INTRODUCTION TO KCKCC

Choosing Kansas City Kansas Community College (KCKCC) is a wonderful decision to further your education. The College's sensitivity to the needs of its students is demonstrated by its accessibility, flexibility, comprehensiveness, quality, and accountability.

Kansas City Kansas Community College is a centrally located public 2-year institution in northeast Kansas. Within the city limits of Kansas City, Kansas, the College is conveniently located within Wyandotte County.

A flexible schedule of course offerings is provided to meet the needs of its students. In addition to regular day and evening courses, KCKCC offers classes in the late afternoon, on Saturdays, in the summer, online, and at mid-semester. KCKCC has two extension sites at 1) the Pioneer-Leavenworth Career Center, 1901 Spruce in Leavenworth, Kansas, and 2) Dr. Thomas R. Burke Technical Education Center, 6565 State Avenue in Kansas City, Kansas. KCKCC also offers classes at a variety of locations in the metropolitan area and in small towns surrounding Kansas City, Kansas.

Our College serves approximately 9,800 students annually with its programs and course offerings for both transfer credit and non-credit. 53% of our students reside within the county, 40% come from other Kansas counties; 7% from Missouri, and .5% from other states.

The average age of students at KCKCC is 26 with 59% of the student body female and 41% male. Culturally, 46% are Caucasian; 20% are African-American, 23% are Hispanic; 5% are Asian/Pacific Islander; and 6% are American Indian or multi-racial, respectively. Full time students comprise 32 % of the student body; 68% attend part time.

Faculty members at KCKCC are committed to the philosophy of a 2-year college, have studied at colleges and universities both in the United States and in foreign countries, and bring years of practical, "real-world" experience to the classroom.

Academically, KCKCC offers four Associate degrees that provide the foundation for nearly all 4-year degrees. In addition, many 1-year programs and Certificate programs are offered. Students may enroll in pre-professional programs (i.e., pre-dentistry) and transfer to a four-year university or college, or earn a 1-year Certificate or 2-year degree and enter the work force.

ACCREDITATION

Kansas City Kansas Community College (KCKCC) is accredited by The Higher Learning Commission, a commission of the North Central Association and the Kansas Board of Regents. In addition, individual programs are accredited by professional organizations: the Business Division by the Association of Collegiate Business Schools and Programs; Emergency Medicine by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP); Medical Assistant by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Mortuary Science by the American Board of Funeral Service Education (ABFSE); Nursing Education by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Kansas State Board of Nursing (KSBN); Physical Therapist Assistant Program by the Commission on Accreditation in Physical Therapy Education (CAPTE); and Respiratory Therapy by the Commission on Accreditation for Respiratory Care (CoARC). The College is approved by the Kansas Veterans Commission and the Veterans Administration for veterans' college training.

MISSION

Kansas City Kansas Community College is a public, urban, open-door, and comprehensive community college committed to excellence in higher education. Through an accessible and supportive learning environment, the college mission is to provide higher education and lifelong learning to the varied communities, primarily in its service area of Wyandotte and Leavenworth counties.

PURPOSE
Kansas City Kansas Community College seeks to fulfill its mission by providing:
- **An educational environment** that encourages a strong commitment to high academic standards that sustain and advances excellence in learning and encourages challenging, innovative, and varied programs, teaching methods, and delivery systems; enhances student intellectual and social development to the fullest extent possible; and stresses the attitudes, behaviors, responsibilities, and skills required for effective learning and citizenship in a multicultural democracy.
- **Transfer education** in the liberal arts and sciences that enables students to pursue a baccalaureate degree.
- **Career education** in a technical or professional field that enables students to achieve a certificate and/or associate degree.
- **General education** and support services that expand students' social, cultural, ethical, and intellectual horizons through the investigation of the liberal arts and sciences.
- **Continuing education** that enables students to achieve and maintain workforce credentials, and to enhance personal growth and cultural enrichment.
- **Developmental education** that enables students to improve basic learning skills in reading, writing, and mathematics to make satisfactory progress toward educational objectives.
- **Community services** that offer cultural and recreational activities, provide access to college facilities, and that serve as a planning, research, and resource center to the college's varied communities.
- **Education and support services** that are responsive to the needs of the college's service area, including educational systems, business and industry, community agencies, and other post-secondary institutions.
- **Student support services** that assist students in achieving their educational objectives through quality advising, counseling, financial aid, enrollment services, tutoring and access.
- **Multicultural environment** that reflects and respects diversity and seeks to increase understanding and appreciation of differences.
- **Administrative and institutional support services** that continuously assess and evaluate college policies, procedures, and practices to ensure that the College is fulfilling its mission and achieving its purposes.
- **Activities** that encourage student and community involvement geared to broaden occupational, social, political, cultural, aesthetic, athletic, and recreational interests
- **Campus environment** that promotes the teaching and learning process through accessible, comfortable, safe, and well-maintained facilities.

VALUES
Kansas City Kansas Community College commits itself to:
- An appreciation for multicultural education, respect for diversity and the enhancement of positive human relationships among its students, faculty, staff, and the larger community.
- Development of a caring and concerned community based upon the principles of fair treatment, open communication, and cooperative efforts.
- Accessible, affordable, convenient opportunities designed to serve the interests and needs of our students and communities.
- High academic standards and high expectations for faculty and student performance through accountable, value-added experiences.
- Alternative support programs and services to assist students in reaching their goals.
- Openness to innovation and change at every level and in every unit throughout the college environment.
- Emphasis on quality through efficient, effective, fiscally responsible education and services and on-going professional development.

HISTORY
Kansas City Kansas Community College was founded in 1923 as part of the Public School System of Kansas City, Kansas. In 1965, in accordance with legislation governing two-year colleges in the State of Kansas, the name of the College changed to Kansas City Kansas Junior College. In 1979, legislative action created another name change for the two-year colleges in the State of Kansas. The term junior was dropped from their names and replaced with community; at this time, the College officially became known as Kansas City Kansas Community College.

BUILDINGS

The College campus located at 7250 State Avenue in Kansas City, Kansas, was built in 1972; since that time, additional buildings have been constructed. In 1996, most buildings on campus were renamed. (See the campus map following the title page.)

In 1977, the Performing Arts Center, which houses a 363-seat Little Theater, was dedicated. The Nursing Building was completed and dedicated in March of 1981. The Community Education Building was completed in the fall of 1986.

The Jack Flint Hi-Tech Building was completed and dedicated in the spring of 1992. The Wellness Center, which was opened in the spring of 1992 in the gymnasium, quickly outgrew its space and has been located in the Allied Health Building since 1996. The AHB was renamed in 2016 to the Health Professions Building.

Construction on the new Jewell Student Center began in the fall of 1994, and many of the Student Services offices moved in at the beginning of the 1996 Spring Semester. By spring break, all Student Services had relocated to the new center.

The Dr. Thomas R. Burke Technical Education Center (TEC) offers over 20 high demand career programs in a state-of-the-art 130,000 square feet complex. The TEC offers hands-on technical skill training programs during the day which lead to certificates and employment in office and computer technology, service and health occupations, or trade and industrial fields. TEC curriculum is aligned with business and industry standards. Advanced students may participate in work-based learning experiences or internships. Leadership skills are also developed through opportunities with national student organizations.

Offering both technical certificate and associate degree programs, the Pioneer Career Center is open to community members seeking further educational career opportunities as well as eligible juniors and seniors in High School. High school students will have the chance to take classes in a "hands-on environment" while earning college credit at the same time. Credits earned at the career center can be used toward earning an associate's degree at KCKCC or can be transferred to other educational institutions. Tuition for current high school students largely covered by Senate Bill 155, although there might be additional fees for some of the programs.

Programs and services previously offered at KCKCC-Leavenworth have moved to the Pioneer-Leavenworth Career Center. This includes all KCKCC classes, the GED program, financial aid and career placement assistance.

2018-2019 ACADEMIC CALENDAR
2018 Fall Semester

August	13-17	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	19	Last day to enroll online
	20	Classes Begin Full Semester (Fall) and 1st 8 weeks (Fall 1)
	20-26	Schedule Adjustments: Students must be enrolled in a course no later than the first time class meets
September	2	Full Semester (Fall) and 1st 8 weeks (Fall 1) Auditor's Roster due
	3	Labor Day Holiday - College Closed
	17	1st 8 weeks (Fall 1) Midterm grades due
	28	Last day to withdraw from 1st 8 weeks (Fall 1) classes
October	10	Final Exams for 1st 8 weeks (Fall 1) Mon/Wed classes
	11	Final Exams for 1st 8 weeks (Fall 1) Tues/Thurs classes
	15	2nd 8 weeks (Fall 2) classes begin. Students must be enrolled in a course no later than the first time class meets.
	15	1st 8 weeks (Fall 1) grades due. Full Semester (Fall) Midterm grades due.
	28	2nd 8 weeks (Fall 2) Auditor's Roster due
November	1	Early Enrollment for Spring 2019 Begins
	12	2nd 8 weeks (Fall 2) Midterm grades due
	16	Last day to withdraw from Full Semester (Fall) classes
	19-25	Thanksgiving Holiday - College Closed
	30	Last day to withdraw from 2nd 8 weeks (Fall 2) classes
December	5	KCKCC Candle Lighting Ceremony – 11:00-12:15
	10	Last day of classes
	11-17	Finals Week
	17	Fall Semester Ends
	19	Grades Due
	20	Winter Break College Closed @ 2 pm
	21	Grades available on WebAdvisor

2019 SPRING SEMESTER

Month	Date	Event
January	7	All Staff Report
	14-18	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	21	Martin Luther King Day - College Closed. Last day to enroll online
	22	Classes Begin Full Semester (Spring) and 1st 8 weeks (Spring 1)
	22-28	Schedule Adjustments: Students must be enrolled in a course no later than the first time class meets.
February	4	Full Semester (Spring) and 1st 8 weeks (Spring 1) Auditor's Roster due
	18	Presidents Day – Classes in session
	19	1st 8 weeks (Spring 1) Midterm grades due
	28	Last day to withdraw from 1st 8 weeks (Spring 1) classes
March	13	Final Exams for 1st 8 weeks (Spring 1) Mon/Wed classes
	14	Final Exams for 1st 8 weeks (Spring 1) Tues/Thurs classes
	17	1st 8 weeks (Spring 1) classes grades due. Full Semester (Spring) Midterm grades due
	18-24	Spring Break - No Classes - Offices Open March 18-21
	22	College Closed
	25	2nd 8 weeks (Spring 2) classes begin. Students must be enrolled in a course no later than the first time class meets.
April	1	Early Enrollment for Summer and Fall 2019 Begins
	7	2nd 8 weeks (Spring 2) Auditor's Roster due
	22	2nd 8 weeks (Spring 2) Midterm grades due
	26	Last day to withdraw from Full Semester (Spring) classes
May	3	Last day to withdraw from 2nd 8 weeks (Spring 2) classes
	13	Last day of classes
	14-20	Finals Week
	20	Spring Semester Ends
	22	Grades Due
	23	GRADUATION ON CAMPUS AAS & Certificates – 2:00 P.M. AA, AS & AGS – 7:00 P.M.
	24	Grades available on WebAdvisor

2019 SUMMER SESSION

May

27	Memorial Day - College Closed

June

3	Last day to enroll
4	Classes begin
4	Schedule Adjustments Only
10	Last Day to Drop
13	Auditor's Roster due
20	GED Graduation
24	Midterm grades due

July

4	Independence Day Holiday-College Closed
8	Last Day to Withdraw
17	Last Day of Classes
18	Finals
18	Summer Semester Ends
22	Grades Due
24	Grades available on WebAdvisor

ADMISSIONS AND ENROLLMENT

ADMISSIONS POLICIES
Admission to Kansas City Kansas Community College is granted by meeting one of the following requirements:
- A graduate from a regionally accredited high school
- A transfer student in good standing, from a regionally accredited university/college
- A successful completer of the General Education Development (GED) examination

If these requirements cannot be met, students should seek admission under the special student, high school student, or international student categories.

As an equal opportunity institution, the College accepts all applicants without regard to race, religion, color, creed, national origin, sex, age, physical disability, or veteran status.

Students who falsify admissions information and/or fail to submit all transcripts as required by state law are subject to academic dismissal.

ADMISSION PROCEDURES
New Students
Students must obtain, complete, and submit the following for admission to KCKCC:
1. New Students must complete an on-line application form. An online application can be found on the college home page at www.kckcc.edu and click Apply for Admission.

2. If pursuing a degree at KCKCC, certificate, or applying for financial aid (including VA benefits), students must submit official transcripts.
   1. An official high school transcript that includes a graduation date (if you have completed over 24 hours of college credits, only your college transcript is required).
   2. An official transcript from each college/university attended.
   3. Non-degree seeking students must provide a college transcript if the course they are enrolling in requires a prerequisite.

3. Students are responsible for contacting the institutions they have attended and requesting that their official transcripts be mailed directly to the Registrar's Office. Hand-carried transcripts will be accepted as official only when the college seal is affixed, the envelope is sealed. Electronic transcripts are accepted through direct transmission from secured sites of authorized institutions, upon verification of authenticity. Photocopies and faxed copies can be used for advising purposes, but they are not considered official for the purpose of evaluation and posting to the KCKCC academic transcript.

4. Proof of residency: Residency status is determined by Kansas statutes. Kansas law generally requires students to live in the state of Kansas for six consecutive months prior to the first day of the term with an intent to stay in Kansas.

5. Complete the Required Placement Exam.

ADMIT STATUS
Former Students and Graduates
Former students who have not attended KCKCC for two or more semesters must submit a new Application for Admission. Former students are also responsible for providing the Registrar's Office with official transcripts from all colleges they have attended while away from KCKCC.

Graduates of KCKCC must submit a new Application for Admission. Graduates are responsible for providing the Registrar's Office with official transcripts from colleges they have attended while away from KCKCC. At admission, students fall under the current catalog year.

Catalog Compliance
Students who maintain a consecutive enrollment and successfully complete at least one class during each semester (excluding Summer Sessions) graduate under the KCKCC General College Catalog degree requirements for the academic year they entered the college. A student may opt to move forward to another more recent catalog but may not move backwards for program requirements. If a more recent catalog is selected, all the current catalog requirements must be met. Students who have interrupted their enrollment for (2) or more semesters graduate under the college catalog with degree requirements for the academic year they return to the College.

HIGH SCHOOL STUDENTS

Concurrent Enrollment Partnership Program
The Concurrent Enrollment Partnership Program provides secondary schools with the opportunity to expand their curriculum by scheduling KCKCC courses in conjunction with their regular class offerings. Students have the advantage of taking their classes right at the high school.

Courses taught at the high school have identical course content to that of courses offered on campus and are evaluated by an Instructional Dean at the College before being implemented at the high school. Faculty are evaluated and must meet the same criteria as instructors who teach on campus.

Students interested in participating in the program should contact their high school counselor for additional information and details on the enrollment process.

Concurrent and Dual Enrollment Defined
The Kansas Board of Regents (KBOR) encourages high school students to take advantage of postsecondary education opportunities by enrolling in college courses while still in high school. The statute is commonly known as concurrent enrollment of high school students in eligible postsecondary institutions. Different types of enrollment can be included under the statute.
- *Concurrent Enrollment*
    - Classes taught at a high school at which approved high school teachers teach college credit during the normal school day. (KBOR 8b.1.i)
- *Dual Enrollment*
    - Classes in which the high school student travels to the college campus to take courses prior to graduation during the academic year or in summer. (KBOR 8b.1.vii)
    - Classes in which college faculty travel to the high school to teach separate courses to the high school students. (KBOR 8b.1.vii)

Admissions Guidelines for High School Students
High school sophomores, juniors, and seniors are eligible for the concurrent and/or dual enrollment program. The college strongly recommends that high school students limit their enrollment to no more than 12 credit hours per semester.

High school students interested in taking courses through KCKCC should complete the following:
- A student must consult with their high school guidance counselor to determine eligibility to enroll in courses at KCKCC while attending high school.
- Complete an application and be admitted to KCKCC.
- Obtain written permission from the principal to enroll at KCKCC by completing the *Concurrent Enrollment/Acceptance Form*.
- Complete Placement Testing

- **Minimum ACT Scores to be exempt from taking the ACCUPLACER:**
  - Math 23
  - English 23
  - For ACT scores lower than 23, an ACCUPLACER test is required.
- **ACCUPLACER, minimum score requirements:**
  - English courses: Reading scores of 75 and Sentence Skills scores of 70.
  - Math courses: Math score of 100.
  - Speech and Psychology: Reading score of 75
  - All other courses: Reading score of 65
- **ACCUPLACER, TEC Center minimum score requirements:**
  - Cosmetology, Nail Technology, and Electrical Technology reading scores of 60.
  - CNA program Reading score of 65.
  - All other TEC students must take the Reading portion of the ACCUPLACER, no minimum score.
  - It is recommended that students all students take the Math section of the ACCUPLACER.

- Tuition is due before a student can enroll for the next semester. Tuition for yearlong classes is paid in the fall semester.
- If tuition is not paid, a hold is placed on the student's account and the student will not be eligible for enrollment until the bill has been paid.
- Upon high school graduation, the student must submit their official Transcript to the KCKCC Registrar's Office.

Students should be advised that KBOR may institute guidelines related to high school student dual and concurrent enrollment. Even if not listed in this catalog, the College must adhere to all KBOR established policies and procedures.

INTERNATIONAL STUDENTS

KCKCC proudly welcomes international students from across the globe. We strongly believe in the benefit to all students of studying side-by-side in culturally diverse classrooms. International students and their U.S. counterparts teach each other to embrace and value cultural diversity, formulate creative ideas, integrate ideas and information, achieve quantitative abilities, and better compete in a global economy.

There are varying application requirements for admission to KCKCC for the various categories of international students. International students must submit all of the application requirements that correspond to their particular category in order to be considered for admission to KCKCC.

F-1 Status Students
International applicants who are outside the U.S. must submit the following application requirements:
- Online Application for admission: www.kckcc.edu/apply.

- $85.00 Application Fee
  - This fee CANNOT be paid online and must be paid directly to KCKCC's Business Office. Credit/debit/bank cards can be used to pay this fee over-the-phone to the Business Office at 00-1-913-288-7620, or money orders can be mailed to KCKCC.
  - Application and document review and processing will not begin until after the $85.00 application fee is paid.

- Official secondary school transcripts/mark sheets – in the native language and accompanied by an official English translation.

- Official secondary school Graduation Certificate/Leaving Certificate/National Examination Results/Diploma – in the native language and accompanied by an official English translation.

- Students from West Africa must have their West African Senior Secondary Certificate Examination Results (SSCE or WASSCE) sent directly to KCKCC from the West African Examinations Council (WAEC).

- Proof of English proficiency, demonstrated by any of the following:
  - Official English language proficiency test results; minimum required test scores for admission are as follows:
    - TOEFL = 61 iBT (Institutional code: 6333)
    - IELTS = 5.5
    - PTEA = 44
  - Home country's primary language is English
  - Successful completion of 24 of more academic courses at a regionally accredited intuition

- Proof of Financial Support
  - Bank Statement or Bank Letter showing the minimal amount of $22,126 in readily available funds (real estate, investments, stocks, retirement accounts, etc. cannot be used).

    AND
  - Affidavit of Support from the financial sponsor indicating their willingness to support the applicant for the duration of their studies in the U.S. at KCKCC.
- Color copy of the biographical page of the passport.

Send all application documents to:
> Kansas City Kansas Community College
> Office of Admissions
> 7250 State Avenue
> Kansas City, KS 66112
> U.S.A.

Application Deadlines
F-1 status international students are eligible for admission to the full 16-week Fall and Spring Semesters at KCKCC. F-1 students are not eligible for admission to the Summer Semester or to the Second 8-Week Terms of the fall and spring semesters at KCKCC.

Application deadlines are the last possible day to submit a completed application, which must include all of the requirements listed above.
- **Fall Semester** (classes begin in August): **July 1**
- **Spring Semester** (classes begin in January): **October 1**

F-1 SEVIS Transfer-In Students
In addition to all of the application requirements listed above, F-1 students who are currently in the U.S. attending another college/university must **also** submit the following application requirements:
- Official college/university transcripts from all schools attended in the U.S. Transfer-in applicants must have a minimum cumulative Grade Point Average (GPA) of at least 2.00 and be a student in good standing in order to be considered for admission to KCKCC.

- Copies of most recently issued Form I-20 from all schools attended in the U.S.

- Color copy of the most recent F-1 visa used to enter the U.S.

- Print-out of the most recent I-94 Admission Record at https://i94.cbp.dhs.gov/I94.

Send all application documents to:
Kansas City Kansas Community College
Office of Admissions
7250 State Avenue
Kansas City, KS 66112
U.S.A.

Transfer-In Application Deadlines
F-1 status international students are eligible for admission to the full 16-week Fall and Spring Semesters at KCKCC. F-1 students are not eligible for admission to the Summer Semester or to the Second 8-Week Terms of the fall and spring semesters at KCKCC.

Application deadlines are the last possible day to submit a completed application, which must include all of the requirements listed above.
- **Fall Semester** (classes begin in August): **August 1**
- **Spring Semester** (classes begin in January): **December 1**

NOTE:
- After admission is granted, the Admission Letter and Transfer-In Form will be sent to the student; these must be submitted to a (P)DSO at the current institution in order to request the transfer of the SEVIS Record.

- KCKCC does not accept Terminated or Completed SEVIS Records; the SEVIS Record must be in Active status in order to transfer to KCKCC.

F-1 Visiting Students
F-1 status students currently attending another institution who wish to enroll in a course or two at KCKCC (Concurrent Enrollment) must submit the following application requirements:
- Online Application for admission: www.kckcc.edu/apply

- $85.00 Application Fee
  - This fee CANNOT be paid online and must be paid directly to KCKCC's Business Office. Credit/debit/bank cards can be used to pay this fee over-the-phone to the Business Office at 00-1-913-288-7620, or money orders can be mailed to KCKCC.
  - Application and document review and processing will not begin until after the $85.00 application fee is paid.

- Official transcript from the home institution (institution listed on the I-20).

- Color copy of the biographical page of the passport.

- Copies of most recently issued Form I-20 from all schools attended in the U.S.

- Color copy of the most recent F-1 visa used to enter the U.S.

- Print-out of the most recent I-94 Admission Record at https://i94.cbp.dhs.gov/I94.

- Completed and signed KCKCC Concurrent Enrollment Form.

Send all application documents to:
     Kansas City Kansas Community College
     Office of Admissions
     7250 State Avenue
     Kansas City, KS 66112
     U.S.A.

NOTE:
After admission as a Visiting Student is granted, the student may proceed to the Student Success Center to meet with a Student Success Advisor who will review the home institution's transcript to ensure prerequisite classes have been completed by the student, and, if so, enroll the student in the desired course(s).

All Other Visa Statuses
International applicants who are lawfully present in the U.S. on a nonimmigrant visa are eligible to enroll in courses at KCKCC and must submit the following application requirements:

- Online Application for admission: www.kckcc.edu/apply.

- $85.00 Application Fee
    - This fee CANNOT be paid online and must be paid directly to KCKCC's Business Office. Credit/debit/bank cards can be used to pay this fee over-the-phone to the Business Office at 00-1-913-288-7620, or money orders can be mailed to KCKCC.
    - Application and document review and processing will not begin until after the $85.00 application fee is paid.

- Official secondary school transcripts/mark sheets – in the native language and accompanied by an official English translation.

- Official secondary school Graduation Certificate/Leaving Certificate/National Examination Results/Diploma – in the native language and accompanied by an official English translation.
    - Students from West Africa must have their West African Senior Secondary Certificate Examination. Results (SSCE or WASSCE) sent directly to KCKCC from the West African Examinations Council (WAEC).

- Color copy of the biographical page of the passport.

- Color copy of the visa most recently used to enter the U.S.

- Print-out of the most recent I-94 Admission Record at https://i94.cbp.dhs.gov/I94.

Send all application documents to:
     Kansas City Kansas Community College
     Office of Admissions
     7250 State Avenue
     Kansas City, KS 66112
     U.S.A.

NOTE:
- B-1 and B-2 visa holders and nonimmigrants present in the U.S. on the Visa Waiver Program are NOT eligible to enroll in classes or engage in a program of study.

- All visa holders are required by law to maintain their lawful status/presence in the U.S. and should carefully review the requirements of their visa category to ensure that engaging in coursework or a program of study does not violate or jeopardize their lawful status/presence in the U.S.

UNDOCUMENTED AND DACA APPLICANTS

Applicants who are Undocumented or who have Deferred Action for Childhood Arrivals (DACA) approval are NOT international students. Undocumented and DACA applicants should refer to the 'Undocumented Immigrants' section of this catalog below for further admission information.

Undocumented and DACA applicants must be sure to select the correct Citizenship Status ("Non-Resident Alien") and the correct Visa/Immigration Status ("Undocumented" or "Deferred Action") in the Citizenship Status section of the KCKCC Application to ensure expedient and proper processing of their application for admission.

SELECTIVE ADMISSIONS

Admission to KCKCC does not guarantee enrollment into the following programs: Nursing, Practical Nursing, Medical Assistant, Paramedic, Mortuary Science, Respiratory Therapy, Physical Therapy Assistant, Cosmetology, and Nail Technology.

Students seeking admission into a selective program must contact the individual Program Coordinator for additional admission materials and requirements.   Each program has unique criteria as well as deadline dates.

Program	Phone	Email
Cosmetology	913-288-7813	TEC@kckcc.edu
Medical Assistant	913-288-7861	medicalassistant@kckcc.edu
Mortuary Science	913-288-7607	mortuaryscience@kckcc.edu
Nail Technology	913-288-7813	TEC@kckcc.edu
Nursing	913-288-7861	registerednursing@kckcc.edu
Paramedic	913-288-7208	emergencymedicine@kckcc.edu
Physical Therapy Assistant	913-288-7865	PTA@kckcc.edu
Practical Nursing	913-288-7456	practicalnursing@kckcc.edu
Respiratory Therapy	913-288-7245	RT@kckcc.edu

SPECIAL STUDENTS

Individuals may be admitted to KCKCC as special students if they are over 18 years of age and do not have a high school diploma or GED certificate. Such students must be non-degree seeking.

Special students are required to follow College regulations, pay fees, and maintain satisfactory academic progress.

Enrollment for special students is limited to one course during their first semester at the College. After earning a grade of C or better, they are entitled to enroll in two courses the next semester. Students who continue to maintain a C average are allowed to take two classes each semester until they accumulate a maximum of 20 academic credit hours. At that point, special students are required to earn a GED in order to enroll as a regular degree-seeking student.

STUDENTS FROM NON-ACCREDITED HIGH SCHOOLS

See "Special Students" above.

HOME SCHOOLED STUDENTS

Students who graduate from a home school or private school that is recognized by the state of the student's residency will be admitted as a regular student. Home School or private school students must submit a complete online application and provide an official academic transcript reflecting completed courses, grades and date of graduation.

TRANSFER STUDENTS

Students are responsible for contacting the institutions they have attended and requesting that their official transcript be sent directly to Registrar's Office. All official transcripts from previous colleges attended are required to be on file in the Registrar's Office before the admissions process is considered complete. Hand-carried transcripts will be accepted as official only when the college seal is affixed, the envelope is sealed, and the document is submitted to the Registrar's Office. Electronic transcripts are accepted through direct transmission from secured sites and authorized institutions, upon verification of authenticity. Photocopies and faxed copies can be used for advising purposes only, but are not considered official for the purpose of evaluation and posting to the KCKCC academic transcript.

Students who wish to have coursework accepted for credit at KCKCC for courses completed in secondary, college, and universities outside the U.S. must have a course–by-course evaluation completed by an independent agency such as Educational Credential Evaluators, Inc. (www.ece.org).

Transfer credit is not official until evaluated and posted to the KCKCC transcript. The college will evaluate transcripts based on the declared program of study. KCKCC will grant transfer credit only to courses that apply to the student's program of study or that meet degree requirements at KCKCC. Students who change their program of study or degree plan at KCKCC may request that the Registrar's Office re-evaluate their transcript based on the changed active program.

KCKCC will grant credit for equivalent courses at KCKCC. Courses for which there are no equivalent courses at KCKCC, but which are determined to be acceptable transfer credit, will be designated with the most appropriate department codes and listed as elective. All courses posted on the KCKCC transcript will be included for computation into the cumulative grade point average.

Students needing English for Speakers of other Languages – ESOL

English for speakers of other languages (ESOL) is designed for students who need additional English instruction before starting academic classes. For admission into the program, students must provide a high school diploma or GED certificate. Before enrolling in ESOL classes, students are required to take the approved English placement test at KCKCC. Using these test scores, the ESOL advisor will assist students with enrollment. Call the ESOL coordinator at 913-288-7625 or the Arts, Humanities and Social Sciences Division 913-288-7134 for an appointment.

Students needing the GED certificate or Basic English classes should contact Continuing Education for non-credit ESO courses at 913-288-7660.

MANDATORY EVALUATION AND MANDATORY PLACEMENT

First-time college students who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in Reading and Writing if their score is ACT 23/SAT 575 or above in Reading and English. First-time college students who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in Math if their score is ACT 23/SAT 575 or above or higher in math.

Student Success Advisors use placement scores in advising all students. Placement includes three tests: reading, writing, and mathematics. ESOL Placement tests are given when TESOL scores warrant. Placement scores become part of each student record.

Transfer students with prior COMPASS and/or ACCUPLACER scores may submit official scores for evaluation to the Placement Coordinator 913-288-7171.

Every first time college student will take the required placement evaluation. First time college students includes those taking courses on campus, online, at Pioneer Career Center, at the Technical Education Center, and through high school partnership/dual and concurrent enrollment program. The only individuals exempt from taking the placement exam are those:

- Enrolling only in Wellness.
- Enrolling only in a physical activity class from the exercise science curriculum.
- Enrolling only in contract agreement with KCKCC.
- Who have earned a two-year or higher degree and whose study included Math and English from an accredited post-secondary institution.

Placement Based On ACCUPLACER Exam
Range of Scores and Placement Guidelines For <u>FIRST-TIME</u> COLLEGE STUDENTS ENROLLING in ENGLISH and/or MATH

<u>Adult Education</u>
First time college students testing below 40 on the ACCUPLACER Reading Comprehension test should enroll in the adult basic education program through Continuing Education.

First time college students testing below 36 on the ACCUPLACER Sentence Skills test should enroll in the adult basic education program through Continuing Education.

ESL students testing into the following score ranges should enroll in the Adult Education ESOL program through Continuing Education
- ACCUPLACER ESL Reading Proficiency score between 1 & 56
- ACCUPLACER ESL Language Use Proficiency score between 1 & 54
- ACCUPLACER ESL Sentence Meaning Proficiency score between 1 & 60
- ACCUPLACER ESL Listening Proficiency score between 1 & 49

<u>Reading</u>
1 to 39   Enrollment in the Adult Education offered by Continuing Education.

40 to 60   Enrollment in READ0091 is required.
                 Students must select classes from the approved list of courses for READ0091. They should not enroll in more than 12 semester hours (6 in summer).

60 to 74   Enrollment in READ0092 is required.
                 Although students are encouraged to select classes from the approved list of courses for students who test below 75 on the Reading Test they are not required to do so. Students should not enroll in more than 12 semester hours (6 in summer).

75 to 120   College level and above. No reading class is required.

Approved Courses for Students Who Test Below 75 on the Reading Test
- Students who test into READ0091 (40 to 59) must select classes from this list.
- Students who test into READ0092 (60 to 74) are encouraged to select classes from this list but are not required to do so.
- READ0091 and READ0092 students should not enroll in more than 12 credit hours (6 during Summer)

Health Professions:
ALHT 0104   Nursing Assistant (Score of 65+ required)
EMTC 0105   Emergency Medical Responder (Score of 65+ required)
EMTC 0128   EMT Accelerated (Score of 65+ required)
EXSC 0108   Bowling
EXSC 0115   First Aid
EXSC 0143   Weight Training - Physical Conditioning
EXSC 0148-151 Wellness and Fitness Center
EXSC 0201   Introduction to Physical Education and Exercise Science
EXSC 0210   Sports Officiating
EXSC 0290   Cardio-Pulmonary Resuscitation
FRSC 0100   Firefighter I
FRSC 0211   Firefighter II
HZMT 0120   Chemical Spill and Release Response

Business:
BUSN 0100   Introduction to Accounting
BUSN 0290   Motivational Dynamics
BUSN 1151   Basic Keyboarding
BUSN 1153   Speedbuilding I
BUSN 1163   Speedbuilding II

Humanities:
DIGI 0115   Beginning Photoshop
DIGI 0116   Intermediate PhotoShop
DIGI 0117   Advanced PhotoShop
DIGI 0174   Beginning Illustrator
DIGI 0175   Advanced Illustrator
DIGI 0176   Graphic Design: Multi-Media and Web I
DIGI 0177   Graphic Design: Multi-Media and Web II
ARTS 0111   Drawing I
ARTS 0121   Painting I
ARTS 0151   Sculpture I
ARTS 0161   Ceramics I
MUSC 0110   Music Fundamentals
               Any of the Bands, Choirs, Ensembles or Private Lessons
THTR 0105   Introduction to Acting
THTR 0110   Improvisation
HUMN 0150   Introduction to Women's Studies
HUMN 0151   Men and Masculinities

Math/Science:
CIST 0100   Introduction to the Internet
CIST 0101   Computer Concepts and Applications
CIST 0111   Microcomputer Business Software
CIST 0117   Networking I (with previous computer experience)
CIST 0137   HTML: Web Page Development

CIST 0166   Microcomputer Applications I (Spreadsheets)
MATH 0097   Math Essentials (Score of 40+ required)
MATH 0099*   Elementary Algebra (Score of 60+ required)
MATH 0104*   Intermediate Algebra
              *With appropriate math score

Social Science:
CHLD 0114   Infant and Toddler First Aid and CPR
HIST 0211   Contemporary Issues
PSYC 0112   Psychology of Personal Adjustment

Sentence Skills

1 to 35   Enrollment in the Adult Education offered by Continuing Education.
36-69   Enrollment in ENGL0099 (Pre-Composition) is required. Student may not in enroll in Composition I at this time.
70-120   If reading test score is **below** 75, student must enroll in Pre-Composition and may not enroll in Composition I at this time.
              If reading test score is 75 **or above**, student may enroll directly in Composition I.

Mathematics

These math scores are to be used for placement in math classes only for first-time college students or students who have never taken a math class at any college.

1 to 40   MATH0097, Math Essentials, with Reading score of 40+
41-70   MATH0099 Elementary Algebra, with Reading score of 60+
71-99   MATH0104 Intermediate Algebra
100-120   Student may take any math course providing all additional prerequisites for that course are met.

NONTRADITIONAL STUDIES

Nontraditional Studies is composed of ten (10) programs:
- Departmental Credit by Examination
- Life Experience Learning Program
- Advanced Standing for Professional Certification/Licensure
- Independent Study
- Military
- Defense Activity for Nontraditional Education Support (DANTES)
- College Level Examination Program (CLEP)
- Advanced Placement Examination (AP)
- Certified Administrative Professional Exam (CAP®)
- International Baccalaureate Program (INBU).

Each program has regulations and criteria concerning admission and academic credit.

Nontraditional Studies is not a "short-cut" enabling students to avoid attending classes or obtain quick academic credits. Students who qualify for Nontraditional Studies academic credit are unique in their learning and educational experiences.

While the specific components of each program may differ, <u>the following guidelines apply to all programs unless otherwise stated:</u>

- Students must be high school graduates, or have passed the GED equivalency test, and be 18 years of age or older.
- Students using Nontraditional academic credit to fulfill graduation requirements must complete 15 academic credit hours in residence at the College and maintain a 2.00 grade-point average.
- Students must be enrolled and successfully complete other course(s) at the College during the semester they plan to receive Nontraditional academic credit.
- Academic credits granted through Non-traditional Studies count towards graduation but are not calculated in a student's grade-point average. The only exception to this rule is for Independent Study.
- Students can accumulate no more than 30 credit hours of Nontraditional course work.
- To graduate with honors, students can use only 21 hours of Nontraditional academic credit.
- Nontraditional Studies (except for Life Experience Learning) can be used to repeat D, F, or W grades.

Requests for Nontraditional credit should be submitted to the Registrar's Office, unless stated otherwise in the following program descriptions.

Departmental Credit by Examination

Students may obtain specific information and apply for Departmental Credit by Examination through their Instructional Dean's office. This program is available for students who can document their competency in the subject by meeting the same course requirements as students attending classes. The Instructional Dean or a designated department coordinator determines whether credit by examination can be used to meet a student's graduation requirements.

1) Application forms must be approved by the instructor giving the examination, the Instructional Dean and/or designated department coordinator, and the Vice President of Academic Affairs. Application is valid for one year from date initiated.
2) Students pay the cost of tuition and fees for the course before the examination is administered. Tuition is determined by the number of credit hours being granted for the departmental exam. Examination fee is non-refundable.
3) Student must be currently enrolled and successfully complete other course(s) at KCKCC during the semester the exam is taken.
4) Credit hours awarded are posted on the transcript upon successful completion of the exam. The College's course numbers are shown on the transcript with a notation that Departmental Credit by Examination was granted. A grade of **CR** indicates the student was awarded academic credit for the course.
5) Student does not enroll in or attend Credit by Exam courses.
6) Students can accumulate 15 credit hours through Departmental Credit by Examination.

Life Experience Learning Program

This program is designed for students who have received formalized and/or individualized training in a non-collegiate setting. If the learning experience is commensurate with the student's educational goals and existing curricular guidelines, college credit may be granted. We do not grant credit for living or for work experience that cannot be translated into some type of academic learning.

Life Experience Learning puts emphasis on the application of knowledge and the demonstration of its application through documentation. Specific guidelines are as follows:

1) Documentation for Life Experience Learning should be submitted by the specific Program Coordinator and approved by their Instructional Dean.
2) Furnishing documented evidence of Life Experience Learning is the responsibility of the applicant desiring academic credit. It should consist of a portfolio containing all pertinent documentation of life experience and specific examples of the applicant's work (in whatever form it exists.) Examples of documented Life Experience Learning might be the following: workshops, CEU credit, publications, performance evaluations, etc. Each applicant's learning through life experience is different, and the evidence supporting or documenting the learning is evaluated on an individual basis.

3) Academic credit is posted on transcripts by the College's course number. The notation on the transcript reads: Life Experience Learning. A grade of **CR** is recorded. Credit will not be posted until the student has completed 15 hours of academic credit in residence.
4) Students must be enrolled and successfully complete course(s) at the College during the semester they plan to receive academic credit.
5) A total of 15 credit hours can be granted for Life Experience Learning.
6) Academic credit is only granted for Life Experience Learning if the College offers an equivalent course.
7) Tuition and fees are charged for Life Experience Learning based on the number of credit hours approved for academic credit. Tuition and fees must be paid before credit hours are posted on the transcript.

Advanced Standing

This program is designed for students who have received professional certification or licensure from an authorized state or national certification board. If the professional certification is commensurate with the student's educational goals and existing curricular guidelines, college credit may be granted. We do not grant credit for professional certifications that cannot be translated into an equivalent course at KCKCC.

Advanced Standing puts emphasis on the application of knowledge and the demonstration of its application through professional certification. An example of such a procedure would be the granting of credit in the LPN Bridge Program for persons who have already passed the Kansas State licensure exam. Specific guidelines are as follows:
1) Documentation for Advanced Standing should be submitted to the Program Coordinator and approved by the Instructional Dean and the Vice President of Academic Affairs.
2) Academic credit is posted on transcripts by the College's course number. The notation on the transcript reads: Credits Awarded Based on Credential Evaluation. A grade of **CR** is recorded. Credit will not be posted until the student has completed 12 hours of academic credit in residence.
3) Students must be enrolled and successfully complete course(s) at the College during the semester they plan to receive academic credit.
4) Academic credit is only granted for Advanced Standing if the College offers an equivalent course.
5) The credit will count toward graduation and maybe used to fulfill curriculum requirements in designated programs.

Independent Study

Independent Study is a contract which clearly specifies the content and objectives of the course, applicable competencies, procedures for completing the course, the amount of time necessary to complete the course, the course text, any reference and supplemental materials associated with the course, and the method of student evaluation to be used.

1) All Independent Study must be approved by the instructor, Instructional Dean, and the Vice President of Academic Affairs.
2) Academic credit is posted on the transcript in terms of the College's course number with a letter grade.
3) No more than two courses can be taken through Independent Study.
4) Tuition and fees are charged for Independent Study courses determined by the number of credit hours enrolled in for Independent Study course(s).

Military

Academic credit for military service is granted for Military Occupational Specialties (MOS) and Service Schools in accordance with the American Council on Education guidebook. Veterans interested in claiming academic credit through this program should notify the Coordinator of Graduation and Transcript Services.
1) Military service credits are evaluated after satisfactory completion of one semester or six (6) credit hours at KCKCC.
2) Applicants wanting military service credit must be approved by the Coordinator of Graduation and Transcript Services, be currently enrolled in classes at KCKCC.
3) Academic credit is posted on transcripts according to the American Council on Education guidebook. It is used as elective credit hours toward graduation. The notation on the transcript reads: Credit granted for military service. A **CR** grade is recorded on the transcript.
4) Students can accumulate a maximum of 15 credit hours for military service credit.

5) A flat fee of $25.00 is charged to post credits to the KCKCC transcript.
6) For posting to the KCKCC transcript, the student must:
   • Pay a $25 fee.
   • Have completed a minimum of 6 credit hours at KCKCC.
   • Be currently enrolled and satisfactorily complete the semester of posting.

Military (SOCAD)
Kansas City Kansas Community College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Servicemembers Opportunity Colleges Consortium
The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for service members worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at http://www.soc.aascu.org/.

SOC Degree Network System Membership
Kansas City Kansas Community College is a member of the SOC Degree Network System, a subgroup of SOC Consortium member institutions selected by the military Services to deliver specific associate and bachelor's degree programs to service members and their families. As a member of the DNS, we have agreed to adhere to academic policies intended to support military students in their academic endeavors toward degree completion.

Kansas City Kansas Community College is approved for membership in SOCAD at the associate degree level.

If you have questions or would like further information about SOC and SOCAD at KCKCC, contact the Pioneer Career Center at (913) 288-7750.

