MU P1612 Applied Music I Piano 1-2 Cr Hrs
One--two credit hours. (One-two hour lab). Private instruction in the area of piano. Student recital performance is required. Two hours credit for music majors only by permission of instructor. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none.

MU P1622 Applied Music II Piano 1-2 Cr Hrs
Continuation of Applied Music I. Prerequisite-MUP1612 Applied Music I Piano.

MU P1632 Applied Music III Piano 1-2 Cr Hrs
Continuation of Applied Music II. Pre-requisite-MUP1622 Applied Music II Piano.

MU P1642 Applied Music IV Piano 1-2 Cr Hrs
Continuation of Applied Music III. Prerequisite-MUP1632 Applied Music III Piano.

MU S1612 Applied Music I Strings 1-2 Cr Hrs
One to two* credit hours (one-two hour lab) Private instruction on a string instrument; violin, viola or cello. Student recital performance is required. An additional fee is required for this course. Two hours credit for music majors only, by permission of instructor. Group ensemble playing with others of similar abilities strongly encouraged for music majors.

MU S16122 Applied Music II Strings 1-2 Cr Hrs
One to two* credit hours (one-two hour lab) Private instruction on a string instrument; violin, viola or cello. Student recital performance is required. An additional fee is required for this course. Two hours credit for music majors only, by permission of instructor. Group ensemble playing with others of similar abilities strongly encouraged for music majors. Prerequisite-MUS1612 Applied Music I Strings.

MU S1632 Applied Music III Strings 1-2 Cr Hrs
One to two* credit hours (one-two hour lab) Private instruction on a string instrument; violin, viola or cello. Student recital performance is required. An additional fee is required for this course. Two hours credit for music majors only, by permission of instructor. Group ensemble playing with others of similar abilities strongly encouraged for music majors. Prerequisite-MUS1622 Applied Music II Strings.

MU S1642 Applied Music IV Strings 1-2 Cr Hrs
One to two* credit hours (one-two hour lab) Private instruction on a string instrument; violin, viola or cello. Student recital performance is required. An additional fee is required for this course. Two hours credit for music majors only, by permission of instructor. Group ensemble playing with others of similar abilities strongly encouraged for music majors. Prerequisite-MUS1632 Applied Music III Strings.

MU V1612 Applied Music I Voice 1-2 Cr Hrs
One-two credit hours (one—two hour lab) 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.

MU V1622 Applied Music II Voice 1-2 Cr Hrs
One-two credit hours (one—two hour lab) 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. Prerequisite-MUV1612 Applied Music I Voice.

MU V1632 Applied Music III Voice 1-2 Cr Hrs
One-two credit hours (one—two hour lab) 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. Prerequisite-MUV1622 Applied Music II Voice.

MU V1642 Applied Music IV Voice 1-2 Cr Hrs
One-two credit hours (one—two hour lab) 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. Prerequisite-MUV1632 Applied Music III Voice.

NATURAL GAS

NG 1002 Natural Gas Compression Technology Orientation 2 Cr Hrs
This course will provide instruction of Natural Gas Compression Technology (NGCT) program expectations, Industrial expectations, Environmental & Safety practices & Seward County Community Collegeool (SCCC) policies and procedures. Students will also become familiar with the use of basic hand tools and shop practices associated with natural gas technology. Success in the 2-credit hour lecture portion of the course is based on the expectation that students will spend, for studying/preparations outside of class time for a total of 95 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

NG 1003 Engine Theory 3 Cr Hrs
This course provides instruction of the internal combustion natural gas engine and its components, to include: air intake systems, exhaust systems, lubrication and coding systems, basic ignition theory, fuel analysis and basic fuel system operation. Success in the 3-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 135 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

NG 1012 Introduction to Natural Gas 2 Cr Hrs
This course will provide instruction of the basic of the natural gas industry. Course material will outline the process of natural gas formation, recovery, processing and transportation. Success in the 2 credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 95 hours for the semester. Time spend outside of class might include work assigned on-line

through the course management system, reading, written assignments and other course related activities.

NG 1013 Compressor Overhaul 1 3 Cr. Hrs

This course provides instruction in beginning skills and techniques to overhaul natural gas compressors. This course will include a complete teardown of a natural gas compressor. Success in the 3-credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparation outside of class time for a total of 135 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

NG 1022 Precision Measurement 2 Cr Hrs

This course provides instruction of proper usage of precision measuring tools common to the natural gas technician. Success in the credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 95 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

NG 1023 Compressor Overhaul 2 3 Cr Hrs

This course provides instruction in skills and techniques to inspect, repair, and reassemble natural gas compressors. This course will include a complete rebuild of a natural gas compressor. Success in the 3 credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparation outside of class time for a total of 135 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

NG 1032 Workplace Skills 2 Cr Hrs

This course contains instruction for communicating effectively, including examples that emphasize the importance of both verbal and written communication on the job. Telephone and e-mail communication skills are also covered. Students will also create and maintain a professional resume, participate in interview sessions and job work searches. Success in the 1 credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 45 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

NG 1033 Engine Overhaul 1 3 Cr Hrs

This course provides instruction in beginning skills and techniques to overhaul an internal combustion natural gas engine. This course will include a complete teardown of a natural gas engine to include the air intake system, exhaust system, lubrication and cooling system, ignition system and fuel system. Success in the 3 credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 135 hours for the semester. Time spend outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

NG 1043 Engine Overhaul 2 3 Cr Hrs

This course provides instruction in skills and techniques to inspect, repair, and reassemble an internal combustion natural gas engines. This course will include a complete rebuild of an internal combustion natural gas engine including the air intake system, exhaust system, lubrication and cooling systems, ignition system, and fuel system. Success in the 3 credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 135 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

NG 1102 Compressor Theory 2 Cr Hrs

This course will provide instruction in theory of natural gas compressors operation and maintenance. Success in the 2 credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 95 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

NG 1103 Summer Internship 3 Cr Hrs

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. During this course the employer will dictate the work environment rules according to their company procedures, schedules, and requirements. The scheduling of the intern experience is flexible to accommodate the needs of the student and employing company. The minimum of 150 hours of related work may be scheduled over a longer time period through part-time work but is usually accomplished during a summer employment of approximately 12 weeks. Students will document all work experiences.

NG 1104 Compressor Mounting and Alignment 4 Cr Hrs

This course will provide instruction in techniques and procedures to properly mount and align natural gas engines, compressors and skills. Success in the 4 credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 180 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments and other course related activities.

NG 1112 Engine Preventative Maintenance 2 Cr Hrs

This course will provide instruction with original engine manufacturer (OEM) procedures for performing preventive maintenance on natural gas engines. Success in the 2 credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 95 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments, and other course related activities.

NG 1122 Compressor Preventative Maintenance 2 Cr Hrs

This course provides instruction in compressor preventative maintenance and provides students with the techniques, skills, and procedures to adequately perform routine maintenance on natural gas compressor equipment. Success in the 2 credit hour lecture portion of the course is based on the expectation that students will spend, for each unit of credit, three hours per week with 1 of the hours for class and 2 hours for studying/preparations outside of class time for a total of 95 hours for the semester. Time spent outside of class might include work assigned on-line through the course management system, reading, written assignments, and other course related activities.

NURSING

NR 1004 Certified Medication Aide 4 Cr Hr

Prerequisite: must be a Certified Nurse's Aide. This course provides the student with a knowledge base to safely and accurately administer medications in a long term care facility. Basic principles of drug action, medication therapy and measurement and dosage calculations are used as framework. The course teaches principles for safe administration of medication and importance of being an effective member of a team within a long term care facility. The student is taught the importance of focused approach to preparing and administering medications and continually seeking opportunities to learn more about medications.

NR 1005 Certified Nurse's Aide 5 Cr Hr

The focus of this course is providing personal care for patients, especially elders living in a long term care facility. The student will be prepared to successfully pass the state of Kansas Certification Test of CNA's. All procedures are taught with a focus on communication, safety, and infection control. Instruction promotes treating each person as an individual, respect resident rights, and self-esteem.

NR 1033 Introduction to Pathophysiology 3 Cr Hr

This course is designed to provide students with a basic understanding of pathophysiological changes that occur within the internal environment of the individual. Understanding these changes is fundamental to the health care professional. Concepts of Pathophysiology to be included are pain, fluid and electrolyte alterations, immunological responses, inflammation, healing and genetics. These concepts will be applied by the student in reviewing their impact on signs, symptoms, etiology, diagnosis, treatment, and prevention of diseases for each body system. The role of alternative medicine, public health and ethics are explored. Pre-requisite: Anatomy and Physiology with a grade "C" or above or permission from instructor.

NR 1111 Continuing Education Nursing 1 Cr Hr

One credit hour lecture course. This is a two day seminar course with course description to be determined by topic covered.

NR 1113 IV Therapy for the LPN 3 Cr Hrs

A classroom and clinical course designed to prepare the licensed practical nurse to perform limited and expanded administration of intravenous (IV) therapy under the supervision of a registered professional nurse. Prerequisite: To be eligible to enroll in the IV fluid therapy course, the individual shall be a nurse with a current Kansas license (no later than the first day of the course); maintain continued BLS (CPR) certification during the course; and, present evidence of negative TB testing or chest x-ray within the past year. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

NR 1115 Fundamentals of Nursing 5 Cr Hrs

A three credit hour theory and two credit 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, critical thinking, and pharmacology. The clinical component of this course requires the student to care for clients in both acute and long-term care facilities. Prerequisite: Admission to the Practical Nursing program, Human Anatomy, Physiology, English Composition I, and General Psychology.

NR 1202 Gerontological Nursing 2 Cr Hrs

A one credit hour theory and one credit hour clinical course designed to provide the student with nursing principles 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, psychosocial, 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, communication, critical thinking, safety, and client teaching are integrated throughout the course. Pre-requisite: Fundamentals of Nursing.

NR 1507 Medical/Surgical Nursing 7 Cr Hrs

Seven credit hours. A five credit hour theory and two credit hour clinical course. Through classroom and clinical experiences the student is provided with a knowledge base of appropriate nursing interventions 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. Curriculum threads of critical thinking, pharmacology, communication, safety, and client teaching are woven throughout the course. Prerequisite: Fundamentals of Nursing and Gerontological Nursing.

NR 1605 Maternal Child Health 5 Cr Hrs

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. 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. Curriculum threads of pharmacology, communication, critical thinking, safety, and client teaching are integrated throughout the course. Pre-requisite: Successful completion of Fundamentals of Nursing and Gerontological Nursing.

NR 1705 Role Develop/Practical Nursing 5 Cr Hrs

This is a three credit hour theory and two credit hour clinical course focusing on understanding the role of the practical nurse as a manager and provider of care under direct supervision. The practical nurses function as a member within the discipline of nursing is emphasized. Curriculum threads of pharmacology, communication, client teaching, safety, and critical thinking 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. Prerequisite: Successful completion of all other Level I nursing courses.

NR 2101 From LPN to ADN 1 Cr Hr

One credit hour. The content of this theory course is to orient the practical nurse (LPN, LVN) returning to school for an associate degree in nursing to the curriculum. Content will be individualized based on student experiences and needs. Role changes from LPN to RN are discussed in relation to SCCC nursing philosophy and conceptual framework. Emphasis will be placed on use of critical thinking, communication, medication calculations, and the nursing process as integral tools of nursing practice. The student will have an opportunity to socialize into the student role before integrating into a classroom of generic students. Pre-requisite: Graduate from LPN/LVN program and admission into ADN program.

NR 2103 Integration Seminar 3 Cr Hrs

Three credit hours. This required elective theory seminar 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 which include communication, pharmacology, client teaching, prioritization and delegation. This course is designed to facilitate successful entry into nursing practice and is required for those students who achieve a NCLEX-RN probability success score below 65 on the Kaplan Secure Predictor Exam. Pre-requisite: Admission to the ADN program or previously completed a professional nursing program.

NR 2113 Applied Nutrition for Health 3 Cr Hrs

Three credit hour lecture course. This course is an introduction to the interrelationships among nutrition, food, and the environment as they impact health status. The effect of nutrition and diet on the promotion and maintenance of health and wellness, and in the prevention and management of various diseases, illnesses and disorders in individuals is addressed.

NR 2404 Adult and Child Care I 4 Cr Hrs

Four credit hours. A two credit hour theory and two credit hour clinical course. This course, which consists of classroom preparation and Clinical/lab experience practice, is designed to assist the student to integrate the nursing process when caring for patients and incorporate therapeutic responses/interventions to assist with actual or potential health problems across the lifespan. Students are challenged to think critically as they interrelate the client's physiological systems, illness and/or injury's impact of growth & development, family interaction, with respect for mental, spiritual and cultural considerations. Students learn to draw a parallel, and make associations and interrelatedness between-acute or chronic pathophysiologic changes affecting major body systems: the planning prevision of patient care, advocacy, and therapeutic, communication; diagnostic, laboratory, and physical assessments evaluation; medication administration and nursing interventions, and patient education intended to restore health and function. The role of the associate degree nurse (AND) as provider and manager of care and member within the discipline of nursing are emphasized. Pre-requisite: Admission to the ADN program.