DANTES (Defense Activity for Nontraditional Education Support)
DANTES are standardized tests available to all military personnel. The appropriate instructional dean approves the subjects for academic credit.
1) Students must score at the 50th percentile or above on the DANTES Subject Standardized Tests (DSSTs) to be eligible for academic credit.
2) DANTES scores must be submitted during a student's first semester of enrollment at KCKCC. Test scores over two years old are evaluated on an individual basis.
3) Academic credit is posted on student transcripts by the College's course number with a notation that DANTES credit was earned. A grade of **CR** indicates academic credit was awarded for the course.
4) Students can accumulate a total of 15 hours of credit through the DANTES program. No DANTES exam earns more than five (5) academic hours of credit.
5) Students awarded credit hours through the DANTES program are not charged for tuition and fees at KCKCC. They are only required to pay those costs charged by the Educational Testing Service to take the exam(s).
6) No academic credit is granted to students who take DANTES exams in Composition I and Composition II.

College Level Examination Program (CLEP)
KCKCC recognizes that students in degree programs have unique background experiences and offers students the opportunity to obtain college credit by successfully completing any or all of the CLEP General Examinations in Math, Natural Science, Social Science, and/or the Humanities.
1) CLEP scores above the 50th percentile rank for sophomore norms are eligible for academic college credit.
2) General exam scores must be submitted before completion of the first semester of attendance at KCKCC. Test scores over two years old are evaluated on an individual basis.

3) Academic credit is posted on transcripts as a grade of **CR** for the General Exams as follows:
   - Intermediate Algebra (MATH0104) if student has had Algebra I and II in high school.
   - Pre-Calculus Mathematics (MATH0108) if student has had Algebra I and II and a math analysis course or its equivalent in high school.
   - Introduction to Physical Science (NASC0103).
   - Art Appreciation (ARTS101)
   - Introduction to Literature (ENGL0104) depending upon sub-score on the exam
   - Introduction to Social Science (SOSC0103).
4) Students must be currently enrolled and satisfactorily completed at least one semester when these credits are posted to KCKCC transcript.
5) A total of 15 credit hours can be granted for CLEP examinations. No single CLEP exam earns more than five (5) academic hours of credit.
6) No academic credit can be earned for the CLEP exam in Composition I or in Composition II.
7) Students awarded credit hours through the CLEP program are not charged for tuition and fees at KCKCC. They are only required to pay those costs charged by the Educational Testing Service to take the exam(s).
8) The appropriate Instructional Dean and Vice President of Academic Affairs approve academic credit for subject exams.

Advanced Placement Examination (AP)

High school students may earn college credit by signing up for Advanced Placement courses. These classes are taught at the high schools by high school teachers. College credit is earned if students meet the score requirements listed on the chart below. When students complete the course, an AP examination is given to determine if the student will be eligible for college credit. The exams are given at the high schools during the spring of a student's junior or senior year.

1) AP Exams are accepted for credit if students score a four (4) or better on the exam. Official scores must be sent directly from the College Board to KCKCC for students to receive academic credit for taking the exam.
2) Students must submit their AP test scores prior to enrolling at the College. Test scores over two years old are evaluated on an individual basis.
3) Academic credit is posted on the transcript upon successful completion of the exam. The College's course number is recorded on the transcript with a notation that Advanced Placement Examination credit was granted. A grade of **CR** indicates the student was awarded academic credit for the course.
4) Students can accumulate a total of 30 credit hours through Advanced Placement. Prior to transferring from KCKCC to a four-year institution, students should check the policy of the four-year college concerning acceptance of AP credits.
5) Students awarded credit hours through the AP program are not charged for tuition and fees at KCKCC. They are only required to pay those costs charged by the Educational Testing Service to take the exam(s).
6) Students must be enrolled at the college and satisfactorily complete course(s) during the semester they plan to receive AP credits.

The chart below shows KCKCC/Advanced Placement equivalency courses, the AP Score, and the number of credit hours students may earn at KCKCC:

ADVANCED PLACEMENT EQUIVALENCY

KCKCC Course	KCKCC Title	AP Course	AP Score	Credit
MATH 0122	Calculus and Analytic Geometry I	Calculus AB	4 or better	5
CHEM 0111	College Chemistry I and Lab	Chemistry	3 or better	5
ENGL 0101	Composition I	English Lang/Comp	3 or better	3
ENGL 0102	Composition II	English Lang/Comp	4 or better**	3
	** May receive both ENGL 121 & 122 with a score of 4 or higher			
NASC 0231	General Physics	Physics B&C	3 or better	5
MUSC 0102	Music Literature	Music Listening & Literature	3 or better	3

Students can receive additional credit hours on other courses as listed below.

KCKCC Course	KCKCC Title	AP Course	AP Score	Credit
HIST 0104 **AND** HIST 0105	United States to 1877 **AND** United States Since 1877	US History	5	6
HIST 0107	Modern Europe	European History	5	3
POSC 0111	American Government	United States Government and Politics	5	3

CERTIFIED ADMINISTRATIVE PROFESSIONAL EXAM (CAP®)

Certified Administrative Professional® (CAP®) rating is available through The International Association of Administrative Professionals (IAAP®). Academic credit is based on the Certification Review Guide.

1) The CAP® ratings are accepted for Nontraditional academic credit providing the student makes a score of 500 or better on the exam. Official score reports must be sent directly to the College in order for the student to be awarded credit.
2) Students must be high school graduates, or have passed the GED equivalency test, and be 18 years of age.
3) Students using Nontraditional academic credit to fulfill graduation requirements must complete 15 academic credit hours in residence at the College and maintain a 2.00/4.00 grade-point average.
4) Students must be enrolled at the College during the semester they plan to receive Nontraditional academic credit.
5) Students can receive up to 31 hours of academic credit through the CAP® rating November 2004 and after. Credit hour evaluation for students who achieved CAP® ratings May 2004 and before is determined on an individual basis by the Administrative Office Professional (AOP) coordinator.
6) Academic credits granted through Nontraditional Studies count towards graduation but are not calculated in a student's grade-point average. The only exception to this rule is for Independent Study.
7) Students passing Parts 1, 2, and 3 of the CAP® exam must make a decision on which courses listed here to use for academic credit. Requirements for graduation should be the prime factor when making this determination.
8) Students awarded academic credits through this program are not charged tuition and fees. They are only required to pay those costs charged by the IAAP® Certification Department.
9) Academic credit is posted on the transcript in terms of the College's course number. The notation on the transcript will read: Certified Administrative Professional Exam. Grades of CR are recorded on the transcript. The exam parts eligible for KCKCC academic credit are listed below with the course equivalency.

Certified Administrative Professional® (CAP®) Equivalencies: Office Systems and Technology

CAP® Exams		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0108	Human Relations in Business	3
BUSN 0191	Microcomputer Applications I-II: (Word)	2
BUSN 0211	Business Communications	3
BUSN 0280	Human Resource Management	3
BUSN 0285	Occupational Internship I	3
BUSN 0286	Principles of Management	3
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2251	Office Simulations	3
BUSN 2253	Customer Service	2
CIST 0111	Microcomputer Business Software	3
	Total	**31**

INTERNATIONAL BACCALAUREATE PROGRAM

High school students may earn college credit by signing up for the International Baccalaureate Program during their junior and/or senior year of high school.

1) KCKCC accepts higher level I.B. exam credit providing students make a 6 or 7 on the exam. Official score reports must be sent directly to the College in order for students to receive academic credit.
2) Scores must be submitted prior to enrollment, and if the examination was completed more than two years earlier, credit evaluation is determined on an individual basis by a faculty member in the related discipline, the instructional dean, and the Vice President Academic and Student Services.
3) Academic credit is posted on the transcript in terms of the College's course number. The notation on the transcript reads: International Baccalaureate Examination. A grade of **CR** is recorded on the transcript.
4) Thirty (30) credit hours can be earned through the I.B. program. Students should check with four-year institutions concerning their transfer policies.
5) Students awarded credit hours through this program are not charged tuition and fees. They are only required to pay the costs charged by the Educational Testing Service to take the exam.
6) Students must be enrolled and satisfactorily complete course(s) at the College during the semester they plan to receive IB credits.

KCKCC Course		Credit Hours
CHEM 0111	College Chemistry I and Lab	5
ECON 0201	Principles of Macroeconomics	3
ENGL 0101	Composition I	3
ENGL 0104	Introduction to Literature	3
LANG 0203	French III	3
LANG 0223	German III	3
LANG 0243	Spanish III	3
MATH 0108	Pre-Calculus Mathematics	3
MATH 0122	Calculus and Analytic Geometry I	5
NASC 0130	Introductory Physics	3
NASC 0131	Introductory Physics Laboratory	1
NASC 0231	General Physics I	5
NASC 0232	General Physics II	5

REGISTRATION AND ENROLLMENT

General Policy

Students who attend classes receive grades and academic credit if they are properly registered for courses at the College. To register for courses, students must enroll during open enrollment and the designated enrollment periods which are held in August, January, and June. Times and dates are published online. Any student who is not properly registered or has a financial obligation at the College will be denied entrance to classes.

Advisement

Student Success Advisors are assigned upon application for admission. Program Coordinators are assigned based upon the student's area of interest.

Advisor information is available from *my profile* on WebAdvisor™. Students are responsible for making appointments with their advisors and meeting with them to develop a degree plan while at KCKCC. Student Success Advisors assist students in locating information about course prerequisites, transferability of courses, the sequence in which courses should be taken, and serve as mentors for their advisees. **Final responsibility for developing a degree plan rests with the student.**

In planning course schedules, students should keep in mind their career goals, graduation requirements at KCKCC, and graduation requirements at the four-year college or university they plan to attend.

Early Enrollment

It is strongly recommended that students enroll in their classes early to reserve their classes a semester in advance. Enrollment for the Fall and Summer semesters begins the preceding April and for the Spring semester the preceding November.

WebAdvisor™ Enrollment Information

All students will need their username and password to enroll online. Students will be able to enroll and/or make schedule adjustments in any course that has not already started, provided seats are still available. Refer to the campus website for class schedules, start dates, and times. Students with fewer than 30 credit hours earned at KCKCC must meet with a Student Success Advisor or their Program Coordinator to be enrolled in courses.

New students: An application to the college must be on file. Applications can be submitted electronically at https://apply.kckcc.edu/Datatel.ERecruiting.Web.External/Pages/Welcome.aspx. From the Webpage, Click on Admissions and follow the prompts. For information about the application process, contact Admissions at Main Campus: 913-288-7600, Pioneer Center: 913-288-7750, Technical Education Center: 913-288-7800, or admiss@kckcc.edu. After the application is processed, confirmation will be sent to the student's email provided on the application.

New Students will use their User ID and Password to login to WebAdvisor™. To initiate the WebAdvisor™ process, click on "**New to WebAdvisor™**" and follow the steps outlined.

Returning students: Students who have attended one semester or more with KCKCC are considered returning students. Your User ID and password will remain the same, and in some instances, it may be necessary to re-apply to the college to have a User ID and password. If you have completed classes at other colleges, you may experience difficulty enrolling on WebAdvisor™ due to the system not recognizing pre-requisite courses completed at other colleges. If you experience this restriction, please contact the Student Success Center at (913) 288-7696 for assistance with enrolling.

Transfer Students: An application must be submitted electronically at https://apply.kckcc.edu/Datatel.ERecruiting.Web.External/Pages/Welcome.aspx. After the application is processed, an email will be sent to the student's email address provided on the application. A User ID and Password will be needed to initiate the WebAdvisor™ login process. Placement testing is required for all transfer students who have not completed English Composition and College Algebra. For information about the placement test, contact the Placement Coordinator in the Student Success Center, (913) 288-7171. Transfer students may experience difficulty enrolling on WebAdvisor™ due to the system not recognizing pre-requisite courses completed at other colleges. If you experience this restriction, please contact a Student Success Advisor at 913-288-7696 for assistance with enrolling.

Browser Information: WebAdvisor™ requires a web browser that supports JavaScript. You should be using Netscape Navigator® 4.0 (or higher) or Internet Explorer® 4.0 (or higher) on Microsoft Windows or Macintosh OS only.

If you have questions concerning this process, please contact the Admissions Office by e-mail admiss@kckcc.edu or call 913-288-7600.

College Orientation Class Requirement

All first time degree-seeking students will take Freshman Seminar (BLUE 0101).

Exemptions:
- A student already has a college degree.
- A student from another institution who is enrolling only in summer courses.
- A student is only enrolled in Wellness, Workforce Development, or refresher courses.
- A transfer student with 30 or more college credit hours.
- Students taking Honors Tutorial I as Presidential Scholarship recipients.

If a student does not meet one of the exemptions listed above and wishes to appeal the requirement of completing the course, the student will need to obtain the approval of the Vice President of Academic Affairs.

Student I.D.
Student I.D's are issued in the Admissions Office. While on campus, students are required to carry their KCKCC issued student I.D with them at all times. A student ID is required to conduct business and verify his/her identity on all campus locations.

KCKCC E-mail
Students will be assigned student email accounts when admitted to KCKCC. All college communication will be done via this e-mail account, and should be monitored regularly. For information about how to log into your account, contact the Help Desk on myDotte or at 913-288-7479.

Payment
Students are expected to make prompt payment of financial obligations, such as parking fines, library fines, graduation fees, special fees, and loans at the College. Students with unpaid accounts will have a hold placed on their records and are not allowed to enroll, cannot receive academic transcripts or diplomas, or have academic information released from the College until their outstanding accounts have been paid.

Residency
Residency of students is determined at the time of enrollment. Determination of residency is made in accordance with Kansas Statutes 71-406. A copy of these statutes is available in the Registrar's Office or the Learning Commons.

State Residency
A student must be a resident of Kansas for six (6) consecutive months prior to **the first day of the term** in order to qualify for in-state tuition. In order to prove their residency, students will need to fill out the Affidavit of Residency form and provide three (3) of the following items.
- Receipt for purchase of Kansas license tags dated at least 6 months prior to **the first day of the term**.
- Receipt for payment of Kansas property taxes dated at least 6 months prior **the first day of the term**.
- Employment verification or payroll check stubs from a Kansas employer or college attendance at an accredited Kansas Community College commencing six (6) months prior to **the first day of the term** in the fall, spring and summer semester.
- Copy of voter registration in the State of Kansas dated six (6) months prior to **the first day of the term**.
- Copy of Kansas driver's license dated at least six (6) months prior to **the first day of the term**.
- Utility Receipt and/or rent receipts continuously for the prior six (6) months; or Verification from a Kansas resident that the above named student has resided with her/him/them for six (6) months prior to **the first day of the term**.

Wyandotte County Residency
Students must provide a valid Driver's License or State I.D. card with a current address AND one other original item from the list below to change residency from out-of-county to in-county. The student's name, address and a current date must be printed on each item. The two items must demonstrate that the student lived in a Wyandotte County address for at least 30 days before the beginning of the start of the 16-week session. Residency adjustments will not be considered after the 20th Day.

Required: Valid Driver's License, or State I.D. card or TVDL (Temporary Visitor Driver's License) with current address AND
One of the following:
- Current lease (signed copy)
- Utility bills (electric, water, refuse, telephone land/cell, cable or gas) dated within a 30-day period.
- Insurance billing statement with address listed
- Current vehicle registration
- Current property tax bill
- Paycheck stub with address listed (dated within a 30-day period).

Course Location Offerings

KCKCC offers a variety of course types. Please be aware of each as you register for courses.

- Online courses, generally, do not meet in a classroom and are available 24/7 in the college learning management system. However depending upon the content and instructor, students may be required periodic face-to-face testing, labs, or performance purposes. Please contact the appropriate division or instructor for this information.
- Web-enhanced courses meet on campus in a traditional timeframe, of which certain elements are available within the learning management system.
- Blended courses combine elements of both face to face courses and online courses. Students meet periodically in the Blended course model and complete a wide variety of task and assignments in the online environment.
- There may be additional fees depending upon the course and section.

Online Course Information

All course at Kansas City Kansas Community College may use the College's learning management system (LMS) at the discretion of the course instructor. The LMS may be used to post grades, provide documents, submit assignment, work collaboratively with other students, and may other activities. Face to face courses my also use some of these tools with no reduction of classroom time. Please be aware that some computer usage may be required for any and all courses you take in college.

For students taking online course carefully considered the following information before enrolling. It is true that online courses allow students flexibility. While you can access your class at a time that works with your schedule, classes are generally not self-paced and have specific deadlines. No matter where you go or what time of day you wish to view course material, your class content is available 24/7. This is a wonderful advantage for those with full time jobs, families, transportation problems, or special needs. However advantageous online courses appear to be, please consider the following:

- Online courses require time management skills. The student must log in regularly (3 or more times per week) and be prepared to read a great deal of information. Expect to spend 6 or more hours weekly on each online course, depending on the length of the course.
- Most online courses at KCKCC are not self-paced; they have definite start and stop dates, with assignments due weekly and by a specified deadline.
- Students are expected to spend time reading, on internal and external websites, taking exams, submitting assignments, and posting discussion comments.
- Occasionally, problems with technology may impair these activities. When problems occur, it is important to quickly contact the technical support staff. Generally, problems can be solved quickly so that course deadlines can be met.
- Successful online students are typically highly motivated, disciplined, and persistent. Students must have consistent and reliable Internet access. KCKCC provides open labs for students wishing to work on campus.

Basic Requirements

- Keyboard/typing skills
- Use mouse efficiently
- Cut/copy and paste
- Save documents on desktop or in a file
- Upload and download files
- Use search engines
- Download and install plug-ins (if necessary) and software
- Print a web page

Computer Requirements

- Personal computer or administrative access to computer
- Computer labs available on KCKCC campuses
- Internet access or Internet Service Provider
- Web Browser supported by the Online Course System (Blackboard)
- All students should be able to access campus email and Office 365.

- Pop-up blocker and Security programs must allow access to the following websites:
    http://www.kckcc.edu
    http://myclass.kckcc.edu
    http://tegrity.kckcc.edu

Minimum Recommendations
- Internet Service Provider: DSL or Cable preferred
- Web Browser such as Chrome, Internet Explorer or Firefox
- Adobe Reader. Many instructors utilize PDF files to deliver information. Visit http://www.adobe.com for the latest version
- Many classes, but not all, require the use of a word processor, such as MS Word, Wordpad, or OpenOffice Writer. Most instructors require documents written with these programs to be submitted in DOC, DOCX, or PDF formats.

Computer & Browser Recommendations
The following briefly describe the minimum technical aspects needed to run the browsers that are supported by Blackboard. Tablet devices are not fully compatible for all aspects of the learning management system and therefore are not recommended for use as the sole device for accessing course content. Please refer to these *Computer and Browser Recommendations* from Blackboard for full details.

Browser Configurations
- Blackboard requires the use of session cookies, Javascript, and Flash Player plug in. Some tools require Java Runtime Environment (JRE) from Oracle enabled as a browser plugin. These features should be enabled in your browser.
- Pop-Ups enabled
- Ajax enabled
- JavaScript enabled http://www.java.com, for the latest Java plugin
- Browser plugins installed Flash, http://www.adobe.com
- Media player; Real Player, Quicktime, and/or Windows Media Player

Accessibility Information
The college, learning management system, Blackboard was developed in accordance to Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and Section 508 standards.

TUITION AND FEES

STUDENT FEES
All tuition and fees at KCKCC are subject to approval and/or change by the Board of Trustees. Tuition at the College conforms with regulations established by the Kansas State Department of Education, authorized under the 1965 Community College Act and its amendments.

Tuition and fees are determined by course load and legal residence of students. All tuition and fees must be paid in full at the time of enrollment. The College reserves and extends its right to withhold copies of academic transcripts and/or refuse enrollment for students who have not satisfied all financial obligations at KCKCC.

Tuition and fees are determined by the KCKCC Board of Trustees and are subject to change. Money generated from fees is used to finance the Jewell Student Center, student activities on campus, scholarships, broadband access on campus, computer lab access and upgrades, transcripts, and excess graduation costs.

After enrolling in classes students are issued an I.D. card which entitles them to attend all athletic events, drama productions, and most student activities free of charge.

PAYMENT OF FINANCIAL OBLIGATIONS
Students are expected to make prompt payment of financial obligations, such as parking fines, library fines, graduation fees, special fees, and loans at the College. Students with unpaid accounts will have a hold placed on their records and are not allowed to enroll, cannot receive academic transcripts or diplomas, or have academic information released from the College until their outstanding accounts have been paid.

Tuition rates are subject to change as set by the Board of Trustees.

High School Kansas Student
$80.00 per credit hour
(no student fee)

Wyandotte County Resident
$82.00 per credit hour
(plus $15 per credit hour course fee, plus $75 course fee for most TEC courses)

In-State Kansas Resident
$88.00 per credit hour
(plus $15 per credit hour course fee, plus $75 course fee for most TEC courses)

Out-of-State Students
$195.00 per credit hour
(plus $15 per credit hour course fee, plus $75 course fee for most TEC courses)

Missouri Metro Residents
$113 per credit hour
(plus $15 per credit hour course fee, plus $75 course fee for most TEC courses)

Online Student
$88.00 per credit hour
(plus $15 per credit hour course fee)

Technology Fee
In addition to the standard course fees, there is a technology fee for all students of $7 per credit hour.

RESIDENCY DETERMINATION
Your residency, which is used to determine your tuition, is based on the residential address provided to Admissions. Your residential address on the first day of the term will be used when determining residency.

STATE RESIDENCY
Determination of residency is made in accordance with Kansas Statutes 71-406 and 71-407. A copy of these statutes is available from the Registrar's Office or the Learning Commons.

A student must be a resident of Kansas for six (6) consecutive months prior to the first day of the term in order to qualify for in-state tuition. **Living in a dormitory, fraternity, sorority, etc., in Kansas does not qualify for in-state tuition.**

In order to prove their residency, students will need to fill out the Affidavit of Residency form and provide three (3) of the following items.

- Receipt for purchase of Kansas license tags dated 6 months prior to the first day of the term.
- Receipt for payment of Kansas property taxes dated 6 months prior to the first day of the term.
- Employment verification or payroll check stubs from a Kansas employer or College attendance at an accredited Kansas Community College commencing dated 6 months prior to the first day of the term.
- Copy of voter registration in the State of Kansas dated 6 months prior to the first day of the term.
- Copy of Kansas driver's license dated 6 months prior to the first day of the term.
- Utility Receipts, Rent receipts, or verification from a Kansas resident that the student has resided with her/him/them for 6 -months prior to the first day of the term.

Per state statute, there are exceptions to the six-month residency requirement.
- Persons who are in active military service of the United States, regardless of residence.
- A veteran of the armed forces (or his/her dependent) who has established residence in Kansas but who does not meet the six-month residency requirement.
- Persons having special parental circumstances.
- House Bill – 2145
- Required job relocation
- Permanent Resident Cardholders

WYANDOTTE COUNTY RESIDENCY
Students must provide a valid Driver's License or State I.D. card with a current address AND one other original item from the list below to change residency from out-of-county or to in-county. The student's name, address and a current date must be printed on each item. The two items must demonstrate that the student lived in a Wyandotte County address for at least 30 days before the beginning of the start of the 16-week session. Residency adjustments will not be considered after the 20th Day.

Required:
Valid Driver's License, or State I.D. card or TVDL (Temporary Visitor Driver's License) with current address
AND
One of the following:
- Current lease (signed copy)
- Utility bills (electric, water, refuse, telephone land/cell, cable or gas) dated within a 30-day period.
- Insurance billing statement with address listed
- Current vehicle registration
- Current property tax bill
- Paycheck stub with address listed (dated within a 30-day period).

Students who are in the United States on a visa are considered to be in Kansas temporarily and are not eligible for in-state tuition regardless of current address.

For more information regarding residency, please contact the Registrar's Office.

REFUND OF TUITION AND FEES

To obtain a refund for tuition and fees, students must officially drop their class(es) within the time frames listed below. In case of a course cancellation or a class schedule revision made by the College, a 100 percent refund of tuition and fees is issued. Refunds are processed by the Business Office in approximately two weeks.

- **100% refund** for tuition and fees if classes are dropped before - but not on - the first day of the term. This includes semester, summer, 4 to 8 week, late starting, and mini-courses.

- **90% refund** for tuition and fees if classes are dropped within the first week of the term for full semester courses, summer courses, 4 to 8 week courses, and late starting courses.

- **50% refund** for tuition and fees if classes are dropped within the second week of the term for semester courses only.

- **100% refund** for mini-courses if students drop prior to the start of the first class period. No refund will be issued after the class begins.

Refunds are calculated based on the day the student officially drops a class, not when the student stops attending class.

If the student has received federal Title IV student financial aid during the term (Federal PELL , ACG or SEOG grants, Federal Stafford Loan, or a PLUS Loan), the student may be entitled to a pro rata or federal refund. Students who do not receive federal Title IV aid are not entitled to these refunds. Further information is available in the Financial Aid Office and Business Office.

Refund of Tuition Charges for Activated Military Personnel

It shall be the policy of Kansas City Kansas Community College that students serving in National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition fees if they withdraw or drop all classes. Students who are directed to report for active duty during an academic term shall also be entitled to receive a full refund of tuition and fees. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military service may be subject to the institution's non-military refund policy.

Return of Title IV Funds/Institutional Refund Policy.

The regulations are concerned only with the amounts of Title IV aid a student received/could have received and earned. Nonfederal aid is not included in the calculation. First-time students are not treated differently from returning students. One calculation is used for all students who receive Title IV aid. Students whose Title IV aid consists only of Federal Work-study (FWS) earnings are not included in this calculation. This policy applies to students who did not successfully complete at least one course within a term, for which they received Title IV funding, through the end of their schedule for that term.

Refunds for these students are determined according to the following policy:
- These regulations are based on changes made by the Higher Education Amendments of 1998 (HEA98).
- The term "Title IV Funds" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Federal Direct PLUS Loans, Federal PELL Grants, and Federal SEOG.
- A student's withdrawal date is:
  - The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; **OR**
  - The midpoint of the period for a student who leaves without notifying the institution; **OR**
  - The student's last date of attendance at a documented academically related activity.

Any notification of a withdrawal or cancellation and request for a refund should be in writing and addressed to the Registrar's Office.

Calculate Title IV Fund Return

There are six basic steps to the formula for calculating the amount of funds that must be returned to Title IV programs.

STEP 1- DATE OF WITHDRAWAL AND PERCENTAGE OF PERIOD STUDENT ATTENDED

If a student withdraws from a program measured in credit hours, the institution must calculate the percentage of the period completed, based on calendar days. Scheduled breaks of five consecutive days or longer are excluded from both the numerator and the denominator in the calculation, but weekend days are included. The final regulations clarifies that a scheduled break encompasses all days between the last scheduled day of classes and the first day that classes resume.

STEP 2- CALCULATING THE AMOUNT OF TITLE IV AID EARNED BY THE STUDENT

The amount of Title IV aid earned by the student is determined by multiplying the percentage of the payment period completed by the total amount of Title IV aid disbursed, or that could have been disbursed. If the percentage of the payment period completed is more than 60 percent, the student has earned 100 percent of the aid. An institution would add up the total Title IV loan and grant assistance awarded to the student for the payment period (excluding FWS funds and the nonfederal share of funds for the FSEOG) and multiplies this dollar amount by the percentage of the period completed. If the student was subject to the 30-day delayed disbursement restriction for Stafford loans and withdrew during the first 30 days; no Stafford loan amounts could be disbursed and should not be counted.

STEP 3- COMPARING AMOUNT OF TITLE IV AID EARNED AND DISBURSED TO STUDENT

The institution compares actual funds disbursed and the total amount of Title IV financial assistance earned by the student at the time of withdrawal to determine whether the student is entitled to additional funds or if funds need to be returned to the Title IV programs.

STEP 4- IF AMOUNT EARNED BY THE STUDENT IS GREATER THAN THE AMOUNT DISBURSED

If the student earned more than the amount disbursed, then the student (or the student's parent if a PLUS loan is pending) is entitled to a "post-withdrawal disbursement" of funds up to the total amount earned. If there are outstanding current institutional charges, the institution may credit a post-withdrawal disbursement to the student's account under the terms of the cash management regulations. If loan funds are used, the institution must notify the borrower. If additional funds are available for disbursement beyond those credited to the account, the institution must notify the student (or parent borrower) that he or she is eligible for a post-withdrawal disbursement, provided the student meets the criteria. If the student earned more than the amount disbursed and is entitled to a post-withdrawal disbursement, the institution does not need to complete the rest of the calculation.

STEP 5- IF AMOUNT EARNED IS LESS THAN AMOUNT DISBURSED

If the amount earned by the student is less than the amount disbursed, funds must be returned to the Title IV programs. An institution is prohibited from making any additional disbursements to the student after it determines that the student has withdrawn if he or she has earned less than the amount disbursed. In some cases, where loan funds have been disbursed but grant funds have not, a student may be left with loan debt, instead of benefiting from grant aid.

STEP 6- RETURN OF TITLE IV FUNDS BY INSTITUTION AND STUDENT; TREATMENT OF LOANS AND GRANTS

If Title IV funds need to be returned, the institution has to return funds first. The institution must return the lesser of the unearned aid or the sum of the institutional charges multiplied by the percent of aid unearned. Then, if the amount that the institution is responsible for returning is less than the total amount of aid that needs to be returned, the student is responsible for the remainder.

The order in which funds are to be returned to the various Title IV funds is as outlined. Loans are generally repaid first, then grants. While institutions must return loan funds to the lender promptly, students may repay loans under the terms and conditions of the loans. This means that a student may choose whether or not to repay in full at the time of withdrawal, but for purposes of the calculation the amount owed counts as part of the student's share of repayment. As an allowance for some up-front costs, the student does not have to pay back 50 percent of any grant funds that he or she would otherwise be responsible for returning.

Title IV aid and all other aid is earned in a prorated manner on a per diem basis based on the calendar up to the 60% point

in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.

If a student has received Federal Title IV student financial aid during the term (PELL, SEOG, Direct Loan, or a PLUS Loan), the student is entitled to a return of Title IV funds calculation. In accordance with federal regulations, when financial aid is involved, returns are allocated in the following order:

1. Unsubsidized Federal Direct Stafford loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Perkins Loans
4. Federal Direct PLUS Loans
5. Federal PELL Grants
6. Federal SEOG
7. Other Title IV assistance

Return of Funds by KCKCC

KCKCC is not required to take attendance. A student's withdrawal date is the date the student submitted a withdrawal form with a Student Success Advisor or online; or the date that the instructor Administratively Withdrew the student. If a student withdraws without notification, the midpoint (50%) of the term is considered for return of Title IV Funds. This date may be used, or KCKCC may enter a last date of attendance at an academically related activity. The percentage of payment period or period of enrollment completed is determined by the number of calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (excluding scheduled breaks of 5 days or more). If this amount is less than or equal to 60% (by rounding), then this percent is used for calculation. If this amount is 60% or greater (by rounding), then percent complete is 100%.

Return of Title IV Funds will be made in the order as required by law and regulations established by the United States Department of Education. Return of Title IV Funds will generally be made within 30 days of the student's withdrawal as determined.

Return of Funds by The Student

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying the funds to the following sources, in order as listed in Step 6, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%. Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

Institutional and Student Responsibilities in regard to the return of Title IV funds include:

1. Institution's Responsibilities
   a. Provide each student with the information given in this policy.
   b. Identify students who are affected by this policy.
   c. Complete the Return of Title IV funds calculation on those students.

2. Student's responsibility
   a. Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

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

GENERAL FEES

Transcript Fee

Kansas City Kansas Community College has authorized Parchment to manage the ordering, processing and secure delivery of student transcripts. Parchment allows students to send their KCKCC transcript either

electronically or through U.S. mail. Electronic transcript orders are generally processed within the same business day as submitted.

A fee of $2.25 will be charged on the Parchment website for all electronic transcript destinations. The fee for transcript requests requiring paper delivery is $4.75. Express mail delivery is available, and is subject to an additional $30.00 process fee.

Both students who have academic credit at KCKCC before 1984 and students who attended the Kansas City, Kansas Area Technical School or Kansas City, Kansas Area Vocational Technical School during or before 2008 will need to request transcript copies using the manual transcript request form. Parchment cannot process delivery of those transcripts. Transcript requests must be signed, dated, and submitted in writing to the Registrar's Office. Phone requests are not accepted.

Transcripts are not released to students with financial or disciplinary holds on their records at KCKCC. Students who have access to their WebAdvisor™ portal and do not have holds on their accounts can retrieve an unofficial transcript.

Fees for Copies of Records
There will be a flat fee of $25.00 for complying with legal requests.

Graduation Fee
All students completing graduation requirements are charged a $20.00 graduation fee. This fee is required even if students do not participate in commencement. If students do not meet graduation requirements, they will be charged an $8.00 fee for the succeeding application. An $8.00 fee is required for orders of previously earned diplomas.

Special Class Fees
Certain courses in some programs have special fees. Current fees are listed on the KCKCC website and are available from the office of the Vice President for Academic Affairs. Check with the program coordinator before enrolling to verify any special course fees. Fees are subject to change.

FINANCIAL AID

GENERAL INFORMATION

The Student Financial Aid Office at KCKCC assists students in obtaining the necessary funding needed to attend college. Students who apply for assistance and meet eligibility requirements may receive one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Student Loan, State of Kansas scholarship or grant, and/or a KCKCC scholarship or performance grant.

Federal, state, and some institutional aid is awarded to students based on the results of the "Free Application for Federal Student Aid"- (FAFSA). Students must apply each academic year. The application is available online at www.fafsa.gov. Students should list Kansas City Kansas Community College (Code: 001925) as the college they plan to attend.

Information reported on the FAFSA is sent to the federal processor where eligibility is determined. The results are sent by the federal processor to KCKCC. After receiving eligibility information, the Financial Aid Office will send the student an award notice listing the amount of funds available from the various aid programs. Students must apply for admission to the College in order to receive a financial aid award. The FAFSA should be completed prior to April 1 to receive maximum funding.

ELIGIBILITY

In order to be eligible for federal financial aid, the student must:
1. Have a high school diploma or a General Education Development (GED) Certificate.
2. Be a U.S. citizen or eligible non-citizen.
3. Be registered with the Selective Service (if required).
4. Demonstrate financial need as determined by the results of the FAFSA Application.
5. Be working toward a degree or certificate at KCKCC.
6. Be making satisfactory academic progress (See *Satisfactory Progress Policy for Federal Student Aid Recipients*).
7. Not be in default of any federal student loan, or owe a refund of federal grant funds.
8. Eligibility must fall within the lifetime limits of the Federal Pell Grant and Federal Direct Loan Programs.

FEDERAL AID PROGRAMS

Federal Pell Grants are awarded to undergraduate students working toward their first Bachelor's Degree. The amount is determined each year by the student's Expected Family Contribution (EFC), the student's enrollment status, and the length of the enrollment period. The U.S. Department of Education has set a lifetime limit to receiving Federal Pell Grant funds to six years (600%) or 12 full-time equivalent semesters. Students may monitor eligibility at www.nslds.ed.gov

The Federal Supplemental Educational Opportunity Grant amounts are awarded to students with highest need who are Pell Grant eligible. Awards range from $200-$1,000 per academic year. Students who apply for awards prior to April 1 for Fall and November 1 for Spring will be given priority in awarding this grant.

Federal College Work-Study provides financial assistance through part-time (15 Hours per week) temporary employment either on campus or off campus in a community service position. Students must demonstrate financial need based on the results of the FAFSA. A list of job openings can be found on myDotte.

Federal Direct Student Loans are low-interest loans for students. The student must be enrolled at least half-time and are based on the information reported on the Free Application for Federal Student Aid (FAFSA).   The lender is the U.S. Department of Education. KCKCC does not automatically award Federal Direct Student Loans. Students who wish to borrow loan funds must complete the KCKCC Federal Direct Loan Request Form and submit it to the Student Financial Aid Office to be considered for a loan award. Loan application information can be found on myDotte and at the Student Financial Aid Office. Loan awards range from $100-$10,500 per academic year.

Federal Direct Parent Loan for Undergraduate Students (PLUS) is a low-interest loan available to a parent of a dependent student who is enrolled in at least half-time. The lender is the U.S. Department of Education. The student must complete the Free Application for Federal Student Aid (FAFSA). The loan award amount is based on the cost of education minus any financial aid the student is awarded. Interest is charged during all enrollment periods. Applications are available in the Student Financial Aid Office.

The Bureau of Indian Affairs Grant is awarded to American Indians who demonstrate financial need and academic progress. Additional information and application materials are available through the area agency office holding records of tribal membership.

State of Kansas Financial Aid Programs are for residents of the State of Kansas. Residents may be eligible for scholarship and grant funds awarded by the State of Kansas. Information about the various state awards can be found at www.kansasregents.org/financial_aid.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FEDERAL STUDENT AID RECIPIENTS

Federal regulations mandate that a student must be making "satisfactory academic progress" toward earning a certificate or associates degree in order to receive federal financial aid. All recipients of federal financial aid programs, which include Federal Pell and SEOG Grants, Federal Direct Loans and Federal Work-Study funds are subject to these standards for renewal of financial aid eligibility. To comply with this regulation, KCKCC has established the following standards of satisfactory academic progress:

Satisfactory academic progress evaluation is based on reviewing all KCKCC and transfer credit hours as it appears on the student's official academic transcript at the time of the review. Progress will be reviewed at the end of each enrollment period (Fall, Spring, and Summer) in which the student received federal financial aid.   The minimum standards of satisfactory academic progress are evaluated using the following criteria:

Grade Point Average (GPA): 2.0 minimum
Students must maintain a minimum 2.0 cumulative GPA based on the total number of credit hours attempted. KCKCC and transfer hours are considered.

Percentage of Completion: 66% minimum
Students must successfully complete 66% of all credit hours attempted as listed on the student's academic transcript at KCKCC. Grades of A, B, C, D, P, CR will be considered as successful completion of coursework. Remedial coursework will also be included in the hours counted as attempted.

Courses in which students receive a grade of "F", "I", "W", "MP" or "WA" will be counted as hours attempted, but not completed. Of these grades, the "F" is the only one included in the calculation of the cumulative GPA.   If course work is not completed within a year's time, the grade of "I" will change to a grade of "F".

Credit Hour Limit: 97 Attempted Hours Maximum
Students who have attempted more than 97 credit hours (including KCKCC and transfer credit hours) will not be eligible to receive federal financial aid. This includes all enrollment periods whether or not federal aid was requested or received. Students reaching this maximum attempted credit hour total **will not be given a "warning" semeste**r to continue to receive federal financial aid.

FINANCIAL AID WARNING

Students who are deficient in either percentage of hours completed and/or cumulative grade points average will automatically be placed on Financial Aid Warning for the next enrollment period. During the next enrollment period, the student may continue to receive financial assistance during the warning period. No appeal or other action is required. At the end of a warning semester, the student's academic progress will be reviewed again. At that time, one of the following actions will occur:

- If standards have been met, the student will be reinstated back to satisfactory academic progress standing.
- If the student is not yet meeting the minimum standards of progress but did complete a minimum of 66% of all attempted hours for the enrollment period with grades of "C" or above, the "warning" status will continue for the next enrollment period.

If neither of the preceding terms is met, the student will be placed on Financial Aid Exclusion.

FINANCIAL AID EXCLUSION

Students on exclusion may not receive any additional federal aid (Pell Grant, FSEOG, Federal Work-Study or Federal Direct Loans) to attend KCKCC. Continuation of coursework at KCKCC will be at the expense of the student. All federal aid awarded to the student will be cancelled. Students on Financial Aid Exclusion will be denied federal financial assistance at KCKCC until one of the following occurs:

- The student meets the minimum standards of satisfactory progress after transfer credit hours are posted on the student's academic record. The student must contact the Student Financial Aid Office with a written request to review academic progress after transfer credit has been posted.
- The student completes all attempted hours (minimum of 6 hours), which the student pays for and earns a grade of "C" or better, with a cumulative GPA of at least 2.0. The student should contact the Student Financial Aid Office with a written request to review academic progress.
- The student files an appeal and the appeal is approved. Students with an approved appeal will be placed on a Financial Aid Probation status.

EXCLUSION APPEAL PROCESS

Students may appeal their satisfactory progress status by completing and submitting a written appeal form to the KCKCC Student Financial Aid Office. **The appeal form is available at the KCKCC Student Financial Aid Office, Pioneer Center, or Technical Education Center and is available on myDotte.** The Appeal form must be submitted with appropriate documentation and include an explanation of unusual circumstances which have affected the student's academic performance. Additionally, the appeals process requires that the student schedule an appointment with an academic advisor to draw up a degree plan to be submitted with the appeal form.

Appeals must be submitted to the Student Financial Aid Office prior to the deadline date printed on the appeal form. Appeals are reviewed by the KCKCC Satisfactory Academic Progress Appeal Committee. If the appeal is approved, the student's financial aid status will be changed to a "probation" status. Students on "probation" may receive federal student aid for their next enrollment period. The decision of the KCKCC Satisfactory Academic Progress Appeal Committee is final. If the appeal is denied, the student will remain ineligible for federal financial aid.

FINANCIAL AID PROBATION

During a "Financial Aid Probation" semester, the student must comply with the specific terms and conditions that the KCKCC Satisfactory Academic Progress Appeal Committee mandated as a condition of an approved appeal. Federal aid may be received during this semester.

At the conclusion of a "probation" semester, the student must complete all enrolled credit hours with grades of "C" or better or be meeting the requirements of the student's academic plan in order to qualify for further federal financial aid.

Students meeting these standards will be placed on a "Financial Aid Warning" status and continue to be eligible to receive federal financial aid.

Students who do not meet standards during a "probation" semester will no longer be eligible to receive federal financial aid at KCKCC. An appeal will not be considered.

INSTITUTIONAL FINANCIAL AID

College Funded Work-Study

College funded work-study is part-time temporary employment (15 hours per week) on campus designed for students not eligible for federal assistance. Students must complete the Free Application for Federal Student Aid (FAFSA) as part of the application process. A list of job openings can be found on myDotte.

Performance Grants

Outstanding performance in the areas of athletics, music, visual art/digital design, debate/forensics and theatre/drama are recognized at KCKCC by awarding students a performance grant. Faculty and coaches from these various departments set the criteria and select the students for awards. Students should contact the awarding department for additional information. Inquiries should be made in advance of the academic semester in which students wish to enroll.

KCKCC Foundation Scholarships

The primary purpose of the KCKCC Foundation is to raise, manage, and distribute funds for the students at Kansas City Kansas Community College in the form of scholarships.

The Foundation awards scholarships each year ranging from $500-$1500 to assist with the payment of tuition and fees, and based on scholarship criteria. Applications are available in the Foundation office, Math/Science Building Room 3500 or online at www.kckcc.edu/foundation.scholarships. The Foundation provides scholarships for tuition, fees and books according to the scholarship criteria. The following **must** be completed to be considered for a scholarship:
- Apply for admission at www.kckcc.edu.
- Complete the KCKCC Foundation Scholarship Application Form and attach all required documents.
- High school seniors please submit a photocopy of your most recent transcript.
- Submit official 8th semester high school, college, or GED academic transcript to KCKCC admission office.
- Submit one, (1) page, double spaced application essay to the KCKCC Foundation detailing your degree plan, career aspirations and how a scholarship will assist in achieving goals.

A **minimum** cumulative GPA requirement of 3.0 is required for most scholarships.

Preference will be given to Wyandotte and Leavenworth county students for most scholarships.

STUDENT RIGHTS AND PROCEDURES UNDER THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

STUDENT RIGHTS TO ACADEMIC RECORDS

The General Education Provision Act of 1974, originally titled Privacy Rights of Parents and Students, was re-titled Family Education Rights and Privacy in 1988. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education, and Welfare in the June 17, 1976, Federal Register. In compliance with this act, the following policy statement of students' rights regarding academic records has been developed at KCKCC.

For the purposes of this policy, KCKCC has used the following definitions of terms:
Student - any person who attends or has attended KCKCC.

Education Records - any record (in handwriting, print, tapes, film, other medium) maintained by KCKCC or an agent of the College which is directly related to a student, except:
- A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records maintained by the KCKCC Campus Police unit if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the unit does not have access to education records maintained by the College.
- Records maintained by the Health Clinic if the records are used only for treatment of a student and made available only to those persons providing the treatment.
- Alumni records which contain information about a student after he/she is no longer in attendance at the College and which do not relate to the person as a student.

ANNUAL FERPA NOTIFICATION

Students will be notified of these rights by publication in the College Catalog.

Notice of Privacy Practices
FERPA (the Family Educational Rights and Privacy Act) is a federal law and its sole purpose is to afford certain rights to students concerning their educational records. The primary rights afforded include:
- The right to inspect and review your educational records by advanced request.
- The right to seek to have your records amended if you suspect a discrepancy.
- The right to have some control over the disclosure of information from your records.
- The right to file a complaint concerning alleged failures to comply with FERPA.

If you have any questions or feel that KCKCC employees have not handled information about you properly, please contact:
>KCKCC Registrar
>(913) 288-7110
>   **OR**
>The Family Policy Compliance Office,
>U.S. Department of Education,
>Washington, DC 20202-4605
>1-202-260-3887

Who is Covered by FERPA?
- Students who have reached the age of 18 **OR**
- Students who attend a postsecondary institution. This includes high school students who are dual enrolled or who participate in the high school partnership program.

What is Considered Directory Information?
KCKCC has the right to disclose certain information about you called "Directory Information". KCKCC has designated the following items as Directory Information:
- Name, address, telephone number and e-mail address
- Date and place of birth
- College major field of study, year in KCKCC
- Dates of Attendance at KCKCC
- Awards and academic honors
- Degree and dates awarded
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Height and weight of members on athletic teams

Exceptions to Disclosure
KCKCC will disclose information from a student's educational record only with the written consent of the student. *Exception*: school officials who have a legitimate educational interest may receive the educational records without prior consent given. A school official is:
- A person employed by the college in administrative, supervisory, academic/research, or support staff positions.
- A person serving on an institutional governing board
- A person employed by or under contract to the institution to perform a special task, such as an attorney or auditor.

KCKCC employees (including student workers) are bound by policy that requires confidential treatment of student information. Non-compliance with the policy is a FERPA violation and may be grounds for termination of employment.

Can I Prevent Disclosure?
You have the right to prevent disclosure of directory or any other information pertaining to you. Complete and submit the "Request to Prevent Disclosure of Directory Information" form, available in the Registrar's Office. This request is renewable each semester. If you submit this form, we will not disclose any information about you to anyone without your specific written consent. *Note: Once the form has been processed, you will not receive automatic mailings and correspondence from KCKCC and your name will not be printed in certain publications (i.e. commencement program, honors listings, newspaper, releases, etc.)*

Release of Information Form
KCKCC will honor your request to withhold any information you choose, but cannot assume responsibility to contact you for permission to release that information.

If you want someone in your family or another person to occasionally take care of your affairs at KCKCC, you can grant them access by completing and submitting the "Release of Information" form. This form requires your name and student ID, the person and relationship to whom you are allowing access to your records and the information you are allowing them to have access to. This request is renewable each semester.

Ways to Protect Your Own Privacy
- Do not leave paperwork (with personal information) in your classroom
- Do not share your PIN number with anyone.
- Do not keep your Student ID and Password together. It is the combination of those two numbers that will allow you access to your KCKCC student information.
- Do not leave your personal information on the screen when you are working in a computer lab.

KCKCC will allow access to your information to those authorized to take care of, view, inquire, or handle your affairs. When your written consent is required, we will protect your information from unauthorized access.

Procedure to Inspect Education Records
Students may inspect and review their education records upon request to the Registrar. Students should submit to the Registrar a written request which identifies as precisely as possible the record or records he/she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

Right of the College to Refuse Access
KCKCC reserves the right to refuse to permit a student to inspect the following records:
- The financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.
- Records connected with an application to attend KCKCC if that application was denied.

Refusal to Provide Copies
KCKCC reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:
1. The student lives within commuting distance of KCKCC.
2. The student has an unpaid financial obligation to KCKCC.
3. There is an unresolved disciplinary action against the student.

Types, Location, and Custodians of Education Records.
The following is a list of the types of records, their locations and their custodians.

Admission Records	Admissions Office - Jewell Student Center Director of Admissions and First Year Experience
Cumulative Academic Records	Registrar's Office - Jewell Student Center Registrar
Financial Aid Records	Financial Aid Office - Jewell Student Center Director of Financial Aid
Foundation Scholarships	Foundation Office Scholarship Coordinator
Disability Records	Student Accessibility and Support Services - Jewell Student Center Learning Specialist or Assistive Technology Specialist
Financial Records	Business Office - Administration Building Comptroller
Advising Records	Student Success Center - Jewell Student Center Dean of Student Services
Progress Records	Appropriate Academic Dean Division Office

Disciplinary Records	Student Services - Jewell Student Center
	Dean of Student Services
Occasional Records	Appropriate College Staff
Veterans' Educational Records	Veteran Center - Jewell Student Center
	Director of Military and Veteran Student Services

Disclosure of Education Records

KCKCC will disclose information from a student's education records only with the written consent of the student, except:

1. To <u>college officials</u> who have a <u>legitimate educational interest</u> in the records.
   A college official is:
   - A person employed by the College in an administrative, supervisory, academic research, or support staff position.
   - A person elected to the Board of Trustees.
   - A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.

   A college official has a legitimate educational interest if the official is:
   - Performing a task that is specified in his or her position description or by a contract agreement.
   - Performing a task related to a student's education.
   - Performing a task related to the discipline of a student.
   - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

   Note: An instructor is considered to be a "college official" and is perceived as having a "legitimate educational interest" relative to current students in his/her classes.

2. To officials of another college, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before 11/19/94.
6. To organizations conducting certain studies for or on behalf of the university.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.

Record of Request for Disclosure

KCKCC will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be sent, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are incorrect, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the Registrar of KCKCC to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. KCKCC may comply with the request or it may decide not to comply. If it decides not to comply, KCKCC will notify the student of the decision and advise him/her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student 's rights.

3. Upon request, KCKCC will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. KCKCC will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If KCKCC decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If KCKCC discloses the contested portion of the record, it must also disclose the statement.
8. If KCKCC decides the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC INFORMATION
Students are responsible for familiarizing themselves with the rules and regulations of the College as set forth in this catalog. Official announcements are posted regularly on campus bulletin boards and published in the College newspaper and website.

STUDENT CLASSIFICATION
Students enrolled at the College are classified as freshmen, sophomores, or special students.
Freshmen - enrolled in or have earned from 0-29 semester hours of college credit.
Sophomores - enrolled in or have earned 30 to 59 semester hours.
Special students - earned 60 semester hours or more of college credit.

Full Semester:
Overload – Students carrying more than 18 semester credit hours
Full-time – Students carrying 12-18 semester credit hours
Three-quarter – Students carrying 9-11 semester credit hours
Half-time – Students carrying 6 -8 semester credit hours
Less than half-time – Students carrying fewer than 6 semester credit hours

Note: Although they may not carry the traditional 12 credit hours, students accepted into Health Professions programs are considered full time due to the hours spent in area medical facilities gaining their practical experience.

8 week terms and Summer Session:
Overload – Students carrying more than 9 semester credit hours
Full-time – Students carrying 6-9 semester credit hours
Half-time – Students carrying 3-5 semester credit hours
Less than half-time – Students carrying fewer than 3 semester credit hours

CREDIT TRANSFERRED
Transfer credits taken at regionally accredited colleges and universities or other institutions approved by the Registrar are evaluated based on the students declared area of interest. Approved courses are eligible to be posted on the KCKCC transcript after the student enrolls and completes a minimum of twelve credit hours. All accepted and posted transfer credit hours and grades are calculated with KCKCC course work to determine cumulative grade point average.

ACADEMIC HONESTY
It is assumed that all students are enrolled in class to learn; therefore, cheating is not an acceptable practice. Dishonesty of any type in a course, including examinations or plagiarized materials, can result in a grade of F and may be cause for suspension or dismissal. Plagiarism occurs when a student uses the ideas or writing of another person and passes the information off as his or her own work.

ATTENDANCE
Students are expected to have regular and punctual attendance in class and other college activities. The College is interested in the educational development of its students, and attendance in class is considered a necessary part of the process. When absent, a student misses material covered in class that may not be covered in the reading assignments. Students are held responsible for all information and assignments missed due to their absence. Each instructor informs the class of his/her attendance policy in a written format at the beginning of the semester.

Class begins promptly at the scheduled time. Students who arrive late interrupt class and may be considered absent. In the event the instructor is delayed for the start of class, students are expected to wait 20 minutes before leaving the room.

PLANNING CLASS SCHEDULES

When planning class schedules, students should keep in mind their vocational goals, graduation requirements at KCKCC, and graduation requirements at four-year institutions. Students who intend to continue their studies beyond the community college level should select their courses to meet the requirements of the department and institution from which they expect to receive their degree.

All KCKCC degree-seeking students are required to complete 6 credit hours in English Composition (in some programs Technical Writing is a substitute for three of these hours) and 3 credit hours in public speaking. Proper prerequisites for courses must be observed except when they have been waived by the Vice President of Academic Affairs.

In addition, students should take into consideration their jobs and family responsibilities when planning their schedules so that they can allow for adequate library and study time.

CREDIT HOUR

The term *credit hour* is a unit of academic credit earned. Credit hours at KCKCC are awarded using the contact hour guidelines of the Kansas Board of Regents. One (1) semester hour of credit will be awarded as follows:
  Lecture courses: 750 minutes of class instruction and a final examination.
  Lab courses: 1,125 minutes of laboratory class.
  Internship: 2,700 minutes of on-the-job training, clinical, externship, etc.
  On-line course: based on the amount of time needed to achieve the courses competencies in a face-to-face setting.

Examples of credit hour awarding:
  - A lecture class meets three times a week for one hour over the entire semester = 3 credit hours.
  - A combined lecture/laboratory course meets for lecture three times a week for one hour and for laboratory two times a week for two hours = 5 credit hours.

Each week, students should plan to devote three hours of study outside of class time for each hour of credit in which they are enrolled.

COURSE LOAD

For Fall and Spring semesters, a student's course load typically ranges from 12-18 hours with 15 being the average. For the Summer semester and mid-term/late term start courses, 6 credit hours is average. Students are not permitted to enroll in more than 18 credit hours during a regular semester without special permission from the Academic Dean in which the overload occurs. The judgment to grant an overload is based on but not limited to past academic performance; demands on time; such as, extracurricular activities; employment over 20 hours a week; and family obligations.

COURSE NUMBERS

At KCKCC, the numbering system for classes is not meant to restrict students but to assist them in their academic planning. Classes are numbered accordingly:

Courses numbered 0-99 do not transfer to four-year universities or count towards graduation at KCKCC. These college preparation classes aid students who have not recently completed four (4) years of English and three (3) years of math in high school. Courses numbered 0-99 may be required prerequisites to courses numbered 100-200.

Courses numbered 100-199 are suggested as freshman level courses.

Courses numbered 200-299 are suggested as sophomore level courses.

DELETED AND DROPPED CLASSES

Courses may be deleted or dropped during the designated periods by submitting the request in writing, or by performing the action online through WebAdvisor®. When a class is deleted before the semester begins, all tuition and fees are deleted and there is no record of the enrollment on the official KCKCC transcript. When a course is dropped, students receive a partial refund, and there is no record of the enrollment on the official KCKCC transcript. All appeals to the stated policy must be directed to the Dean of Enrollment Management.

ADDED CLASSES

Currently enrolled students may add a class during the schedule adjustment period. Tuition and fees will be added to the student account. Students are responsible for contacting their instructor as soon as a course is added to obtain a syllabus and discuss any missed course instruction.

WITHDRAWALS

Instructors are responsible for providing students with a course syllabus at the beginning of the term stating their attendance policy and if they practice the Administrative Withdrawal process.

Student Withdrawal

Students may have a "W" posted on their transcript instead of a letter grade by officially withdrawing from a course. Students may withdraw from a course after the drop period has passed. **There is no refund for a withdrawal, and students are financially responsible for the tuition and fees for the course.** The academic consequences from this action include receiving the grade of "W" for the course, which will appear on any unofficial or official transcripts. A grade of "W" will not impact your GPA nor count as completed credit toward your degree. Withdrawing can potentially impact a student's academic and financial aid standing and should only be done if it is their only option. Withdrawing from a course can have financial and academic implications that should be taken into consideration when making this decision. Recent changes in financial aid rules and veterans education benefits have further complicated the course withdrawal process.

Prior to withdrawing, students are encouraged to talk with their instructor about their progress in the course based on the grading criteria stated in the syllabus, participation, and grades earned to date. Instructors may also be able to explore opportunities that may allow students to successfully complete the course in accordance with KCKCC guidelines and policies. Students should also visit the Learning Commons and Disability Services to find out more about the free academic resources and services available.

KCKCC is committed to helping students achieve their academic goals; however, circumstances may arise that prevent students from successfully completing their coursework as planned.
Withdrawal Procedures:
- Students may submit the Student Withdrawal Form found on WebAdvisor®.
- Students may submit a withdrawal form with a Student Success Advisor on Main Campus, Pioneer Career Center, or the Technical Education Center.
- Students may submit a hand written request by mail, e-mail or fax to the attention of the Registrar's Office. The request must include student name, student id, the course the student wishes to withdraw from and student's signature. Office Fax: 913-288-7648; e-mail:student_records@kckcc.edu; Address Information
Kansas City Kansas Community College, Registrar's Office, 7250 State Ave, Kansas City, KS 66112

If students stop attending but do not officially withdraw from a course, an 'F' is posted on their transcript. The deadlines for withdrawing are as follows:

- *Semester courses (16 weeks):* Students may withdraw up to three (3) weeks before the start of final examinations.
- *Summer session, mid-term, and block courses:* Students may withdraw up to two (2) weeks before final examinations.
- *Mini-courses:* no withdrawal period.

Administrative Withdrawals

Students may be administratively withdrawn from a course by their instructors for **excessive absences or if the student stops attending.** Instructors provide students with a course syllabus at the beginning of the semester stating their attendance policy and administrative withdrawal procedures.

- *Semester courses (16 weeks):* Instructors may submit Administrative Withdrawal forms up to three (3) weeks before the start of final examinations.
- *Summer session, mid-term, and block courses:* Instructors may submit Administrative Withdrawal forms up to two (2) weeks before final examinations.
- *Mini-courses:* no withdrawal period.

The Registrar's Office notifies students by a written letter in the mail if they have been administratively withdrawn. If students wish to remain in the course, they need to contact the instructor within three class periods to be reinstated. The decision to reinstate a student rests entirely with the instructor. Instructors are not required to provide make-up work or reinstate students who have been administratively withdrawn from class.

Students who have been Administratively Withdrawn and are not reinstated receive a **WA** on their transcript. **There is no refund for an Administrative Withdrawal, and students are financially responsible for the tuition and fees for the course.** Re-enrollment in a subsequent semester is required to achieve a grade for the course.

FINAL EXAMINATIONS

A final examination week is scheduled at the end of each semester. Final exams are mandatory and all classes meet on an extended two-hour time period during this week according to the times published. Final examinations are considered part of the evaluation procedure used by instructors in teaching their courses. Permission for a student to reschedule a final exam is granted only in special cases with the approval of the student's instructor and the Academic Dean.

GRADES

A student's college work is evaluated in terms of a letter grade. Only semester grades are recorded on a student's college transcript. Grades are recorded as follows:

A	Superior	**NP**	Not Passed	**MP**	Making Progress
B	Good	**CR**	Credit		
C	Average	**I**	Incomplete		
D	Inferior	**W**	Withdrawal		
F	Failure	**WA**	Administrative Withdrawal		
P	Pass	**AUD**	Audit		

Additional Explanation of Grades

Pass/Not Passed is a grade not computed into the student's grade-point average. A grade of **P** indicates the student completed and passed the requirements of the class. A grade of **NP** indicates the student did not complete the requirements of the course.

Credit is a grade that indicates a student has received credit for the course but the grade is not calculated in the grade-point average. The credit hours do count towards graduation requirements.

Incomplete is a grade that indicates the student's academic work is of passing quality but has not been completed. Course work needed to remove the grade of "I" is expected to be completed during the following semester. The maximum length of time to fulfill the requirement(s) for an incomplete grade is one (1) year after enrolling in the course.

If course work is not completed within a year, the grade of **I** will change to an **F** unless the instructor specifies an alternative grade within the designated time period (one year after enrolling in the course). Incomplete grades must be resolved to fulfill graduation requirements.

Arrangements to complete the missing course work are to be made directly with the Instructor awarding the "I" grade and in accordance with departmental and other KCKCC policies. In the absence of the original Instructor, the Academic Dean will handle special circumstances. The Report of Incomplete Grade Form must be completed by the instructor documenting the reasons for granting an "I" grade and required work to be completed in order to remove the "I" grade. The Report of Incomplete Grade Forms are filed within the appropriate Academic Division. Resolution of the "I" grade does not involve a complete repeat of the course, only the completion of the missing course work. A student does not re-register for the course.

Audit is a grade that designates a student enrolled in a course for the content to be gained, not for academic credit and a grade. Students must notify their Student Success Advisor, Program Coordinator or the Registrar when they enroll of their intention to audit a class. Enrollment in audited courses cannot be processed via WebAdvisor®. The audited course will appear on the transcript with a grade notation "AUD". Audit hours are not considered for Financial Aid. An audited course may be taken for academic credit in a subsequent semester.

Making Progress is a grade that may be assigned only for **designated developmental courses.** This grade indicates that the students has made significant progress but needs more time to achieve a passing grade. The student must re- enroll in the course in order for advancement to the next level. Grades may be earned following re-enrollment for develop-mental courses. The Grade of **MP** has no value in computing grade point average and does not carry credit towards graduation. **MP** will be counted as not passing in the Student Financial Aid Satisfactory Academic Progress calculation.

REPEATING COURSES
General Guidelines
- A student may attempt a course three times at KCKCC. If a student is not successful in completing the course after the third attempt, they must complete the course at a different accredited Community College or University and transfer the course back to KCKCC.
- Students can repeat courses for the purpose of raising their grade-point average **only** if a grade of **D** or **F** is earned in a class.
- When a course is repeated, the newly earned grade cancels, but does not remove, the previous grade recorded on the transcript. The new grade is used to figure the cumulative grade-point average.

Request to Repeat a "C" or Better Grade
Students seeking a degree or certificate at KCKCC who wish to repeat a course in which they earned a grade of "C" or better need special permission to repeat the course, unless the student plans are to audit the course. The following criteria are used in the judgment of granting permission to repeat a course for which a grade of "C" or better was earned.
- Occasionally, at the instructor's discretion, a student is required to repeat a course in its entirety if an incomplete grade was earned in the class.
- Specialized programs may require students to re-enroll in a course if it was taken more than seven (7) years ago in science fields.
- A Program Coordinator requires repeating a course for refresher purposes to follow an industry sequence of program requirements.

Students should meet with their Student Success Advisor or Program Coordinator to determine eligibility to repeat the

course, then submit all supporting documentation to the Registrar's Office for recommendation. Students will be notified in written correspondence of the decision to approve or deny the repeat.

- Students are not eligible to repeat a course that was part of their earned KCKCC degree.
- Students who have completed a course with a "C" grade or better at KCKCC who are wanting to repeat that course for acceptance into a program at a transfer school must submit documentation from the transfer school that repeating this course is required. The documentation must be on the transfer school's letterhead, signed and dated by the transfer school's program director. This documentation will be provided to the Student Success Advisor upon enrollment then submitted to the Registrar's Office for final approval.

If approved, the most recent grade is used and excludes all prior grades from GPA calculation. Repeating a course with a grade of "**C"** or better eliminates the student from graduating with honors.

GRADE CHANGES
Only the instructor of a course can initiate a grade change. The instructor must submit a grade change form in the Registrar's Office. **All grade changes must be made within two semesters of a student's initial enrollment**. Any deviation from this policy must be authorized by the Vice President of Academic Affairs. The appropriate Academic Dean **MUST** approve an "F", "W", "WA", "MP" or "NP" grade change or if the grade change is over the 1-year allotted time limit.

GRADE APPEAL POLICY
The Grade Appeal Procedure is designed to assure students an orderly process for appeal and review of allegedly capricious final grades and to assure instructors their essential function of evaluation of student performance. Students, of course, are responsible for meeting the standards of academic performance established for each course in which they are enrolled.

The Grade Appeal Procedure is available only for review of allegedly capricious grading, and not for review of the judgment of instructors in assessing the quality of students' work. The procedure must be initiated within four (4) weeks after the start of the next regular Fall or Spring semester.

Capricious grading, as that term is used here, consists only of the following:
- The assignment of a grade to a particular student on some basis other than 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; or
- The assignment of a grade by substantial departure from the instructor's previously announced standards.

In general, students are encouraged to discuss any academic matter informally with their instructors or, if necessary, with the appropriate Instructional Dean before initiating the procedure. Resorting to the student grievance procedure should be made only when students believe the course grade was capriciously assigned and the results of informal consultation are unsatisfactory.

Students seeking additional information on the policies and procedures for grade appeals should contact the Dean of Enrollment Management.

Step 1: Students should first discuss a course grade that they consider capricious with the course instructor. If anyone other than that instructor is first approached, the student should be referred to that instructor, unless there are compelling reasons to the contrary. In the latter instance, the student should be referred to the Dean of that division. If a grade appeal is made against a Dean, then the most senior member of the division would assume the role of the Dean for the purpose of the appeal.

Step 2: If the matter cannot be resolved by consultation with the instructor, the student should confer with the appropriate Dean and present in writing all facts and allegations on which the student is prepared to rely thereafter. This has to be done within 10 college days of the student/instructor consultation. In turn and also within 10 college days, the instructor must prepare a written explanation of the disputed grade for the Dean.

Step 3: The Dean will arrange a meeting with the instructor and student within 10 college days of receiving the written facts and allegations.

Step 4: If the matter is not resolved to the satisfaction of both the instructor and the student, the Dean will establish an ad hoc departmental committee for that purpose. The committee will consist of 3-5 members of that department. Should a department not have 3-5 members, the Dean will appoint 3-5 members from other departments within that same division. The departmental committee may recommend:
- That the grade stands.
- That the instructor reevaluate the evidence of the student's performance.
- Other remedies which, under the circumstances of the particular case, seem more likely to produce an equitable resolution.

Committee recommendations will be communicated both to the student and to the instructor within 10 college days of the meeting. If the recommendation is either b or c above, and the instructor declines to comply with the recommendation, the Dean may then require the instructor to make an appropriate grade change. If, in this instance, the instructor continues to refuse to comply, the Dean may recommend to the Dean of Enrollment Management that the Registrar be asked to alter the course grade on the student's permanent record. In this case, the instructor will be advised of his right to appeal to the Dean of Enrollment Management.

Step 5: If the result of the departmental review is a recommendation that the original grade stand, the student may appeal to the Dean of Enrollment Management. The Dean of Enrollment Management may:
- Accept the results of the departmental review and confirm that the grade be allowed to stand.
- Ask the department to reconsider the case citing errors, inconsistencies, omissions, etc., which may have influenced the departmental recommendation.
- Take personal responsibility for asking the Registrar to alter the course grade on the student's permanent record.

The decision of the Dean of Enrollment Management will be communicated to the student, the instructor, and the department.

GRADE POINTS AND GRADE-POINT AVERAGE
Grade points are assigned to letter grades as follows:
- **A** 4 points per credit hour
- **B** 3 points per credit hour
- **C** 2 points per credit hour
- **D** 1 point per credit hour
- **F** 0 points per credit hour
- **P, NP, W, WA, I, AUD**, **MP** No grade points are given

A student's grade-point average (GPA) is determined by dividing the total number of grade points earned by the total credit hours attempted.

Course work completed on a pass/no credit basis is counted in credit hours towards graduation but not towards the credit hours used to compute the cumulative grade-point average.

Credit hours with grades of **W, WA, I, P, NP, AUD** and **MP** are not used in figuring cumulative grade-point averages. If students repeat a course, the second grade is recorded on the transcript and used in evaluating the cumulative grade-

point average.

TRANSCRIPT REQUESTS
The college transcript is a student's permanent academic record. It contains information that requires a request that has been signed by the student and is in compliance with college policy. Transcript requests must be in writing and submitted to the Registrar's Office. Phone or e-mail requests are not accepted authorization for transcript processing.

Transcripts are not released to students with financial or disciplinary holds on their records at KCKCC. Students who have access to the WebAdvisor® portal and do not have holds on their accounts can retrieve an unofficial transcript 24/7.

Kansas City Kansas Community College has authorized Parchment.com to manage the ordering, processing, and secure delivery of official student E-transcripts and printed paper transcripts. Electronic transcripts are generally processed within the same business day as submitted. Official transcript requests from 1984 forward will be processed by Parchment.com. Transcripts will not be issued if any financial obligations exist with KCKCC. Requests submitted through Parchment.com are not subject to the same paper processing delays.

Students that have academic credit prior to 1983 or attended ATS, formerly known as AVTS, prior to 2009 will not be able to request Electronic Transcript Delivery. These students must submit a written request in person or mail in the signed transcript request form to Transcript Services in the Registrar's office at main campus.

A written request must include the following: full name, previous names, student's current mailing address, daytime phone number, student ID or Social Security number, date or last semester enrolled at the college, number of transcripts requested, signature, and complete address for where the transcript should be sent. Requests missing information and without the student's signature will not be processed.

Transcript requests submitted directly to the college are processed within three working days. Requests submitted when the college is closed at the end of the semester and during peak enrollment periods require additional processing time. Exceptions to this policy are made only in extreme emergencies and with the Registrar's permission.

Official transcripts sent to the student will be marked "ISSUED TO STUDENT". These will be in a sealed envelope indicating there is an *"Official Transcript(s) Enclosed. Transcript is official only if delivered in original sealed envelope."* It is the decision of the receiving party whether they will accept this as an official transcript or not. If not, the student will have to submit another request with payment and have the transcript sent directly to the receiving party.

DEAN'S HONOR ROLL
Students with outstanding grade-point averages are recognized with honors at the end of each semester. To be eligible, students must be enrolled in a minimum of nine (9) credit hours (in which grades **A-F** are recorded). The semester grade-point average, not the cumulative grade-point average, is used to determine Honor Roll eligibility.
- *President's Honor Roll:* 4.0 GPA for the semester.
- *Vice President's Honor Roll:* 3.50-3.99 GPA for the semester.
- *Honor Roll*: 3.0-3.49 GPA for the semester.

HONORS AT GRADUATION
Students with outstanding grades are eligible to graduate with honors if they meet the following requirements:
- *Summa Cum Laude* - cumulative grade-point average of 4.00.
- *Magna Cum Laude* - cumulative grade-point average of 3.70 to 3.99.
- *Cum Laude* - cumulative grade-point average of 3.40-3.69.

Students can graduate with honors if they have no more than 21 credit hours of Pass-No Credit courses, have not taken advantage of the Forgiveness Policy, and have not repeated a course with a grade of C or better. All course work must be

completed before honors are awarded. Students who earn certificates only are not eligible to graduate with honors.

Honors Education Program graduates who have fulfilled the requirements of the Honors Education Program are recognized at graduation with a medallion, and receive "Honors Education Graduate" distinction on their transcript.

HONORS EDUCATION PROGRAM

Mission Statement
The KCKCC Honors Program aspires to become one of the leading community college Honors Programs in the nation characterized by its underlined students, who are highly motivated and eager to learn and to become socially responsible members of the global society; its curriculum, that is integrated, interdisciplinary, and team-taught; its faculty, who are theoretically innovative and engaged in the scholarship of interdisciplinary teaching and learning; its pedagogy, that enables the students to critically analyze, comprehend, and explain the complexity of the human and natural worlds; its staff, who are willing and able to help students successfully graduate and transfer to prestigious universities.

Vision Statement
KCKCC Honors Education Program seeks to cultivate socially responsible leadership skills in its students and to provide them with opportunities for meeting academic standards of excellence in a nationally recognized and competitive honors program.

Honors Courses
Most honors courses are separate sections of regular college offerings in the humanities, social sciences, natural sciences, math or business. Other honors courses have been created to accommodate the needs of Honors students in a particular major field. Classes are designed to offer greater flexibility in teaching techniques, more faculty-student interaction, and to increase critical thinking and analysis.

Specific course offerings in Honors Education are listed separately each semester in the class schedule. Students work with the Director of Honors Education to select the honors courses which best meet their academic needs.

Honors Contracts
An honors contract is intended to establish a mentor relationship between a student and course instructor who, together, agree on what assignments will be completed by the student in order to receive honors credit for a regular course. The student completes regular course requirements as well as the assignments designated in the honors contract.

Honors contracts may be arranged in any academic or professional course listed in the regular class schedule, provided that the course has a theoretical foundation and that the course is not regularly offered in the Honors Education schedule. Ideally, the assignments are individualized to match the student's particular interests, talents, or career goals.

Honors contracts are arranged during the pre-enrollment period and must be approved by the Division Dean and Director of Honors Education.

Honors Program Graduate Distinction
A student can earn Honors Program Graduate Distinction on his/her transcript by completing four Honors core courses and five Honors elective courses as one of the following Honors Education Program participants:
- a recipient of KCKCC's Presidential Scholarship
- a recipient of KCKCC's Deans' Scholarship
- have a 3.3 or higher KCKCC cumulative G.P.A. and approved admission to the Honors Program by the Director of Honors Education

Specific Program and course requirements are available in the Honors Education Program office.

Phi Theta Kappa Honors Society

Phi Theta Kappa International Honors Society for two-year colleges acknowledges students for their efforts in the hallmarks of scholarship, leadership, and service to the community. KCKCC's Mu Delta Chapter students have been ranked by Phi Theta Kappa in the top 100 colleges internationally. Each year, Phi Theta Kappa students work on projects to present at regional and international conferences.

The Mu Delta Chapter of Phi Theta Kappa is open to students who have proven themselves capable of academic excellence. To join, students must have achieved a minimum 3.50 cumulative grade-point average and must have completed a minimum of 12 credit hours at KCKCC. Potential members are invited to join each semester. After induction, members must maintain a 3.00 grade-point average to remain active.

ACADEMIC PROBATION AND DISMISSAL POLICY

Students are expected to perform at an academic level which leads to their graduation. A minimum of a C average (2.00 GPA) is required for graduation, and students whose grades reflect they are not making satisfactory academic progress are placed on academic probation or are academically dismissed.

Academic Probation

This is a warning to students that their grade-point average has fallen below college standards. Academic probation is determined by the number of hours attempted and the cumulative grade-point average. Consult the Summary Chart for Academic Probation and Dismissal for exact information. Students can continue to enroll at the College as long as their GPA does not fall below the probation requirements. In an effort to repair the student's grade point average, students with a GPA below 2.0 are **strongly advised** to limit credit hours to 9 during fall and spring semesters and 3 credit hours during midterm and summer sessions.

Academic Dismissal

Students with cumulative grade-point averages that have fallen below probation levels are academically dismissed for one semester and asked to reconsider and re-evaluate their career plans. Students who sit out for one semester may petition for reinstatement. Reinstatement forms are available in the Student Success Center. Each reinstatement form is considered individually by the Assistant Dean of Student Services.

Students reinstated at the College are placed on probation for one semester and must show academic improvement to continue taking classes. Until the Academic Dismissal status is lifted, the student's course load is limited to 6 credit hours during the fall and spring semesters and 3 credit hours during midterm and summer sessions. If no improvement is shown after three academic semesters, the student will not be eligible to re-enroll at the college for at least one year. A student's academic work is evaluated on cumulative hours attempted as illustrated in the Probation and Dismissal chart listed below.

The Probation and Dismissal Chart is based on a student's cumulative grade point average, including all previous college work.

Summary of Academic Probation and Dismissal
- *In Good Standing*: 2.00 and above
- *Probation*: 1.60-1.99
- *Dismissal*: 1.59 and below

Students will be permitted to enroll on probation as long as their cumulative G.P.A. does not fall below the probation requirements. Once a student's cumulative G.P.A. falls below probation requirements, the student will be academically dismissed for one semester. After sitting out for one semester, students may petition for reinstatement. Reinstatement forms are available in the Student Success Center. Restrictions are enforced if a student is allowed to reenroll after his/her third academic dismissal.

TRANSFER STUDENTS
Students transferring to KCKCC are subject to the same academic probation and dismissal policies as stated above.

FORGIVENESS POLICY
Students who have one or more bankrupt semesters (i.e. a semester grade point average of 1.0 or under) can petition to have up to two (2) semesters of KCKCC work forgiven on their transcript. If forgiveness is granted, no grade points are computed on the transcript for the specific semester(s). To be eligible for forgiveness, students must attend an accredited college or university (KCKCC is preferred) and complete at least 12 consecutive credit hours with a grade of C or better following the poor academic semester.

In addition, students must meet the following criteria: make a complete curriculum change and/or wait an interim of three (3) years before filing for forgiveness.

The student must meet with a Student Success Advisor to discuss and complete the petition for Forgiveness. Submit the completed form to the Registrar's Office by September 1 for the Spring semester or February 1 for the Fall semester. Each petition is considered individually by the Committee for Academic Progress. Students who have college work forgiven are not eligible for graduation with honors.

Students must be enrolled at KCKCC during the semester that Academic Forgiveness is granted by the committee.

ACADEMIC RENEWAL POLICY
A transfer student who has one or more bankrupt semesters (i.e., a semester grade point average of 1.0 or under) from another post-secondary institution can petition for academic renewal at KCKCC. If academic renewal is approved, all previous coursework will continue to appear on the student's transcript; however, the grade points from coursework affected by the Renewal will not be included in the student's KCKCC cumulative GPA. While credits removed from the computation of the GPA as a result of renewal cannot be used to meet course or program requirements, they will still be used to determine eligibility for financial aid awards or athletics. Students granted renewal are not eligible for honors at graduation.

To be considered for renewal, the student must be seeking admittance into a KCKCC Program with Selective Admissions; prior course work at the other institution must have been completed at least three (3) years prior to petition; and the student must have completed at least twelve (12) semester credits at KCKCC during the last two (2) years with at least a 2.00 grade-point average (GPA).

The student must meet with a Student Success Advisor to discuss and complete the petition for Academic Renewal. Submit the completed form to the Registrar's Office by September 1 for the Spring semester or February 1 for the Fall semester. Each petition is considered individually by the Committee for Academic Progress. Students who have been granted Academic Renewal are not eligible for graduation with honors.

The Committee for Academic Progress will review petitions once each Fall and Spring semester and as requested by the Registrar.

ACADEMIC ADVISING
Academic advising helps students realize the maximum educational benefits available to them by better understanding themselves and learning to use the resources of our educational institution. Each student who is admitted to KCKCC is assigned an academic advisor. Students who are undecided about their major are encouraged to speak with a Student Success Advisor in the Student Success Center. Students enrolled in the technical programs should seek academic advising from the coordinator of the program. Students enrolling as Presidential Scholarship recipients or in any Honors designated courses must meet with the Director of Honors Education Program during the enrollment/advising process.

Advisors help students define and develop realistic goals, identify special needs, find available resources, select courses consistent with educational and career goals, and discuss linkages between academic preparation and the world of work.

The final responsibility for planning a degree program and fulfilling all graduation requirements and regulations rests with the student. The WebAdvisor® portal provides students and their advisors a variety of useful options to monitor progress toward goal completion.

SUMMER SESSION

The summer session is an integral part of the College's academic calendar year designed for students who want to take course(s) in an intensive session. Day classes meet daily Monday through Thursday and evening classes meet two nights a week. Students who enroll for six (6) semester hours of course work during the summer are considered full-time students for enrollment purposes. All college admission requirements, tuition, and academic regulations for semester courses apply to the Summer Session.

NIGHT COURSES

Evening courses at KCKCC are an extension of the day curriculum. Classes are scheduled so students who work full time during the day are still able to attend classes at night. All college admission requirements, tuition, and academic regulations for day courses apply to evening classes. Students who enroll only in evening classes should be advised that there are a limited number of course selections available at night. In addition, several of the Associate in Applied Science degrees cannot be completed by taking evening classes exclusively.

GRADUATION
Guidelines for Eligibility and Considerations
- Maintain an overall cumulative grade-point average of 2.00.
- Complete 12 of the last 24 credit hours of their degree at KCKCC.
- Complete the 15 credit hours in residency requirement at KCKCC.
- Apply no more than 30 credit hours of nontraditional studies credit to graduation requirements.
- Earn only one degree or certificate in a semester.
- Approved programs completed at a Kansas Area Vocational Technical School apply as credit hours only toward one associate degree at KCKCC and cannot be applied toward a second degree.

Meeting Deadlines
Students are responsible for meeting all graduation requirements at the College. One semester before graduation, students need to complete an application for graduation and a degree check in the Student Success Center.

Deadlines for Degree Checks
- *Fall Semester:* October 20
- *Spring Semester:* March 20
- *Summer Session:* June 6

Graduation Fee
All students completing application for graduation are charged a $20.00 graduation fee. This fee is required even if students do not participate in commencement. If students do not meet graduation requirements, there is an $8.00 fee for the succeeding application. An $8.00 fee is required for orders of previously earned diplomas.

Graduation Activities
Commencement exercises are held in May of each year. Students completing all degree requirements for the Spring semester and prior Fall semesters are eligible to participate in the commencement. Summer candidates who are within

nine (9) credit hours of completing degree requirements and enrolled in the courses needed to complete degree requirements are also eligible to participate.

The date for cap and gown distribution is announced by the Director of Student Activities.

Note: All course work must be completed before students can receive honors recognition during commencement.

STUDENT GRIEVANCE POLICY

If a student feels a college employee has displayed racial or sexual discrimination or harassment, taken unfair disciplinary action, or has treated a student unfairly in academic, work-related, or any other matters, the student has a right to express his/her perceived unfair treatment and seek resolution through the Student Grievance Procedure.

For further information on the Student Grievance Procedure, contact the Dean of Student Services, Upper Level, Jewell Student Center, or call (913) 288-7437.

COLLEGE-WIDE STUDENT OUTCOMES ASSESSMENT

Student outcomes assessment is defined as a systematic process of gathering and using data that can help an institution's program and/or services determine how they are accomplishing the mission.

In its commitment to maintaining quality academic programs and providing strong support services, KCKCC is involved in a college-wide student assessment program. The purpose of this assessment is to determine a student's achievement of college level expectations and the College's capabilities to meet the needs of students. Assessment is on going, occurring every semester in various ways.

Participation in the assessment process is required of all students who enroll in any credit course. Sincerity of the participants is important and will provide KCKCC with accurate information that will be used to plan effective academic programs and services. Assessment activities may include, but are not limited to, surveys, interviews, questionnaires, in-class assessments, standardized tests, portfolios and faculty developed exit tests. Data gathered will be used to evaluate student achievement and curriculum effectiveness to assist in program and course revision, improve instruction and learning, assess the effectiveness of campus support services, and help students better understand self-evaluation and goal-setting.

GENERAL EDUCATION AND DEGREE REQUIREMENTS

ORIENTATION CLASS REQUIREMENT
All first time degree-seeking students will take Freshman Seminar (BLUE 0101).

Exemptions:
- A student already has a college degree.
- A student from another institution who is enrolling only in summer courses.
- A student is only enrolled in Wellness, Workforce Development, or refresher courses.
- A transfer student with 30 or more college credit hours.
- Students taking Honors Tutorial I as Presidential Scholarship recipients.

If a student does not meet one of the exemptions listed above and wishes to appeal the requirement of completing the course, the student will need to obtain the approval of the Vice President of Academic Affairs.

Recommendation: All degree-seeking students should complete this course within the first 15 credit hours of college enrollment.

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

The following General Education Core Competencies have been developed by Kansas City Kansas Community College faculty. All students are expected to be proficient in the following areas before the degree is awarded.

General Education Core Competencies
KCKCC general education requirements are considered fulfilled after submission and posting of relevant credits from an official transcript indicating the completion of an Associate in Arts degree, Associate in Science degree, or Baccalaureate degree or above from a regionally accredited college or university. Specialized programs may require enrollment in a completion of science and other designated courses.

General Education Vision Statement
BASIC SKILLS FOR COMMUNICATION – Demonstrate effective oral and written literacy
MATHEMATICS – Demonstrate numerical and computational literacy
HUMANITIES – Demonstrate the ability to critically analyze the creative human experience
NATURAL/PHYSICAL SCIENCES – Demonstrate scientific literacy
SOCIAL AND BEHAVIORAL SCIENCES – Demonstrate the ability to analyze the social and individual human experience

Institutional Learning Outcomes
COMMUNICATION LEARNING OUTCOMES
The learner will express, interpret, and modify ideas/information (both written and oral), including but not limited to reading text accurately and correctly; writing and speaking with a clear purpose and organization; using appropriate communication styles that suit the message, purpose, and context; and employing active listening techniques.

COMPUTATION AND FINANCIAL LITERACY LEARNING OUTCOMES
The learner will understand and apply mathematical concepts and reasoning using numerical data and demonstrate knowledge of financial concepts and skills.