NR 2414 Adult and Child Care II 4 Cr Hrs

Four credit hours. A three credit hour theory and one credit 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 provide nursing care based on

client responses to actual or potential health problems across the life span. Students are challenged to think critically as they interrelate the client's physiological systems, growth & development, family, mental/spiritual/culure aspects, lab values, medications and their impact on client teaching, communication, and planning of care. Pre-requisite: Successful completion of Adult and Child Care I and all academic requirements with a grade of C or above.

NR 2503 Mental Health Nursing 3 Cr Hrs

Three credit hours. Two credit hour theory and one credit 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 ADN 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, psychotherapeutic medications, client teaching, and function as a member within the discipline of nursing. The student will apply the nursing process and utilize critical thinking in providing and managing care for clients and families in the community. Pre-requisite: Admission to the ADN program.

NR 2603 Maternity Nursing 3 Cr Hrs

Three credit hours. A two credit hour theory and one credit 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, manager of care, and member within the discipline of nursing, all which assist the client to progress toward wholeness. Curriculum threads of client teaching, critical thinking, communication, safety, and pharmacology are included. Pre-requisite: Admission to the ADN program.

NR 2703 Client Care Nursing 3 Cr Hrs

Three credit hours. This one credit hour theory and two credit hour clinical course emphasizes the nursing roles of provider of care, manager of care, and member within the discipline of nursing. The nursing process serves as a framework for studying management principles utilized in the health care environment. Management principles will be applied in prioritizing and delegating nursing care for a group of patients based on their responses to actual or potential health problems. Curriculum threads of critical thinking, pharmacology, communication, and client teaching are emphasized. Pre-requisite: Admission to the ADN program, Adult and Child Care I, Maternity Nursing, and Mental Health Nursing..

PHYSICAL EDUCATION

PE 1001 Individual Health and Conditioning 1 Cr Hr

Emphasis on individual appropriate exercise program, proper exercise form, and exposure to various equipment. This course does not fulfill general physical education requirements.

PE 1061 Active Living Everyday 1 Cr Hr

A variety of behavior change strategies will be discussed to help fit physical activity into a busy schedule. The class addresses the root causes of physical inactivity and focuses on the skills needed to establish a lifelong habit of physical activity.

PE 1071 Healthy Eating 1 Cr Hr

A variety of behavior change strategies will be discussed to help choose a balanced diet. Addresses the root causes of poor eating habits and focuses on the skills needed to establish a lifelong habit of eating better.

PE 1081 Zumba 1 Cr Hr

Zumba is a fitness program inspired by Latin dance. Zumba combines Latin rhythms with cardiovascular exercise to create an aerobic routine that is fun and easy to follow.

PE 1091 Senior Fitness Testing 1 Cr Hr

This course will assess the functional mobility of independent living older adults, ages 60-90+. This class does not fulfill general education physical education requirements.

PE 1112 Outdoor Challenge Ropes Course 1 Cr Hr

The purpose of this class is to offer students the opportunity to participate in a series of activities involving mental and physical challenges and emotional risk-taking in an open, caring and safe environment.

PE 1113 Personal Fitness Trainer I 3 Cr Hr

This is a three hour theory course presented in the classroom and online. The online portion of the course requires the student to have the following software on their personal computers or access to: Microsoft Word; Microsoft Excel; and Microsoft Powerpoint. Each student will need access to the Internet. The course is designed to acquaint the student with the fundamentals of human movement science, integrated program design, optimum performance training, nutrition and supplementation, and client interaction and professional development.

PE 1141 Beginning Tech. Rock Climbing 1 Cr Hr

This one credit hour course introduces students to the skills and safety systems associated with beginning rock climbing (top rope climbing, rappelling, bouldering) and the management of rock climbing sites in outdoor education and recreation programs.

PE 1161 Personal Fitness Trainer II 1 Cr Hr

This course is a continuation of the Personal Fitness Trainer I course and is presented in the classroom, online, and with practical applications. The online portion of the course requires the student to have the following software on their personal computers or access to: Microsoft Word; Microsoft Excel; and Microsoft Powerpoint. Each student will need access to the Internet. The course is designed to acquaint the student with the fundamentals of human movement science, assessments, training concepts, and program design. Students will meet in the classroom and online for lecture, notes, and quizzes and will meet in the wellness center for the practical application of the course. The practical application of the course will require students to work with their instructor and with their client and apply the personal training concepts that they have learned in class. The student must demonstrate the ability to apply the personal training concepts before they can pass the course. Pre-requisite: Personal Fitness Trainer I

PE 1201 Yoga I-IV 1 Cr Hr

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.

PE 1211 Weight Training I 1 Cr Hr

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.

PE 1221 Weight Training II 1 Cr Hr

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.

PE 1251 Swimming I 1 Cr Hr

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.

PE 1271 PE Boot Camp 1 Cr Hr

This course is designed to improve cardiovascular endurance, muscle tone (including abdominal strength), and improve flexibility. Students will learn benefits of resistance training, cardiovascular exercise, and a variety of fitness exercises and concepts including swimming, Pilates, yoga step aerobics, core, plyometrics, and strengths training.

PE 1291 Tai Chi 1 Cr Hr

One credit hour and two hours of lab per week. Tai Chi consists of a series of slow, continuous movements designed to relax and develop the whole body. Increased balance, body awareness, muscle tone, flexibility, digestion and reduced stress are all part of Tai Chi. One of its great attractions is that, no matter what your age, you can practice its full range of movements.

PE 1311 Aquarobics I-IV 1 Cr Hr

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.

PE 1351 Aquarobics I-IV Seniors 1 Cr Hr

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.

PE 1352 Scuba Diving 2 Cr Hrs

20 hours of classroom instruction and 20 hours of pool instruction. This class includes scuba theory, design, physics, physiology and safety.

PE 1362 Advanced Open Water Rescue 2 Cr Hrs

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.

PE 1381 Walk, Jog, or Run 1 Cr Hr

This course is for the individual who has an interest in walking and/or jogging for cardiovascular fitness. Students will develop and execute a personal walking or running program. Progress will be monitored throughout the semester. Students will learn the benefits of walking or running as a stress reduction activity.

PE 1431 Concepts of Health and Wellness 1 Cr Hr

1 credit hour lecture and activity course that provides a survey of health/wellness and fitness concepts and practices. It will provide a framework for improving the overall health status of the students on our campus. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: None

PE 1451 Country & Western Dance I-IV 1 Cr Hr

A course designed to teach beginner students the basic skills of the most widely used country western dance steps.