CRITICAL REASONING LEARNING OUTCOMES

The learner will distinguish between inductive and deductive reasoning; evaluate sources for credibility and accuracy; define problems; engage with varied perspectives; recognize logical fallacies; distinguish between and apply qualitative and quantitative data; and develop complex decisions and arguments utilizing analysis, synthesis, and evaluation skills.

TECHNOLOGY AND INFORMATION LITERACY LEARNING OUTCOMES

The learner will define, collect, organize, evaluate, and apply information from a variety of sources and formats both online and in person; understand basic technology concepts and functionality in order to locate, retrieve, synthesize, and disseminate information; and demonstrate the ethical and legal use of information and the socioeconomic issues regarding information.

COMMUNITY AND CIVIC RESPONSIBILITY LEARNING OUTCOMES

The learner will engage with ideas, perspectives, and aesthetic expressions from diverse communities with sensitivity and recognition of the ethical issues and values of connecting with and contributing to society.

PERSONAL AND INTERPERSONAL SKILLS LEARNING OUTCOMES

The learner will work cooperatively and productively with others in a variety of contexts including but not limited to small group and team settings; understand and evaluate their capabilities; manage their personal and professional growth by setting realistic and appropriate goals; and effectively manage both face-to-face and mediated communication and relationships.

CAREER PROGRAMS

KCKCC offers an Associate in Applied Science degree or certificates in a variety of career programs. The intent of these career programs is to prepare students for employment at the end of one or two years of study. Students are expected to follow the degree requirements developed by the College's advisory committee and approved by the State. Any deviation from the authorized program by students seeking a degree or certificate in one of these areas must be recommended by the coordinator in charge of the program and approved by the Division Dean and the Vice President of Academic Affairs.

Kansas Career Development Competencies

Kansas City Kansas Community College requires all Career Program students to be proficient in the Kansas Career Development Competencies before a degree and/or certificate is awarded.

1. Listening Skills
   A. Follows oral instructions:
      1. Listens for and identifies key words.
      2. Listen for words that identify a procedure.
      3. Listen for steps or actions to be performed.
      4. Listen for clues regarding the order or sequence in which a task is performed.
   B. Draws conclusions or makes generalizations from another's oral communication.

2. Oral Communication
   A. Organize notes and ideas for formal, semi-formal, and informal communication.
   B. Prepare and deliver a presentation appropriate to subject matter, purpose, and audience.
   C. Incorporate visual media into a presentation.

3. Mathematics
   A. Estimate, apply, and solve problems involving fractions, decimals, percentages, and real numbers.
   B. Construct and interpret tables, charts, maps, and/or graphs.

4. Writing
   A. Use language, organization, and format appropriate to the subject matter, purpose, and audience.
   B. Check, edit, and revise for correct information, spelling, and punctuation.

C. Create and present technical information in common graphs and charts.

5. Computer Competency
   A. Define, understand, and use common computer technology terminology.
   B. Compose, organize, and edit information using a computer.
   C. Use functions to store, query, retrieve, and sort data.
   D. Use presentations and multimedia software to design/create a variety of presentations.
   E. Select and use subject-specific and industry-specific software.
   F. Access, navigate, and use online services.
   G. Send and receive e-mail messages, voice messages, and faxes.
   H. Apply ethical consideration to the operation and management of information systems common to organizations.

6. Human Relations
   A. Demonstrate interpersonal skills:
      1. Tact and diplomacy
      2. Respect for others
      3. Respect for diversity
      4. Recognition of others' strengths
      5. Positive assertiveness
      6. Positive attitude

7. Decision Making/Problem Solving
   A. Describe the factors that impact decision making:
      1. Needs and wants
      2. Values
      3. Goals
      4. Standards
   B. Utilize problem solving skills:
      1. Identify the problem for resolution
      2. Define critical issues
      3. Analyze causes of a problem
      4. Utilize research and assessment skills
      5. Examine results of a problem
      6. Offer solutions to a problem
      7. Select a solution to a problem
      8. Implement an action plan

8. Teamwork
   A. Participate in team tasks:
      1. Establish team goals
      2. Establish team standards
      3. Receive and give information
      4. Process information
      5. Plan for action
      6. Complete team task on time

9. Resource Management
   A. Locate information and select the materials, tools, equipment, and other resources to perform the activities needed to accomplish a specific task.
   B. Determine cost, time, and resources needed to complete a task within an industry or occupation.

10. Time Management
    A. Set priorities or the order in which several tasks will be accomplished.
    B. Estimate the time required to perform activities needed to accomplish a specific task.

      C.   Create a time plan for solving a problem.

11. Work Ethic
    A.   Interpret standard workplace policies related to:
        1.   Safety
        2.   Personal hygiene
        3.   Personal discipline (personal absence)
        4.   Substance abuse
        5.   Employee theft
        6.   Sexual harassment
        7.   Causes for termination/legal action
    B.   Apply employee rules, regulations, and policies in a given occupational area including:
        1.   Punctuality and dependability
        2.   Responsibility for position
        3.   Accuracy
        4.   Cost effectiveness
    C.   Understand and value effective work attitudes and behavior such as,
        1.   Acceptance of the job requirements
        2.   A willingness to take initiative on new challenges
        3.   Take responsibility for decisions and actions
    D.   Create a portfolio or other means to display academic and technical skills.

12. Career Planning
    A.   Access and use information to develop educational and career options.
    B.   Participate in career exploration activities.

GENERAL EDUCATION CORE REQUIREMENTS

All students working towards an Associate in Arts, an Associate in Science, and an Associate in General Studies are required to complete Composition I and II, Public Speaking, and Freshman Seminar. Students working toward an Associate in Applied Science may substitute Technical Writing as specified in certain degree requirements. Proper prerequisites must be observed unless they are waived by the Vice President of Academic Affairs.

In the degrees listed in this catalog, students are sometimes given an opportunity to select a class of interest but are directed to make their selection from the list of Core Electives below.   See your degree description for individual requirements. If you have a question about a course that may not be listed here, see a counselor, your adviser, or the instructional dean in your major area of interest.

KCKCC general education requirements are considered fulfilled after submission and posting of relevant credits from an official transcript indicating the completion of an Associate in Arts degree, Associate in Science degree, Baccalaureate degree or above from a regionally accredited college or university. Specialized programs may require enrollment in and completion of science and other designated courses.

Basic Skills Courses
6 hours of English composition I and II
- ENGL 0101   Composition I - 3
- ENGL 0102   Composition II* - 3
                  ENGL 0206 Technical Writing may be substituted under certain AAS degrees

3 hours of Public Speaking or Interpersonal Communication
- SPCH 0151   Public Speaking **OR** - 3
- SPCH 0201   Interpersonal Communication - 3

Mathematics and Natural and Physical Science Courses

3 hours of college level mathematics*

Mathematics

MATH 0105   College Algebra - 5
MATH 0108   Pre-Calculus Mathematics - 5
MATH 0115   Statistics - 3
MATH 0120   Calculus I (Non-Engineering) - 3
MATH 0122   Calculus and Analytic Geometry I - 5
                 MATH 0104 Intermediate Algebra may be substituted under certain AAS degrees

Biology

BIOL 0116   General Pharmacology - 3
BIOL 0119   Life and The Environment with Lab - 5
BIOL 0121   General Biology - 5
BIOL 0125   Human Biology - 4
BIOL 0131   Environmental Science - 3
BIOL 0132   Environmental Science Lab - 2
BIOL 0141   Human Anatomy and Laboratory - 4
BIOL 0143   Human Anatomy and Physiology - 5
BIOL 0145   Nutrition - 3

Chemistry

CHEM 0101   Introduction to Forensic Science and Laboratory - 5
CHEM 0109   General Chemistry - 5
CHEM 0111   College Chemistry I and Lab - 5

Physical Science

NASC 0103   General Physical Science - 5
NASC 0107   Introduction to Astronomy - 3
NASC 0108   Introduction to Astronomy Lab - 1
NASC 0130   Introductory Physics - 3
NASC 0131   Introductory Physics Laboratory - 1
NASC 0175   Introduction to Meteorology and Lab - 4
NASC 0186   Physical Geology and Lab - 4
NASC 0231   General Physics I & Lab - 5
NASC 0245   Engineering Physics I - 5
NASC/
BIOL 0250   Climatology - 4

Humanities Courses
- Art*
- Music*
- Theater*
- History
- Philosophy
- Literature
- Modern Language
  Performance courses are excluded

Art
ARTS 0101   Art Appreciation - 3
ARTS 0102   Art History I - 3
ARTS 0103   Art History II - 3

Literature
ENGL 0104   Introduction to Literature - 3
ENGL 0105   Early World Literature - 3
ENGL 0106   Modern World Literature -3
ENGL 0107   Children's Literature - 3
ENGL 0108   Introduction to Poetry - 3
ENGL 0109   Introduction to Fiction - 3
ENGL 0133   Women in Literature - 3
ENGL 0210   Early American Literature - 3
ENGL 0211   Modern American Literature - 3
ENGL 0212   Drama as Literature: Early to Modern - 3
ENGL 0214   Afro-American Literature - 3
ENGL 0217   Early English Literature - 3
ENGL 0218   Modern English Literature - 3

History
HIST 0103   Modern Asia - 3
HIST 0104   United States to 1877 - 3
HIST 0105   United States Since 1877 - 3
HIST 0106   Black History - 3
HIST 0107   Modern Europe - 3
HIST 0108   Religion in America - 3
HIST 0109   The Bible as History - 3
HIST 0115   World Civilization I - 3
HIST 0116   World Civilization II - 3
HIST 0204   Western Civilization I - 3
HIST 0205   Western Civilization II - 3
HIST 0211   Contemporary Issues - 3

Foreign Language
LANG 0101   French I - 5
LANG 0121   German I - 5
LANG 0141   Spanish I - 5

Music
MUSC 0101   Music Appreciation - 3

Philosophy
HUMN 0101   Arts and Culture of the Early World - 3
HUMN 0102   Arts and Culture of the Modern World - 3
HUMN 0150   Introduction to Women's Studies - 3
HUMN 0151   Men and Masculinities - 3
HUMN 0152   Women in Religion - 3
HUMN 0207   Comparative World Religions - 3
JOUR 0175   Introduction to Mass Communications - 3
PHIL 0103   Introduction to Philosophy - 3
PHIL 0105   Logic - 3
PHIL 0206   Ethics - 3

Theatre
THTR 0101   Theater Appreciation - 3

Social Science Courses
Anthropology
ANTH 0100   General Anthropology - 3
ANTH 0105   Archaeology - 3
ANTH 0106   Native American Indians - 3

Economics
ECON 0201   Principles of Macroeconomics - 3
ECON 0202   Principles of Microeconomics - 3

Geography
GEOG 0101   Introduction to Cultural Geography - 3

Political Science
POSC 0101   Introduction to Political Science - 3
POSC 0102   International Relations/Foreign Policy - 3
POSC 0111   American Government - 3
POSC 0112   State and Local Government - 3

Psychology
PSYC 0101   Psychology - 3
PSYC 0112   Psychology of Personal Adjustment - 3
PSYC 0115   The Grieving Process - 3
PSYC 0202   Child Development - 3
PSYC 0203   Human Development - 3
PSYC 0204   Personality - 3
PSYC 0214   Social Psychology - 3

Sociology

SOSC 0107   Sociology - 3
SOSC 0108   Sociology of the Family - 3
SOSC 0109   Diversity Studies - 3
SOSC 0134   Criminology - 3
SOSC 0207   Urban Sociology - 3
SOSC 0209   Social Problems - 3

DEGREE REQUIREMENTS

Anticipated program length for an Associate's degree for students attending full time is 24 months.

Students who maintain a consecutive enrollment and successfully complete at least one class during each semester (excluding Summer Sessions) graduate under the KCKCC General College Catalog **degree requirements for the academic year they entered the College.**

Students who have interrupted their enrollment for 2 or more consecutive semesters graduate under the college catalog with **degree requirements for the academic year they re-enter the College.**

Additional Requirements

Students seeking an Associate Degree from the College must complete a degree check and have an application for graduation on file with the Student Success Center. In addition, students need to meet the following requirements:

1) KCKCC general education requirements are considered fulfilled when a student submits an official transcript of the completion of an Associate in Arts degree, Associate in Science degree, Baccalaureate degree or above from a regional accredited college or university. Specialized programs may require enrollment in and completion of science and/or other designated courses taken more than seven years ago.
2) Complete a minimum of 60 academic credit hours and meet all degree requirements.

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS AND SCIENCES DEGREE
Anticipated program length for an Associate's degree for students attending full time is 24 months.

The Associate in Arts in Liberal Arts and Sciences Degree requires satisfactory completion of a minimum of **60 semester hours** of academic work with a cumulative grade-point average of not less than "C" (2.0). Candidates for this degree must present an organized program of study which meets the following core requirements. Authority for substitutions must be obtained from the Vice President of Academic Affairs.

The AA degree is designed for students to transfer with advanced standing into university Bachelor's degrees. The courses are comparable to lower division courses offered at Kansas Regents Universities. Developmental courses cannot be used to fulfill degree requirements.

Since the transferability of courses will vary depending on the specific four-year institution, it is strongly recommended that if students are intending to transfer to a four-year institution, they must consult with the transfer institution and with their respective KCKCC advisor before enrolling in order to determine the transferability of their courses. It is the student's responsibility to follow the transfer requirements established by his/her transfer institution.

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although the Student Success Advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

College Requirement: Freshman Seminar (BLUE 0101)

Basic Skills
- 6 hours of Composition
- 3 hours of Public Speaking **or** Interpersonal Communication

3 Hours of Mathematics
- 3 hours of college-level mathematics; College Algebra and/or Statistics will be required of transfer students where university curriculum requires it.

9 hours of Humanities from at least <u>three</u> different disciplines
- Art*/Humanities
- History
- Literature
- Music*
- Philosophy
- Theater*
  Performance courses are excluded.

6 hours of Social Science from at least <u>two</u> different disciplines
- Anthropology
- Economics
- Geography
- Political Science
- Psychology
- Sociology

5 hours of Natural and Physical Science (lecture with lab)

5 hours of Foreign Language (check the General Education Core curriculum for the specific courses available)

Additional course work to equal a 60-hour degree.

ASSOCIATE IN SCIENCE IN LIBERAL ARTS AND SCIENCES DEGREE
Anticipated program length for an Associate's degree for students attending full time is 24 months.

The Associate in Science and Liberal Arts and Sciences Degree requires satisfactory completion of a minimum of **60 semester hours** of academic work with a cumulative grade-point average of not less than "C" (2.0). Candidates for this degree must present an organized program of study which meets the following core requirements. Authority for substitutions must be obtained from the Vice President of Academic Affairs.

The AS degree is designed for students to transfer with advanced standing into university Bachelors of Arts degrees. The courses are comparable to lower division courses offered at Kansas Regents Universities. Developmental courses cannot be used to fulfill degree requirements.

Since the transferability of courses will vary depending on the specific four-year institution, it is strongly recommended that if students are intending to transfer to a four-year institution, they must consult with the transfer institution and with their respective KCKCC advisor before enrolling in order to determine the transferability of their courses. It is the student's responsibility to follow the transfer requirements established by his/her transfer institution.

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although the Student Success Advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

College Requirement: Freshman Seminar (BLUE 0101)

Basic Skills
- 6 hours of Composition
- 3 hours of Public Speaking **or** Interpersonal Communication

6 hours of Humanities from at least <u>two</u> different disciplines
- Art*
- History
- Literature
- Foreign Language
- Music*
- Philosophy
- Theater*
    Performance courses are excluded.

6 hours of Social Science from at least <u>two</u> different disciplines
- Anthropology
- Economics
- Geography
- Political Science
- Psychology

13-15 hours of Mathematics and the Natural and Physical Science
- College Algebra (MATH 0105) or higher required
- Natural and Physical Sciences laboratory course required

Additional course work to equal a 60-hour degree.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Anticipated program length for an Associate's degree for students attending full time is 24 months.

An Associate in Applied Science in Liberal Arts and Sciences Degree requires satisfactory completion of a minimum of **60 semester hours** of academic work with a cumulative grade-point average of not less than "C" (2.0). Candidates for this degree must present an organized program of study which meets the following core requirements. Authority for substitutions must be obtained from the Vice President Academic Affairs.

Since the transferability of courses will vary depending on the specific four-year institution, it is strongly recommended that if students are intending to transfer to a four-year institution, they must consult with the transfer institution and with their respective KCKCC advisor before enrolling in order to determine the transferability of their courses. It is the student's responsibility to follow the transfer requirements established by his/her transfer institution.

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although the Student Success Advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

College Requirement: Freshman Seminar (BLUE 0101)

Basic Skills
- 6 hours of Composition*
  ENGL 0206 Technical Writing may be substituted under certain AAS degrees
- 3 hours of Public Speaking **or** Interpersonal Communication

3 Hours of Mathematics
- 3 hours of college-level* mathematics
  MATH 0104 Intermediate Algebra may be substituted under certain AAS degrees

3 hours of Humanities
- Art*
- History
- Literature
- Foreign Language
- Music*
- Philosophy
- Theater*
  Performance courses are excluded.

3 hours of Social Science
- Anthropology
- Economics
- Geography
- Political Science
- Psychology
- Sociology

3 credit hours of Natural and Physical Science

Additional course work to equal a 60-hour degree.

ASSOCIATE IN APPLIED SCIENCE IN TECHNICAL STUDIES
Anticipated program length for an Associate's degree for students attending full time is 24 months.

An Associate in Applied Science in Technical Studies Degree requires a satisfactory completion of a minimum of **60 credit hours** of academic work, not to exceed 68 credit hours, with a cumulative grade-point average of not less than "C" (2.0). Candidates for this degree must present an organized program of study which meets the following core requirements. Authority for substitutions must be obtained from the Vice President Academic Affairs.

Since the transferability of courses will vary depending on the specific four-year institution, it is strongly recommended that if students are intending to transfer to a four-year institution, they must consult with the transfer institution and with their respective KCKCC advisor before enrolling in order to determine the transferability of their courses. It is the student's responsibility to follow the transfer requirements established by his/her transfer institution.

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although the Student Success Advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

College Requirement: Freshman Seminar (BLUE 0101)

Basic Skills
- 6 hours of Composition*
  ENGL 0206 Technical Writing may be substituted under certain AAS degrees
- 3 hours of Public Speaking **or** Interpersonal Communication

3 Hours of Mathematics
- MATH 0104 Intermediate Algebra **OR**
- BUSN 0110 Business Math

3 hours of Humanities
- Art*
- History
- Literature
- Foreign Language
- Music*
- Philosophy
- Theater*
  Performance courses are excluded.

3 hours of Social Science
- Anthropology
- Economics
- Geography
- Political Science
- Psychology
- Sociology

3 credit hours of Natural and Physical Science
- Biology **OR**
- Chemistry **OR**
- Physics/Physical Science

Technical Requirement
- Minimum of 15 credit hours in two (2) KBOR approved technical programs.

Additional course work to equal a 60-hour degree. Experiential credit will be evaluated according to college policies.

ASSOCIATE IN GENERAL STUDIES IN LIBERAL ARTS AND SCIENCES DEGREE

Anticipated program length for an Associate's degree for students attending full time is 24 months.

An Associate in General Studies Degree in Liberal Arts and Sciences requires satisfactory completion of a minimum of **60 credit hours** and a C (2.00) cumulative grade-point average. Candidates for this degree must present an organized program of study which meets the following core requirements. Authority for substitutions must be obtained from the Vice President of Academic Affairs.

Since the transferability of courses will vary depending on the specific four-year institution, it is strongly recommended that if students are intending to transfer to a four-year institution, they must consult with the transfer institution and with their respective KCKCC advisor before enrolling in order to determine the transferability of their courses. It is the student's responsibility to follow the transfer requirements established by his/her transfer institution.

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although the Student Success Advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

College Requirement: Freshman Seminar (BLUE 0101)

Basic Skills
- 6 hours of Composition
- 3 hours of Public Speaking **OR** Interpersonal Communication

3 Hours of Mathematics
- 3 hours of college-level* mathematics
  MATH 0104 Intermediate Algebra may be substituted under certain AAS degrees

3 hours of Humanities
- Art*
- History
- Literature
- Foreign Language
- Music*
- Philosophy
- Theater*
  Performance courses are excluded.

3 hours of Social Science
- Anthropology
- Economics
- Geography
- Political Science
- Psychology
- Sociology

3 credit hours of Natural and Physical Science

A minimum of 24 credit hours of general education is required for the AGS degree.

Additional course work to equal a 60-hour degree.

CERTIFICATE PROGRAMS
Anticipated program length for a Certificate Program for students attending full time is 11 months.

Students seeking a certificate from the College must meet the following requirements:
- Maintain a cumulative 2.00 or better grade-point average.
- Complete their last 10 credit hours at KCKCC.
- Complete the 15 credit hours in residency requirement at the College.

Students seeking a certificate may be eligible for Vocational honors. Students who complete a certificate program at TEC and meet eligibility requirements may be considered for induction into National Technical Honor Society.

SECOND ASSOCIATE DEGREE
Students seeking a second degree must complete a minimum of 15 additional credit hours at the College between the first and second degree and meet all the requirements for the second degree. Students are eligible for honors if the course work taken for the second degree meets honors requirements. For specific information, students need to contact the Student Success Center or Registrar's Office. Student must file intent to pursue a certificate and degree in the Student Success Center, prior to application for graduation. If eligible, a student will be awarded a certificate and degree in the same semester. No more than one (1) degree will be awarded per semester.

KANSAS BOARD OF REGENTS TRANSFER AND ARTICULATION
Students interested in transferring to a four-year institution are encouraged to review the Transfer and Articulation policies and procedures on the Kansas Board of Regents website at http://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_iii_coordination_of_institutions_2/chapter_iii_full_text#transfer. General information related to these policies and procedures is included below.

Purpose
Transfer is recognized as a crucial element within a seamless educational system. The purpose of this policy is to promote seamlessness in the public postsecondary education system in Kansas. A seamless educational system offers the best resources to provide a high quality education for every student, and empowers and encourages each student to reach maximum potential by engaging in life-long learning. This includes:
- Aligning high school and college expectations and standards to improve access and success;
- Providing access to postsecondary education;
- Providing high quality advising and information at every point of the journey to ensure that students understand the preparation required to succeed at the next level;
- Building connections and strengthening communications within and between the parts of the system; and
- Providing a smooth transition from one level of learning to the next level, including graduate and professional education.

System-wide Transfer and Articulation
To facilitate transfer and articulation across the Kansas public postsecondary education system, the Board shall provide for a Transfer and Articulation Council with oversight responsibility for implementing the Board's system-wide transfer and articulation policy. The Council's mission is to create structures and processes that facilitate student transfer and degree completion within Kansas higher education. The Council provides status reports, as appropriate, to the System Council of Chief Academic Officers.

General Transfer Provisions
Transfer of general education credit 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 totalling 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
- Foreign Languages

12 hours of Social and Behavioural 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)

*Performance courses are excluded.
**The receiving institution will determine whether history courses are accepted as humanities or as social sciences.

Division of Arts, Communications and Humanities

Dean: Jerry Pope
Contact: jpope@kckcc.edu

Virtually every student at Kansas City Kansas Community College takes courses in the division of Arts, Humanities, and Social Sciences as we provide instruction and experience in skills that are critical to every educational and career path. There are opportunities for those who wish to create through the performing and visual arts; to improve communication in spoken, written, digital media; and to examine the range of human thought, development, and behavior.

Many of the best college experiences occur outside the classroom. Our division houses a long record of developing insight and understanding as evidenced by our students' and faculty's national titles, recognitions, valuable internships, and other enhancements. Financial incentives are available to assist you in achieving your goals.

Associate in Applied Science Degrees (AAS)
Audio Engineering
Digital Imaging Design

Associate in General Studies (AGS)
Journalism
Music Technology
Studio Arts
Theatre Technology

Associate in Arts Degrees (AA)
History
Journalism
Music
Philosophy
Studio Arts
Theatre

Placement Notes
English for Speakers of Other Languages
Foreign Language

Since the transferability of courses will vary depending on the specific four-year institution, it is strongly recommended that if students are intending to transfer to a four-year institution, they must consult with the transfer institution and with their respective KCKCC advisor before enrolling in order to determine the transferability of their courses. It is the student's responsibility to follow the transfer requirements established by his/her transfer institution.

Audio Engineering

Associate in Applied Science

Program/CIP Code: AENG.AAS/10.0203
Credits Required: 62
Division: Arts, Communications and Humanities
Contact: audioengineering@kckcc.edu

The goal of the Audio Engineering Program is to prepare our students for an entry level position in the varied fields of the audio industry and/or to enable them to transfer to a 4-year degree in a related field. We emphasize hands-on experiential training, while assuring students also understand audio theory and traditional musical concepts. Our curriculum produces a versatile professional, prepared to work in a variety of audio industry fields; to communicate with musicians in a recording studio or live sound environment; and to work in a non-musical audio field, such as broadcasting or corporate sound.

The Audio Engineering facilities at KCKCC include three state-of-the-art recording/mixing studios, a computer/MIDI lab, and an impressive live sound reinforcement system. Our facilities are open on evenings and weekends to allow students to work on school projects. The program faculty consists of active professionals in the recording and sound reinforcement industry.

Students frequently transfer to 4-year degree programs in related fields, and we have transfer and articulation agreements in place with several universities. Our students are employed both locally and nationally at live music venues, churches, and recording studios; with national and international touring shows; with music industry retailers; at television, radio stations, film and video production and post-production facilities; telecommunications companies; and music business and administration companies. They have also created entrepreneurial companies that address the needs of niche markets in the audio industry.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 **OR** ENGL 0206	Composition II* **OR** Technical Writing	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra or higher*	3
MUSC 0101	Music Appreciation or higher	3
PSYC 0101 **OR** SOSC 0107	Psychology* **OR** Sociology	3
NASC 0130	Introductory Physics	3
Total Hours for General Education Requirements		**21**
See course syllabus for prerequisite. ***Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.*		

Audio Engineering Requirements

Course		Credit Hours
AUDI 0101	Audio Engineering Music Skills or higher	4
AUDI 0103	Audio Engineering Keyboard Skills * or higher	1
AUDI 0108	Electronic Circuit Fundamentals	3
AUDI 0110	Music Technology 1	3
AUDI 0115	Circuit Analysis 1 *	3
AUDI 0130	Music Business	3
AUDI 0150	Live Sound Reinforcement 1	1
AUDI 0151	Live Sound Reinforcement 2 *	1
AUDI 0170	Lighting and Staging	3
AUDI 0230	Multimedia Production *	3
AUDI 0210 **OR** AUDI 0240 **OR** AUDI 0258	Music Technology 2 **OR** Sound Editing and Synthesis **OR** * Applied Audio for Media	3
AUDI 0250	Audio and Recording 1	3
AUDI 0255	Audio Engineering Critical Listening *	1
AUDI 0260	Audio Recording 2 *	3
AUDI 0270	Audio Recording 3 *	3
AUDI 0280	Audio Recording Portfolio 1 *	1
AUDI 0281	Audio Recording Portfolio 1 *	1
Total Hours for Audio Engineering Requirements		**40**
*See course syllabus for Audio Engineering course prerequisites.		

Total Hours for an Associate in Applied Science in Audio Engineering Degree	**62**

Digital Imaging Design
Associate in Applied Science

Program/CIP Code: DIGI.AAS/10.0303
Credits Required: 61
Division: Arts, Communications and Humanities
Contact: digitalimaging@kckcc.edu

Kansas City Kansas Community College's Digital Imaging Design vocational program leads to an Associate in Applied Science Degree in Digital Imaging. This degree is designed to prepare students for a career in the field of computer based graphic design. The Digital Imaging Design program is a comprehensive practical course of study which provides the up-to-date and latest technology training in the field of digital graphics.

The Digital Imaging Design program prepares individuals to apply technical knowledge and skills to the layout, design, and typographic arrangement of printed and/or electronic software; digital imaging; print preparation; page layout and design; desktop publishing; and applicable principles of graphic design for print as well as interactive media and web page design.

The Digital Imaging Design program is a vocational program using the latest technology and facilities to instruct learners in the most current methods, technology, and practices in graphic image design for print, multimedia, and the web. The graduates of this program will have an Associate in Applied Science degree which will enable them to obtain Graphic Design positions in the advertising, marketing, web, publishing, printing, and sign making industries.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra** or higher	3
ARTS 0101	Art Appreciation	3
PSYC 0101	Psychology *	3
Total Hours for General Education Requirements		**18**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Digital Imaging Requirements

Course		Credit Hours
ARTS 0111	Drawing	3
DIGI 0115	Beginning Photoshop	3
DIGI 0116	Intermediate Photoshop *	3
DIGI 0117	Advanced Photoshop *	3
DIGI 0131	Two Dimensional Design 1	3
DIGI 0174	Beginning Illustrator	3
DIGI 0175	Advanced Illustrator *	3
DIGI 0176	Graphic Design: Multimedia and Web I *	3
DIGI 0177	Graphic Design: Multimedia and Web II *	3
DIGI 0178	Graphic Design : Print Media I *	3
DIGI 0179	Graphic Design: Print Media II *	3
DIGI 0180	Publication Design	3
DIGI 0191	Internship : Digital Graphics*	3
DIGI 0193	Portfolio Production*	3
Total Hours for Digital Imaging Requirements		**42**
*See course syllabi for Digital Imaging course prerequisites.		

Total Hours for an Associate in Applied Science in Digital Imaging Design Degree	**61**

History

Associate in Arts

Program/CIP Code: HIST.AA/24.0101
Credits Required: 60
Division: Arts, Communications and Humanities
Contact: hist@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

History at Kansas City Kansas Community College introduces students to an array of peoples, time periods, and regions. Students examine a wide range of subjects from ancient and classical civilizations, to modern world. Topics, which are drawn from the entire map of human experiences include creativity, belief, conflict, Identity, innovation, ordinary life, and power. Students also learn historical literacy. They learn to evaluate evidence, examine contexts, identify changes and continuities, and to understand complexity. They encounter traditional and new approaches to historical subjects, and they are introduced to historiography.

Students who already believe that the study of the past is interesting and meaningful will be encouraged. For other students, history at the college will open up new worlds of knowledge and understanding. The American Historical Association in its Careers for Students of History Identifies seven careers in History: "classrooms', 'museums', 'editing and publishing', 'archives', 'historic preservation', 'federal, state and local history' and consultants and contractors'. The community college provides the foundation for students who intend to earn a baccalaureate degree and graduate degrees in history. Students who intend to teach in elementary and secondary schools should also satisfy requirements for certification.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105 **OR** MATH 0108	College Algebra** **OR** Pre-Calculus Mathematics**	3
HIST 0104 **OR** HIST 0105	United States to 1877 **OR** United States Since 1877	3
PHIL 0103 **OR** PHIL 0105 **OR** PHIL 0206	Introduction to Philosophy **OR** Logic **OR** Ethics*	3
	Humanities Elective	3
POSC 0101 **OR** POSC 0102	Introduction to Political Science **OR** International Relations/ Foreign Policy	3
SOSC 0107	Sociology	3
	Natural and Physical Science	5
LANG	Elective	5
Total Hours for General Education Requirements		**37**

*See course syllabus for prerequisite.
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.

History Requirements

HIST 0115	World Civilization I	3
HIST 0116	World Civilization II	3
Choose 16 hours from the following		
HIST 0106	Black History (3hrs)	16
HIST 0107	Modern Europe (3hrs)	
HIST 0108	Religion in America (3hrs)	
HIST 0109	The Bible as History (3hrs)	
HIST 0112	Modern Latin America (3hrs)	
HIST 0204	Western Civilization I (3hrs)	
HIST 0205	Western Civilization II (3hrs)	
Total Hours for History Requirements		**22**
*See course syllabi for History course prerequisites.		

Total Hours for an Associate in Arts in History Degree	**60**

Journalism

Associate in Arts

Program/CIP Code: JOUR.AA/24.0101
Credits Required: 60
Division: Arts, Communications and Humanities
Contact: journalism@kckcc.edu

This degree is intended as a two-year program for students planning to complete a bachelor's degree in journalism or a related field. If the program is completed as directed, the General Education courses will transfer to all Kansas Regents universities as a block.

A limited number of performance grants are available to qualified students. Individuals with experience in journalism may apply directly to the coordinator at 913-288-7237.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
	Humanities Elective (2 Disciplines other than LANG)	6
	Social Science Elective (2 Disciplines)	6
	Natural and Physical Science Elective (Lecture with Lab)	4
	Foreign Language Elective	5
Total Hours for General Education Requirements		**33**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Journalism Requirements

Course		Credit Hours
JOUR 0175	Introduction to Mass Communications	3
JOUR 0176	Reporting I	3
JOUR 0277	Production Processes I	2
JOUR 0278	Production Processes II	2
	Electives	16
Total Hours for Journalism Requirements		**26**
*See course syllabi for Journalism course prerequisites.		

Total Hours for an Associate in Arts in Journalism Degree	**60**

Music

Associate in Arts

Program/CIP Code: MUSC.AA/24.0101
Credits Required: 60
Division: Arts, Communications and Humanities
Contact: music@kckcc.edu

This degree is intended as a two-year program for students planning to complete a bachelor's degree in music or a music-related education. If the program is completed as specified, the General Education courses will transfer to all Kansas Regents universities as a block.

A limited number of performance grants are available to qualified students. Individuals with experience in solo and ensemble performance should apply directly to the coordinator at 913-288-7634.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR**	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
MATH 0105	College Algebra** or higher	3
	Humanities (2 Disciplines other than LANG)	6
	Social Science Electives (2 Disciplines)	6
	Natural and Physical Science Elective (Lecture with Lab)	4
	Foreign Language Elective	5
Total Hours for General Education Requirements		**33**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Music Requirements

Course		Credit Hours
MUSC 0111	Music Theory I	4
MUSC 0112	Music Theory II *	4
MUSC 0213	Music Theory III *	4
MUSC 0214	Music Theory IV *	4
	Performance Ensembles – 4 semesters	4
	Applied Lessons – 4 semesters	4
	Piano class or applied piano – 2 semesters	2
Total Hours for Music Requirements		**26**
*See course syllabi for Music course prerequisites.		

Total Hours for an Associate in Arts in Music Degree	**60**

Philosophy
Associate in Arts

Program/CIP Code: PHIL.AA/24.0101
Credits Required: 62
Division: Arts, Communications and Humanities
Contact: phil@kckcc.edu

Philosophy, as the love of wisdom, analyzed the most fundamental issues of the human condition, issues concerning the nature of the human person, justice, the possibility of the existence of God and human freedom, the significance of political and moral values, and, above all, the question of knowledge and truth. Philosophers from Confucius and Aristotle to John Dewey and Paulo Freire have investigated, as the axial human problem, how philosophical education is to help us in developing our own humanity. Thus philosophy enables students to examine the most crucial topics of their social and political existence, advancing their skills in logical thinking, verbal and written argumentation, and the capacity for organizing principles and ideas. If our democratic system is to endure, we must debate true and false claims, right and wrong values, and just and unjust decisions. This is the reason that philosophy, as the pursuit of knowledge, virtue, and freedom, has traditionally formed the core of a liberal arts education. For that reason, philosophy offers exceptional preparation for work in areas such as politics, law, governmental administration, writing, journalism, and education.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105 **OR** MATH 0108	College Algebra** **OR** Pre-Calculus Mathematics**	3
	Humanities (2 Disciplines other than LANG)	9
	Social Science(2 Disciplines)	6
	Natural and Physical Science (lecture with lab)	5
	Foreign Language Elective	5
Total Hours for General Education Requirements		**37**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Philosophy Requirements

Course		Credit Hours
EDUC 0262	Education in a Multicultural Society	3
HIST 0112	Modern Latin America	3
HUMN 0152	Women in Religion	3
HUMN 0207	Comparative World Religions	3
PHIL 0107	Business Ethics	3
PHIL 0206	Ethics	3
PHIL 0207	Philosophical Foundations of Health Care Ethics	3
PHIL 0200	Philosophy of Religion*	3
Total Hours for Philosophy Requirements		**24**
*See course syllabi for Philosophy course prerequisites.		

Total Hours for an Associate in Arts in Philosophy Degree	**62**

Studio Arts   *Associate in Arts*

Program/CIP Code: ARTS.AA/24.0101
Credits Required: 61
Division: Arts, Communications and Humanities
Contact: art@kckcc.edu

The Studio Arts curriculum parallels the foundational courses in other art colleges and/or programs in four-year colleges. If the program is completed as specified, the General Education courses will transfer to all Kansas Regents universities as a block. Art majors are required to maintain a portfolio.

A limited number of talent grants are available to qualified students. Individuals with experience in painting drawing, sculpture, or other visual media should apply directly to the art faculty at 913-288-7235.

Requirements for admission to the program:
- *No requirements for admission to the program.*
- *Contact program for program-specific advising.*

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra or higher	3
ARTS 0102	Art History 1	3
	Humanities Elective – Performance courses excluded	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
	Natural and Physical Science Elective (Lecture with lab)	4
	Foreign Language Elective	5
Total Hours for General Education Requirements		**33**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Studio Arts Requirements

Course		Credit Hours
ARTS 0103	Art History II	3
ARTS 0111	Drawing 1	3
ARTS 0121	Painting 1	3
ARTS 0140	Introduction to Photography	3
ARTS 0151	Sculpture 1	3
ARTS 0161	Ceramics 1	3
DIGI 0131	Two-Dimensional Design 1	3
Choose 6 hours from the following		
ARTS 0212	Drawing II* (3hrs)	6
ARTS 0213	Drawing III* (3hrs)	
ARTS 0222	Painting II* (3hrs)	
ARTS 0223	Painting III* (3hrs)	
ARTS 0241	Intermediate Photography (3hrs)	
ARTS 0252	Sculpture II * (3hrs)	
ARTS 0253	Sculpture III * (3hrs)	
ARTS 0262	Ceramics II* (3hrs)	
ARTS 0263	Ceramics III* (3hrs)	
DIGI 0115	Beginning Photoshop (3hrs)	
DIGI 0116	Intermediate Photoshop* (3hrs)	
DIGI 0132	Two Dimensional Design II* (3hrs)	
DIGI 0174	Beginning Illustrator (3hrs)	
DIGI 0175	Advanced Illustrator* (3hrs)	
Total Hours for Studio Arts Requirements		**27**
*See course syllabi for Studio Arts course prerequisites.		

Total Hours for an Associate in Arts in Studio Arts Degree	**61**

Theatre

Associate in Arts

Program/CIP Code: THTR.AA/24.0101
Credits Required: 60
Division: Arts, Communications and Humanities
Contact: theater@kckcc.edu

The theatre program helps students to interact with people working in the theatrical world. Students who follow the program are assured performance opportunities each semester during the two-year program. If the program is completed as specified, the General Education courses will transfer to all Kansas Regents universities as a block.

A limited number of performance grants are available to qualified students. Individuals with previous experience in theatrical performance and/or technical production should apply directly to the coordinator at 913-288-7106

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
ENGL 0212	Drama as Literature: Early to Modern	3
THTR 0101	Theatre Appreciation	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
	Natural and Physical Science Elective (Lecture with Lab)	4
	Foreign Language Elective	5
Total Hours for General Education Requirements		**33**
*See course syllabus for prerequisites. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Theatre Requirements

Course		Credit Hours
THTR 0105	Introduction to Acting	3
THTR 0110	Improvisation I	1
THTR 0115	Acting	3
THTR 0130	Stage Movement I	3
THTR 0150	Stagecraft	3
THTR 0170	Stage Makeup	2
THTR 0175	Acting Practicum	1
THTR 0210	Improvisation II	1
THTR 0215	Acting II *	3
THTR 0216	Acting III *	3
THTR/SPCH 0222	Voice and Diction	3
Total Hours for Theatre Requirements		**26**
*See course syllabi for Theatre course prerequisites		

Total Hours for an Associate in Arts in Theatre Degree	60

Journalism
Associate in General Studies

Program/CIP Code: JOUR.AGS/24.0101
Credits Required: 62
Division: Arts, Communications and Humanities
Contact: Journalism@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra** or Higher	3
	Humanities Elective (2 Disciplines)	6
	Social Science Elective (2 Disciplines)	6
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		**27**

*See course description for prerequisites.
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.

Journalism Requirements

Course		Credit Hours
JOUR 0175	Intro to Mass Communication	3
JOUR 0176	Reporting	3
JOUR 0277	Production Processes I	2
JOUR 0278	Production Processes II	2
	Electives	24
Total Hours for Journalism Requirements		**34**

Total Hours for an Associate in General Studies in Journalism Degree	**62**

Music Technology
Associate in General Studies

Program/CIP Code: MUSC.TECH.AGS/24.0101
Credits Required: 63
Division: Arts, Communications and Humanities
Contact: music@kckcc.edu

In addition to the traditional four-semester sequence of music theory, performing ensembles, and applied (private) lessons, the Music Technology degree is designed specifically to enhance the technological skills of music students. Academic courses and practical experiences provide an introduction to the use of computers in musical and multimedia production, including web design, digital video editing, and audio recording.

The Music Technology and Audio Engineering facilities at KCKCC include three state-of-the-art recording/mixing studios, a computer/MIDI lab, and an impressive live sound reinforcement system. Our facilities are open on evenings and weekends to allow students to work on school projects. The program faculty consists of active professionals in the recording and sound reinforcement industry.

Students frequently transfer to 4-year degree programs in related fields, and we have transfer and articulation agreements in place with several universities. Our students are employed both locally and nationally at live music venues, churches, and recording studios; with music retailers; at television and radio stations; telecommunications companies; and music business and administration companies. They have also created entrepreneurial companies that address the needs of niche markets in the audio industry.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
MUSC 0101	Music Appreciation	3
	Humanities Elective	3
	Social Science Elective (2 Disciplines)	6
NASC 0130	Introductory Physics	3
Total Hours for General Education Requirements		**27**
*See course Syllabus for prerequisites. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Music Technology Requirements

Course		Credit Hours
MUSC 0111	Music Theory I	4
MUSC 0112	Music Theory II *	4
MUSC 0213	Music Theory III *	4
MUSC 0214	Music Theory IV *	4
	Applied Lessons **OR** Piano Class/Applied Piano (4 semesters)	4
AUDI 0110	Music Technology 1	3
AUDI 0210	Music Technology 2 *	3
AUDI 0230	Multimedia Production *	3
AUDI 0240	Sound Editing and Synthesis *	3
AUDI 0250	Audio Recording 1 *	3
Total Hours for Music Technology Requirements		**35**
*See course syllabi for Music Technology Course prerequisites		

Total Hours for an Associate in General Studies in Music Technology Degree	**63**

Studio Arts

Associate in General Studies

Program/CIP Code: ARTS.AGS/24.0101
Credits Required: 61
Division: Arts, Communications and Humanities
Contact: art@kckcc.edu

The Studio Arts curriculum parallels the foundational courses in other art colleges and/or programs in four-year colleges. If the program is completed as specified, the General Education courses will transfer to all Kansas Regents universities as a block. Art majors are required to maintain a portfolio.

A limited number of talent grants are available to qualified students. Individuals with experience in painting drawing, sculpture, or other visual media should apply directly to the art faculty at 913-288-7235

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151	Public Speaking OR	3
SPCH 0201	Interpersonal Communication	
ARTS 0102	Art History I	3
	Humanities Elective	3
	Social Science Elective (2 Disciplines)	6
MATH 0104	Intermediate Algebra or higher	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		**27**
*See course syllabus for prerequisite.		

Studio Arts Requirements

Course		Credit Hours
ARTS 0103	Art History II	3
ARTS 0111	Drawing 1	3
ARTS 0121	Painting I	3
ARTS 0140	Intro to Photography	3
ARTS 0151	Sculpture I	3
ARTS 0161	Ceramics	3
DIGI 0131	Two-Dimensional Design I	3
Choose 12 hours from the following		
ARTS 0212	Drawing II* (3hrs)	12
ARTS 0213	Drawing III* (3hrs)	
ARTS 0222	Painting II* (3hrs)	
ARTS 0223	Painting III* (3hrs)	
ARTS 0241	Intermediate Photography (3hrs)	
ARTS 0252	Sculpture II * (3hrs)	
ARTS 0253	Sculpture III * (3hrs)	
ARTS 0262	Ceramics II * (3hrs)	
ARTS 0263	Ceramics III * (3hrs)	
DIGI 0115	Beginning Photoshop (3hrs)	
DIGI 0116	Intermediate Photoshop* (3hrs)	
DIGI 0117	Advanced Photoshop * (3hrs)	
DIGI 0132	Two Dimensional Design II * (3hrs)	
DIGI 0174	Beginning Illustrator (3hrs)	
DIGI 0175	Advanced Illustrators* (3hrs)	
DIGI 0176	Graphic Design: Multimedia and Web I * (3hrs)	
DIGI 0177	Graphic Design: Multimedia and Web II * (3hrs)	
DIGI 0178	Graphic Design Print Media 1 * (3hrs)	
DIGI 0179	Graphic Design Print Media II * (3hrs)	
DIGI 0180	Publication Design (3hrs)	
Total Hours for Studio Arts Requirements		**33**
*See course syllabi for Studio Arts course prerequisites.		

Total Hours for an Associate in General Studies in Studio Arts Degree	**61**

Theatre Technology
Associate in General Studies

Program/CIP Code: THTR.TECH.AGS/24.0101
Credits Required: 60
Division: Arts, Communications and Humanities
Contact: theater@kckcc.edu

The theatre technology program develops the knowledge and skills necessary for students to embark on careers as professional stage hands, stage carpenters, and stage electricians. Emphasis in this specialized program is on production. Many hours are required in the operation on the theatre plant, and the construction of scenery for theatrical events. Students who follow the program are assured technical opportunities in lighting, sound, set construction, and/or stage management each semester during the two-year program.

A limited number of performance grants are available to qualified students. Individuals with previous experience in theatrical performance and/or technical production should apply directly to the coordinator at 913-288-7106

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra** or higher	3
THTR 0101	Theatre Appreciation	3
ENGL 0212	Drama as Literature: Early to Modern	3
PSYC 0101	Psychology *	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
Total General Education Requirements		**27**
*See course syllabus for prerequisites. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Theatre Requirements

Course		Credit Hours
ARTS0111	Drawing I	3
AUDI0150	Live Sound Reinforcement 1	1
AUDI0151	Live Sound Reinforcement 2	1
THTR0105	Introduction to Acting	3
THTR0150	Stagecraft	3

THTR 0151	Technical Theatre Practicum	1
THTR0160	Stage Lighting I	3
THTR 0170	Stage Makeup	2
THTR 0180	Stage Management	3
THTR 0220	Costume Production	3
THTR 0255	Stagecraft II	3
THTR0260	Stage Lighting II	3
THTR0265	Scene Painting	3
Total Hours for Theatre Technology Requirements		**32**

Total Hours for an Associate in General Studies in Theatre Technology Degree	**60**

English for Speakers of Other Languages

Division: Arts, Communications and Humanities
Contact: artsandhumanities@kckcc.edu

English for Speakers of Other Languages (ESOL) is designed for students who wish to improve their writing, reading, and speaking skills in English. ESOL classes prepare students for success in academic courses needed for an associate degree and are also appropriate for those who wish to improve their English skills for job enhancement.

Entry into ESOL classes is determined by scores on an ESOL Placement test. The office of the ESOL coordinator is located in the Science Building, Room #3415. Call 913-288-7625, 913-288-7380, or the Arts, Humanities and Social Sciences Division Administrative Assistant at 913-288-7134 for additional information.

Foreign Language

Division: Arts, Communications and Humanities
Contact: artsandhumanities@kckcc.edu

Studying a foreign language is required of most liberal arts majors and recommended in many vocational areas. As more and more businesses and industries become involved in the international marketplace, students with foreign language skills may well find themselves excelling in the changing economy.

At KCKCC, foreign language courses are infused with cultural content from the humanities and social sciences. By furnishing students with comparative perspectives on history, philosophy, society, and art, foreign language courses contribute significantly to our multicultural awareness and to higher order thinking. Ultimately, this helps hold the human community together, both globally and locally.

Foreign language courses are offered at the KCKCC main campus and the Pioneer Career Center. Our college provides academic and conversational instruction in Spanish, French, and Arabic. Furthermore, we offer vocational Spanish courses for nurses, school administrators, teachers, paraprofessionals, support staff, child care facility personnel, and law enforcement officials. Tutoring is available through the Academic Resource Center free of charge.

For students with a previous experience in Spanish (middle school and/or high school), KCKCC has a Foreign Language Placement Exam. Students with 3 or more years of study are encouraged to take this test to determine proper placement in the sequence. We also provide an opportunity to earn college credit by examination. For more information, please contact the program coordinator at 913-288-7382.

Health Professions

Dean: Dr. Tiffany Bohm
Contact: healthprofessions@kckcc.edu

MISSION STATEMENT
The Division of Health Professions is committed to student learning which will prepare outstanding practitioners for various fields of allied health. This knowledge progresses from essential courses through fundamental to complex clinical concepts. The Division of Health Professions is designed to prepare students to function as entry-level allied health professionals.

Associate in Applied Science Degrees (AAS)
Fire Science/Firefighting
Mortuary Science
Nursing/Registered Nurse (RN)
Paramedic-RRT to RN Bridge (RN)
Paramedic
Physical Therapist Assistant (PTA)
Respiratory Care (RT)

Certificates
Fire Science Technology
Homeland Security
Medical Assistant
Nursing/LPN-Practical Nurse (LPN)

Certificates of Completion
Nursing Assistant (CNA)
Certified Medication Aid (CMA)
Emergency Medical Responder (EMR)
Emergency Medical Technician (EMT)

Associate in Science Degrees
Curriculum pathway leading to an Associate in Science for students desiring to transfer to a 4-year degree program preparing for the following health care careers:
Pre-Nursing
Pre-Occupational Therapy
Pre-Physical Therapy
Pre-Radiologic
Pre-Respiratory Therapy

Since the transferability of courses will vary depending on the specific four-year institution, it is strongly recommended that if students are intending to transfer to a four-year institution, they must consult with the transfer institution and with their respective KCKCC advisor before enrolling in order to determine the transferability of their courses. It is the student's responsibility to follow the transfer requirements established by his/her transfer institution.

Fire Science/Fire Fighting
Associate of Applied Science

Program/CIP Code: FRSC.AAS/43.0203
Credits Required: 65
Division: Health Professions
Contact: FRSC@kckcc.edu

The mission of the Fire Science program is to provide a venturous and progressive modern educational experience in all aspects of fire protection and safety, leading to a useful associate degree or specific educational endeavor for all students regardless of gender. The faculty is committed to provide learning experiences which are girded with 21st Century Learning Outcomes, especially targeted at critical thinking, communication, and core competencies. Kansas City Kansas Community College Fire Science program provides all necessary equipment for students to successfully train for and pass the State of Kansas Fire Service certifications.

Hazardous Materials Awareness and Operations (HZMT 120), Firefighter I (FRSC 100), and Firefighter II (FRSC 211) are taught as a Fire Academy three days per week plus one weekend day per month. Students are required to maintain a 70% grade average in their courses in order to take their state certification examinations. Students must be 18 years of age and successfully pass the Interior Firefighting Training provided by the fire science program to qualify to take the State of Kansas Firefighter I certification tests.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 **OR** ENGL 0206	Composition II* **OR** Technical Writing*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104 **OR** BUSN 0110	Intermediate Algebra** **OR** Business Math**	3
	Humanities Elective (No Performing Arts Accepted)	3
	Social Science Elective	3
	Natural & Physical Science Requirement	3
Total Hours for General Education Requirements		**21**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Fire Science/Fire Fighting Requirements*

Course		Credit Hours
Fire Academy:		
HZMT 0120	Hazardous Materials Awareness and Operations	3
FRSC 0100	Firefighter I	3
FRSC 0211	Firefighter II	3
FRSC 0101	Fundamentals of Fire Prevention	3
FRSC 0107	Legal Considerations for Fire & Emergency Services	3
FRSC 0111	Firefighting Tactics and Strategies	3
FRSC 0113	Building Construction Fire Service	3
FRSC 0115	Fire Arson Investigation	3
FRSC 0202	Fire Hydraulics	3
EMS Requirement:		
EMTC 0128	Emergency Medical Technician	10
Electives: (6 Hours from the following:)		
HZMT 0215	Hazardous Materials Technician (5)	
FRSC 0117	Fire Protection Equipment Alarm Systems (3)	
FRSC 0170	Introduction to Homeland Security (5)	
FRSC 0201	Fire Administration I (3)	
FRSC 0203	Fire Administration II (3)	
FRSC 0205	Fire Inspection (3)	6
FRSC 0210	Building and Fire Codes (3)	
FRSC 0214	Current Topics and Technology in Fire Science (1)	
FRSC 0225	Arson Intelligence (3)	
FRSC 0230	Fire Service Instructional Methodology (3)	
FRSC 0233	Industrial Fire Protection and Safety (3)	
FRSC 0272	Historical Foundations of the Fire Service (3)	
Total Hours for Fire Science/Fire Fighting Requirements		**43**
*See course syllabi for Fire Science/Fire Fighting course prerequisites.		

Total Hours for an Associate in Applied Science in Fire Science/Fire-Fighting Degree	**65**

Mortuary Science
Associate in Applied Science

Program Code/CIP Code: MTSC.AAS/12.0303
Credits Required: 69
Division: Health Professions
Contact: mortuaryscience@kckcc.edu
Accreditation: American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108. Woodbury Heights, New Jersey 08097 (816) 233-3747. Web: www.abfse.org.

MISSION
Providing career education of a technical or semi-professional nature that offers an associate degree that, upon completion, qualifies students to seek employment in the occupational field for which preparation is offered.

AIMS and PURPOSES
The Program of Mortuary Science at KCKCC states as its central aims the recognition of the importance of funeral service personnel as:
- members of a human services profession;
- members of the community in which they serve;
- participants in the relationship between bereaved families and those engaged in the funeral service profession;
- professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice;
- professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

The Mortuary Sciences purposes are:
- To enlarge the background and knowledge of students about the funeral service profession.
- To educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary of the profession, as defined in the preamble above.
- To educate students concerning the responsibilities of the funeral service profession to the community at large.
- To emphasize high standards of ethical conduct.
- To provide a curriculum at the postsecondary level of instruction.
- To encourage research in the field of funeral service.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's rates go to the Mortuary Science office, RM 3630 Flint Building, email mortuaryscience@kckcc.edu or call (913) 288-7607.

PROGRAM INFORMATION – Kansas City

Year	Total enrolled	# of New Students	# of Grads	Timely Grad*	Graduation rate	Did not finish**	Overall % Employed	Employed In FS
2016	34	34	28	28/28	89%	3	86%	86%
2015	34	33	33	30/33	85%	4	97%	97%
2014	32	39	30	27/30	91%	3	93%	77%

NATIONAL BOARD STATISTICS – Kansas City

3 year Average	% Pass Arts	% Pass Sciences
2016 – 2014	76%	70%
2015 - 2013	79%	77%
2014 - 2012	81%	80%

Most recent	# Takers	# Passed
2016 Arts	22	17
2016 Sciences	22	13

Requirements for admission to the program:
- High School diploma or equivalent (GED).
- Minimum cumulative grade point average of 2.50 for all undergraduate coursework.
- Complete all College and General Education requirements with a grade of "C" or better prior to acceptance into the program.
- Submit either a letter of recommendation from a licensed Funeral Director or an Investigation Questionnaire.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
BUSN 0101	Accounting I***	3
BUSN 0104	Small Business Management	3
BUSN 0110	Business Math** or higher	3
	Humanities elective	3
PSYC 0101	Psychology*	3
PSYC 0115	The Grieving Process	3
BIOL 0141	Human Anatomy and Laboratory***	4
Total Hours for General Education Requirements		**31**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement. ***Anatomy and Accounting courses completed more than four (4) years prior to admission must be repeated.		

Mortuary Science Requirements*

	Course	Credit Hours
MTSC 0101	Orientation to Funeral Service	2
MTSC 0105	Mortuary Law	3
MTSC 0108	Mortuary Chemistry	3
MTSC 0110	Restorative Art for Mortuary Science	4
MTSC 0160	Mortuary Microbiology	3
MTSC 0201	Pathology	3
MTSC 0205	Embalming Theory	4
MTSC 0210	Mortuary Management	3
MTSC 0212	Funeral Service Merchandising	3
MTSC 0225	Funeral Service Counseling	3
MTSC 0240	Mortuary Science Practicum I	3
MTSC 0241	Mortuary Science Practicum II	3
Total Hours for Mortuary Science Requirements		**37**
* See course syllabi for Mortuary Science course prerequisites.		

Total Hours for an Associate in Applied Science in Mortuary Science Degree	**69**

Course Sequence

	Course	Credit Hours
First Semester		
BLUE 0101	Freshman Seminar	1
ENGL 0101	Composition I	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
PSYC 0101	Psychology	3
	Humanities elective	3
BUSN 0104	Small Business Management	3

	Course	Credit Hours
Second Semester		
ENGL 0102	Composition II	3
BIOL 0141	Human Anatomy and Laboratory	4
BUSN 0101	Accounting I	3
PSYC 0115	The Grieving Process	3
BUSN 0110	Business Math or higher	3

	Course	Credit Hours
Third Semester		
MTSC 0101	Orientation to Funeral Service	2
MTSC 0105	Mortuary Law	3
MTSC 0108	Mortuary Chemistry	3
MTSC 0201	Pathology	3
MTSC 0212	Funeral Service Merchandising	3
MTSC 0240	Mortuary Science Practicum I	3

Fourth Semester		
MTSC 0110	Restorative Art for Mortuary Science	4
MTSC 0160	Mortuary Microbiology	3
MTSC 0205	Embalming Theory	4
MTSC 0210	Mortuary Management	3
MTSC 0225	Funeral Service Counseling	3
MTSC 0241	Mortuary Science Practicum II	3

The Mortuary Science classes (MTSC) must be completed within 3 consecutive semesters or 1 calendar year from admission into the program.

To reduce semester course load, many classes listed above are available during summer session.

Nursing/Registered Nurse

Associate in Applied Science

Program Code/CIP Code: NURS.AAS/51.3801
Credits Required: 66
Division: Health Professions
Contact: registerednursing@kckcc.edu
Accreditation: Accreditation Commission for Education in Nursing (ACEN), Atlanta, GA, www.ACEN.org.

The Nursing department is committed to providing a student-learning environment that encourages and assesses a spirit of inquiry, clinical competence, professional accountability, and effective communication skills for a diverse student population. We believe these attributes will prepare our graduates to pass the NCLEX-RN®, and to provide and manage safe, cost-effective care to meet client needs. The faculty have developed a conceptual framework utilizing the concepts of client needs, nursing intervention classifications, and nursing outcome classifications. Each course emphasizes growth and development, communication, the nursing process, nutrition and diet therapy, pharmacology, management, and legal and ethical issues.

Requirements for admission to the program:

- This is a selective admission program. A*pplication to the program **does not** constitute admission.*
- Minimum 2.50 GPA and completion of pre-requisites.
- **Applications are due January 31st for Fall start.**
- Contact program for application, full requirements and program-specific advising.

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
PSYC 0101	Psychology*	3
PSYC 0202 **OR** PSYC 0203	Child Development* **OR** Human Development*	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*/***	3
BIOL 0272	Physiology Lab*/***	1
BIOL 0261	Microbiology*/***	3
BIOL 0262	Microbiology Lab*/***	2
Total Hours for General Education Requirements		**28**

* See course syllabus for prerequisite.

** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.

*** Physiology and Microbiology courses completed more than seven (7) years prior to admission must be repeated.

Registered Nursing Requirements*

Course		Credit Hours
NURS 0131	Caring Interventions	3
NURS 0132	Foundation Concepts	4
NURE 0133	Homeostatic Concepts	4

NURS 0134	Protective Concepts	4
NURS 0135	Pathophysiology for Nurses	3
NURS 0193	Health Assessment for Nurses	3
NURS 0208	Pharmacology for Nursing	3
NURS 0251	Lifespan Family and Community Health	6
NURS 0254	Complex Health Concepts	4
NURS 0255	Management Concepts	4
Total Hours for Registered Nursing Requirements		**38**
*See course syllabi for Registered Nursing course prerequisites.		

Total Hours for an Associate in Applied Science in Registered Nursing Degree	**66**

LPN/Paramedic/RRT to RN Bridge   *Associate in Applied Science*

Program Code/CIP code: NURS.BRDG.AAS/51.3801
Credits Required: 68
Division: Health Professions
Contact: nursingarticulation@kckcc.edu
Accreditation: Accreditation Commission for Education in Nursing (ACEN), Atlanta, GA, www.ACEN.org.

Requirements for admission to the program:
- This is a selective admission program. A*pplication to the program **does not** constitute admission.*
- Minimum 2.50 GPA and completion of pre-requisites.
- **Applications are due August 31st for Spring start.**
- Contact program for application, full requirements and program-specific advising.

Advanced Standing Credit Awarded*

Course		Credit Hours
NURS 0131	Caring Interventions	3
NURS 0132	Foundation Concepts	4
NURS 0193	Health Assessment for Nurses	3
NURS 0251	Lifespan Family and Community Health	6
Total Hours of Advanced Standing Credit Awarded		**16**
* Students admitted to the Bridge Program with Advanced Standing will have 16 credits for NURS 0131, NURS 0132, NURS 0193, and NURS 0251 added to their transcript following successful completion of NURS 0133 and NURS 0134.		

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
PSYC 0101	Psychology	3
PSYC 0202 **OR** PSYC 0203	Child Development **OR** Human Development	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*/***	3
BIOL 0272	Physiology Lab*/***	1
BIOL 0261	Microbiology*/***	3
BIOL 0262	Microbiology Lab*/***	2
Total Hours for General Education Requirements		**28**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement. *** Physiology and Microbiology courses completed more than seven (7) years prior to admission must be repeated.		

Registered Nursing Requirements*

Course		Credit Hours
NURS 0133	Homeostatic Concepts	4
NURS 0134	Protective Concepts	4
NURS 0135	Pathophysiology for Nurses	3
NURS 0146	LPN, Paramedic, RRT to RN Transition	2
NURS 0208	Pharmacology for Nursing	3
NURS 0254	Complex Health Concepts	4
NURS 0255	Management Concepts	4
Total Hours for Registered Nursing Requirements		**24**
*See course syllabi for Registered Nursing course prerequisites.		

Total Hours for an Associate in Applied Science in Registered Nursing Degree	**68**

Paramedic
Associate in Applied Science

Program Code/CIP Code: MICT.AAS**/**51.0904
Credits Required: 63
Division: Health Professions
Contact: emergencymed@kckcc.edu
Accreditation: Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Contact information for the Committee is 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; 214-703-8992; www.coaemsp.org.

The Paramedic Program will incorporate a variety of teaching strategies and learning opportunities for participants including but not limited to lectures, skill training sessions, demonstrations, simulated patient scenarios, hospital clinical experience, field internship experience, and computer-enhanced opportunities. The purpose of the training program is to provide the participant with the necessary knowledge and skills to effectively function as a certified Paramedic. Participants in the program are expected to develop competencies in Cognitive Skills, Psychomotor Skills, and in the Affective Domain.
DUE TO KANSAS BOARD OF EMERGENCY MEDICAL SERVICES REQUIREMENTS, NO LATE ENROLLMENT IS ALLOWED AND FIRST DAY ATTENDANCE IS MANDATORY.

Requirements for admission to the program:
- This is a selective admission program. A*pplication to the program **does not** constitute admission.*
- Minimum 2.50 GPA and completion of pre-requisites.
- **Application deadline is May 15 for Fall start.**
- Contact program for application, full requirements and program-specific advising.

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
EMTC 0101	Applied Math for EMS** or higher	3
PSYC 0101	Psychology*	3
BIOL 0143 **OR** BIOL 0141	Human Anatomy and Physiology **OR** Human Anatomy and Lab	4-5
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		**20-21**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Paramedic Requirements*

Course		Credit Hours
PMED 0227	Paramedic Concepts I	8
PMED 0228	Paramedic Concepts II	8
PMED 0229	Paramedic Concepts III	4
PMED 0230	Paramedic Concepts IV	4
PMED 0245	Paramedic Hospital Practice	5
PMED 0256	Paramedic Field Internship	10
PMED 0260	Paramedic Concepts – Medical Emergencies	4
Total Hours for Paramedic Requirements		**43**
*See course syllabi for Paramedic course prerequisites.		

Total Hours for an Associate in Applied Science in Paramedic Degree	**63-64**

Physical Therapist Assistant
Associate in Applied Science

Program Code/CIP Code: PTAS.AAS/51.0806
Credits Required: 69
Division: Health Professions
Contact: pta@kckkc.edu
Accreditation: Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE)

Physical Therapist Assistants (PTA) work under the direction and supervision of a physical therapist in the delivery of physical therapy services. The duties of a PTA include assisting with implementing treatment programs according to the physical therapist's plan of care, educating and instructing patients in exercise and activities of daily living, providing treatments using special equipment, administering modalities, documentation of services provided, and reporting to the physical therapist on the patient's responses to treatment. Upon successful completion of the program, the student is eligible to take the national licensure examination.

Requirements for admission to the program:
- This is a selective admission program. A*pplication to the program **does not** constitute admission.*
- Minimum 2.75 GPA in program required courses and completion of pre-requisites (* below).
- **Application deadline is April 15 for Fall start and October 15 for Spring start.**
- Contact program for application, full requirements and program-specific advising.

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
PSYC 0101	Psychology*	3
PSYC 0202 **OR** PSYC 0203	Child Development* **OR** Human Development*	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0143	Human Anatomy and Physiology***	5
Total Hours for General Education Requirements		**20**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement. ***Anatomy and Physiology courses completed more than seven (7) years prior to admission must be repeated.		

Physical Therapist Assistant Requirements*

	Course	Credit Hours
PHTR 0160	Musculoskeletal I	5
PHTR 0165	Clinical Skills I	2
PHTR 0170	Fundamentals of Treatment Procedures	5
PHTR 0180	Clinical Skills II	2
PHTR 0195	Clinical Skills III	3
PHTR 0220	Pathophysiology for Rehabilitation	5
PHTR 0230	Musculoskeletal III	5
PHTR 0240	Clinical Skills IV	6
PHTR 0245	Clinical Skills V	6
PHTR 0250	Musculoskeletal II	5
PHTR 0275	Neuromuscular Rehabilitation	5
Total Hours for Physical Therapist Assistant Requirements		**49**
*See course syllabi for Physical Therapist Assistant course pre-requisites.		

Total Hours for an Associate in Applied Science in Physical Therapist Assistant Degree	**69**

Course Sequence

	Course	Credit Hours
Prior to Admission		
ENGL 0101	Composition I	3
PSYC 0101	Psychology	3
MATH 0104	Intermediate Algebra or higher	3
BIOL 0143	Human Anatomy and Physiology	5

Semester II		
PHTR 0160	Musculoskeletal I	5
PHTR 0165	Clinical Skills I	2
PHTR 0170	Fundamentals of Treatment Procedures	5

Semester III		
PHTR 0180	Clinical Skills II	2
PHTR 0230	Musculoskeletal III	5
PHTR 0250	Musculoskeletal II	5
PSYC 0202 **OR** PSYC 0203	Child Development **OR** Human Development	3

Semester IV		
PHTR 0195	Clinical Skills III	3
PHTR 0220	Pathophysiology for Rehabilitation	5
PHTR 0275	Neuromuscular Rehabilitation	5
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3

Semester V		
PHTR 0240	Clinical Skills IV	6
PHTR 0245	Clinical Skills V	6

Respiratory Care

Associate in Applied Science

Program Code/CIP Code: RESP.RRT.AAS /51.0908
Credits Required: 69
Division: Health Professions
Contact: RT@kckcc.edu
Accreditation: The Kansas City Kansas Community College Respiratory Therapy Program, CoARC number 200412, AAS degree, located at 7250 State Avenue, Kansas City, KS is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

The goal of the Program is to prepare students to become competent entry-level RRT-AAS graduates as defined by the National Board for Respiratory Care. Kansas City Kansas Community College offers the Respiratory Therapist Program leading to an Associate in Applied Science Degree. Students may begin the program in the spring or fall semester.

Requirements for admission to the program:
- This is a selective admission program. A*pplication to the program **does not** constitute admission.*
- Minimum 2.50 GPA and completion of pre-requisites.
- **Applications are accepted beginning in February for Fall start and September for Spring start.**
- Contact program for application, full requirements and program-specific advising.

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
	Social Science Elective	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0141	Human Anatomy and Laboratory***	4
BIOL 0271	Physiology*/***	3
BIOL 0272	Physiology Lab*/***	1
BIOL 0261	Microbiology*/***	3
BIOL 0262	Microbiology Lab*/***	2
Total Hours for General Education Requirements		**25**
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		
***Anatomy and Physiology courses completed more than seven (7) years prior to admission must be repeated.		

Respiratory Care Requirements*

	Course	Credit Hours
RSCR 0220	Introduction to Respiratory Care	3
RSCR 0224	Therapeutic Interventions I	3
RSCR 0225	Cardiopulmonary Care & Diagnostics I	4
RSCR 0229	Therapist Clinic Practice I	3
RSCR 0240	Therapeutic Devices	2
RSCR 0244	Therapeutic Interventions II	3
RSCR 0245	Cardiopulmonary Care & Diagnostics II	4
RSCR 0249	Therapist Clinic Practice II	4
RSCR 0274	Therapeutic Interventions III	2
RSCR 0275	Therapeutic Interventions IV	1
RSCR 0279	Clinic Practice III	4
RSCR 0290	Perinatal/Pediatrics	2
RSCR 0284	Clinic Practice IV	4
RSCR 0285	Cardiopulmonary Care & Diagnostics III	4
RSCR 0299	Final Project Seminar	1
Total Hours for Respiratory Care Requirements		**44**
*See course syllabi for Respiratory Care course prerequisites.		

Total Hours for an Associate in Applied Science in Respiratory Care Degree	**69**

Course Sequence

	Course	Credit Hours
First Semester		
ENGL 0101	Composition I	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra or higher	3
BIOL 0141	Human Anatomy and Laboratory	4
	Social Science Elective	3

	Course	Credit Hours
Second Semester		
BIOL 0271	Physiology	3
BIOL 0272	Physiology Lab	1
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
	Social Science Elective	3

Third Semester

RSCR0220	Introduction to Respiratory Care	3
RSCR0224	Therapeutic Interventions I	3
RSCR0225	Cardiopulmonary Care & Diagnostics I	4
RSCR0229	Therapist Clinic Practice I	3

Fourth Semester

RSCR0240	Therapeutic Devices	2
RSCR0244	Therapeutic Interventions II	3
RSCR0245	Cardiopulmonary Care & Diagnostics II	4
RSCR0249	Therapist Clinical Practice II	4
	Social Science Elective	3

Fifth Semester

RSCR0240	Therapeutic Interventions III	2
RSCR0244	Therapeutic Interventions IV	1
RSCR0279	Clinic Practice III	4
RSCR0290	Perinatal/Pediatrics	2

Sixth Semester

RSCR0284	Therapeutic Interventions III	4
RSCR0285	Cardiopulmonary Care & Diagnostics III	4
RSCR0299	Final Project Seminar	1

Three pre-requisite classes may be taken concurrently with the Respiratory Therapy Classes during the first two semesters of Respiratory Therapy. It is best to have Math and Sciences completed prior to beginning the Respiratory Therapy Program.

Fire Science Technology   *Certificate*

Program/CIP Code: FRSC.CERT/43.0201
Credits Required: 22
Division: Health Professions
Contact: FRSC@kckcc.edu

The Firefighter Technical Certificate is offered as a catalyst for students who seek employment with a fire department. This provides the student with four basic courses required by the fire service industry. At the completion of these courses, students are prepared for state certification and licensure.

Fire Academy:
Hazardous Materials Awareness and Operations (HZMT 120), Firefighter I (FRSC 100), and Firefighter II (FRSC 211) are taught as a Fire Academy three days per week plus one weekend day per month. Students are required to maintain a 70% grade average in their courses in order to take their state certification examinations. Students must be 18 years of age and successfully pass the Interior Firefighting Training provided by the fire science program to qualify to take the State of Kansas Firefighter I certification tests.

Kansas City Kansas Community College Fire Science program provides all necessary equipment for students to successfully train for and pass the State of Kansas Fire Service certifications.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Fire Science Requirements

Course		Credit Hours
HZMT 0120	Hazardous Materials Awareness and Operations	3
FRSC 0100	Firefighter I	3
FRSC 0211	Firefighter II*	3
EMTC 0128	Emergency Medical Technician	10
	Natural & Physical Science elective	3
*See course syllabi for Fire Science course prerequisites.		

Total hours for Fire Science Certificate	**22**

Homeland Security   *Certificate*

Program/CIP Code: FRSC.HMSE.CERT/43.0302
Credits Required: 44
Division: Health Professions
Contact: FRSC@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Homeland Security Certificate Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 **OR**	Composition II* **OR**	3
ENGL 0206	Technical Writing*	
SPCH 0151 **OR**	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
MATH 0104	Intermediate Algebra** **OR**	3
BUSN 0110	Business Math** or higher	
HIST 0115	World Civilization I	3
CHEM 0109 **OR**	General Chemistry **OR**	5
CHEM 0101	Introduction to Forensic Science and Lab	
LANG	Electives	10
CRJS 0101	Introduction to Law Enforcement*	3
FRSC 0115	Fire Investigation*	3
FRSC 0170	Introduction to Homeland Security and Weapons of Mass Destruction*	5
HZMT 0120	Hazardous Materials Awareness and Operations*	3
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Total hours for Homeland Security Certificate	**44**

Medical Assistant

Certificate

Program Code/CIP Code: MEDA.TCERTB/51.0801
Credits Required: 38
Division: Health Professions
Contact: medicalassistant@kckcc.edu
Accreditation: Commission on Accreditation of Allied Health Education Programs (CAAHEP)

The Medical Assistant Department is committed to providing a student learning environment which inspires life-long learning utilizing a spirit of inquiry to promote excellence in clinical competence, professional accountability, caring, and effective communication skills for a diverse student population. Upon completion of the program, students are eligible to challenge either the Certified Clinical Medical Assistant (CCMA), the Register Medical Assistant (RMA) exam, or Certified Medical Assistant (CMA).

The Medical Assistant program is designed to prepare students for entry-level positions in a medical facility. Clinical functions include taking vital signs and patient histories; assisting with exams, treatments, and office surgery; collecting specimens; sterilization procedures; basic first aid; and CPR. Administrative functions include scheduling and receiving patients; obtaining and maintaining patient data; completing insurance forms; arranging for hospital admission, billing, and collection; etc. Upon completion of the classroom portion of the program, students complete a 180 hour non-paid clinical experience (externship) in a medical office.

Requirements for admission to the program:
- This is a selective admission program. A*pplication to the program **does not** constitute admission.*
- Reading score of 65 or higher on the Accuplacer.
- Contact program for application, full requirements and program-specific advising.

Medical Assistant Requirements*

	Course	Credit Hours
ALHT 0127	Medical Terminology	3
MEDA 0105	Medical Administrative Aspects	4
MEDA 0115	Medical Professional Issues	2
MEDA 0130	Pharmacology Administration	2
MEDA 0150	Emergency Preparedness	1
MEDA 0160	Human Body	3
MEDA 0165	Patient Care	4
MEDA 0175	Advanced Patient Care	4
MEDA 0180	Billing and Coding	3
MEDA 0185	Laboratory Diagnostics	5
MEDA 0190	Pharmacology	3
MEDA 0195	Externship	4
See course syllabi for Medical Assistant course prerequisites.		

Total Hours for a Medical Assistant Certificate	**38**

Nursing/Practical Nurse   *Certificate*

Program Code/CIP Code: KSPN.TCERT/51.3901
Credits Required: 45
Division: Health Professions
Contact: practicalnursing@kckcc.edu
Accreditation: Kansas State Board of Nursing (KSBN)

The Practical Nursing Program is committed to providing a student-learning environment that encourages and assesses critical thinking, clinical competence, professional accountability, and effective communication skills. We believe these attributes will prepare our graduates to pass the NCLEX-PN, and utilize the nursing process to identify basic needs of the client, provide safe and skillful therapeutic care in simple nursing situations while collaborating with members of the multidisciplinary health care team.

The Program is designed to prepare students to function as entry-level practical nurses. Course work is directed toward assisting graduates to pass the National Council of Licensure Examination for Practical Nurses. The program is approved by the Kansas State Board of Nursing. Students must complete the program requirements with a grade of C or better to be eligible to take the PN licensure exam.

Requirements for admission to the program:
- This is a selective admission program. A*pplication to the program **does not** constitute admission.*
- Minimum 2.50 GPA and completion of pre-requisites.
- **Application deadline is June 15 for Fall start and November 15 for Spring start.**
- Certified Nurse Aide Certificate.
- CPR Certificate.
- Contact program for application, full requirements and program-specific advising.

Practical Nursing Requirements*

	Course	Credit Hours
BIOL 0143 **OR** BIOL 0141 **AND** BIOL 0271 **AND** BIOL 0272	Human Anatomy and Physiology **OR** Human Anatomy and Lab **AND** Physiology* **AND** Physiology Lab*	5-8
PSYC 0101	Psychology*	3
PSYC 0203	Human Development*	3
KSPN 0102	Foundations of Nursing	4
KSPN 0104	Foundations of Nursing Clinical	2
KSPN 0124	Maternal Child Nursing	2
KSPN 0126	Maternal Child Clinical	1
KSPN 0128	Gerontology Nursing	2
KSPN 0130	Mental Health Nursing	2
NUPN 0134	Theory Application through Assessment and Simulation	3
KSPN 0106	Medical Surgical Nursing I	4
KSPN 0108	Medial Surgical Nursing I Clinical	2
KSPN 0110	Pharmacology	3
KSPN 0120	Medical Surgical Nursing II	4
KSPN 0122	Medical Surgical Nursing II Clinical	3
NUPN 0132	Leadership for the Practical Nurse	2
	Total Hours for a Practical Nursing Technical Certificate	**45-48**
* See course syllabi for prerequisites.		

Course Sequence

Course		Credit Hours
Prior to Admission		
BIOL 0143 **OR** BIOL 0141 **AND** BIOL 0271 **AND** BIOL 0272	Human Anatomy and Physiology **OR** Human Anatomy and Lab **AND** Physiology **AND** Physiology Lab	5-8
PSYC 0101	Psychology	3
PSYC 0203	Human Development	3

Course		Credit Hours
Semester 1		
KSPN 0102	Foundations of Nursing	4
KSPN 0104	Foundations of Nursing Clinical	2
KSPN 0124	Maternal Child Nursing	2
KSPN 0126	Maternal Child Clinical	1
KSPN 0128	Gerontology Nursing	2
KSPN 0130	Mental Health Nursing	2
NUPN 0134	Theory Application through Assessment and Simulation	3

Course		Credit Hours
Semester 2		
KSPN 0106	Medical Surgical Nursing I	4
KSPN 0108	Medial Surgical Nursing I Clinical	2
KSPN 0110	Pharmacology	3
KSPN 0120	Medical Surgical Nursing II	4
KSPN 0122	Medical Surgical Nursing II Clinical	3
NUPN 0132	Leadership for the Practical Nurse	2

Nursing Assistant
Certificate of Completion

Program Code/CIP: CNA.CCOMP**/**51.3902
Credits Required: 5
Division: Health Professions
Contact: CNA@kckcc.edu
Accreditation: Kansas Department of Health and Environment (KDHE)

The CNA course is an introduction to basic nursing care skills and concepts necessary to prepare the student to function as a nurse aide in a long-term care facility. Upon successful completion of the state nurse aid certification test the student will receive a certificate and be able to work as a CNA.

Requirements for admission to the course:
- High school diploma or GED.
- COMPASS reading test with a score of 65 or above in the reading comprehension.

CNA Requirement

Course	Credit Hours
ALHT 0104 Nursing Assistant	5

Total Hours for a CNA Certificate of Completion	**5**

Certified Medication Aide   *Certificate of Completion*

Program Code: CMA.CCOMP **/**51.2603
Credits Required: 4
Division: Health Professions
Contact: CNA@kckcc.edu
Accreditation: Kansas Department of Health and Environment (KDHE)

This CMA course is designed to prepare students to pass medication under the supervision of a Licensed Registered Nurse or a Licensed Practical Nurse. Upon successful completion of the state test, the student will receive a certificate and be able to pass oral medication, instill ophthalmic drops, optic drops, insert suppositories, and apply topical medication.

Requirements for admission to the course:
- Kansas Certified Nurse Aide.
- High school diploma or GED.
- COMPASS reading test with a score of 65 or above in the reading comprehension.

CMA Requirement

Course		Credit Hours
ALHT 0106	Certified Medication Aide	4

Total Hours for a CMA Certificate of Completion	**4**

Emergency Medical Responder
Certificate of Completion

Program Code/CIP Code: EMR.CCOMP**/**51.0904
Credits Required: 5
Division: Health Professions
Contact: emergencymed@kckcc.edu

MISSION
To respond to the need for qualified EMS professionals who help to preserve life, improve health, and promote safety with particular attention to the needs of the greater Kansas City area.

This course is designed to provide EMR education to those who are preparing to take the Emergency Medical Technician course, serve on a volunteer or paid First Response service, or serves on an emergency response team at their place of employment.

Currently classes are conducted in the morning, afternoon, and evening so as to meet the busy schedules of as many people as possible.

The goals of the EMR program are to provide students who are:
- Committed to the ideal of highest quality patient care in the pre-hospital setting at the Basic Life Support level.
- Capable of, and interested in, sustaining their own continuing education to maintain the highest quality patient care.

The EMTC 0105 course provides the opportunity to gain the knowledge and develop the skills necessary to administer basic life support to ill or injured patients until an emergency transport service arrives on scene and upon defined successful completion, apply for certification as an EMR in the state of Kansas. EMTC 0105 must be successfully completed with a grade of "C" or better and is one of the pre-requisites for enrolling in EMTC 0128.

Requirements for admission to the program:
- Reading score of 65 or higher on the Accuplacer.
- Contact program for program-specific advising.

DUE TO KANSAS BOARD OF EMERGENCY MEDICAL SERVICES REQUIREMTNTS DISCUSSED, NO LATE ENROLLMENT IS ALLOWED AND FIRST DAY ATTENDANCE IS MANDATORY.

EMR Requirement

Course		Credit Hours
EMTC 0105	Emergency Medical Responder (EMR)	5

Total Hours for an EMR Certificate of Completion	**5**

Emergency Medical Technician

Certificate of Completion

Program Code/CIP Code: EMTC.CERT**/**51.0904
Credits Required: 10
Division: Health Professions
Contact: emergencymed@kckcc.edu

MISSION
To respond to the need for qualified EMS professionals who help to preserve life, improve health, and promote safety with particular attention to the needs of the greater Kansas City area.

This course is designed to provide EMT education to those who are or have been certified as a First Responder, EMT, CNA, CMA, or other health care practitioner. Academic preparation acceptable for entrance into this class includes Human Anatomy and Laboratory or Human Anatomy and Physiology or Human Physiology and Laboratory

Currently classes are conducted in the morning, afternoon, and evening so as to meet the busy schedules of as many people as possible.

The goals of the EMT program are to provide students who are:
- Committed to the ideal of highest quality patient care in the pre-hospital setting at the Basic Life Support level.
- Capable of, and interested in, sustaining their own continuing education to maintain the highest quality patient care.

The EMTC 0128 course provides the opportunity to gain the knowledge and develop the skills necessary to administer basic life support to ill or injured patients and upon defined successful completion, apply for certification as an EMT in the state of Kansas. A minimum of ten clock hours of clinical or field work in addition to scheduled class time are required. This will be scheduled through your instructor. EMTC 0128 must be successfully completed with a grade of "C" or better.

Requirements for admission to the program:
- Reading score of 65 or higher on the Accuplacer.
- Contact program for program-specific advising.

DUE TO KANSAS BOARD OF EMERGENCY MEDICAL SERVICES REQUIREMTNTS DISCUSSED, NO LATE ENROLLMENT IS ALLOWED AND FIRST DAY ATTENDANCE IS MANDATORY.

EMT Requirement

Course	Credit Hours
EMTC 0128 Emergency Medical Technician (EMT)*	10
* See course syllabus for prerequisite.	