PE 1491 Ballroom Dance 1 Cr Hr

This class includes basic steps in current ballroom dances and knowledge of ballroom etiquette.

PE 1503 Concepts In Exercise Science 3 Cr Hr

This course is designed to explore the principles and practices which will provide the foundation for the health and fitness disciplines.

PE 1511 Camp Skills 1 Cr Hr

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.

PE 1521 Hiking and Backpacking 1 Cr Hr

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 access, 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.

PE 1531 Canoeing 1 Cr Hr

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.

PE 1551 Cheerleading I-IV 1 Cr Hr

These four courses are designed to impact knowledge and practical experience of 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.

PE 1561 Dance Team I-IV 1 Cr Hr

These courses are designed to impart knowledge and practical experience in progressive sophistication and difficulty of dance 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.

PE 1601 Racquetball II 1 Cr Hr

This course will consist of instruction and practice in the fundamental skills, rules and game strategy of racquetball.

PE 1651 Weight Training and Jogging 1 Cr Hr

A graduated program of weight lifting and jogging designed to improve flexibility, muscle tone and cardiovascular efficiency.

PE 1661 Golf and Bowling 1 Cr Hr

This class emphasizes the fundamentals of bowling and golf, with attention given to skills, rules, history, strategy and etiquette of the games.

PE 1671 Skeet and Trap Shooting 1 Cr Hr

This class is designed to introduce students to trap shooting, gun and ammunition selection, and discussion of gun safety and trap shooting etiquette.

PE 1731 Archery 1 Cr Hr

This class emphasizes the fundamentals of archery with attention given to techniques, rules, terminology, scoring, and safety.

PE 1751 Aerobic Dance I-IV 1 Cr Hr

A class in which simple dance steps, exercise and jogging to music are incorporated for non-dancing students. Each student should participate in the experience and should progress at his/her own rate through the walking, jogging, and running levels of performance.

PE 1761 Lifestyle Management 1 Cr Hr

Lifestyle Management is an introductory course to physical fitness and wellness. The focus is on altering a person's present lifestyle to include exercise. Students will learn the basic concepts of an exercise program, develop a program and participate in the program (independently). Self-motivation will play an important role in completing the individual exercise program.

PE 2112 Responding to Emergencies 2 Cr Hrs

This course is designed to prepare students to respond to emergency situations with the confidence to perform the necessary.

PE 2213 Personal & Community Health 3 Cr Hrs

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.

PE 2312 Theory of Coaching Basketball 2 Cr Hrs

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.

PE 2322 Theory of Coaching Baseball 2 Cr Hrs

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.

PE 2413 Intro to Health, PE, and Rec 3 Cr Hrs

This class is an introductory course designed for men and women entering the field of Physical Education and related areas.

PE 2613 Care & Prevention of Athletic Injury 3 Cr Hrs

This course discusses the principles, practices and techniques involved in prevention and care of athletic injuries.

PE 2621 Sports Medicine Practicum I 1 Cr Hr

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.

PE 2631 Sports Medicine Practicum II 1 Cr Hr

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 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.

PE 2641 Sports Medicine Practicum III 1 Cr Hr

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.

PE 2651 Sports Medicine Practicum IV 1 Cr Hr

This is the fourth level on 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.

PE 2712 Lifeguard Training 2 Cr Hrs

This course is designed to prepare participants to teach basic swimming courses and to promote swimming safety throughout their certification.

PE 2722 Water Safety Instructor 2 Cr Hrs

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. Prerequisite: Student must be able to swim.

PE 2742 Lifeguard Instructor 2 Cr Hrs

This course is designed to prepare participants to teach lifeguarding, first aid and CPR throughout their certification. In order to take this course participants must the at least 17 years of age before the last day of the course, have current Lifeguard/First Aid/CPR/AED certification, and be able to demonstrate all lifeguarding skills.

PE B1101 Athletic Conditioning I Baseball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (baseball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE B1111 Athletic Conditioning II Baseball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (baseball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE B2111 Athletic Conditioning III Baseball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (baseball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE B2121 Athletic Conditioning IV Baseball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (baseball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE B1151 Varsity Athletics I Baseball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on the Varsity Baseball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE B1161 Varsity Athletics II Baseball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on the Varsity Baseball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE B2151 Varsity Athletics III Baseball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on the Varsity Baseball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE B2161 Varsity Athletics IV Baseball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on the Varsity Baseball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE K1101 Athletic Conditioning I Basketball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (basketball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE K1111 Athletic Conditioning II Basketball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (basketball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE K2111 Athletic Conditioning III Basketball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (basketball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE K2121 Athletic Conditioning IV Basketball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (basketball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE K1151 Varsity Athletics I Basketball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Basketball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE K1161 Varsity Athletics II Basketball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Basketball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE K2151 Varsity Athletics III Basketball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Basketball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE K2161 Varsity Athletics IV Basketball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Basketball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE S1101 Athletic Conditioning I Softball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (softball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE S1111 Athletic Conditioning II Softball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (softball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE S2111 Athletic Conditioning III Softball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (softball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE S2121 Athletic Conditioning IV Softball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (softball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE S1151 Varsity Athletics I Softball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Softball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE S1161 Varsity Athletics II Softball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Softball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE S2151 Varsity Athletics III Softball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Softball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE S2161 Varsity Athletics IV Softball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Softball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE T1101 Athletic Conditioning I Tennis 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (tennis). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE T1111 Athletic Conditioning II Tennis 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (tennis). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE T2111 Athletic Conditioning III Tennis 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (tennis). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE T2121 Athletic Conditioning IV Tennis 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (tennis). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE T1151 Varsity Athletics I Tennis 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Tennis Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE T1161 Varsity Athletics II Tennis 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Tennis Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE T2151 Varsity Athletics III Tennis 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Tennis Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE T2161 Varsity Athletics IV Tennis 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Tennis Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE V1101 Athletic Conditioning I Volleyball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (volleyball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE V1111 Athletic Conditioning II Volleyball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (volleyball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE V2111 Athletic Conditioning III Volleyball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (volleyball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE V2121 Athletic Conditioning IV Volleyball 1 Cr Hr

This course physically prepares the student/athlete to participate at the varsity level of collegiate athletics (volleyball). This preparation will be accomplished through intensive weight training, swimming, conditioning program and polymerics.

PE V1151 Varsity Athletics I Volleyball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Volleyball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE V1161 Varsity Athletics II Volleyball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Volleyball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE V2151 Varsity Athletics III Volleyball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Volleyball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PE V2161 Varsity Athletics IV Volleyball 1 Cr Hr

Inter-school competition between varsity level players. This course represents credit given to any student enrolled who intends to participate on Varsity Volleyball Team. This credit is based on the student's active participation in daily practice sessions and any other 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.