Total Hours for an EMT Certificate of Completion	**10**

Pre-Nursing

Associate in Science

Program Code/CIP Code: PRE.NURS.AS /51.1105
Credits Required: 60
Division: Health Professions
Contact: healthprofessions@kckcc.edu

Students interested in completing the bachelor's degree program in nursing should follow this course of study. Students need to be mindful of requirements at the transfer institution and should consult with a counselor before deviating from this program. The following courses are required for application to the University of Kansas Bachelor of Science in Nursing program.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0202	Public Speaking **OR** Interpersonal Communication	3
PHIL 0206	Ethics	3
	Humanities Elective (Art, History, Literature, Modern Language, Music, Theater)	3
PSYC 0101	Psychology*	3
PSYC 0202 **OR** PSYC 0203	Child Development* **OR** Human Development*	3
BIOL 0121	General Biology	5
CHEM 0109	General Chemistry*	5
MATH 0105	College Algebra** or higher	3
Total Hours for General Education Requirements		**34-36**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Nursing Transfer Requirements

Course		Credit Hours
BIOL 0145 **OR** MATH 0115	Nutrition **OR** Statistics*	3
BIOL 0261	Microbiology*	3
BIOL 0262	Microbiology Lab*	2
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Laboratory*	1
SOSC 0107	Sociology	3
	Elective	6
Total Hours for Nursing Transfer Requirements		**25**
* See course syllabus for prerequisite.		

Total Hours for an Associate in Science in Pre-Nursing Degree	**60-62**

Pre-Occupational Therapy
Associate in Science

Program Code/CIP Code: PRE.OCTR.AS/51.1107
Credits Required: 60
Division: Health Professions
Contact: healthprofessions@kckcc.edu

This program is designed for students planning to apply to a college offering an Occupational Therapy degree. Occupational Therapy is now a masters or doctoral degree program. A student must earn a bachelor's degree in a subject area and meet the program requirements for admission. Students need to be mindful of requirements at the transfer institution and should consult with a counselor before deviating from this program. The following courses are required, along with a bachelor's degree, for application to the University of Kansas Master of Occupational Therapy program.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0202	Public Speaking **OR** Interpersonal Communication	3
PHIL 0206	Ethics	3
	Humanities Elective (Art, History, Literature, Modern Language, Music, Theater)	3
PSYC 0101	Psychology*	3
	Social and Behavioral Science Elective (Anthropology, Economics, Geography, Political Science)	3
BIOL 0121	General Biology	5
CHEM 0109	General Chemistry*	5
MATH 0105	College Algebra** or higher	3-5
Total Hours for General Education Requirements		**34-36**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Occupational Therapy Transfer Requirements

Course		Credit Hours
MATH 0115	Statistics*	3
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*	3
PSYC 0202 **OR** PSYC 0203	Child Development* **OR** Human Development*	3
PSYC 0297	Abnormal Psychology*	3
	Electives	7-9
Total Hours for Occupational Therapy Transfer Requirements		**23-25**
* See course syllabus for prerequisite.		

Total Hours for an Associate in Science in Pre-Occupational Therapy Degree	**60**

Pre-Physical Therapy

Associate in Science

Program Code/CIP Code: PRE.PTAS.AS /51.1109
Credits Required: 66
Division: Health Professions
Contact: healthprofessions@kckcc.edu

This program is designed for students planning to apply to a college offering a Physical Therapy degree. Physical Therapy is now a doctoral degree program. A student must earn a bachelor's degree in a subject area and meet the program requirements for admission. Students need to be mindful of requirements at the transfer institution and should consult with a counselor before deviating from this program. The following courses are required, along with a bachelor's degree, for application to the University of Kansas Doctorate of Physical Therapy Program.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0202	Public Speaking **OR** Interpersonal Communication	3
PHIL 0206	Ethics	3
	Humanities Elective (Art, History, Literature, Modern Language, Music, Theater)	3
PSYC 0101	Psychology*	3
	Social and Behavioral Science Elective (Anthropology, Economics, Geography, Political Science)	3
BIOL 0121	General Biology	5
CHEM 0111	General Chemistry I and Lab*	5
MATH 0105	College Algebra** or higher	3-5
Total Hours for General Education Requirements		**34-36**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Physical Therapy Transfer Requirements

Course		Credit Hours
MATH 0115	Statistics*	3
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Laboratory*	1
BIOL 0261	Microbiology*	3
BIOL 0262	Microbiology Laboratory*	2
NASC 0231	General Physics*	5
NASC 0232	General Physics II*	5
CHEM 0112	College Chemistry II and Laboratory*	5
Total Hours for Physical Therapy Transfer Requirements		**31**
* See course syllabus for prerequisite.		

Total Hours for an Associate in Science in Pre-Physical Therapy Degree	**66-68**

Pre-Radiologic Technology

Associate in Science

Program Code/CIP Code: PRE.RAD.AS/51.0999
Credits Required: 61
Division: Health Professions
Contact: healthprofessions@kckcc.edu

This program is designed for students planning to apply to a college offering a bachelor's degree in Radiology Technology. Students need to be mindful of requirements at the transfer institution and should consult with a counselor before deviating from this program. The following courses are required for application to the Friends University Bachelor of Science in Radiological Technology Program.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0202	Public Speaking **OR** Interpersonal Communication	3
	Humanities Electives (two different disciplines)	6
	Social and Behavioral Science Electives (two different disciplines)	6
BIOL 0121	General Biology	5
CHEM 0109	General Chemistry*	5
MATH 0105	College Algebra** or higher	3-5
Total Hours for General Education Requirements		**34-36**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Radiologic Technology Transfer Requirements

Course		Credit Hours
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Laboratory*	1
NASC 0231	General Physics*	5
NASC 0232	General Physics II*	5
BIOL 0135	Principles of Cell and Molecular Biology	3
BIOL 0225	Diversity of Organisms*	5
Total Hours for Radiologic Technology Requirements		**26**
* See course syllabus for prerequisite.		

Total Hours for an Associate in Science in Pre-Radiologic Technology Degree	**61-63**

Pre-Respiratory Therapy

Associate in Science

Program Code/CIP Code: PRE.RESP.AS/51.0999
Credits Required: 60
Division: Health Professions
Contact: healthprofessions@kckcc.edu

This program is designed for students planning to apply to a college offering a bachelor's degree in Respiratory Therapy. Students need to be mindful of requirements at the transfer institution and should consult with a counselor before deviating from this program. The following courses are required for application to the University of Kansas Bachelor of Science in Respiratory Therapy Program.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0202	Public Speaking **OR** Interpersonal Communication	3
PHIL 0103	Intro to Philosophy	3
	Humanities Elective (Art, History, Literature, Modern Language, Music, Theater)	3
PSYC 0101	Psychology*	3
	Social and Behavioral Science Elective (Anthropology, Economics, Geography, Political Science)	3
BIOL 0121	General Biology	5
CHEM 0109	General Chemistry*	5
MATH 0105	College Algebra** or higher	3-5
Total Hours for General Education Requirements		**34-36**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Respiratory Therapy Transfer Requirements

Course		Credit Hours
ALHT 0127	Medical Terminology	3
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Laboratory*	1
BIOL 0261	Microbiology*	3
BIOL 0262	Microbiology Laboratory*	2
NASC 0130	Introductory Physics	3
MATH 0115	Statistics*	3
	Electives	1-3
Total Hours for Respiratory Therapy Requirements		**23-25**
* See course syllabus for prerequisite.		

Total Hours for an Associate in Science in Pre-Respiratory Therapy Degree	**60**

Division of Math, Science & Business Technology

Dean: Dr. Curtis Smith
Contact: MSBT@kckcc.edu

MISSION STATEMENT

The Academic Division of Mathematics, Science, & Business Technology is committed to excellence in all of its courses. Through a supportive learning environment, the mission of the dean, faculty, and staff is to provide our students with programs that range from technical certifications, to associate degrees in Art, Science, General Studies, and Applied Science.

Associate in Applied Science Degrees (AAS)

Accounting
Administrative Office Professional
Business Administration
Marketing

Associate in Arts Degrees (AA)

Forensic Chemistry
Pre-Sports Management

Associate in Science Degrees (AS)

Biology
Business
Chemistry
Environmental Studies
Forensic Chemistry
Physics
Pre-Agriculture
Pre-Chiropractic
Pre-Clinical Laboratory Science
Pre-Dental
Pre-Engineering
Pre-Exercise Science
Pre-Medical/Pre-Optometry
Pre-Nutrition
Pre-Pharmacy
Pre-Veterinary

Associate in Applied General Studies (AGS)

Biology
Chemistry
Environmental Studies
Forensic Chemistry
Physics
Exercise Science – Athletic Trainer
Exercise Science – Coaching
Exercise Science – Health/Fitness
Exercise Science – Physical Education
Exercise Science – Sports Management
Pre-Agriculture
Pre-Chiropractic
Pre-Clinical Laboratory Science
Pre-Engineering
Pre-Medical/Pre-Dental/Pre-Optometry
Pre-Nutrition
Pre-Pharmacy
Pre-Veterinary

Certificates

Accounting Assistant Certificate
Accounting Specialist Certificate
Administrative Office Professional
Biomanufacturing
Exercise Leader
Office Assistant

Certificates of Completion

Customer Service
Entrepreneurship
Marketing

Since the transferability of courses will vary depending on the specific four-year institution, it is strongly recommended that if students are intending to transfer to a four-year institution, they must consult with the transfer institution and with their respective KCKCC advisor before enrolling in order to determine the transferability of their courses. It is the student's responsibility to follow the transfer requirements established by his/her transfer institution.

Accounting
Associate in Applied Science

Program Code: ACCT.AAS/52.0305
Credits Required: 61
Division: Math, Science & Business Technology
Contact: BUSN@kckcc.edu
Accreditation: Accreditation Council for Business Schools and Programs (ACBSP)

This program is designed to prepare students for immediate employment in the fields of accounting and business. Many of the courses listed below will transfer to a number of four-year colleges and universities. However, students who plan to transfer for a Bachelor's Degree in Accounting, should follow the Associate in Science transfer degree for Business. These students should also contact the Student Advising Center and the four-year college of their choice to obtain a list of course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Math, Science & Business Technology.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
BUSN 0110	Business Math**	3
	Humanities Elective	3
ECON 0201 **OR** PSYC 0101	Principles of Macroeconomics **OR** Psychology*	3
	Natural & Physical Science Elective	3-5
Total Hours for General Education Requirements		**21**
*See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Accounting Requirements*

Course		Credit Hours
Business Core Requirement:		
BUSN 0101	Accounting I	3
BUSN 0204	Business Law I	3
BUSN 0210	Introduction to Business	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
Total Hours for Business Requirements		**15**
Accounting Specialization Requirement:		
BUSN 0102	Accounting II	3
BUSN 0164	Income Tax Procedures	3
BUSN 0203	Managerial Accounting	3
BUSN 0205	Intermediate Accounting	3
BUSN 0206	Business Law II	3
BUSN 0209	Computerized Accounting	3
CIST 0166	Microcomputer Application I: (Spreadsheets)	3
Electives - Choose one of the following:		
BUSN 0105	Personal Finance	
BUSN 0166 **AND**	Volunteer Income Tax Assistance (VITA) Tax Preparation **AND**	3
BUSN 0167	Volunteer Income Tax Assistance (VITA) Tax Preparation Internship	
BUSN 0286	Principles of Management	
Total Hours for Accounting Specialization Requirement		**24**
Total Hours for Accounting Requirements		**39**
*See course syllabi for Accounting course prerequisites.		

Total Hours for an Associate in Applied Science in Accounting Degree	**61**

Administrative Office Professional   *Associate in Applied Science*

Program Code: ADOP.AAS/52.0401
Credits Required: 63
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu
Accreditation: Accreditation Council for Business Schools and Programs (ACBSP)

This two-year program prepares students for an administrative office professional's position. Besides possessing a mastery of office skills, the administrative office professional must know about business organization and policies which are included in the course of study. Enrollees must complete one semester of on-the-job training. Students who have scored 500 or higher on the CAP® Exam may receive academic credit hours from KCKCC.   Contact the Administrative Office Professional Coordinator for more information. Any deviation from the program must be approved by the Dean of Math, Science, & Business Technology.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
BUSN 0110	Business Math**	3
PSYC 0101 **OR** ECON 0201	Psychology* **OR** Principles of Macroeconomics	3
	Humanities Elective **OR** Natural and Physical Science Elective	3
Total Hours for General Education Requirements		**18**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Administrative Office Professional Requirements*

Course		Credit Hours
BUSN 0124	Accounting Software Application	3
BUSN 0204	Business Law I	3
BUSN 0210	Introduction to Business	3
BUSN 0211	Business Communications	3
BUSN 0108	Human Relations in Business	3
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Applications I-II: (Advanced Word)	2
BUSN 0250	Obtaining Employment	1
BUSN 0267	Supervision Skills	2
BUSN 0285	Occupational Internship I	3
BUSN 0292	Current Topics in Supervision & Management: Meeting & Event Planning	3
BUSN 1151	Basic Keyboarding	1
BUSN 1152	Document Formatting	1
BUSN 1153	Speedbuilding I	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2251	Office Simulations	3
BUSN 2253	Customer Service	2
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: (Spreadsheets)	3
Total Hours for Administrative Office Professional Requirements		**44**
*See course syllabi for Administrative Office Professional course prerequisites.		

Total Hours for an Associate in Applied Science in Administrative Office Professional Degree	**63**

Business Administration

Associate in Applied Science

Program/CIP Code: BADM.AAS/52.0201
Credits Required: 60
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu
Accreditation: Accreditation Council for Business Schools and Programs (ACBSP)

This program provides courses to prepare students for immediate employment in many areas of work. Students interested in a transfer program should follow the suggested listing of courses for The Associate in Science in Liberal Arts & Sciences transfer degree for Business and they are required to fulfill all degree requirements of the transfer institution. Deviations must be approved by the Dean of Math, Science & Business Technology.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
BUSN0110	Business Math**	3
	Humanities Elective	3
ECON0201 **OR** PSYC0101	Principles of Macroeconomics **OR** Psychology*	3
	Natural and Physical Science Elective	3-5
Total Hours for General Education Requirements		**21**
See course syllabus for prerequisite. ***Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.*		

Business Administration Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0204	Business Law I	3
BUSN 0210	Introduction to Business	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
BUSN 0102	Accounting II	3
BUSN 0104 **OR**	Small Business Management **OR**	3
BUSN 0108	Human Relations in Business	
BUSN 0206	Business Law II	3
BUSN 0213 **OR**	Introduction to Employment Law **OR**	3
BUSN 0280	Human Resource Management	
BUSN 0286	Principles of Management	3
BUSN 0294	Introduction to Entrepreneurship: FastTrac®	3
Electives: Choose 5-6 credits from the following:		
BUSN 0104	Small Business Management	3
BUSN 0105	Personal Finance	3
BUSN 0113	Marketing	3
BUSN 0166 **AND**	Volunteer Income Tax Assistance (VITA) Tax Preparation **AND**	2
BUSN 0167	Volunteer Income Tax Assistance (VITA) Tax Preparation Internship	1
BUSN 0181	Is Business Ownership for Me? – Ice House-The Entrepreneurial Mindset	2
BUSN 0203	Managerial Accounting	3
BUSN 0214	International Business Cultures	3
BUSN 0216	E-Marketing	3
BUSN 0260	Principles of Advertising	3
BUSN 0263	Consumer Behavior	3
BUSN 0264	Integrated Marketing Communications	3
BUSN 0266	Principles of Selling	3
BUSN 0267	Supervision Skills	2
BUSN 0269	Services Marketing	3
BUSN 0292	Current Topics in Supervision and Management	3
BUSN 0293	Business Dynamics	2
BUSN 0294	Introduction to Entrepreneurship: FastTrac®	3
BUSN 2253	Customer Service	2
Total Hours for Business Administration Requirements		**38**
*See course syllabi for Business Administration course prerequisites.		

Total Hours for an Associate in Applied Science in Business Administration Degree	**60**

Marketing

Associate in Applied Science

Program/CIP Code: MKTG.AAS/52.0201
Credits Required: 61
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu
Accreditation: Accreditation Council for Business Schools and Programs (ACBSP)

Marketing is a fundamental component of all business operations and is a critical aspect of the success of a business.   Prepare yourself for a career in today's dynamic business environment with a Marketing degree.   Jobs in the field of marketing include: advertising, sales, communications, public relations, promotions, e-marketing, fundraising, and research analyst. The program is firmly committed to providing opportunity for leadership development, social and civic awareness, and increased understanding of marketing and management. Many of the courses listed below will transfer to a number of four-year colleges and universities. However, students who plan to transfer for a Bachelor's Degree in Marketing, should follow the Associate in Science transfer degree for Business. These students should also contact the Student Advising Center and the four-year college of their choice to obtain a list of course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Math, Science, & Business Technology.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
BUSN 0110	Business Math**	3
	Humanities Elective	3
ECON 0201 **OR** PSYC 0101	Principles of Macroeconomics **OR** Psychology*	3
	Natural and Physical Science Elective	3-5
Total Hours for General Education Requirements		**21**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Marketing Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0204	Business Law I	3
BUSN 0210	Introduction to Business	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
BUSN 0113	Marketing	3
BUSN 0216	E-Marketing	3
BUSN 0263	Consumer Behavior	3
BUSN 0266	Principles of Selling	3
BUSN 0294 **OR** BUSN 0104	Introduction to Entrepreneurship: FastTrac® **OR** Small Business Management	3
BUSN	Electives	9
Total Hours for Marketing Requirements		**39**
*See course syllabi for Marketing course prerequisites.		

Total Hours for an Associate in Applied Science in Marketing Degree	**61**

Forensic Chemistry

Associate in Arts

Program Code: CHEM.FOR.AA/24.0101
Credits Required: 65
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Department of Forensic Chemistry supports the mission of the college and of the Division of Math, Science & Business Technology by providing transfer education, career education, and general education opportunities. The faculty is committed to providing a learning environment in which students are exposed to a variety of teaching methods and active learning experiences.

The goal for this program is continuation of degree in forensic, chemistry, dentistry, pre-law, pre-med, environmental science, etc.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 **OR** ENGL 0206	Composition II* **OR** Technical Writing	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105 **OR** MATH 0108	College Algebra** **OR** Pre-Calculus** Mathematics	3
	Humanities Core Elective (3 Disciplines)	9
CRJS 0201	Criminal Investigation I	3
SOSC 0134	Criminology	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL	Elective (Lecture and Lab)	4
LANG	Elective	5
Total Hours for General Education Requirements		**41**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Forensic Chemistry Requirements*

Course		Credit Hours
CHEM 0101	Introduction to Forensic Science and Laboratory	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0201	Forensic Science Analytical Techniques	3
NASC 0130 **AND** NASC 0131 **OR** NASC 0231 **OR** NASC 0232 **OR** NASC 0245 **OR** NASC 0246	Introductory Physics **AND** Introductory Physics Lab **OR** General Physics I & Lab **OR** General Physics II & Lab **OR** Engineering Physics I & Lab **OR** Engineering Physics II & Lab	4
	Electives	6
Total Hours for Forensic Chemistry Requirements		**23**
*See course syllabi for Forensic Chemistry course prerequisites.		

Total Hours for an Associate in Arts in Forensic Chemistry Degree	**65**

Pre-Sports Management

Associate in Arts

Program/CIP Code: PRE.SPTM.AA/24.0101
Credits Required: 61
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Students interested in completing the bachelor's degree program in sports management should follow this course of study. Two years of a general education programs and two years sports management courses must be completed. Students should consult with the college where they plan to transfer at an early date in their college career.

The Associate in Arts Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities."

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
PHIL 0206	Ethics	3
	Humanities Elective	*3*
ECON 0201 ECON 0202	Principles of Macroeconomics **OR** Principles of Microeconomics	3
PSYC 0101	Psychology*	3
BIOL 0141	Human Anatomy & Laboratory	4
LANG	Elective	5
Total Hours for General Education Requirements		**33**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Sports Management Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0102	Accounting II	3
BUSN 0286	Principles of Management	3
BUSN 0204	Business Law I	3
BUSN/EXSC 0215	Introduction to Sports Management	3
EXSC 0201	Introduction to Exercise Science	3
EXSC 0205	Personal School Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
Total Hours for Pre-Sports Management Requirements		**27**
*See course syllabi for Pre-Sports Management course prerequisites.		

Total Hours for an Associate in Arts in Pre-Sports Management Degree	**61**

Biology
Associate in Science

Program Code: BIOL.AS/24.0101
Credits Required: 63
Division: Math, Science & Business Techology
Contact: MSBT@kckcc.edu

The Biology Department provides coursework that allows students substantial flexibility in biologically based career options while instilling an appreciation for the complexity and diversity of life. Our biology laboratory courses prepare students with the hands on skills necessary to pursue professional positions in the medical field, industry, and research. In biology lecture courses, students learn the mechanisms, theory, history, and philosophy of each biological science. The most fundamental goals of teaching and learning in biology are to develop an appreciation for the study of life, to enhance scientific literacy, and to foster a desire for continued acquisition of knowledge.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR**	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
MATH 0105	College Algebra** or higher	3
	Humanities Electives (2 disciplines)	6
	Social Science Electives (2 disciplines)	6
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		**33**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Biology Requirements*

Course		Credit Hours
BIOL 0225	Diversity of Organisms	5
BIOL 0240	Introduction to Genetics	4
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab (recommended)	2
NASC 0231	General Physics I & Lab	5
Total Hours for Biology Requirements		**29**
*See course syllabi for Biology course prerequisites.		

Total Hours for an Associate in Science in Biology Degree	**63**

Business

Associate in Science

Program/CIP Code: BUSN.AS/24.0101
Credits Required: 60
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu
Accreditation: Accreditation Council for Business Schools and Programs

This transfer program is designed to meet general education requirements for students planning to transfer to a four-year college or university program in Business. Students should contact the Student Advising Center and the four-year college of their choice to obtain the course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Math, Science & Business Technology.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology*	3
	Social Science Elective	3
BIOL	Elective Lecture and Lab Course	4
NASC **OR** CHEM	Elective Lecture and Lab Course	4
Total Hours for General Education Requirements		**32**

*See course syllabus for prerequisite.

**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.

Business Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0102	Accounting II	3
BUSN 0203	Managerial Accounting	3
BUSN 0204	Business Law I	3
BUSN 0206	Business Law II	3
CIST 0111	Microcomputer Business Software	3
ECON 0201	Principles of Macroeconomics	3
ECON 0202	Principles of Microeconomics	3
MATH 0115 **OR** MATH 0120	Statistics **OR** Calculus I (Non-Engineering)	3
Total Hours for Business Requirements		**27**
*See course syllabi for Business course prerequisites.		

Total Hours for an Associate in Science in Business Degree	**60**

Chemistry
Associate in Science

Program Code: CHEM.AS/24.0101
Credits Required: 67
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Chemistry Department's goal is to provide high quality educational programs for all students who study chemistry at KCKCC. Faculty strive to teach chemistry in ways that help students to become life-long learners, develop effective written and oral communicators, and explore the relationship of chemistry to other fields. The department endeavors to integrate education and research by incorporating recent discoveries, modern techniques, and research-grade instrumentation into the curriculum. As mentors for collaborative student-faculty research and creative projects, faculty works with students to expand fundamental knowledge in chemistry and develop students' abilities for independent scholarship. The department strives to prepare chemistry majors for direct employment in chemistry, entry into four-year colleges and universities or professional programs.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course	Credit Hours
BLUE 0101 Freshman Seminar	1

General Education Requirements

Course	Credit Hours
ENGL 0101 Composition I*	3
ENGL 0102 Composition II*	3
SPCH 0151 **OR** Public Speaking **OR** SPCH 0201 Interpersonal Communication	3
MATH 0122 Calculus and Analytic Geometry I**	5
Humanities Elective	3
ENGL Elective	3
Social Science Electives (2 disciplines)	6
CHEM 0111 College Chemistry I and Lab*	5
CHEM 0112 College Chemistry II and Lab*	5
Total Hours for General Education Requirements	**36**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.	

Chemistry Requirements*

Course		Credit Hours
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
MATH 0123	Calculus and Analytic Geometry II	5
MATH 0224	Calculus and Analytic Geometry III	5
NASC 0231	General Physics I & Lab	5
NASC 0232	General Physics II & Lab	5
Total Hours for Chemistry Requirements		**30**
*See course syllabi for Chemistry course prerequisites.		

Total Hours for an Associate in Science in Chemistry Degree	**67**

Environmental Studies

Associate in Science

Program/CIP Code: ENST.AS/24.0101
Credits Required: 62
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
PHIL 0206	Ethics*	3
ENGL	Elective	3
ECON 0201 **OR** ECON 0202	Principles of Macroeconomics **OR** Principles of Microeconomics	3
	Social Science Elective	3
MATH 0120	Calculus I **(Non-Engineering)	3
BIOL 0131	Environmental Science	3
BIOL 0132	Environmental Science Lab*	2
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		**34**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Environmental Studies Requirements*

Course		Credit Hours
BIOL 0135	Principles of Cell and Molecular Biology	4
BIOL 0225	Diversity of Organisms	5
BIOL	Elective	3
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
Total Hours for Environmental Studies Requirements		**27**
*See course syllabi for Environmental Studies course prerequisites.		

Total Hours for an Associate in Science in Environmental Studies Degree	**62**

Forensic Chemistry

Associate in Science

Program/CIP Code: CHEM.FOR.AS/24.0101
Credits Required: 66
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The program of Forensic Chemistry supports the mission of the college and of the Division of Math, Science & Business Technology by providing transfer education, career education, and general education opportunities. The faculty is committed to providing a learning environment in which students are exposed to a variety of teaching methods and active learning experiences.

The goal for this program is the continuation of degree in forensic, chemistry, dentistry, pre-law, pre-med, environmental science, etc.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
ENGL	Elective	3
	Humanities Elective	3
SOSC 0134	Criminology	3
PSYC 0101	Psychology*	3
CHEM 0111	College Chemistry I and Lab*	5
MATH 0122	Calculus and Analytical Geometry I**	5
BIOL	Elective (Lecture and Lab)*	4
Total Hours for General Education Requirements		**35**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Forensic Chemistry Requirements*

Course		Credit Hours
CHEM 0101	Introduction to Forensic Science and Laboratory	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
CHEM 0201	Forensic Science Analytical Techniques	3
NASC 0130 **AND** NASC 0131 **OR** NASC 0231 **OR** NASC 0232 **OR** NASC 0245 **OR** NASC 0246	Introductory Physics **AND** Introductory Physics Lab **OR** General Physics I & Lab (Recommended) **OR** General Physics II & Lab **OR** Engineering Physics I & Lab **OR** Engineering Physics II & Lab	4
LANG **OR** CIST	Elective **OR** Elective	3
Total Hours for Forensic Chemistry Requirements		**30**
*See course syllabi for Forensic Chemistry course prerequisites.		

Total Hours for an Associate in Science in Forensic Chemistry Degree	**66**

Physics/Physical Science
Associate in Science

Program/CIP Code: NASC.AS/24.0101
Credits Required: 69
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Department of Physical Science strives to develop in its students a comprehensive grasp of the principles of Physics and to generate opportunities for optimized learning of Physical Science concepts through interdisciplinary interactions. We offer high quality learning experiences that include a variety of courses appropriate for a diverse student body.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	**1**

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
MATH 0122	Calculus and Analytic Geometry I**	5
MATH 0123	Calculus and Analytic Geometry II**	5
CHEM 0111	College Chemistry I and Lab	5
CHEM 0112	College Chemistry II and Lab	5
Total Hours for General Education Requirements		**41**
* See course description for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Physics Requirements*

	Course	Credit Hours
MATH 0224	Calculus and Analytic Geometry III	5
MATH 0227	Differential Equations	3
NASC 0245	Engineering Physics I	5
NASC 0246	Engineering Physics II	5
NASC 0248	Statics	3
NASC 0249	Dynamics	3
	Computer Programming Elective	3
Total Hours for Physics Requirements		**27**
*See course syllabi for physics prerequisites.		

Total Hours for an Associate in Science in Physics/Physical Science Degree	**69**

Pre-Agriculture
Associate in Science

Program/CIP Code: PRE.AGRI.AS/24.0101
Credits Required: 63
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology	3
	Social Science Elective	3
MATH 0108	Pre-Calculus**	3
MATH 0112	Trigonometry**	2
NASC 0231	General Physics I and Lab*	5
BIOL 0121	General Biology	5
Total Hours for General Education Requirements		**36**
*See course syllabus for prerequisites. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Agriculture Requirements*

Course		Credit Hours
BIOL 0231	Animal Biology	3
BIOL 0232	Animal Biology Lab	2
CHEM 0111	College Chemistry I and Lab	5
CHEM 0112	College Chemistry II and Lab	5
MATH 0120	Calculus I (Non-Engineering)	3
CIST	Elective	3
	Natural and Physical Science Elective (w/lab)	5
Total Hours for Pre-Agriculture Requirements		**26**
*See course syllabi for Pre-Agriculture course prerequisites.		

Total Hours for an Associate in Science in Pre-Agriculture Degree	**63**

Pre-Chiropractic   *Associate in Science*

Program/CIP Code: PRE.CHIR.AS/24.0101
Credits Required: 66
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Chiropractic medicine is a branch of health care that focuses on treating patients without the use of drugs or surgery. This profession advocates a holistic philosophy, which emphasizes prevention and wellness over treating disease and injury. Chiropractic physicians are trained in diagnosis and treatment of diseases of all body systems with a concentration in the nervous and musculoskeletal systems.

The goal of the Pre-Chiropractic Program is to prepare the students who wish to complete the prerequisites for the Doctor of Chiropractic Program. The program offers coursework in preparation for application to Chiropractic school. Upon completion of these undergraduate prerequisites, students may apply to the chiropractic school of their choice. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the Chiropractic college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

Note: Students who plan to practice as chiropractors in Kansas must obtain a bachelor's degree to be admitted to a chiropractic college.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology*	3
	Social Science Elective	3
MATH 0120	Calculus I (Non-Engineering)**	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours General Education Requirements		**33**
*See course syllabus for prerequisites. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Chiropractic Requirements*

Course		Credit Hours
BIOL 0141	Human Anatomy and Lab	4
BIOL 0145	Nutrition	3
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231	General Physics I and Lab	5
NASC 0232	General Physics II and Lab	5
Total Hours for Pre-Chiropractic Requirements		**32**
*See course syllabi for Pre-Chiropractic course prerequisites.		

Total Hours for an Associate in Science in Pre-Chiropractic Degree	**66**

Pre-Clinical Laboratory Science   *Associate in Science*

Program/CIP Code: PRE.CLINLABSCI.AS/24.0101
Credits Required: 69
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

MISSION
The mission of the Pre-Clinical Laboratory Science program is to graduate competent and ethical clinical laboratory professionals with the knowledge and the skills for career entry. It is also the program mission to prepare graduates for leadership roles in the clinical laboratory and professional organizations and to instill an understanding of the need for maintaining continuing competency in a rapidly changing and dynamic profession. The Clinical Laboratory Science program has a strong commitment to the career ladder approach to higher education. With Career Ladder programs, the students can transfer to universities to enroll in the Bachelor of Science in Clinical Laboratory Science. The AAS graduates who wish to obtain a bachelor's degree in Clinical Laboratory Science may "career ladder" without loss of credit.

Note: To be considered for admissions to the clinical laboratory science program at the University of Kansas Medical Center, students must have an overall grade-point average of 2.00 and a grade-point average of 2.30 in chemistry, biology, and microbiology.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
MATH 0105 **OR** MATH 0108	College Algebra** **OR** Pre-Calculus**	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		**33**
*See course syllabus for prerequisites. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Clinical Laboratory Science Requirements*

Course		Credit Hours
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
BIOL 0271	Physiology	3
BIOL 0272	Physiology Laboratory	1
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231	General Physics I	5
MATH 0115	Statistics	3
CIST	Elective	3
Total Hours for Pre-Clinical Laboratory Requirements		**35**
*See course syllabi for Pre-Clinical course prerequisites.		

Total Hours for an Associate in Science in Pre-Clinical Laboratory Degree	**69**

Pre-Dental
Associate in Science

Program/CIP Code: PRE.DENT.AS/24.0101
Credits Required: 68
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Pre-Dental Program is designed to prepare students for entry into dental school. The program is a rigorous science and math-based program that can be combined with any major. It is important to note that the Pre-Dental Program is not a major but rather a program consisting of 69-70 credit hours.

These courses serve as the prerequisites for application to dental school. The pre-dental advisers can assist students in tandem with their major adviser. The pre-dental advisor informs the student of prerequisite courses, admissions test dates, and application deadlines, as well as provides workshops and letters of evaluation for application to dental school. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the Dental college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

The following program provides a foundation of general education while fulfilling prerequisites for the study of dentistry. Students should select honors courses whenever they are offered.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
MATH 0120	Calculus I (Non-Engineering)**	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours General Education Requirements		**33**
*See course description for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Dental Requirements*

Course		Credit Hours
BIOL 0141	Human Anatomy and Lab	4
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231	General Physics I and Lab	5
NASC 0232	General Physics II and Lab	5
Total Hours for Pre-Dental Requirements		**34**
*See course syllabi for Pre-Dental course prerequisites.		

Total Hours for an Associate in Science in Pre-Dental Degree	**68**

Pre-Engineering   *Associate in Science*

Program/CIP Code: PRE.ENGR.AS/24.0101
Credits Required: 66
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The mission of the Engineering Program is to produce two-year graduates with the breadth and depth of knowledge in engineering to become lifelong productive members of the regional workforce and the local society. The main goal of the Pre-Engineering program is to prepare students to successfully complete an engineering degree program at an institution of their choice. The faculty members serve as advisors to students who plan to study engineering. Students who complete the two-year program may enter most engineering schools as juniors.

The pre-engineering program provides courses in computer drafting, computer programming, and all the English, mathematics, and science courses generally required in the first two years of an engineering curriculum. When students complete the pre-engineering program, they may transfer to a college of engineering at another university.

Note: Students should seek advisement from a counselor/advisor about how requirements vary in the different fields of engineering.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
MATH 0122	Calculus and Analytic Geometry I**	5
MATH 0123	Calculus and Analytic Geometry II**	5
CHEM 0111	College Chemistry I and Lab*	5
BIOL 0121	General Biology	5
Total Hours for General Education Requirements		**41**
*See course syllabus for prerequisites.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Engineering Requirements*

Course		Credit Hours
MATH 0224	Calculus and Analytic Geometry III	5
MATH 0227	Differential Equations	3
NASC 0245	Engineering Physics I	5
NASC 0246	Engineering Physics II	5
NASC 0248	Statics	3
NASC 0249	Dynamics	3
Total Hours for Pre-Engineering Requirements		**24**
*See course syllabi for Pre-Engineering course prerequisites.		

Total Hours for an Associate in Science in Pre-Engineering Degree	**66**

Pre-Exercise Science   *Associate in Science*

Program/CIP Code: PRE.EXSC.AS/24.0101
Credits Required: 61
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Students interested in completing the bachelor's degree program in exercise science should follow this course of study. Two years of a general education programs and two years exercise science courses must be completed. Students should consult with the college where they plan to transfer at an early date in their college career. The Associate in Science Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities."

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology*	3
SOSC 0107	Sociology	3
BIOL 0141	Human Anatomy & Lab	4
CHEM 0111	College Chemistry I & Lab*	5
Total Hours for General Education Requirements		**33**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Exercise Science Requirements*

Course		Credit Hours
BIOL 0121	General Biology	5
BIOL 0145	Nutrition	3
BIOL 0271	Physiology	3
BIOL 0272	Physiology Lab	1
EXSC 0201	Introduction to Exercise Science	3
EXSC 0204	Sport and Exercise Psychology	3
EXSC 0205	Personal School Community Health	3
EXSC 0206	Lifetime Fitness	3
PSYC 0203	Human Development	3
Total Hours for Pre-Exercise Science Requirements		**27**
*See course syllabi for Pre-Exercise Science course prerequisites.		

Total Hours for an Associate in Science in Pre-Exercise Science Degree	**61**

Pre-Medical/Pre-Optometry

Associate in Science

Program/CIP Code: PRE.MOPT.AS/24.0101
Credits Required: 68
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The following program provides a foundation of general education while fulfilling prerequisites for the study of medicine. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
MATH 0120	Calculus I (Non-Engineering)**	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		**33**
*See course syllabus for prerequisites.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Medical/Pre-Optometry Requirements*

Course		Credit Hours
BIOL 0141	Human Anatomy and Lab	4
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231	General Physics I and Lab	5
NASC 0232	General Physics II and Lab	5
Total Hours for Pre-Medical/Pre-Optometry Requirements		**34**
*See course syllabi for Pre-Medical/Pre-Optometry course prerequisites.		

Total Hours for an Associate in Science in Pre-Medical/Pre-Optometry Degree	**68**

Pre-Nutrition   *Associate in Science*

Program/CIP Code: PRE.NUTR.AS/24.0101
Credits Required: 66
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Nutrition is a desirable science elective for the Associate in Science, Associate in Arts, and Associate in General Studies degree at Kansas City Kansas Community College. It is a practical and valuable subject useful throughout life whether at work, at home, or traveling. Students study how nutrients are used by the body and their relation to the new pyramid food groups and food labels. Proper nutrition for each stage of the human life cycle will be examined, as well as good nutrition in exercise, considerations of diet related health problems, and individual diet assessments.

The following suggested sequence of courses is designed for a transfer program to the College of Human Ecology at Kansas State University. The requirements are for the Bachelor of Science Foods and Nutrition and the Bachelor of Science in Dietetics at Kansas State. Students should contact a pre-nutrition academic advisor at Kansas State to stay up to date with the very latest information on course transferability.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
PHIL 0206	Ethics*	3
	Humanities Elective	3
PSYC 0101	Psychology*	3
PSYC 0203	Human Development*	3
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
MATH 0105 **OR** MATH 0108	College Algebra** **OR** Pre-Calculus**	3
Total Hours for General Education Requirements		**33**
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Nutrition Requirements*

Course		Credit Hours
BIOL 0141	Human Anatomy and Lab	4
BIOL 0145	Nutrition	3
BIOL 0261	Microbiology*	3
BIOL 0262	Microbiology Lab	2
BIOL 0271	Physiology	3
BIOL 0272	Physiology Lab	1
EXSC 0105	Personal School Community Health	3
CHEM 0203	General Organic Chemistry	5
CHEM 0112	College Chemistry II and Lab	5
MATH 0115	Statistics	3
Total Hours for Pre-Nutrition Requirements		**32**
*See course syllabi for Pre-Nutrition course prerequisites.		

Total Hours for an Associate in Science in Pre-Nutrition Degree	**66**

Pre-Pharmacy
Associate in Science

Program/CIP Code: PRE.PHARM.AS/24.0101
Credits Required: 62
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

MISSION

The following program provides a foundation of general education while fulfilling prerequisites for the study of pharmacy. Students should check specific requirements of the pharmacy school where they plan to apply for admission. Students should select honors courses whenever they are offered.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
PHIL 0206	Ethics*	3
	Humanities Elective	3
	Social Science Elective	6
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
MATH 0120	Calculus I **(Non-Engineering)	3
Total Hours for General Education Requirements		**33**
*See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Pharmacy Requirements*

	Course	Credit Hours
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
BIOL 0271	Physiology	3
BIOL 0272	Physiology Lab	1
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231 **OR** NASC 0130 **AND** NASC 0131	General Physics I and Lab **OR** Introductory Physics I **AND** Introductory Physics Laboratory	4
Total Hours for Pre-Pharmacy Requirements		**28**
*See course syllabi for Pre-Pharmacy course prerequisites.		

Total Hours for an Associate in Science in Pre-Pharmacy Degree	**62**

Pre-Veterinary
Associate in Science

Program/CIP Code: PRE.VET.AS/24.0101
Credits Required: 64
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

MISSION
The Pre-Veterinary Program is designed to prepare students for acceptance into veterinary school. Nationally recognized for its hands-on approach, this program provides both for the strong academic foundation necessary for professional school and the practical animal experience needed to perform veterinary medicine today. The Pre-Veterinary Program draws students with farm, suburban, and urban backgrounds from all over the United States.

Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
ENGL	Elective	3
	Humanities Elective	3
	Social Science Elective (2 disciplines)	6
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
MATH 0108	Pre-Calculus**	3
Total Hours for General Education Requirements		**33**
*See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Veterinary Requirements*

Course		Credit Hours
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231	General Physics I and Lab	5
NASC 0232	General Physics II and Lab	5
Total Hours for Pre-Veterinary Requirements		**30**
*See course syllabi for Pre-Veterinary course prerequisites.		

Total Hours for an Associate in Science in Pre-Veterinary Degree	**64**

Biology

Associate in General Studies

Program Code: BIOL.AGS/24.0101
Credits Required: 63
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Biology Department provides coursework that allows students substantial flexibility in biologically based career options while instilling an appreciation for the complexity and diversity of life. Our biology laboratory courses prepare students with the hands on skills necessary to pursue professional positions in the medical field, industry, and research. In biology lecture courses, students learn the mechanisms, theory, history, and philosophy of each biological science. The most fundamental goals of teaching and learning in biology are to develop an appreciation for the study of life, to enhance scientific literacy, and to foster a desire for continued acquisition of knowledge.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
	Humanities Electives (2 disciplines)	6
	Social Science Electives (2 disciplines)	6
BIOL 0135	Principles of Cell and Molecular Biology	4
	Total General Education Hours	**28**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Biology Requirements*

Course		Credit Hours
BIOL 0225	Diversity of Organisms	5
BIOL 0240	Introduction to Genetics	4
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0111	College Chemistry I and Lab*	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab (recommended)	2
NASC 0231	General Physics I & Lab	5
Total Hours for Biology Requirement		**34**
*See course syllabi for Biology course prerequisites.		

Total Hours for an Associate in General Studies in Biology Degree	**63**

Chemistry

Associate in General Studies

Program Code: CHEM.AGS/24.0101
Credits Required: 62
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Chemistry Department's goal is to provide high quality educational programs for all students who study chemistry at KCKCC. Faculty strive to teach chemistry in ways that help students to become life-long learners, develop effective written and oral communicators, and explore the relationship of chemistry to other fields. The department endeavors to integrate education and research by incorporating recent discoveries, modern techniques, and research-grade instrumentation into the curriculum. As mentors for collaborative student-faculty research and creative projects, faculty works with students to expand fundamental knowledge in chemistry and develop students' abilities for independent scholarship. The department strives to prepare chemistry majors for direct employment in chemistry, entry into four-year colleges and universities or professional programs.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course	Credit Hours
BLUE 0101 Freshman Seminar	1

General Education Requirements

Course	Credit Hours
ENGL 0101 Composition I*	3
ENGL 0102 Composition II*	3
SPCH 0151 **OR** Public Speaking **OR**	3
SPCH 0201 Interpersonal Communication	
MATH 0122 Calculus and Analytic Geometry I**	5
Humanities Elective (2 disciplines)	6
PSYC 0101 Psychology*	3
Social Science Elective (ANTH, ECON, SOSC)	3
CHEM 0111 College Chemistry I and Lab*	5
Total Hours for General Education Requirements	**31**
*See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.	