PHILOSOPHY

PH 1303 Intro to the Old Testament 3 Cr Hrs

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. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none.

PH 1313 Intro to the New Testament 3 Cr Hrs

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.

PH 1323 Survey of World Religions 3 Cr Hrs

Survey of World Religions will provide students with an overview of the history, beliefs, practices, and evolution of Hinduism, Buddhism, Judaism, Christianity, and Islam, as well as various indigenous religions and modern religious movements. The intent of the class is to develop an understanding and appreciation of religious pluralism and to engage students in an interfaith dialogue. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying preparation outside of class is expected. No pre-requisite. KRSN REL 1010

PH 2103 Introduction to Ethics 3 Cr Hrs

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. KRSN PHL 1020

PH 2203 Introduction to Philosophy 3 Cr Hrs

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. KRSN PHL 1010

PHYSICAL SCIENCE

PS 1014 Directed Independent Studies in Physical Science 4 Cr Hrs

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. Prerequisite: Writing level of English Composition I.

PS 1115 Physical Science 5 Cr Hrs

Three hours of lecture and two hours lab each week. 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. Prerequisite: Writing level of English Composition I. KRSN PSI 1010/1011/1012

PS 1313 Introduction to Astronomy 3 Cr Hrs

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. Prerequisite: Writing level of English Composition I.
KRSN PHY 1021 PS1313

PS 1322 Environmental Science Lab 2 Cr Hrs

The major objectives of this lab class, are to provide students with hands on experiences that are relevant, easy to understand and applicable to the student's life, presented in an interesting informative format. This lab is linked to the lecture course PS 1323.

PS 1323 Environmental Science 3 Cr Hrs

This course encompasses the study of current environmental conditions, issues, and problems. Students will study the different types of ecosystems, the use and availability of natural resources, population dynamics and environmental risks. Students will also explore possible solutions to such environmental issues such as global warming, acid rain, extinction of species, and energy waste by examining current specific and political thought. Prerequisite: Writing level of English Composition I.

PS 1325 Environmental Science/with Lab 5 Cr Hrs

This course encompasses the study of current environmental conditions, issues, and problems. Students will study the different types of ecosystems, the use and availability of natural resources, population dynamics, and environmental risks. Students will also explore possible solutions to such environmental issues such as global warming, acid rain, extinction of species, and energy waste by examining current specific and political thought.

PS 1775 Intro to Geology / with Lab 5 Cr Hrs

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. Prerequisite: Writing level of English Composition I.

PS 2205 General Physics I 5 Cr Hrs

This course covers the basic principles of mechanics, heat, and thermodynamics, wave motion and sound from a non-calculus point of view. Prerequisite: Writing level of English Composition I and MA1173 College Algebra and MA1183 Trigonometry or equivalent.
KRSN PHY 1010/1011/1012

PS 2215 General Physics II 5 Cr Hrs

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. Prerequisite: Writing level of English Composition I and PS2205 General Physics I. KRSN PHY 2020/2021/2022

PS 2505 Engineering Physics I 5 Cr Hrs

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. Calculus is used as a tool in this course for discovering the laws of physics. Prerequisite: Writing level of English Composition I and MA2605 Calculus I.

PS 2515 Engineering Physics II 5 Cr Hrs

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. Prerequisite: Writing level of English Composition I and PS2505 Engineering Physics I.

PROCESS TECHNOLOGY

PR 1103 Introduction to Process Technology 3 Cr Hrs

Three credit hours. Three hours of lecture per week. This course is an introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations, plant organizations, plant process and utility systems, and the physical and mental requirements of the process technician.

PR 1104 Process Technology I- Equipment 4 Cr Hrs

Four credit hours. Three hours of lecture, one hour lab per week. This course reviews the fundamental and operating considerations of process equipment and processes including: Valves, piping, vessels, positive displacement and centrifugal pumps, reciprocating and centrifugal compressors, steam turbines, motors, heat transfer equipment, cooling towers, boilers, furnaces, and process flow diagrams. This course develops theory as well as mechanics of plant operation.

PR 1113 Safety, Health, & Environment 3 Cr Hrs

Three credit hours. Three hours of lecture per week. This course provides the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Students will complete the new worker safety training (OSHA 10). Emphasis is on safety, health, and environmental issues related to OSHA 10, (HAZWOPER) Hazardous Waste Operations and Emergency Response, (HAZCOM) Hazard Communication and (PSM) Process Safety Management (PSM).

PR 1114 Process Technology II – Systems 4 Cr Hrs

Four credit hours. Three hours of lecture, three hours lab per week. The purpose of this course is to study the interrelation of process equipment and process systems. Students will be able to arrange process equipment into basic systems; describe the purpose and function of specific systems; and recognize abnormal process conditions.

PR 1123 Process Instrumentation 3 Cr Hrs

Three credit hours. Three hours of lecture per week. This course is a study of the instruments and instrument systems used in the process industry including terminology, primary variables, symbology, control loops, and basic instrument troubleshooting.

PR 1124 Process Technology III- Operations 4 Cr Hrs

Four credit hours. Four hours of lecture per week. This course will provide an introduction into the field of operations within the process industry. In this course, students will use existing knowledge of equipment, systems, and instrumentation to understand the normal operation, normal shut-down, turnarounds, and abnormal situations, as well as the Process Technician's role in performing the tasks associated with these concepts within an operating unit. This course combines systems into operational processed with emphasis on operations under various conditions.

PR 1125 Process Technology Internship 5 Cr Hrs

Five credit hours. This course gives the student a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts in the Process Technology field by providing practical, general workplaces training supported by an individualized learning plan developed by the employer, college, and student. A learning plan is developed by the college and employer.

PR 1133 Principles of Quality 3 Cr Hrs

Three credit hours. Three hours of lecture per week. This course is a study of the background and application of quality concepts. Topics include tram skills, quality tools, statistics, economics and continuous improvement.

PR 1134 Process Troubleshooting 4 Cr Hrs

Four credit hours. Three hours of lecture and one hour of lab per week. This course applies concepts from advanced instrumentation, control loop, process equipment, and systems, as well as a series of what-if scenarios supported by a complex array of nine standardized processes. These processes include simple pump-around systems, compressor model, heat transfer model, cooling tower model, boiler model, furnace model, distillation, reactions, and separations.

READING

RD 0103 Reading Skills I 3 Cr Hrs

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.) No prerequisite. Refer to placement matrix.

RD 0203 Reading Skills II 3 Cr Hrs

This course provides systematic instruction in the development of crucial reading skills necessary for college success. Emphasis in on advanced vocabulary development and reading comprehension improvement. (THIS COURSE WILL NOT COUNT FOR GRADUATION.) No prerequisite. Refer to placement matrix.

RESPIRATORY THERAPY

RT 1104 Respiratory Physiology 4 Cr Hrs

Four credit hours. An in-depth discussion of the structure and function of the pulmonary and cardiovascular systems. Content includes laboratory analysis and diagnostic testing of the cardiopulmonary system.

RT 1112 Respiratory Diseases 2 Cr Hrs

The 2 hour lecture is designed to provide the student with basic knowledge in the etiology diagnosis, pathophysiology and treatment of pulmonary related diseases and disorders. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Prerequisites: Admission to the Respiratory Therapy program.

RT 1126 Procedures I 6 Cr Hrs

This is a six hour credit course with four hours of lecture, one hour of lab, and one hour for clinicals. This course is designed to provide the student with practical application of respiratory therapy procedures in the lab and clinical setting, and acquaint the student with fundamental patient assessment, theory of equipment operation, and indications and hazards of clinical application. Content will include learning how to perform general patient assessment, administer oxygen and humidity therapy, therapeutic gas administration, safe handling of compressed gas cylinders, delivery of aerosol medication, MDI/DPI use, hyperinflation therapy, chest physiotherapy, mucus clearing adjuncts, and assemble, check for proper function, and identify malfunctioning equipment. Laboratory sections are used to familiarize the student with patient assessment and health-care provider/patient communization, apply basic respiratory care therapeutic interventions, learn equipment operation and safety, and assemble/disassemble various pieces of equipment. Pre-requisite: Must be accepted to the Respiratory Therapy program.

RT 1502 Respiratory Therapy Pharmacology 2 Cr Hrs

Two credit hours. This course is designed to cover general principles of pharmacology, basic terminology, drug reaction, dosage, adverse reactions and drug toxicity. Focus of this course is on pharmacologic agents affecting the respiratory system.

RT 2013 Pediatric and Neonatal Respiratory Care 3 Cr Hr

This is a three credit hour course, emphasizing the respiratory therapist role in management of neonatal patients with respiratory diseases. The course is designed to acquaint the student with the unique pathophysiology of the more common neonatal and 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, the etiology, clinical signs and symptoms, and methods of diagnosing of the most common

diseases affecting the neonatal/pediatric patient. Treatment approaches will include oxygen therapy, medication delivery and mechanical ventilatory support. Pre-requisite: Must be accepted to the Respiratory Therapy program.

RT 2014 RT Clinical Practicum II 4 Cr Hrs

Four credit hours. This is a two-hour theory and two-hour clinical course. This course is a continuation of general clinical practice. The student acquires more critical care experience with an emphasis on along with pulmonary function testing, chest x-rays, physician rounds, blood gas sampling and analysis, and non-invasive ventilation. The classroom portion of this course introduces the student to advanced practices that include: fiber optic bronchoscopy, thoracentesis, chest tube management, and non-invasive ventilation.

RT 2125 RT Procedures II 5 Cr Hrs

Five credit hours. This is a four hour theory and one hour laboratory course. Through classroom discussion and laboratory/clinical experiences, the student will develop an appropriate knowledge base of respiratory care protocols utilized to initiate and mange mechanical ventilatory support of critically ill patients. Course content include indications for mechanical ventilation, classification of mechanical ventilators, modes of ventilation, patient weaning, and discontinued ventilatory support. This course has a theory, laboratory and clinical component. The clinical component and laboratory is graded pass/fail and the theory with a letter grade. If either component is failed, the concurrent component is also failed. Prerequisite: Admission to the Respiratory Therapy Program and successful completion of Respiratory Therapy Procedures I.

RT 2133 RT Procedures III 3 Cr Hrs

This is a three credit hour course of lecture—no lab. The course is designed to acquaint the student with advanced respiratory care procedures used in the treatment of critically ill patients. The student will also be introduced to respiratory care in alternative settings. Course content includes ECMO, high frequency ventilation, cardiopulmonary rehabilitation and patient education and health promotion.

RT 2251 Clinical Simulation and Review 1 Cr Hr

One credit hour. 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. Prerequisite: Admission to Associate Degree Respiratory Therapy Program.

RT 2315 RT Clinical Practicum III 5 Cr Hrs

Five credit hours. This three hour lecture and two hour clinical course emphasizes the respiratory therapist role in management of hemodynamics to include placement of catheters to monitor CVP, PAP, and PCWP. Course content includes application of respiratory care protocols and their effects on blood flow and tissue oxygenation. Prerequisite: Admission to the Associate Degree Respiratory Therapy Program.

RT 2503 Advanced Life Support Practices 3 Cr Hrs

Three credit hours. 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. 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, identification of common dysrhythmias, and electrical therapy. Prerequisite: Admission to the Associate Degree Respiratory Therapy Program and completion of Pharmacology I.

RT 2601 Respiratory Therapy Seminar 1 Cr Hr

One credit hour. This course includes topics in professionalism, ethics, management, rehabilitation, sleep study, and home care. Basic leadership qualities and supervising techniques will be discussed.

RT 2606 RT Critical Care Practicum 6 Cr Hrs

Six credit hours. 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. Students will participate in a national exam review course and successfully complete an NBRC RRT written SAE exam as a part of this course. Pre-requisites: Admission to the Respiratory Therapy program.

SPEECH, COMMUNICATION, BROADCASTING

SP 1103 Interpersonal Communications 3 Cr Hrs

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. KRSN COM 1020

SP 1203 Public Speaking 3 Cr Hrs

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. KRSN COM 1010

SP 1503 Introduction to Broadcasting 3 Cr Hrs

Introduction to Broadcasting is a lecture course with hands-on components and on-air opportunities in the professional field of broadcasting. Emphasis will be placed on writing and construction of broadcast news, with study in other areas of broadcasting, including current broadcast media.

SOCIAL SCIENCE

SS 1211 Practical Politics in Action 1 Cr Hr

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.

SS 1213 Intro to Leadership 3 Cr Hrs

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.

SS 1403 American Nat'l Government 3 Cr Hrs

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.
KRSN POL 1020

SS 2103 Stats/Social Behavioral Science 3 Cr Hrs

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. Prerequisite: MA1173 College Algebra.

SURGICAL TECHNOLOGY

ST 1004 Introduction to Surgical Technology 4 Cr Hrs

A four hour online theory course designed to provide the student with in-depth knowledge concerning the scope and practice of Surgical Technology. Students will be exposed to concepts of hospital structure and management and the physical environment of a surgical suite. Students will learn patient safety procedural issues such as identification, consent, chart review, and needs of the patient. Students will also study skills related to teamwork, professional credentialing and organizations, and legal and ethical issues.