Chemistry Requirements*

Course		Credit Hours
CHEM 0112	College Chemistry II and Lab*	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
MATH 0123	Calculus and Analytic Geometry II	5
MATH 0224	Calculus and Analytic Geometry III	5
NASC 0231	General Physics I & Lab	5
NASC 0232	General Physics II & Lab	5
Total Hours for Chemistry Requirements		**30**
*See course syllabi for Chemistry course prerequisites.		

Total Hours for an Associate in General Studies in Chemistry Degree	62

Environmental Studies

Associate in General Studies

Program/CIP Code: ENST.AGS/24.0101
Credits Required: 62
Division: Math, Science & Business Technology
Contact: BIOL@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
PHIL 0206	Ethics	3
	Humanities Elective (ENGL, LANG, SPCH)	3
ECON 0201 **OR** ECON 0202	Principles of Macroeconomics **OR** Principles of Microeconomics	3
	Social Science Elective (ANTH, PSYC, SOSC	3
MATH 0120	Calculus I (Non-Engineering)**	3
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		**29**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Environmental Studies Requirements*

Course		Credit Hours
BIOL 0131	Environmental Science	3
BIOL 0132	Environmental Science Lab*	2
BIOL 0135	Principles of Cell and Molecular Biology	4
BIOL 0145	Nutrition	3
BIOL 0225	Diversity of Organisms	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
Total Hours for Environmental Studies Requirements		**32**
*See course syllabi for Environmental Studies course prerequisites.		

Total Hours for an Associate in General Studies in Environmental Studies Degree	**62**

Forensic Chemistry

Associate in General Studies

Program/CIP Code: CHEM.FOR.AGS/24.0101
Credits Required: 62
Division: Math, Science & Business Technology
Contact: CHEM@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0122	Calculus and Analytical Geometry I**	5
	Humanities Elective (2 disciplines)	6
SOSC 0134	Criminology*	3
	Social Science Elective (ANTH, ECON, PSYC)	3
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		**31**
*See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Forensic Chemistry Requirements*

Course		Credit Hours
CHEM 0101	Introduction to Forensic Science and Laboratory	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
CHEM 0201	Forensic Science Analytical Techniques	3
	Biology Elective	3
NASC 0130 **AND** NASC 0131 **OR** NASC 0231 **OR** NASC 0245 **OR** NASC 0246	Intro. Physics **AND** Intro. Physics Lab **OR** General Physics I and Lab **OR** General Physics II and Lab **OR** Engineering Physics II and Lab	4
Total Hours for Forensic Chemistry Requirements		**30**
*See course syllabi for Forensic Chemistry course prerequisites.		

Total Hours for an Associate in General Studies in Forensic Chemistry Degree	**62**

Physics/Physical Science

Associate in General Studies

Program/CIP Code: NASC.AGS/24.0101
Credits Required: 63
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

MISSION

The Department of Physical Science strives to develop in its students a comprehensive grasp of the principles of Physics and to generate opportunities for optimized learning of Physical Science concepts through interdisciplinary interactions. We offer high quality learning experiences that include a variety of courses appropriate for a diverse student body.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0122	Calculus and Analytic Geometry I**	5
	Humanities Elective (2 disciplines)	6
ECON 0201	Principles of Macroeconomics	3
	Social Science Elective (ANTH, SOSC)	3
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		**31**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Physics/Physical Science Requirements*

Course		Credit Hours
CHEM 0112	College Chemistry II and Lab*	5
MATH 0123	Calculus and Analytic Geometry II	5
MATH 0224	Calculus and Analytic Geometry III	5
MATH 0227	Differential Equations	3
NASC 0245	Engineering Physics I	5
NASC 0246	Engineering Physics II	5
NASC 0248 **OR**	Statics **OR**	3
NASC0249	Dynamics	
Total Hours for Physics/Physical Science Requirements		**31**
*See course syllabi for Physics/Physical Science course prerequisites.		

Total Hours for an Associate in General Studies in Physics/Physical Science Degree	**63**

Exercise Science-Athletic Trainer

Associate in General Studies

Program/CIP Code: EXSC.ATHTRAIN.AGS/24.0101
Credits Required: 62
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Exercise Science Program offers an Associate in General Studies in Liberal Arts & Sciences Degree and a Certificate Program. Within the associate degree program, students can select one of four areas of specialization: health/fitness, physical education, coaching, or athletic trainer. Students selecting the Health/Fitness specialization are eligible upon completion of this degree to take the American College of Sports Medicine Health/Fitness Certification Exam. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra**or higher	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
BIOL 0141	Human Anatomy & Lab	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		**32**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Exercise Science – Athletic Trainer Requirements*

Course		Credit Hours
BIOL 0160	Kinesiology	3
EXSC 0115	First Aid and CPR	2
EXSC 0116	Current Topics in Exercise Science	1
EXSC 0186-10	Techniques of Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0204	Sport Exercise Psychology	3
EXSC 0205	Personal School and Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
EXSC 0250	Athletic Training Practicum	3
Total Hours for Exercise Science – Athletic Trainer Requirements		**29**
*See course syllabi for Exercise Science – Athletic Trainer course prerequisites.		

Total Hours for Associate in General Studies in Exercise Science – Athletic Trainer Degree	**62**

Exercise Science-Coaching
Associate in General Studies

Program/CIP Code: EXSC.COACH.AGS/24.0101
Credits Required: 61
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Exercise Science Program offers an Associate in General Studies in Liberal Arts & Sciences Degree and a Certificate Program. Within the associate degree program, students can select one of four areas of specialization: health/fitness, physical education, coaching, or athletic trainer. Students selecting the Health/Fitness specialization are eligible upon completion of this degree to take the American College of Sports Medicine Health/Fitness Certification Exam. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra**or higher	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
BIOL 0141	Human Anatomy & Lab	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		**32**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Exercise Science - Coaching Requirements*

Course		Credit Hours
EXSC 0115	First Aid and CPR	2
EXSC 0116	Current Topics in Exercise Science	1
EXSC 0186-10	Techniques of Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0203	Foundations in Coaching	3
EXSC 0204	Sport and Exercise Psychology	3
EXSC 0205	Personal School and Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0210	Sports Officiating	2
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
Total Hours for Exercise Science – Coaching Requirements		**28**
*See course syllabi for Exercise Science - Coaching course prerequisites.		

Total Hours for an Associate in General Studies in Exercise Science – Coaching Degree	**61**

Exercise Science-Health/Fitness

Associate in General Studies

Program/CIP Code: EXSC.HLTH.AGS/24.0101
Credits Required: 64
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Exercise Science Program offers an Associate in General Studies in Liberal Arts & Sciences Degree and a Certificate Program. Within the associate degree program, students can select one of four areas of specialization: health/fitness, physical education, coaching, or athletic trainer. Students selecting the Health/Fitness specialization are eligible upon completion of this degree to take the American College of Sports Medicine Health/Fitness Certification Exam. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra**or higher	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (ANTH, ECON, GEOG, POSC, SOSC)	3
PSYC 0203	Human Development*	3
BIOL 0141	Human Anatomy & Lab	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		**32**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Exercise Science – Health/Fitness Requirements*

Course		Credit Hours
BIOL 0145	Nutrition	3
BIOL 0160	Kinesiology	3
EXSC 0115	First Aid and CPR	2
EXSC 0186-10	Techniques of Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0204	Sport and Exercise Psychology	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
EXSC 0213	Exercise Testing	3
EXSC 0251	Wellness Practicum	3
Total Hours for Exercise Science – Health/Fitness Requirements		**31**
*See course syllabi for Exercise Science – Health/Fitness course prerequisites.		

Total Hours for an Associate in General Studies in Exercise Science – Health/Fitness Degree	**64**

Exercise Science-Physical Education   *Associate in General Studies*

Program/CIP Code: EXSC.PHYSED.AGS/24.0101
Credits Required: 61
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Exercise Science Program offers an Associate in General Studies in Liberal Arts & Sciences Degree and a Certificate Program. Within the associate degree program, students can select one of four areas of specialization: health/fitness, physical education, coaching, or athletic trainer. Students selecting the Health/Fitness specialization are eligible upon completion of this degree to take the American College of Sports Medicine Health/Fitness Certification Exam. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course	Credit Hours
BLUE 0101 Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra**or higher	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
BIOL 0141	Human Anatomy & Lab	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		**32**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Exercise Science – Physical Education Requirements*

Course		Credit Hours
EXSC 0115	First Aid and CPR	2
EXSC 0116	Current Topics in Exercise Science	1
EXSC 0186-10	Techniques of Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0204	Sport and Exercise Psychology	3
EXSC 0205	Personal School and Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0209	Physical Education for Elementary Teachers	3
EXSC 0210	Sports Officiating	2
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
Total Hours for Exercise Science – Physical Education Requirements		**28**
*See course syllabi for Exercise Science – Physical Education course prerequisites.		

Total Hours for an Associate in General Studies in Exercise Science – Physical Education Degree	**61**

Exercise Science-Sports Management   *Associate in General Studies*

Program/CIP Code: EXSC.SPTSMGMT.AGS/24.0101
Credits Required: 60
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Exercise Science Program offers an Associate in General Studies in Liberal Arts & Sciences Degree and a Certificate Program. Within the associate degree program, students can select one of four areas of specialization: health/fitness, physical education, coaching, or athletic trainer. Students selecting the Health/Fitness specialization are eligible upon completion of this degree to take the American College of Sports Medicine Health/Fitness Certification Exam. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra**or higher	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
BIOL 0141	Human Anatomy & Lab	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		**32**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Exercise Science – Sports Management Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
EXSC 0116	Current Topics in Exercise Science	1
EXSC 0186-10	Techniques of Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0204	Sport and Exercise Psychology	3
EXSC 0205	Personal School and Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
EXSC 0215	Intro to Sports Management	3
Total Hours for Exercise Science - Sports Management Requirements		**27**
*See course syllabi for Exercise Science – Sports Management course prerequisites.		

Total Hours for an Associate in General Studies in Exercise Science – Sports Management Degree	**60**

Pre-Agriculture

Associate in General Studies

Program/CIP Code: PRE.AGRI.AGS/24.0101
Credits Required: 62
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra or higher **	3
MATH 0112	Trigonometry**	2
	Humanities Elective (2 disciplines)	6
	Social Science Elective (ANTH, ECON, SOSC)	3
PSYC 0101	Psychology*	3
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		**30**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Agriculture Requirements*

Course		Credit Hours
BIOL 0145	Nutrition	3
BIOL 0225	Diversity of Organisms	5
CHEM 0111	College Chemistry I and Lab	5
CHEM 0112	College Chemistry II and Lab	5
MATH 0120	Calculus I (Non-Engineering)	3
NASC 0231	General Physics I and Lab*	5
BIOL **OR** CHEM **OR** NASC	Elective **OR** Elective **OR** Elective	5
Total Hours for Pre-Agriculture Requirements		**31**
*See course syllabi for Pre-Agriculture course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Agriculture Degree	**62**

Pre-Chiropractic

Associate in General Studies

Program/CIP Code: PRE.CHIR.AGS/24.0101
Credits Required: 64
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Chiropractic medicine is a branch of health care that focuses on treating patients without the use of drugs or surgery. This profession advocates a holistic philosophy, which emphasizes prevention and wellness over treating disease and injury. Chiropractic physicians are trained in diagnosis and treatment of diseases of all body systems with a concentration in the nervous and musculoskeletal systems.

The goal of the Pre-Chiropractic Program is to prepare the students who wish to complete the prerequisites for the Doctor of Chiropractic Program. The program offers coursework in preparation for application to Chiropractic school. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the Chiropractic college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered. Upon completion of these undergraduate prerequisites, students may apply to the chiropractic school of their choice.

Note: Students who plan to practice as chiropractors in Kansas must obtain a bachelor's degree to be admitted to a chiropractic college.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0120	Calculus I or higher ** (Non-Engineering)	3
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology*	3
	Social Science Electives (ANTH, ECON, SOSC)	3
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		**28**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Chiropractic Requirements*

Course		Credit Hours
BIOL 0143	Human Anatomy and Physiology	5
CHEM 0111	College Chemistry I and Lab*	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I **AND**	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II **AND**	3
CHEM 0214	Organic Chemistry Lab II	2
NASC 0231	General Physics I and Lab	5
NASC 0232	General Physics II and Lab	5
Total Hours for Pre-Chiropractic Requirements		**35**
*See course syllabi for Pre-Chiropractic course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Chiropractic Degree	**64**

Pre-Clinical Laboratory Science   *Associate in General Studies*

Program/CIP Code: PRE.CLIN.LABSCI.AGS/24.0101
Credits Required: 66
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Note: Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times. This program provides students with their basic education and prepares them to transfer to a four-year college. To be considered for admissions to the medical technology program at the University of Kansas Medical Center, students must have an overall grade-point average of 2.00 and a grade-point average of 2.30 in chemistry, biology, and microbiology.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra or higher **	3
	Humanities Electives (2 disciplines)	6
	Social Science Electives (2 disciplines)	6
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		**28**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Clinical Laboratory Science Requirements*

Course		Credit Hours
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Laboratory	2
BIOL 0271	Physiology	3
BIOL 0272	Physiology Laboratory	1
CHEM 0111	College Chemistry I and Lab*	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211 **AND**	Organic Chemistry I **AND**	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212 **AND**	Organic Chemistry II **AND**	3
CHEM 0214	Organic Chemistry Lab II	2
NASC 0231	General Physics I	5
MATH 0115	Statistics	3
Total Hours for Pre-Clinical Laboratory Science Requirements		**37**
*See course syllabi for Pre-Clinical Laboratory course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Clinical Laboratory Science Degree	**66**

Pre-Engineering

Associate in General Studies

Program/CIP Code: PRE.ENGR.AGS/24.0101
Credits Required: 62
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0122	Calculus and Analytic Geometry I**	5
	Humanities Elective (2 disciplines)	6
ECON 0201	Principals of Macroeconomics	3
	Social Science Elective (ANTH, SOSC)	3
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		**31**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Engineering Requirements

Course		Credit Hours
BIOL0135	Cell and Molecular Biology	4
MATH 0123	Calculus and Analytic Geometry II**	5
MATH 0224	Calculus and Analytic Geometry III**	5
MATH 0227	Differential Equations**	3
NASC 0245	Engineering Physics I*	5
NASC 0246	Engineering Physics II*	5
NASC 0248 **OR** NASC 0249	Statics **OR** Dynamics	3
Total Hours for Pre-Engineering Requirements		**30**
*See course syllabi for Pre-Engineering course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Engineering Degree	**62**

Pre-Medical/Pre-Dental/Pre-Optometry *Associate in General Studies*

Program/CIP Code: PRE.MOPT.AGS/PRE.DENT.AGS/24.0101
Credits Required: 64
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The following program provides a foundation of general education while fulfilling prerequisites for the study of medicine. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0120	Calculus I** (Non-Engineering)	3
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology*	3
	Social Science Elective (ANTH, ECON, SOSC)	3
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		**28**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Medical/Pre-Dental/Pre-Optometry Requirements*

Course		Credit Hours
BIOL 0143	Human Anatomy and Physiology	5
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Laboratory	2
CHEM 0111	College Chemistry I and Lab*	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I **AND**	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II **AND**	3
CHEM 0214	Organic Chemistry Lab II	2
NASC 0231	General Physics I and Lab	5
Total Hours for Pre-Medical/Pre-Dental/Pre-Optometry Requirements		**35**
*See course syllabi for Pre-Medical/Pre-Dental/Pre-Optometry course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Medical/ Pre-Dental/Pre-Optometry Degree	**64**

Pre-Nutrition
Associate in General Studies

Program/CIP Code: PRE.NUTR.AGS/24.0101
Credits Required: 64
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The following suggested sequence of courses is designed for a transfer program to the College of Human Ecology, Kansas State University leading to a Bachelor of Science in Foods and Nutrition. A student should plan on attending KSU six semesters to complete this major.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra or higher **	3
	Humanities Electives (2 disciplines)	6
	Social Science Electives (2 disciplines)	6
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		**28**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Nutrition Requirements*

Course		Credit Hours
BIOL 0141	Human Anatomy and Lab	4
BIOL 0145	Nutrition	3
BIOL 0225	Diversity of Organisms	5
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0111	College Chemistry I and Lab*	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0203	General Organic Chemistry	5
MATH 0115	Statistics	3
Total Hours for Pre-Nutrition Requirements		**35**
*See course syllabi for Pre-Nutrition course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Nutrition Degree	**64**

Pre-Pharmacy

Associate in General Studies

Program/CIP Code: PRE.PHARM.AGS/24.0101
Credits Required: 61
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

MISSION

The following program provides a foundation of general education while fulfilling prerequisites for the study of pharmacy. Students should check specific requirements of the pharmacy school where they plan to apply for admission. Students should select honors courses whenever they are offered.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0120	Calculus I*	3
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology*	3
	Social Science Elective (ANTH, ECON, SOSC)	3
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		**29**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Pharmacy Requirements*

Course		Credit Hours
BIOL 0135	Principles of Cell and Molecular Biology	4
BIOL 0261	Microbiology	3
BIOL 0272	Microbiology Lab	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231 **OR** NASC 0130 **AND** NASC 0131	General Physics I and Lab **OR** Introductory Physics I **AND** Introductory Physics Lab	4-5
	Elective	3
Total Hours for Pre-Pharmacy Requirements		**31**
*See course syllabi for Pre-Pharmacy course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Pharmacy Degree	**61**

Pre-Veterinary

Associate in General Studies

Program/CIP Code: PRE.VET.AGS/24.0101
Credits Required: 64
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

MISSION

The Pre-Veterinary Program is designed to prepare students for acceptance into veterinary school. Nationally recognized for its hands-on approach, this program provides both for the strong academic foundation necessary for professional school and the practical animal experience needed to perform veterinary medicine today. The Pre-Veterinary Program draws students with farm, suburban, and urban backgrounds from all over the United States.

Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra or higher**	3
	Humanities Electives (2 disciplines)	6
PSYC 0101	Psychology*	3
	Social Science Electives (ANTH, ECON or SOSC)	3
BIOL0135	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		**28**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Veterinary Requirements*

	Course	Credit Hours
BIOL0261	Microbiology	3
BIOL0262	Microbiology Laboratory	2
CHEM0111	College Chemistry I and Lab*	5
CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I	3
CHEM0213	Organic Chemistry I Lab	2
CHEM0212	Organic Chemistry II	3
CHEM0214	Organic Chemistry II Lab	2
NASC0231	General Physics I and Lab	5
NASC0232	General Physics II and Lab	5
Total Hours for Pre-Veterinary Requirements		**35**
*See course syllabi for Pre-Veterinary course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Veterinary Degree	**64**

Accounting Assistant   *Certificate*

Program/CIP Code: ACCT.ASST.CERT/52.0305
Credits Required: 18
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

This certificate is designed to provide students with the necessary accounting skills for immediate employment in entry level accounting work. Courses serve as a solid function for further study in the accounting field and will transfer into the Accounting Specialist certificate with no loss of credit hours. Upon graduation, students will be able to communicate in a business environment, record basic accounting transactions, prepare financial statements, and use accounting software and spreadsheet applications.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Accounting Assistant Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0102	Accounting II	3
BUSN 0209	Computerized Accounting	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets	3
*See course syllabi for Accounting Assistant course prerequisites.		

	Total Hours for an Accounting Assistant Certificate	18

Accounting Specialist   *Certificate*

Program/CIP Code: ACCT.SPEC.CERT/52.0305
Credits Required: 30
Division: Math, Science, and Business
Contact: MSBT@kckcc.edu

This program builds upon the fundamental skills learned in the Accounting Assistant certificate. This program provides additional training in specialized areas of accounting. Graduates may work in a small business and be responsible for all aspects of bookkeeping or work in a larger firm and specialize in a certain area under the supervision of an accountant. The program combines hands-on computer training with accounting concepts and procedures. Courses serve as a solid foundation for further study in the accounting field and will transfer into the Associate in Applied Science in Accounting with no loss of credit hours for students seeking an associate degree. Upon graduation, students will be able to communicate in a business environment, record accounting transactions, prepare financial statements, understand individual (sole proprietorship) tax laws, and use accounting software and spreadsheet applications.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Accounting Specialist Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0102	Accounting II	3
BUSN 0164	Income Tax Procedures	3
BUSN 0205	Intermediate Accounting	3
BUSN 0209	Computerized Accounting	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets	3
Electives – Choose 6 Hours from the following:		
BUSN 0166 **AND**	Volunteer Income Tax Assistance (VITA) Tax Preparation **AND**	2
BUSN 0167	Volunteer Income Tax Assistance (VITA) Tax Preparation Internship	1
BUSN 0203	Managerial Accounting	3
BUSN 0286	Principles of Management	3
See course syllabi for Accounting Specialist course prerequisites.		

	Total Hours for an Accounting Specialist Certificate	30

Administrative Office Professional   *Certificate*

Program/CIP Code: ADOP.TCERTB/52.0401
Credits Required: 34
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Students wishing to further their education may transfer their Office Assistant certificate to the AOP certificate. By adding classes such as Human Relations in Business, Business Communications, and Office Simulations, students may increase their opportunities for employment. The Administrative Office Professional certificate may be seamlessly transferred into the AOP AAS degree, which can be completed by adding an additional thirty credit hours. Any deviation from the program must be approved by the Dean of Math, Science & Business Technology.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

Administrative Office Professional Education Requirements*

Course		Credit Hours
BUSN 0108	Human Relations in Business	3
BUSN 0124	Accounting Software Applications	3
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Apps I-II: Advanced WORD	2
BUSN 0211	Business Communications	3
BUSN0250	Obtaining Employment	1
BUSN 0285	Occupational Internship	3
BUSN 1151	Keyboarding	1
BUSN 1152	Document Formatting	1
BUSN 1153	Speedbuilding	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2253	Customer Service	2
BUSN 2251	Office Simulations	3
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets	3
See course syllabi for Administrative Office Professional course prerequisites.		

Total Hours for an Administrative Office Professional Certificate	**34**

Biomanufacturing   *Certificate*

Program/CIP Code: BMFR.CERTA/41.0303
Credits Required: 16
Division: MSB
Contact: MSBT@kckcc.edu

The Biomanufacturing program is designed to prepare individuals to become biomanufacturing technologists in manufacturing facilities where aseptic techniques and biosafety concerns are needed (e.g., animal health, medical, or food packaging). The curriculum incudes both theory and practical application by training in biomanufacturing and science laboratories. Upon completion of the program, students are eligible to take the MT1 certification exam, which has been adopted by the KC Animal Health Corridor.

Requirements for admission to the program:
- Reading score of 60 or higher on the Accuplacer.
- Contact program for program-specific advising.

Biomanufacturing Requirements*

Course		Credit Hours
BIOL0105	Introduction to Biotechnology	2
BIOL0135	Principles of Cell and Molecular Biology	4
BMFR0100	Survey of Biomanufacturing	3
BMFR0145	Manufacturing Technician Training	3
BMFR0146	Techniques and Instrumentation for Biomanufacturing	4
See course syllabi for Biomanufacturing course prerequisites.		

Total Hours for a Biomanufacturing Certificate	16

Exercise Leader   *Certificate*

Program/CIP Code: EXER.CERT/24.0101
Credits Required: 32
Division: Math, Science, and Business
Contact: MSBT@kckcc.edu

The Exercise Leader Certificate is designed for students interested in becoming certified as an Exercise Leader. Upon completion of this certificate, students are eligible to take the ACSM Exercise Leader Certification Exam or ACE American Council on Exercise Certified Personal Trainer.

Students will be prepared to make physical fitness assessments, prescribe exercise programs, and instruct individuals and groups in physical fitness activities. This one-year program is particularly appropriate for those who want to expand or upgrade their skills. Students completing the certificate program have the option to continue their study toward the completion of the Associate in Science in Exercise Science degree. Students who successfully complete the Certificate Program will be prepared to sit for national certification examinations. A 2.00 cumulative G.P.A. is required to graduate from KCKCC.

If no requirements
- No requirements for admission to the program.
- Contact program for program-specific advising.

Exercise Leader Requirements*

Course		Credit Hours
BIOL 0143	Human Anatomy and Physiology	5
BIOL 0145	Nutrition	3
EXSC 0115	First Aid	2
EXSC 0157 **OR**	Personal Trainer Review Exam **OR**	2
EXSC 0158	Group Fitness Instructor Exam Review	
EXSC 0186-10	Techniques in Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
EXSC 0213	Exercise Testing and Prescription	3
EXSC 0251	Practicum in Wellness and Fitness	3
*See course syllabi for Exercise Leader course prerequisites.		

Total Hours for an Exercise Leader Certificate		**32**

Office Assistant   *Certificate*

Program/CIP Code: OFFA.TCERTA/52.0401
Credits Required: 18
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

The Office Assistant certificate prepares graduates for entry-level positions in office environments. Students receive training in courses such as Business English, Microcomputer Business Software, and Customer Service. The Office Assistant certificate can be transferred into the Administrative Office Professional certificate. Any deviation from the program must be approved by the Dean of Math, Science & Business Technology.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Office Assistant Requirements*

Course		Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Apps I-II: Advanced Word	2
BUSN 0250	Obtaining Employment	1
BUSN 1151	Keyboarding	1
BUSN 1152	Document Formatting	1
BUSN 1153	Speedbuilding I	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2253	Customer Service	2
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets	3
*See course syllabi for Marketing course prerequisites.		

Total Hours for an Office Assistant Certificate	**18**

Customer Service   *Certificate of Completion*

Credits Required: 7
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Respond to the needs of local employers with a Customer Service Certificate of Completion. This 7-credit hour certificate will prepare you, as you move into a supervisory role, in the areas of communications, human relations, motivation, problem-solving, supervision, and organizational skills. The higher quality of customer service you provide your employer, the more valuable an employee you will become. This certificate is geared for those who are new to a managerial role, as well as anyone who works with the public.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Customer Service Certificate Requirements*

Course		Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0293	Business Dynamics	2
BUSN 0267	Supervision Skills	2
BUSN 2253	Customer Service	2
*See course syllabi for Customer Service course prerequisites.		

Total Hours for an Customer Service Certificate of Completion	**7**

Entrepreneurship
Certificate of Completion

Credits Required: 6
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Are you interested in starting a business? Do you have a concept for a business and want to develop a business plan for your idea? Do you want to explore the entrepreneurial mindset and the many facets of being a successful entrepreneur? Do you currently operate a business and want to take it to the next level?

If you answer 'yes' to any of those questions, then consider the 6-credit hour Entrepreneurship Certificate of Completion. These practical, hands-on business development courses are designed to help entrepreneurs hone the skills needed to create, manage, and grow successful businesses. You will not just learn about the business; you will work on your own business idea or venture…..moving those ideas to reality or to new levels of growth.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Entrepreneurship Certificate Requirements*

Course		Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0181	Is Business Ownership Right for Me?-The Entrepreneurial Mindset	2
BUSN 0294	Introduction to Entrepreneurship: FastTrac®	3
*See course syllabi for Entrepreneurship course prerequisites.		

Total Hours for an Entrepreneurship Certificate of Completion	**6**

Marketing

Certificate of Completion

Credits Required: 10
Division: Math, Science & Business Technology
Contact: MSBT@kckcc.edu

Marketing is a fundamental component of all business operations and is a critical aspect of the success of a business.   If you are ready to contribute more to your organization, or take on a new professional role, this 10-credit hour Marketing Certificate of Completion will provide you with a competitive edge and skills that will enhance your value to an employer.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Marketing Requirements*

Course		Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0263	Consumer Behavior	3
BUSN 0264	Integrated Marketing Communications	3
BUSN 0266	Principles of Selling	3
*See course syllabi for Marketing course prerequisites.		

Total Hours for a Marketing Certificate of Completion	**10**

Division of Social and Behavioral Sciences and Public Services

Dean: Cleon Wiggins
Contact: cwiggins@kckcc.edu

Virtually every student at Kansas City Kansas Community College takes courses in the division of Arts, Humanities, and Social Sciences as we provide instruction and experience in skills that are critical to every educational and career path. There are opportunities for those who wish to create through the performing and visual arts; to improve communication in spoken, written, digital media; and to examine the range of human thought, development, and behavior.

Many of the best college experiences occur outside the classroom. Our division houses a long record of developing insight and understanding as evidenced by our students' and faculty's national titles, recognitions, valuable internships, and other enhancements. Financial incentives are available to assist you in achieving your goals.

Associate in Applied Science Degrees (AAS)	**Certificates**
Addiction Counselor	Addiction Counselor
Corrections	Corrections
Early Childhood Education and Development	Early Childhood Education and Development
Paralegal	
Police Science	Police Science

Associate in Arts Degrees (AA)
Economics
Elementary Education
Police Science
Political Science
Pre-Law
Pre-Public Administration
Pre-Social Work
Psychology
Secondary Education
Sociology

Associate in Science Degrees (AS)
Early Childhood Education and Development
Unified Early Childhood Education

Since the transferability of courses will vary depending on the specific four-year institution, it is strongly recommended that if students are intending to transfer to a four-year institution, they must consult with the transfer institution and with their respective KCKCC advisor before enrolling in order to determine the transferability of their courses. It is the student's responsibility to follow the transfer requirements established by his/her transfer institution.

Addiction Counselor

Associate in Applied Science

Program/CIP Code: ADCN.AAS/51.1501
Credits Required: 61
Division: Social and Behavioral Sciences and Public Services
Contact: adcn@kckcc.edu

Combining traditional, theoretical, and experiential learning, the Addiction Counselor Training Program offers students the opportunity to grow personally and professionally. KCKCC's open learning environment, with scheduling and advising tailored to needs of both working professionals and traditional students, allows students the opportunity to develop personalized styles for the active learner.

Through satisfactory completion, students gain education and skills required in the treatment environment, with course work geared toward National Exams. To be licensed as an addiction counselor in the state of Kansas, applicants must earn a bachelor's degree at an accredited institution in a human services-related field. KCKCC, in conjunction with our 2+2 programs with other colleges and universities, is uniquely positioned with its lower fees and smaller class sizes to assist the student as they work to fulfill many of the Kansas Behavioral Science Regulatory Board academic requirements as well as those of the state of Missouri. Degreed individuals holding a 4-year degree in a related field may pursue a certificate program through courses in Addiction Studies in order to be eligible for licensure.

Program applicants include individuals desiring to obtain their first degree, counselors working in a treatment facility, private practice, juvenile or adult probation/parole officers, counselors in mental health or community agencies, employee assistance professionals, or coordinators of substance abuse prevention services, as well as counselors or teachers in secondary and post-secondary educational institutions.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102 **OR**	Composition II* **OR**	3
ENGL 0206	Technical Writing	
SPCH 0151 **OR**	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
MATH 0105	College Algebra** or higher	3-5
THTR 0105	Introduction to Acting	3
PSYC 0101	Psychology *	3
VTSP 0102	Victim/Survivor Services	3
BIOL 0121	General Biology	5
Total Hours for General Education Requirements		**26-28**
*See course syllabus for prerequisite		

**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.

Addiction Counselor Requirements

Course		Credit Hours
ADCN 0101	Introduction to Addition	3
ADCN 0106	Individual Counseling Methods *	3
ADCN 0204	Family Therapy *	3
ADCN 0205	Ethics: Addiction Counseling	3
ADCN 0206	Problem and Compulsive Gambling	4
ADCN 0209	Pharmacology: Addiction Counseling	3
ADCN 0210	Group Dynamics and Addictions 1	3
ADCN 0221	Counseling and Services Coordination*	3
ADCN 0250	Addiction Counseling Field Practicum 1*	3
ADCN 0251	Addiction Counseling Field Practicum II *	3
PSYC 0297	Abnormal Psychology*	3
Total Hours for Addiction Counselor Requirements		**34**
*See course syllabi for Addiction Counselor course prerequisites.		

Total Hours for an Associate in Applied Science in Addiction Counselor Degree	**61-63**

Corrections
Associate of Applied Science

Program/CIP Code: CORR.AAS/43.0102
Credits Required: 66
Division: Social and Behavioral Sciences and Public Services
Contact: CRJS@kckcc.edu

Two (2) options are available to students in the Criminal Justice field. They are 1) Corrections & 2) Police Science. In addition, two (2) one-year certificate programs are available in the same programs: Corrections and Police Science.   Students must maintain a 2.0 (C) cumulative GPA (General Education and vocational courses) to graduate under the CRJS program.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 **OR** ENGL 0206	Composition II* **OR** Technical Writing*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra** or higher	3
HIST 0105	United States Since 1877	3
SOSC 0107	Sociology	3
SOSC 0134	Criminology	3
	Natural & Physical Science Elective	3
Total Hours for General Education Requirements		**24**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Corrections Requirements*

Course		Credit Hours
CRJS 0101	Introduction to Criminal Justice	3
CRJS 0102	Introduction to Corrections	3
CRJS 0108	Oral Communications in the Correctional Environment	3
CRJS 0109	Corrections Report Writing	3
CRJS 0110	Ethical Decision Making in Corrections	3
CRJS 0111	Spanish in the Workplace (Corrections)	2
CRJS 0115	Probation and Parole	3
CRJS 0116	Juvenile Delinquency and Justice	3
CRJS 0119	Agency Administration (Corrections)	3
CRJS 0120	Special Populations in Corrections	3
CRJS 0207	Understanding Terrorism & Homeland Security	3
CRJS 0209	Community Corrections	3
CRJS 0210	Legal Issues in Corrections	3
CRJS 0221	Criminal Justice Practicum	3
Total Hours for Corrections Requirements		**41**
*See course syllabi for Corrections course prerequisites.		

Total Hours for an Associate in Applied Science in Corrections Degree	**66**

Early Childhood Education & Development   *Associate in Applied Science*

Program Code: ECED.AAS / 19.0708
Credits Required: 65
Division: Social and Behavioral Sciences and Public Services
Contact: ECED@kckcc.edu

The KCKCC Early Childhood Education and Development (ECED) program prepares caregivers, teachers and leaders with evidence-based knowledge, skills and attitudes to support young children in their growth and development through Universal Design for Learning. Our ECED program is designed to inspire and prepare students to create evidence-based all-inclusive programs that are responsive to the uniqueness (cultural, linguistic and ability diversity) of each child, family and community. Certificate A and Certificate B options provide a seamless career pathway to an Applied Associates degree for students as they work or have family obligations.   Courses are offered at several locations: Main Campus, the Pioneer Center in Leavenworth, KS and area high schools.   ECED courses are also available online.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0110	Business Math** **OR** higher	3
PSYC 0101	Psychology*	3
ENGL 0107 **OR** HIST 0105	Children's Literature (Recommended) **OR** United States Since 1877	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		**21**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Early Childhood Education & Development Requirements*

Course		Credit Hours
ECED 0100	Introduction to Early Childhood Education	3
ECED 0110	Infant, Toddler I	3
ECED 0111	Infant, Toddler II	3
ECED 0112	Preschool Child I	3
ECED 0113	Preschool Child II	3
ECED 0120	Portfolio Development in Early Childhood	4
ECED 0143	Creative Activities for Young Children	3
ECED 0150	Health, Safety and Nutrition in Early Childhood	3
ECED 0170	Early Childhood Curriculum	3
ECED 0180	Developing Language and Literacy in Early Childhood	3
PSYC 0202	Child Development*	3
ECED 0210	Family, Community and Professional Partnerships	3
ECED 0220	Social Emotional Development and Behavior	3
ECED 0260	Early Childhood Internship	3
Total Hours for Early Childhood Education & Development Requirements		**43**
* See course syllabi for Early Childhood Education & Development prerequisites.		

Total Hours for an Associate in Applied Science in Early Childhood Education & Development Degree	**65**

Paralegal

Associate in Applied Science

Program/CIP Code: PRLG.AAS/22.0302
Credits Required: 66
Division: Social and Behavioral Sciences and Public Services
Contact: PRLG@kckcc.edu

Emphasis in the Paralegal curriculum is to integrate practice with theory. Students are educated in the various skills required to perform detailed legal work as defined by general legal procedures and the legal expertise of the faculty. In this way, they are exposed to many legal practice techniques in the form of practical experience that enhance their placement possibilities upon graduation. Any deviation from the program must be approved by the Dean of Social and Behavioral Sciences and Public Services.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 **OR** ENG L0206	Composition II* **OR** Technical Writing*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra** or higher	3-5
	Humanities Elective	3
PSYC 0101	Psychology*	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		**21-23**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Paralegal Requirements*

Course		Credit Hours
CIST 0111	Microcomputer Business Software	3
BUSN 1151 **OR** BUSN 1153	Basic Keyboarding **OR** Speedbuilding I	1
PRLG 0121	Introduction to Law	3
PRLG 0131	Legal Research I	3
PRLG 0132	Litigation I	3
PRLG 0152	Real Estate Law	3
PRLG 0162	Family Law	3
PRLG 0205	Legal Writing	3
PRLG 0207	Criminal Law for the Paralegal	3
PRLG 0212	Business Organizations	3
PRLG 0231	Legal Research II	3
PRLG 0232	Litigation II	3
PRLG 0241	Wills, Trusts, and Probate	3
PRLG 0270	Insurance Law	3
PRLG 0271	Seminar: Legal Interviewing & Investigation	2
PRLG 0275	Paralegal Internship I	1
PRLG 0276	Paralegal Internship II	1
Total Hours for Paralegal Requirements		**44**

Total Hours for an Associate in Applied Science in Paralegal Degree	**66-68**

Police Science
Associate of Applied Science

Program/CIP Code: POLI.AAS/43.0107
Credits Required: 64
Division: Social and Behavioral Sciences and Public Services
Contact: CRJS@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 **OR** ENGL 0206	Composition II* **OR** Technical Writing	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra** or higher	3
HIST 0105	United States Since 1877	3
SOSC 0107	Sociology	3
SOSC 0134	Criminology	3
	Natural & Physical Science Elective	3
Total Hours for General Education Requirements		**24**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Police Science Requirements*

Course		Credit Hours
CRJS 0101	Introduction to Criminal Justice	3
CRJS 0112	Agency Administration (Police)	3
CRJS 0116	Juvenile Delinquency and Justice	3
CRJS 0117	Professional Responsibility in Criminal Justice (Ethics)	3
CRJS 0118	Law Enforcement Operations and Procedures	3
CRJS 0201	Criminal Investigation	3
CRJS 0203	Criminal Law	3
CRJS 0204	Criminal Procedure	3
CRJS 0206	Criminal Justice Interview and Report Writing	3
KLETC or Equivalent LE Academy		12
Total Hours for Police Science Requirements		**39**
*See course syllabi for Police Science course prerequisites.		

Total Hours for an Associate in Applied Science in Police Science Degree	**64**

Economics

Associate in Arts

Program/CIP Code: ECON.AA/24.0101
Credits Required: 60
Division: Social and Behavioral Sciences and Public Services
Contact: econ@kckcc.edu

Economics is a multifaceted discipline in the family of social sciences and is concerned with scarcity of resources (its central assumption) and all of the problems resulting from that condition. In general, economics is the study of production, distribution, and consumption of goods and services. One of its central assumptions is that the world is a world of finite resources. Economics has evolved to include a set of principles, methods and theories so as to provide answers to the following questions; What shall we produce? How shall we produce? How much shall we produce? For whom shall we produce? Attempting to answer these questions requires "technical capital" (knowledge, skills, methodologies), and "cultural capital" (a sense of priorities, awareness, and direction) at both the individual and the organizational levels. Furthermore, the productivity of individuals as well as the organization is contingent upon the acquisition of an adequate amount of these variables. Economics at both levels is well equipped to aid individuals in acquiring the technical and the cultural capitals in order to make the interaction between the two more fluid, productive, amicable, and innovative. Economics can provide the necessary foundation to those aspiring to pursue a career in the fields of business, finance, education, health care, insurance, stock markets, government, international business, and public administration, among others.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirement		
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH0105 **OR** MATH0108	College Algebra** **OR** Pre-Calculus Mathematics**	3-5
HIST0104 **OR** HIST0105	United States to 1877 **OR** Unites States since 1877	3
PHIL0103 **OR** PHIL0105 **OR** PHIL0206	Introduction to Philosophy **OR** Logic **OR** Ethics*	3
	Humanities Elective (other than HIST or PHIL)	3
PSYC0101 **OR** SOSC0107	Psychology **OR** Sociology	3
ECON0201 **OR** ECON0202	Principles of Macroeconomics **OR** Principles of Microeconomics	3
	Natural and Physical Science Elective	5
LANG	Elective	5
Total Hours for General Education Requirements		**37-39**

* See course syllabus for prerequisite.
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.

Economics Requirements

Course	Credit Hours
Choose 20-22 hours from the following	
ECON0201 Principles of Macroeconomics (3hrs) ECON0202 Principles of Microeconomics (3hrs) ECON0203 Introduction to Labor Studies (3hrs) ECON0210 Principles of Community Economic Development (3hrs) ECON0250 Introduction to Political Economy and Globalization (3hrs) GEOG0101 Introduction to Cultural Geography (3hrs) SOSC0103 Introduction to Social Science (3hrs) SOSC0107 Sociology (3hrs) SOSC0109 Diversity Studies* (3hrs) SOSC0207 Urban Sociology* (3hrs) SOSC0209 Social Problems* (3hrs)	20-22
Total Hours for Economics Requirements	**20-22**
*See course description for prerequisite.	

Total Hours for an Associate in Arts in Economics Degree	**60**

Elementary Education

Associate in Arts

Program/CIP Code: EDUC.EL.AA/24.0101
Credits Required: 60-62
Division: Social and Behavioral Sciences and Public Services
Contact: educ@kckcc.edu

The following courses meet the requirements for an Associate in Arts Degree in Elementary or Secondary Education at KCKCC. However, each transfer institution is unique and students are strongly encouraged to select courses according to the specific requirements of their chosen transfer institution.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105 **OR** MATH 0108	College Algebra** **OR** Pre-Calculus**	3-5
HIST 0104 **OR** HIST 0105	United States to 1877 **OR** United States Since 1877	3
MUSC 0101	Music Appreciation	3
	Humanities Elective	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
NASC	Elective (Lecture and Lab)	4
LANG 0143	Spanish I (for Teachers)	5
Total Hours for General Education Requirements		**36-38**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Elementary Education Requirements

Course		Credit Hours
ECON 0201 **OR** ECON 0202	Principles of Macroeconomics **OR** Microeconomics	3
EDUC 0160	Introduction to Teaching: Career Awareness	3
EDUC 0161	Studying Children & Adolescents in the Schools	3
EDUC 0262	Education in a Multicultural Society	3
ENGL 0107	Children's Literature	3
EXSC 0205	Personal School Community Health	3
PSYC 0202	Child Development*	3
	Electives	1-3
Total Hours for Elementary Education Requirements		**22-24**
*See course syllabi for Elementary Education course prerequisites.		