ST 1012 Certified Sterile Processing Distribution 12 Cr Hrs

This course provides the fundamentals of central service supply, processing, and distribution (CSD). Instruction and practice is given in aseptic technique. Patient centered practices and theories, customer service, and overall policies and practices of the central service supply departments. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying preparation outside of class is expected.

ST 1013 Principles and Practices of Surgical Technology Lab 3 Cr Hrs

This face-to-face lab course is designed to acquaint the student with the skills necessary to function as a beginning surgical technologist. It includes the basic concepts necessary to establish, maintain, and coordinate the methods required for patient care in the operating room. Safe patient care and principles of operating room technique are covered. Students will study skills related to sterile storage and distribution, sterilization and aseptic technique as part of this course. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Co-requisite: ST1015 Principles and Practices of Surgical Technology. Pre-requisite: (Admission to ST Program.)

ST 1015 Principles and Practices of Surgical Technology 5 Cr Hrs

Prerequisite: Admission to the Surgical Technology program. A five credit hour online theory course designed to acquaint the student with the skills necessary to function as a beginning surgical technologist. Includes basic concepts necessary to establish, maintain, and coordinate the methods required for good patient care in the operating room. Safe patient care and principles of operating room technique along with safety and hazards in the OR are covered. Students will study skills related to sterile storage and distribution, sterilization and aseptic techniques as part of this course.

ST 1111 ST Certification Review 1 Cr Hrs

This face-to-face course is designed to be a comprehensive review of surgical technology concepts and practical preparation for the National Board of Surgical Technology and Surgical Assisting Surgical Technologist Certifying Examination. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: Admission to Surgical Technology program. Students are required to take the NBSTSA Certification Exam (CST) on the program scheduled date or they will fail the ST Certification Review course. Failing the ST Certification course means the student will not graduate from the SCCC Surgical Technology program. If the student does not take the CST exam on the program designed date, the student will receive a grade of "F" for ST1111 ST Certification Review and will not receive the certificate of completion or AAS (as applicable).

ST 1124 Surgical Procedures I 4 Cr Hrs

This online course is designed to help students utilize knowledge related to surgical incisions, anatomy and pathophysiology, endoscopic surgical procedures and open procedures in the following specialties: OB?GYN, genitourinary, orthopedic, otorhinolaryngologic, ophthalmic and general as defined by a AST Core Curriculum for Surgical Technology, 6th edition. The students will also learn basic concepts related to robotics as they apply to surgical technology. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Co-requisite: ST 1025 Surgical Procedures I lab/clinical. Pre-requisite: Admission to the Surgical Technology program.

ST 1125 Surgical Procedures II 5 Cr Hrs

This online course is designed to help students utilize knowledge related to anatomy and pathophysiology, and surgical procedures in the following specialties: oral/maxillofacial, cardiothoracic, peripheral vascular, neurosurgery, and plastic/reconstructive as defined by the AST Core Curriculum for Surgical Technology, 6th edition. The students will also learn employability skills related to surgical technology. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Co-requisite: ST 1026 Surgical Procedures II lab/clinical. Pre-requisite: Admission to the Surgical Technology program.

ST 1126 Surgical Procedures I Lab/Clinical 6 Cr Hrs

This clinical course is designed to allow the student to begin to apply skills learned in the first semester to real life procedures. The student will learn to select instrumentation and other supplies for specific procedures. The student will apply learning in anatomy and pathophysiology, and techniques from first semester ST course work in the practical experience of passing instruments to the surgeon in the clinical setting. The students will apply the basic skills of aseptic technique both in the laboratory setting as well as the clinical practicum. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Co-requisite: ST 1023 Surgical Procedures I. Pre-requisite: Admission to the Surgical Technology program.

ST 1127 Surgical Procedures II Lab/Clinical 7 Cr Hrs

This clinical course is designed to allow the student to begin to apply skills learned in previous semesters to real life procedures. The student will learn to select instrumentation and other supplies for specialized procedures. The student will apply learning in anatomy and pathophysiology, and techniques from first and second semesters of ST course work in the practical experience of passing instruments to the surgeon in the clinical setting. The student will apply the basic skills of aseptic technique in the clinical practicum. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Co-requisite: ST1024 Surgical Procedures II. Pre-requisite: Admission to Surgical Technology program.

ST 1303 Pharmacology for the Surgical Technologist 3 Cr Hrs

A three credit hour online theory course designed to introduce the scientific principles of pharmacology. 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. Pre-requisite: Admission to the Surgical Technology program and successful completion of Introduction to Surgical Technology and Principles and Practices of Surgical Technology.

TRUCK DRIVING

TD 1002 CDL Permit 2 Cr Hrs

This 2 credit hour course is designed to familiarize and orient students to safe driving practices and review state of Kansas Tractor Trailer Driver Training manual & DOT rules & regulations.

TD 1012 CDL Inspections 2 Cr Hrs

This 2 credit hour course is designed to familiarize and orient students to safe driving practices and review state of Kansas Tractor Trailer Driver Training manual & DOT rules & regulations with specifics to Pre-Trip & Post-Trip Inspections along with Truck & Trailer Preventive maintenance & repairs.

TD 1022 CDL Log Books 2 Cr Hrs

This 2 credit hour course is designed to familiarize and orient students to safe driving practices and review state of Kansas Tractor Trailer Driver Training manual & DOT rules & regulations with specifics to maintain an Over-the-Road Record Management system.

TD 1102 CDL Range Driving 2 Cr Hrs

This 2 credit hour course is designed to familiarize and orient students to safe driving practices and review state of Kansas Tractor Trailer Driver Training manual & DOT rules & regulations with specifics to backing trailers, road safety & courteous driving practices.

TD 1112 CDL Road Driving 2 Cr Hrs

This 2 credit hour course is designed to familiarize and orient students to safe driving practices and review state of Kansas Tractor Trailer Driver Training manual & DOT rules & regulations with specifics to driving in country roads, paved roads& city streets. (Pre-requisites are TD 1012 CDL Inspections, TD 1022 CDL Log Books, & TD 1102 Range Driving.)

TD 1122 ESL for Truck Driving 2 Cr Hrs

This course is a two credit hour, four week lecture course designed to improve workplace listening, speaking, reading, and writing skills of students whose native language is not English. Comprehension of vocabulary associated with

the trucking industry will be emphasized. Preparation for the six week CDL course will be the main focus. For each unit of credit , a minimum of 7 hours per week with 3.75 hours for class and 3.25 hours for studying/preparation outside of class is expected. Pre-requisite: none.

WELDING TECHNOLOGY

WE 1001 Introduction to Welding 2 Cr Hr

Two credit hours. One hour of lecture, one hour lab per week. This course is an introduction to welding processes, terminology, metals and consumables identification. This course also covers the application of welding processes in industry. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

WE 1002 Arc Cutting and Gouging 2 Cr Hr

Two credit hours. One hour of lecture, one hour lab per week. This course covers the air carbon arc cutting process. This course also carries out shape cutting operations using the manual plasma arc cutting process. In this course the student performs minor external repairs to weldments. Entry Level occupational orientation for Welders wishing to pursue a career in Welding need follow; safe practices, perform housekeeping duties, and follow verbal, written work instructions for the completion of detail assignments.

WE 1003 Oxy-Fuel Gas Cutting I 3 Cr Hr

Three credit hours. One hour of lecture, two hours lab per week. AWS—Oxy-fuel cutting sets up and performs manual oxy-fuel gas cutting operations that include straight and shape cutting, beveling, and weld removal (weld washing). Sets up and operates machine oxy-fuel cutting equipment (track burner) to perform straight cutting and beveling operations. One will perform minor external repairs to equipment and accessories. Welders need follow safe practices, perform housekeeping duties, and follow verbal, written work instructions for the completion of detail assignments.

WE 1012 Oxy-Fuel Gas Cutting II & Metallurgy 2 Cr Hr

Three credit hours. Three hours lab per week. The student must possess the perquisite drawing and welding symbol interpretation skill of and entry level welder. The student demonstrates a fundamental knowledge of layout and fit up principles. Shows the ability to operate shop equipment safely and use layout tools for geometric construction. Has a fundamental understanding of advanced measurement practices, design for welding and the use of fixture and positioned. Works from drawings or sketches to prepare, form or cut multiple parts and assemble simple weldments. Recognizes welded joint and welding requirements based on welding symbol information. Level II occupational orientation for Welders wishing to pursue a career in Welding need follow; safe practices, perform housekeeping duties, and follow verbal, written work instructions for the completion of detail assignments.

WE 1023 Arc Welding Principles & Practices 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. The student sets up flux cored arc welding operations for all positions, fillet and groove welding within a limited thickness range of plain carbon steel material…Welders need follow; safe practices, perform housekeeping duties, and follow verbal, written work instructions for the completion of detail assignments.

WE 1032 Weld Inspection & Testing 2 Cr Hrs

Two credit hours. One hour of lecture, one hour lab per week. AWS-Visually examines all personal welding and cutting assignments for unfavorable weld and cut edge discontinuities before final inspection by a supervisor. A fundamental understanding of code/standard interpretation and certification. Examine cut and welded surfaces. Understand and identify weld discontinuities. Entry Level & Level I occupational orientation for Welders wishing to pursue a career in welding need follow: safe practices, perform housekeeping duties, and follow verbal, written work instructions for the completion of detail assignments.

WE 1033 Cutting Processes 3 Cr Hr

Three credit hours. Three hours lab per week. Through classroom and/or shop/lab learning and assessment activities, students in this course will: distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade; demonstrate the safe and correct set up, operation and shut down of the Oxy-fuel (OFC) workstation; demonstrate the safe and correct set up, operation and shut down of the Plasma Arc (PAC) workstation; demonstrate the safe and correct set up, operation and shut down of the Carbon Arc Cutting with Air (CAC-A) workstations; demonstrate safe and proper operation of several types of mechanical cutting equipment; and inspect quality and tolerance of cuts according to industry standards.

WE 1043 Welding Print Reading 3 Cr Hrs

Three credit hours. Three hours of lecture per week. AWS- Entry Level occupational blueprint reading and weld symbol interpretation for welders wishing to pursue a career in welding. Prepare parts from simple sketches or drawings and perform weld operations for the completion of detail assignments. Welders wishing to pursue a career in welding need follow; safe practices, perform housekeeping duties, and follow verbal, written work instructions for the completion of detail assignments.

WE 1101 Welding Codes and Standards 1 Cr Hrs

This course provides a fundamental understanding of code and standard interpretation. Level I occupational orientation for Welders wishing to pursue a career in Welding need to understand the basics of the American Welding Codes.

WE 1103 Structural Qualifications & Certification 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. This course is a fundamental understanding of code/standard interpretation and certification. Level I occupational orientation for Welders wishing to pursue a career in Welding need follow; safe practices, perform housekeeping duties, and follow verbal, written work instructions for the completion of detail assignments. Students will be required to pass all AWS and NCCER Welding assignments to the specified criteria**.**

WE 1303 Layout & Fit-up Practices 3 Cr Hrs

WE 1313 Arc Welding Plate 3 Cr Hrs

Three credit hours. Three hours of lab per week.. AWS – Continuation of Layout/Fit-up Practices. Possess the pre-requisite drawing and welding symbol interpretation skills of an entry level welder. Demonstrates knowledge of joint design and preparation, selection of materials, arc welding application, weld quality and weld repairs (corrective actions). Sets up shielded metal arc welding operations, for all position fillet and groove welding on an unlimited thickness range of carbon steel plate and pipe, and a limited thickness range of stainless plate. Sets up gas metal arc welding (short circuit transfer) operations, for all position fillet and groove welding on a limited thickness range of carbon steel plate and limited position fillet and groove welding on pipe. Sets up gas metal arc welding (spray transfer) operations for a limited position, unlimited thickness range of carbons steel plate, limited position fillet welding on pipe, and all positions fillet and groove welding a limited thickness range of aluminum plate. Sets up flux cored arc welding operations, for all position fillet and groove welding of carbon steel pipe. Sets up gas tungsten arc welding operations, for all position fillet and groove welding within a limited thickness range of carbon steel stainless steel and aluminum sheet metals. Sets up gas tungsten arc welding stainless steel and aluminum pipe or tubing. Performs minor external repairs to equipment and accessories. Level II occupational orientation for welders wishing to pursue a career in welding need follow: safe practices, perform housekeeping duties, and follow verbal, written work instructions for the completion of detail assignments.

WE1133 Gas Metal Arc Welding (GMAW) 3 Cr Hr

Three credit hours. One hour of lecture, two hours lab per week. Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

WE 1143 Gas Tungsten Arc Welding (GTAW) 3 Cr Hrs

Three credit hours. One hour of lecture, two hours lab per week. Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint

criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds.

WE 1153 Shielded Metal Arc Welding (SMAW) 3 Cr Hr

Three credit hours. One hour of lecture, two hours lab per week. Through classroom and/or shop/lab learning and assessment activities, students in this course will: describe the shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

As of April 15th, 2013, from the Academic Affairs Counsel:

"For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected."

Revised 8/16/18 MBM