Total Hours for an Associate in Arts in Elementary Education Degree	**60-62**

Police Science   *Associate in Arts*

Program/CIP Code: POLI.AA/43.0107
Credits Required: 65
Division: Social and Behavioral Sciences and Public Services
Contact: CRJS@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 **OR** ENGL 0206	Composition II* **OR** Technical Writing	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
HIST 0105	United States Since 1877	3
PHIL	Elective (Logic recommended)	3
	Humanities Elective	3
SOSC 0107	Sociology	3
SOSC 0134	Criminology	3
CHEM 0101	Introduction to Forensic Science	5
LANG	Elective	5
Total Hours for General Education Requirements		**37**
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Police Science Requirements*

Course		Credit Hours
CRJS 0101	Introduction to Criminal Justice	3
CRJS 0116	Juvenile Delinquency and Justice	3
CRJS 0117	Professional Responsibility in Criminal Justice (Ethics)	3
CRJS 0119	Agency Administration (Police)	3
CRJS 0201	Criminal Investigation	3
CRJS 0203	Criminal Law	3
CRJS 0204	Criminal Procedure	3
CRJS 0207	Understanding Terrorism & Homeland Security	3
CRJS 0206 **OR** CRJS 0221	Criminal Justice Interview and Report Writing **OR** Criminal Justice Practicum	3
Total Hours for Police Science Requirements		**27**
*See course syllabi for Police Science course prerequisites.		

Total Hours for an Associate in Arts in Police Science Degree	**65**

Political Science

Associate in Arts

Program/CIP Code: POSC.AA/24.0101
Credits Required: 60
Division: Social and Behavioral Sciences and Public Services
Contact: posc@kckcc.edu

Political science is an integral part of social science. Over three thousand years ago, Aristotle declared that "politics is the master science upon which all of civilization depends". The truth of this assumption simply lies in the fact that political science is all about public power-how it is acquired and in whose interest it is used. Power is like a loaded gun, a lethal weapon that must be carefully guarded, lest it falls into the wrong hands. The discipline of political science is a systematic effort at creating a responsible attitude about the use of public power as a force for good. Political science is aimed at inculcating the appropriate level of awareness of citizenship rights and responsibilities in a way that monitors the use of public power for the overall interest of the society. A political science major is an excellent preparation for careers in government and politics, campaign co-ordination and consultancy, diplomacy or foreign affairs, law, education, military, community development, human relations, labor relations, public administration, etc.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105 **OR** MATH 0115	College Algebra** **OR** Statistics**	3-5
HIST 0104 **OR** HIST 0105	United States to 1877 **OR** United State Since 1877	3
PHIL 0103 **OR** PHIL 0206	Introduction to Philosophy **OR** Ethics	3
	Humanities Elective (Other than HIST or PHIL)	3
POSC 0102 **OR** POSC 0111	International Relations / Foreign Policy **OR** American Government	3
PSYC 0101 SOSC 0107	Psychology* **OR** Sociology	3
	Natural and Physical Science Elective	5
	Foreign Language Elective	5
Total Hours for General Education Requirements		**37-39**
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Political Science Requirement

Course		Credit Hours
Choose 20-22 hours from the following		
HIST 0115	World Civilization 1 (3hrs)	20-22
HIST 0116	World Civilization II (3hrs)	
HIST 0112	Modern Latin America (3hrs)	
HIST 0204	Western Civilization I (3hrs)	
HIST 0205	Western Civilization II (3hrs)	
POSC 0101	Introduction to Political Science (3hrs)	
POSC 0112	State and Local Government (3hrs)	
POSC 0245	Introduction to Public Administration (3hrs)	
Total Hours for Political Science Requirements		**20-22**
*See course syllabi for Political Science course prerequisites.		

Total Hours for an Associate in Arts in Political Science Degree	**60**

Pre-Law   *Associate in Arts*

Program/CIP Code: PRE.LAW.AA/24.0101
Credits Required: 62
Division: Social and Behavioral Sciences and Public Services
Contact: artsandhumanities@kckcc.edu

Students interested in a career in law should realize that, according to state legislation, a bachelor's degree is required for admission to a college of law in Kansas. Hence, most students following a pre-law program take courses to meet the general educational requirements of a four-year college. The following suggested schedule conforms to outlines submitted by the Kansas State Bar Association. Reasonable deviations may be made after consultation with an advisor or counselor. The Associate in Arts Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities."

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR**	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
MATH 0105 **OR**	College Algebra** **OR**	3-5
MATH 0108 **OR**	Pre-Calculus Mathematics** **OR**	
MATH 0115	Statistics**	
HIST 0104 **OR**	United States to 1877 **OR**	3
HIST 0105 **OR**	Unites States since 1877 **OR**	
HIST 0115 **OR**	World Civilization I **OR**	
HIST 0116	World Civilization II	
PHIL 0103 **OR**	Introduction to Philosophy **OR**	3
PHIL 0105 **OR**	Logic **OR**	
PHIL 0206	Ethics	
	Humanities Elective (other than HIST or PHIL)	3
POSC 0111 **OR**	American Government **OR**	3
POSC 0112	State and Local Government	
PSYC 0101 **OR**	Psychology **OR**	3
SOSC 0107	Sociology	
	Natural and Physical Science Elective (Lecture and Lab)	5
LANG	Elective	5
Total Hours for General Education Requirements		**37-39**
*See course description for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Law Requirements

Course		Credit Hours
BUSN 0101	Accounting I	3
ECON 0201	Principles of Macroeconomics	3
ECON 0202	Principles of Microeconomics	3
HIST 0204	Western Civilization I	3
HIST 0205	Western Civilization II	3
POSC 0102	International Relations /Foreign Policy	3
POSC 0111	American Government	3
POSC 0112	State and Local Government	3
Total Hours for Pre-Law Requirements		**24**

Total Hours for an Associate in Arts in Pre-Law Degree	**62-64**

Pre-Public Administration
Associate in Arts

Program/CIP Code: PRE.PADM.AA/24.0101
Credits Required: 65
Division: Social and Behavioral Sciences and Public Services
Contact: sosc@kckcc.edu

The Associate in Arts Degree in Public Administration is designed to begin the preparation for careers in public service, non-governmental organizations, urban and community planning, and pastoral and philanthropic work. Students with the AAPA will be able to transfer to baccalaureate programs in public administration and related fields, especially to Washburn University, the University of Kansas, and the University of Nebraska at Omaha. Students uninterested in transfer possibilities may utilize the AAPA as an effective introduction to, and preparation for, active and effective citizenship.

The AAPA program will emphasize administration, communication, law, planning, research, resource management, and range of public issues. The academic content of the courses will combine the theoretical with both experiential and practical dimensions. Learning and teaching will be interactive, intercultural, and inter-disciplinary.

The Associate in Arts Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105 **OR** MATH 0115	College Algebra **OR** Statistics*/#	3-5
HIST 0211	Contemporary Issues	3
PHIL 0206	Ethics*	3
	Humanities Elective (from Art, Literature, Music or Theatre	3
PSYC 0101 **OR** SOSC 0107	Psychology* **OR** Sociology	3
ECON 0201 **OR** ECON 0202	Principles of Macroeconomics **OR** Principles of Microeconomics	3
	Natural or Physical Science Elective	5
	Foreign Language Elective	5
Total Hours for General Education Requirements		**37-39**

*See course description for prerequisite.
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.
#Depending on University transfer

Pre-Public Administration Requirements

BUSN 0108 **OR**	Human Relations in Business **OR**	3
BUSN 0280	Human Resource Management	
POSC 0102	International Relations	3
POSC 0111	American Government	3
POSC 0112	State and Local Government	3
POSC 0201	Political Science Internship	3
POSC 0245	Introduction to Public Administration *	3
SOSC 0207	Urban Sociology*	3
SOSC 0209	Social Problems*	3
SOSC 0215	Introduction to Human Services	3
Total Hours for Pre-Public Administration Requirements		**27**
*See course syllabi for Pre-Public Administration course prerequisites.		

Total Hours for an Associate in Arts in Pre-Public Administration Degree	**65-67**

Pre-Social Work

Associate in Arts

Program/CIP Code: PRE.SOWK.AA/24.0101
Credits Required: 62
Division: Social and Behavioral Sciences and Public Services
Contact: sosc@kckcc.edu

Students planning a career in social work are able to transfer into one of the colleges or universities offering a four-year degree program by following the course suggestions below. The general education and pre-social work distribution requirements vary greatly among colleges, so students should check with the social work advisor for the requirements of the college to which they are planning to transfer.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105 **OR** MATH 0115	College Algebra **OR** Statistics	3-5
HIST 0115 **OR** HIST 0116	World Civilization I **OR** World Civilization II	3
PHIL 0206	Ethics*	3
	Humanities Elective	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
	Natural or Physical Science Core Elective (Lecture with Lab)	5
	Foreign Language Elective	5
Total Hours for General Education Requirements		**37-39**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Social Work Requirements

Course		Credit Hours
SOSC 0108	Sociology of the Family	3
SOSC 0109	Diversity Studies *	3
SOSC 0207	Urban Sociology *	3
SOSC 0209	Social Problems *	3
SOSC 0210	Introduction to Social Work	3
SOSC 0211	Field Project in Social Work	1-3
SOSC 0212	Introduction to Social Welfare	3
SOSC 0215	Introduction to Human Services	3
Total Hours for Pre-Social Work Requirements		**22-24**
*See course syllabi for Pre-Social Work course prerequisites.		

Total Hours for an Associates in Arts in Pre-Social Work Degree	**62**

Psychology

Associate in Arts

Program/CIP Code: PSYC.AA/24.0101
Credits Required: 60
Division: Social and Behavioral Sciences and Public Services
Contact: psychology@kckcc.edu

Psychology is the systematic study of human thought, emotion and behavior. Seeing through a psychological lens helps us to understand the unique perspective each individual brings to understanding and interacting within their world. Such a perspective simultaneously sheds light on the innumerable commonalities each human being shares. By applying a scientific and systematic study of the individual, we can develop a wider, deeper and more useful perspective of ourselves, and others.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151	Public Speaking	3
MATH 0105	College Algebra** or higher	3-5
HIST 0104 **OR** HIST 0105	United States to 1877 **OR** United States since 1877	3
PHIL 0103 **OR** PHIL 0206	Philosophy **OR** Ethics	3
	Humanities (3 Disciplines)	3
Social & Behavioral Science – 6 Hrs from the following:		
SOSC 0107 **OR** SOSC 0108 POSC 0101 **OR** POSC 0102 **OR** POSC 0111 **OR** POSC 0112 ECON 0201 **OR** ECON 0202	Sociology (3) **OR** Sociology of the Family (3) Introduction to Political Science (3) **OR** International Relations/Foreign Policy (3) **OR** American Government (3) **OR** State and Local Government (3) Principles of Macroeconomics (3) **OR** Principles of Microeconomics (3)	6
BIOL 0121	General Biology	5
	Natural & Physical Science Elective (2 Disciplines)	4
LANG 0101 **OR** LANG 0141	French 1 **OR** Spanish 1	5
	Elective	3
Total Hours for General Education Requirements		**44-46**
*See course syllabus for prerequisite.		

	**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.

Psychology Requirements

Course		Credit Hours
PSYC 0101	Psychology	3
PSYC 0202 **OR**	Child Development **OR**	3
PSYC 0203	Human Development	
PSYC 0205	Statistics in Social Science Research	3
PSYC 0206	Research Methods in Psychology	3
Electives	**3 hours from the following:**	
PSYC 0204	Personality	3
PSYC 0214	Social Psychology	3
PSYC 0297	Abnormal Psychology	3
Total Hours for Psychology Requirements		**15**
*See course syllabi for Psychology course prerequisites.		

Total Hours for an Associate in Arts in Psychology Degree	**60-62**

Secondary Education

Associate in Arts

Program/CIP Code: EDUC.SE.AA/24.0101
Credits Required: 61
Division: Social and Behavioral Sciences and Public Services
Contact: educ@kckcc.edu

The following courses meet the requirements for an Associate in Arts Degree in Elementary or Secondary Education at KCKCC. However, each transfer institution is unique and students are strongly encouraged to select courses according to the specific requirements of their chosen transfer institution.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105 **OR** MATH 0108	College Algebra **OR** Pre-Calculus Mathematics	3-5
ARTS 0101	Art Appreciation	3
HIST 0104 **OR** HIST 0105	United State to 1877 **OR** United States Since 1877	3
MUSC 0101	Music Appreciation	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
	General Physical Science (Lecture with Lab)	4
LANG 0143	Spanish I (for Teachers)	5
Total Hours for General Education Requirements		**36-38**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Secondary Education Requirements

Course		Credit Hours
ECON 0201 **OR**	Principles of Macroeconomics **OR**	3
ECON 0202	Principles of Microeconomics	
EDUC 0160	Introduction to Teachings: Career Awareness	3
EDUC 0161	Studying Children & Adolescents in the Schools	3
EDUC 0262	Education in a Multicultural Society	3
EXSC 0205	Personal School Community Health	3
	Electives	7-9
Total Hours for Secondary Education Requirements		**22-24**
*See course syllabi for Secondary Education course prerequisites.		

Total Hours for an Associate in Arts in Secondary Education Degree	**61**

Note: Social Studies majors should take Principles of Microeconomics ECON 0202.

Sociology

Associate in Arts

Program/CIP Code: SOSC.AA.24.0101
Credits Required: 60
Division: Social and Behavioral Sciences and Public Services
Contact: sosc@kckcc.edu

Sociology is the systematic study of human society and social institutions. As a social science, it has developed broad perspectives and formulated methods of social investigation based on sound scientific theories. Sociology begins for the most part with the assumption that we are inherently social animals shaped by our social environment and that individual behavior results from the social constraints found in every society. The social institutions such as family, religion, politics, education, sports, media, and health care are complex creations which must be investigated and understood in order to function properly and for the good of all. To study sociology is to study all of the histories, complexities, intricacies of society in general and the interaction between people and these institutions in particular. Sociologists and those utilizing sociological knowledge and methodologies are in a position to contribute to society by developing and enriching their own personal and professional life. Sociology can provide the necessary foundation to those aspiring to pursue a career in the field of public administration, private and public enterprises, human relations, community development, social work, education, child care and law.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0105 **OR** MATH 0115	College Algebra **OR** Statistics	3-5
HIST 0104 **OR** HIST 0105	United States to 1877 **OR** United States Since 1877	3
PHIL 0206	Ethics*	3
	Humanities Core Elective	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
	Natural or Physical Science Core Elective (Lecture with Lab)	5
	Foreign Language Elective	5
Total Hours for General Education Requirements		**37-39**
See course syllabus for prerequisite ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Sociology Requirements

Course		Credit Hours
Choose 20-22 hours from the following		
ANTH 0100	General Anthropology (3hrs)	20-22
ANTH 0105	Archaeology (3hrs)	
ANTH 0106	Native American Indians (3hrs)	
ECON 0201	Principles of Macroeconomics (3hrs)	
GEOG 0101	Introduction to Cultural Geography (3hrs)	
SOSC 0103	Introduction to Social Science (3hrs)	
SOSC 0108	Sociology of the Family (3hrs)	
SOSC 0109	Diversity Studies * (3hrs)	
SOSC 0134	Criminology * (3hrs)	
SOSC 0207	Urban Sociology * (3hrs)	
SOSC 0209	Social Problems * (3hrs)	
SOSC 0215	Introduction to Human Services (3hrs)	
Total Hours for Sociology Requirements		**20-22**
*See course syllabi for Sociology course prerequisites.		

Total Hours for an Associate in Arts in Sociology Degree	**60**

Early Childhood Education and Development   *Associate in Science*

Program/CIP Code: ECED.DEV.AS / 19.0707
Credits Required: 65
Division: Social and Behavioral Sciences and Public Services
Contact: ECED@kckcc.edu

In the KCKCC Early Childhood Education and Development program you will focus on birth to grade three, regular and special education including early intervention services and acquire a solid foundation of pre-professional skills. To ensure your success, you will get:

- Hands-on experience in our partner NAEYC accredited programs including Early Head Start and Head Start classrooms.
- A combination of traditional, online and blended courses to fit your schedule
- Personalized academic advising to give you all the support you need

This program prepares you to transfer into a bachelor's degree program in education. The Associate in Science in Liberal Arts Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities."

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
HIST 0104 **OR** HIST 0105	US History to 1877 **OR** US History from 1877	3
MUSC 0101	Music Appreciation	3
PSYC 0101	Psychology*	3
PSYC 0202	Child Development*	3
ANTH 0101	Introduction to Cultural Anthropology	3
	Math and Natural & Physical Sciences	13-15
	College Algebra (MATH 0105)** or Higher	
	Natural and Physical Science Elective with Lab	
	Math and Natural & Physical Sciences Electives	
Total Hours for General Education Requirements		**37-39**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Early Childhood Education and Development Requirements*

Course		Credit Hours
ECED 0100	Introduction to Early Childhood Education	3
Early Childhood Electives		
ECED 0110	Infant, Toddler I (3hrs)	
ECED 0111	Infant, Toddler II (3hrs)	
ECED 0113	Preschool Child II (3hrs)	
ECED 0150	Health, Safety and Nutrition in Early Childhood (3hrs)	6
ECED 0170	Early Childhood Curriculum (3hrs)	
ECED 0220	Social Emotional Development and Behavior (3hrs)	
ECED 0250	Early Childhood Inclusion and Intervention (3hrs)	
Electives		
BUSN 0101	Accounting I (3hrs)	
BUSN 0108	Human Relations in Business (3hrs)	
BIOL 0145	Nutrition (3hrs)	
ECED 0295	Survey of Exceptionalities (3hrs)	
EDUC 0160	Studying Children and Adolescents in School (3hrs)	18
HUDV 0268	Human Sexuality (3hrs)	
PSYC 0296	Special Problems in Child Development (3hrs)	
SOSC 0108	Sociology of Families (3hrs)	
SOSC 0215	Introduction to Human Service (3hrs)	
Total Hours for Early Childhood Education and Development Requirements		**27**
*See course syllabi for Early Childhood Education and Development course prerequisites.		

Total Hours for an Associate in Science in Early Childhood Education and Development Degree	**65-67**

Unified Early Childhood Education

Associate in Science

Program/CIP Code: ECED.UEC.AS / 19.0707
Credits Required: 61
Division: Social and Behavioral Sciences and Public Services
Contact: ECED@kckcc.edu

In the KCKCC Early Childhood Education and Development (AS –UEC degree) program you will focus on birth to grade three, regular and special education including early intervention services and acquire a solid foundation of pre-professional skills. To ensure your success, you will get:
- Hands-on experience in our partner NAEYC accredited programs including Early Head Start and Head Start classrooms.
- A combination of traditional, online and blended courses to fit your schedule
- Personalized academic advising to give you all the support you need

This program prepares you to transfer into a bachelor's degree program in education, and to earn State of Kansas certification as a classroom teacher. Your first teaching job title could be:
- Autism Specialist
- Early Interventionist
- Preschool teacher
- Kindergarten teacher
- Elementary school teacher
- Special education teacher

As a certified teacher, you will have employment options wherever young children learn, including:
- Public school districts
- Private schools
- Social service and health care agencies
- Community organizations
- Childcare centers with pre-K programs

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151	Public Speaking	3
HIST 0104 **OR** HIST 0105	US History to 1877 **OR** US History from 1877	3
MUSC 0101	Music Appreciation	3
PSYC 0101	Psychology*	3
ANTH 0101 **OR** SOSC 0108	Introduction to Cultural Anthropology **OR** Sociology of Family	3
	Humanities Elective	3
	Math and Natural & Physical Sciences	13-15
	College Algebra (MATH 0105)** or Higher	
	Natural and Physical Science Elective with Lab	
	Math and Natural & Physical Sciences Electives	
Total Hours for General Education Requirements		**37-39**
* See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Unified Early Childhood Education Requirements*

Course		Credit Hours
ECED 0140	Observation and Assessment in Early Childhood	3
EDUC 0160	Introduction to Teaching: Career Awareness	3
EDUC 0262	Education in a Multicultural Society	3
ENGL 0107	Children's Literature	3
ECED 0295	Survey of Exceptionalities	3
ECED 0250	Early Childhood Inclusion and Intervention	3
ECED 0296	Student Teaching B-Pre-K	5
Total Hours for Unified Early Childhood Education Requirements		**23**
*See course syllabi for Unified Early Childhood Education course prerequisites.		

Total Hours for an Associate in Science in Unified Early Childhood Education Degree	**61-63**

Addiction Counselor

Certificate

Program/CIP Code: ADCN.CERT/51.1501
Credits Required: 34
Division: Social and Behavioral Sciences and Public Services
Contact: adcn@kckcc.edu
Accreditation: Kansas Behavioral Science Regulatory Board (KBSRB)
  Missouri Substance Abuse Professional Credentialing Board (MSAPCB)
  National Association of Alcoholism & Drug Abuse Counselors (NAADAC)

The Certificate Program is available to students already holding an Associate or higher degree. The intent of the certificate is to supplement previous education with additional core knowledge in Addiction Counseling.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Addiction Counselor Certification Requirements

Course		Credit Hours
ADCN 0101	Introduction to Addictions	3
ADCN 0106	Individual Counseling Methods	3
ADCN 0204	Family Therapy	3
ADCN 0205	Ethics: Addiction Counseling	3
ADCN 0206	Problem and Compulsive Gambling	4
ADCN 0209	Pharmacology: Addiction Counseling	3
ADCN 0210	Group Dynamics & Addictions 1	3
ADCN 0221	Counseling and Services Coordination *	3
ADCN 0250	Field Practicum I*	3
ADCN 0251	Field Practicum II*	3
PSYC 0297	Abnormal Psychology *	3
*See course syllabus for prerequisite.		

Total Hours for an Addiction Counselor Certificate	**34**

Corrections   *Certificate*

Program/CIP Code: CORR.CERT/43.0102
Credits Required: 17
Division: Social and Behavioral Sciences and Public Services
Contact: CRJS@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Corrections Requirements*

Course		Credit Hours
CRJS 0102	Introduction to Corrections	3
CRJS 0108	Oral Communications in the Correctional Environment	3
CRJS 0109	Corrections Report Writing	3
CRJS 0110	Ethical Decision Making in Corrections	3
CRJS 0111	Spanish in the Workplace (Corrections)	2
CRJS 0120	Special Populations in Corrections	3
*See course syllabi for Corrections course prerequisites.		

Total Hours for a Corrections Certificate	17

Early Childhood Education & Development   *Certificate*

Program/CIP Code: ECED.TCERTA/ECED.TCERTB/19.0706
Credits Required: 16/31
Division: Social and Behavioral Sciences and Public Services
Contact: ECED@kckcc.edu

This program is designed to promote quality early childhood education for all young children, birth through age eight, and to improve professional practice in the early childhood community. Successful completion of this program will enable you to gain employment in educational and social service settings serving young children and their families. Knowledge, skills and techniques gained in this program will assist you in becoming competent in the field of Early Childhood professions. Students may choose a series of courses that will lead to preparation for the entry level, National Child Development Associate (CDA®) credential. These courses bridge into the two-year degree. Students with a CDA®, appropriate documentation, and appropriate work experience may earn up to 3- hours of credit toward the two-year degree.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Early Childhood Education & Development Requirements: Certificate A*

Course		Credit Hours
ECED 0100	Introduction to Early Childhood Education	3
ECED 0110 **OR**	Infant, Toddler I **OR**	3
ECED 0112	Preschool Child I	
ECED 0111 **OR**	Infant, Toddler II **OR**	3
ECED 0113	Preschool Child II	
ECED 0120	Portfolio Development in Early Childhood	4
ECED 0150	Health, Safety & Nutrition in Early Childhood	3
*See course syllabi for Early Childhood Education & Development course prerequisites.		

Total Hours for an Early Childhood Education & Development Certificate A	**16**

Early Childhood Education & Development Requirements: Certificate B*

Course		Credit Hours
ECED 0100	Introduction to Early Childhood Education	3
ECED 0110	Infant, Toddler I	3
ECED 0111	Infant, Toddler II	3
ECED 0112	Preschool Child I	3
ECED 0113	Preschool Child II	3
ECED 0120	Portfolio Development in Early Childhood	4
ECED 0143	Creative Activities for Young Children	3
ECED 0150	Health, Safety & Nutrition in Early Childhood	3
ECED 0170	Early Childhood Curriculum	3
ECED 0180	Developing Language and Literacy	3
*See course syllabi for Early Childhood Education & Development course prerequisites.		

Total Hours for an Early Childhood Education & Development Certificate B	**31**

Police Science

Certificate

Program/CIP Code: POLI.CERT/43.0107
Credits Required: 48
Division: Social and Behavioral Sciences and Public Services
Contact: CRJS@kckcc.edu

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Police Science Certificate Requirements*

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 **OR**	Composition II* **OR**	3
ENGL 0206	Technical Writing	
SPCH 0151 **OR**	Public Speaking **OR**	3
SPCH 0202	Interpersonal Communication	
MATH 0104	Intermediate Algebra** or higher	3
SOSC 0107	Sociology	3
SOSC 0134	Criminology	3
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		
CRJS 0101	Introduction to Criminal Justice*	3
CRJS 0112	Agency Administration (Police)*	3
CRJS 0116	Juvenile Delinquency and Justice*	3
CRJS 0117	Professional Responsibility in Criminal Justice (Ethics)*	3
CRJS 0118	Law Enforcement Operations and Procedures*	3
CRJS 0201	Criminal Investigation*	3
CRJS 0203	Criminal Law*	3
CRJS 0204	Criminal Procedures*	3
CRJS 0206	Criminal Justice Interview and Report Writing*	3
CRJS 0221	Criminal Justice Practicum*	3
*See course syllabus for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Total Hours for a Certificate in Police Science	**48**

Technical Education

Dean: Mrs. Cheryl Runnebaum
Contact: TEC@kckcc.edu

The Technical Education Center meets the changing educational and technological workforce development needs of the community by providing adult education and technical training to support the economic and well-being of the community and businesses within the college service area. We minimize barriers to educational opportunities and enhance the intellectual and technical skills of area residents by providing adult training, general academic and technical education, customized business and industry training, and economic development services that prepare students and trainees for rewarding employment.

Credit instruction is offered in a large selection of different programs using industry driven instruction, industry-standard equipment, and industry recognized credentials and work-based learning.

Associate in Applied Science Degrees

Automotive Technology –Pending
Computer Engineering Technology-Web Emphasis
Computer Software Technology Technician
Computer System Networking & Telecommunications
Drafting (CAD)

Associate in Science Degrees

Curriculum pathway leading to an Associate in Science for students desiring to transfer to a 4-year degree program preparing for the following health care careers:
Computer Engineering Technology
Cybersecurity

Associate in General Studies Degree

Computer Engineering Technology

Certificates

Auto Collision Repair
Automotive Technology
Barbering – Pending
Building Engineering & Maintenance Technology
Commercial and Residential Equipment Technology
Computer Software Technology
Computer Support Specialist
Computer System Networking
   & Telecommunications
Computer System Networking
   & Telecommunications – Computer Specialist
Computer System Networking
   & Telecommunications – Network Specialist
Construction Technology
Cosmetology
Culinary Arts

Electrical Technology
Heating and Refrigeration
Machine Technology
Multimedia Video Production
Nail Technology
Web Application & Design
Welding Technology

Computer Engineering Technology- Web Emphasis

Associate in Applied Science

Program/CIP Code: CETE.WE.AAS/15.1201
Credits Required: 67
Division: TEC
Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II* or	3
ENGL 0206	Technical Writing	
SPCH 0151	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
ENGR 0104	Applied Math** or Math Elective	3
	Humanities Elective	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		**21**

* See course description for prerequisite.
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.

Computer Engineering Technology Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0111	Microcomputer Business Software	3
CIST 0117	Networking I	3
CIST 0137	HTML Web Page Development	3
CIST 0147	Programming Fundamentals	4
CIST 0180	Programming Algorithms	4
CIST 0191	Discrete Structures	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST 0232	UNIX Scripting and Utilities	3
Web Application Electives		
CIST 0150	Web Graphics and Multimedia (3hrs)	
CIST 0151	Structured Query Language (SQL) (3hrs)	
CIST 0152	JavaScript (3hrs)	14
CIST 0230	Advanced Web Page Design (3hrs)	
CIST 0272	Server Side Programming Using PHP (3hrs)	
CIST 0299	Industrial Internship (Computer) (3hrs)	
Total Hours for Computer Engineering Technology Requirements		**45**
*See course syllabi for Computer Engineering Technology course prerequisites.		

Total Hours for an Associate in Applied Science in Computer Engineering Technology Degree	**67**

Computer Software Technology Technician   *Associate in Applied Science*

Program/CIP Code: CSTE.AAS/15.1201
Credits Required: 67
Division: TEC
Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II* or	3
ENGL 0206	Technical Writing*	
SPCH 0151	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
ENGR 0104	Applied Math** or Math Elective	3
	Humanities Elective	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		**21**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Computer Software Technology Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0111	Microcomputer Business Software	3
CIST 0117	Networking I	3
CIST 0120	Programming Fundamentals	4
CIST 0137	HTML Web Page Development	3
CIST 0180	Programming Algorithms	4
CIST 0191	Discrete Structures	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST 0232	UNIX Scripting and Utilities	3
Programming Software Electives		
CIST 0100	Introduction to the Internet (3hrs)	14
CIST 0166	Microcomputer Applications I: Excel Spreadsheets (3hrs)	
CIST 0182	Desktop Publishing and Presentations (3hrs)	
CIST 0224	Advanced Desktop Publishing (3hrs)	
CIST 0256	Object Oriented Programming using JAVA (3hrs)	
CIST 0236	Database Management (3hrs)	
CIST 0240	Data Structures C++ (4hrs)	
CIST 0299	Industrial Internship: Computer (3hrs)	
Total Hours for Computer Software Technology Requirements		**45**
* See course syllabi for Computer Software Technology course prerequisites.		

Total Hours for an Associate in Applied Science in Computer Software Technology Degree	**67**

Computer System Networking & Telecommunications

Associate in Applied Science

Program/CIP Code: CSNT.AAS/11.0901
Credits Required: 67
Division: TEC
Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II* or	3
ENGL 0206	Technical Writing*	
SPCH 0151	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
ENGR 0104	Applied Math** or Math Elective	3
	Humanities Elective	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		**21**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Computer System Networking and Telecommunications Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0111	Microcomputer Business Software	3
CIST 0117	Networking I	3
CIST 0120	Programming Fundamentals	4
CIST 0137	HTML Web Page Development	3
CIST 0180	Programming Algorithms	4
CIST 0191	Discrete Structures	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST 0232	UNIX Scripting and Utilities	3
Programming Software Electives		
CIST 0158	Networking 2 (4hrs)	14
CIST 0161	Systems Manager (Windows 2003 Server) (4hrs)	
CIST 0216	Networking 3 (4hrs)	
CIST 0218	Advanced System Manager (4hrs)	
CIST 0220	Service and Support (4hrs)	
CIST 0226	SQL Server (4hrs)	
CIST 0250	Networking 4 (4hrs)	
CIST 0252	Data Design and Implementation (4hrs)	
CIST 0254	O.S. Security (4hrs)	
CIST 0299	Industrial Internship: Computer (3hrs)	
Total Hours for Computer System Networking and Telecommunications Requirements		**45**
* See course syllabi for Computer System Networking and Telecommunications course prerequisites.		

Total Hours for an Associate in Applied Science in Computer System Networking and Telecommunications Degree	**67**

Drafting (Computer Aided Design) *Associate of Applied Science*

Program/CIP Code: DRFT.CAD.AAS/15.1302
Credits Required: 63
Division: TEC
Contact: MSBT@kckcc.edu

MISSION:
The Drafting Program is committed to meeting the needs of the students enrolled in our courses. We are also committed to excellence in teaching.

The Department offers courses in the disciplines of GIS and CAD Drafting. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

All courses within the Drafting Program are designed to meet the needs of the students who take them and provide them with the knowledge, ability, skills, and the critical thinking (deductive reasoning) they will need to enter the modern marketplace.
Designed to prepare students for a variety of drafting and design positions in business, industry, and government, this program provides instruction in drafting techniques, procedures, processes, standards, and the care and use of tools and special instruments of the trade. CAD techniques utilizing Windows are emphasized in each course.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 **OR** ENGL 0206	Composition II* **OR** Technical Writing	3
SPCH 0151 **OR** SPCH 0201	Public Speaking **OR** Interpersonal Communication	3
MATH 0104	Intermediate Algebra** or higher	3-5
	Humanities Elective	3
	Social Science Elective	3
	Natural & Physical Science Elective	3-5
Total Hours for General Education Requirements		**21-25**
*See course description for prerequisite. **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Drafting (CAD) Requirements*

Course		Credit Hours
ENGR 0103	Descriptive Geometry	3
ENGR 0105	Print Reading	3
ENGR 0106	Computer Aided Drafting	3
ENGR 0151	Drafting Technology	3
ENGR 0152	Fundamentals of Parametric Modeling	4
ENGR 0154	Pictorial Drawing	2
ENGR 0195	Fundamentals of Arcview GIS	4
ENGR 0206	Advanced Computer Aided Drafting	3
ENGR 0216	Fundamentals of MicroStation	3
ENGR 0251 **OR** ENGR 0253	Fundamentals of Building Planning **OR** Fundamentals of Structural Steel Drawing	3
ENGR 0257	Fundamentals of CAD Technologies	3
ENGR 0260 **OR** ENGR 0262 **OR** ENGR 0264 **OR** ENGR 0266	Advanced Drafting **OR** Commercial Building Planning **OR** Industrial Illustration **OR** Structural Steel Drafting	4
ENGR 0281	Drafting Field Project I	3
Total Hours for Drafting (CAD) Requirements		**41**
*See course syllabi for Drafting (CAD) course prerequisites.		

Total Hours for an Associate in Applied Science in Drafting (CAD) Degree	**63-67**

Electives: Students can substitute the following drafting courses for ones listed in the "Drafting Requirements" with the approval of the Coordinator.		
ENGR 0107	Construction Management	3
ENGR 0196	CIS for Homeland Security	3
ENGR 0268	Civil Drafting Technology	4

Computer Engineering Technology   *Associate in Science*

Program/CIP Code: CETE.AS/47.0104
Credits Required: 62
Division: TEC
Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
	Humanities Electives (two different disciplines)	6
	Social Science Elective (two different disciplines)	6
	Math and Natural & Physical Sciences	13-15
	College Algebra (MATH 0105)** or Higher	
	Natural and Physical Science Elective with Lab	
	Math and Natural & Physical Sciences Electives	
Total Hours for General Education Requirements		**34-36**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Computer Engineering Technology Requirements*

Course		Credit Hours
CIST 0117	Networking I	3
CIST 0137	HTML Web Page Development	3
CIST 0147	Computer Operating System	4
CIST 0180	Programming Algorithms	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST	Computer Information Systems Electives	9
Total Hours for Computer Engineering Technology Requirements		**27**
* See course syllabi for Computer Engineering Technology course prerequisites.		

Total Hours for an Associate in Science in Computer Engineering Technology Degree	**62-64**

Cybersecurity

Associate in Science

Program/CIP Code: CYBR.AS/11.1003
Credits Required: 61
Division: TEC
Contact: CIST@kckcc.edu

The Associate in Science in Cybersecurity prepares students with the entry-level knowledge needed to protect cyberspace against physical and cyber threats. This degree is designed to enable students to easily transfer to a college or university offering a bachelor's degree in cybersecurity.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
	Humanities Electives (2 Disciplines)	6
	Social Science Elective (2 Disciplines)	6
	Math and Natural & Physical Sciences	13-15
	College Algebra (MATH 0105)** or Higher	
	Natural and Physical Science Elective with Lab	
	Math and Natural & Physical Sciences Electives	
Total Hours for General Education Requirements		**34-36**
* See course syllabus for prerequisite. ** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Cybersecurity Requirements

Course		Credit Hours
CIST 0117	Networking I	3
CIST 0125	Network Security (Cybersecurity I)	4
CIST 0155	Cyber Forensics (Cybersecurity III)	4
CIST 0158	Networking 2	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST 0225	Information Assurance (Cybersecurity II)	4
CIST 0255	Legal Issues in Cybersecurity	3
Total Hours for Cybersecurity Requirements		**26**
* See course syllabi for Cybersecurity course prerequisites.		

Total Hours for an Associate in Science in Cybersecurity Degree	**61-63**

Computer Engineering Technology

Associate in General Studies

Program/CIP Code: CETE.AGS/15.1201
Credits Required: 61-62
Division: TEC
Contact: cist@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I	3
ENGL 0102	Composition II*	3
SPCH 0151	Public Speaking **OR**	3
SPCH 0201	Interpersonal Communication	
ENGR0104	Applied Math** or Math Elective	3
	Humanities Elective	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		**21**

* See course description for prerequisite.
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.

Degree Requirements

Course		Credit Hours
CIST	Electives	19-20
	Electives	20
Total Hours for Computer Engineering Technology Requirements		**39-40**

Total Hours for an Associate in General Studies in Computer Engineering Technology Degree	**61-62**

Auto Collision Repair   *Certificate*

Program/CIP Code: ACRT.TCERTA/ACRT.TCERTB/ACRT.TCERTC / 47.0603
Credits Required: 17/43/52
Division: TEC
Contact: TEC@kckcc.edu
Accreditation: National Automotive Technicians Educational Foundation (NATEF)

This program covers all five areas of the Automotive Service Excellence (ASE) certification in Automotive Collision repair. The latest equipment is used, including the Blackhawk multi-tower P3000 frame alignment system and a Chief E-Z-Liner Frame Machine with Shark Sonic Measuring system and Wheel Alignment system. The program also offers the latest in OEM recommended repair technology using the latest Squeeze Type Resistance Spot Welding. The program has two of the latest technology Global Paint booths with Axalta and PPG solvent and waterborne paint systems. Students will have the opportunity to earn I-CAR (Inter-Industry Conference on Automotive Collision Repair) certificates in the two areas of Paint and Refinishing and Non-Structural Repair, along with the opportunity to earn welding certifications in collision repair steel and aluminum.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Auto Collision Requirements: Certificate A*

Course		Credit Hours
ACRT 0100	Technical Safety and Tools	1
ACRT 0110	Cosmetic Auto Body	2
ACRT 0160	Painting and Refinishing I	3
ACRT 0260	Painting and Refinishing 2	3
ACRT 0261	Painting and Refinishing 3	3
ACRT 0262	Painting and Refinishing 4	4
BUSN 0250	Obtaining Employment	1
*See course syllabi for Auto Collision course prerequisites.		

Total Hours for an Auto Collision Certificate A	17

Auto Collision Requirements: Certificate B*

Course		Credit Hours
	Completion of Certificate A Requirements	*17*
ACRT 0120	Non-Structural Analysis and Damage Repair 1	4
ACRT 0220	Non-Structural Analysis and Damage Repair 2	4
ACRT 0221	Non-Structural Analysis and Damage Repair 3	4
ACRT 0222	Non-Structural Analysis and Damage Repair 4	5
ACRT 0140	Structural Analysis and Damage Repair 1	2
ACRT 0240	Structural Analysis and Damage Repair 2	2
ACRT 0241	Structural Analysis and Damage Repair 3	3
ACRT 0290 **OR** ACRT 0175	Estimating/Damage Analysis and Customer Service **OR** Paintless Dent Repair	2
*See course syllabi for Auto Collision course prerequisites.		

Total Hours for an Auto Collision Certificate B	43

Auto Collision Requirements: Certificate C*

Course		Credit Hours
	Completion of Certificate A and B Requirements	*43*
ACRT 0180	Mechanical and Electrical Component	3
ACRT 0181	Mechanical and Electrical Component 2	3
ACRT 0242	Structural Analysis and Damage Repair 4	3
*See course syllabi for Auto Collision course prerequisites.		

Total Hours for an Auto Collision Certificate C	**52**

Automotive Technology   *Certificate*

Program/CIP Code: AUTO.TCERTA/AUTO.TCERTB/AUTO.TCERTC / 47.0604
Credits Required: 21/42/53
Division: TEC
Contact: TEC@kckcc.edu
Accreditation: National Automotive Technicians Educational Foundation (NATEF)

Auto Technology is designed to give students the skills to pass the written portion of the Automotive Service Excellence (ASE) certification tests and customized to meet the highest standards of the National Automotive Technicians Educational Foundation (NATEF). TEC is introducing a new AutoLab which includes modules based on simulator panels, real vehicle component trainers and computer-based simulations. Using the modules, students develop both knowledge and the hands-on skills required for working on real vehicles in the workshop area.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Automotive Technology Requirements: Certificate A*

Course		Credit Hours
AUTT 0103	Automotive Shop Operations and Safety	2
AUTT 0131	Undercar Maintenance	2
AUTT 0142	Suspension and Steering 1	3
AUTT 0152	Brakes 1	3
AUTT 0132	Underhood Maintenance	3
AUTT 0163	Electrical 1	3
AUTT 0164	Electrical 2	2
AUTT 0182	Engine Performance 1	3
*See course syllabi for Automotive Technology course prerequisites.		

Total Hours for an Automotive Technology Certificate A	**21**

Automotive Technology Requirements: Certificate B*

Course		Credit Hours
	Completion of Certificate A Requirements	*21*
AUTT 0263	Electrical and Electronics 3	3
AUTT 0272	Heating and Air Conditioning	3
AUTT 0284	Engine Performance 2	4
AUTT 0213	Engine Repair 1	2
AUTT 0222	Transmission and Driveline 1	4
AUTT 0242	Automotive Chassis Systems	5
*See course syllabi for Automotive Technology course prerequisites.		

Total Hours for an Automotive Technology Certificate B	**42**

Automotive Technology Requirements: Certificate C*

Course		Credit Hours
	Completion of Certificate A and B Requirements	*42*
AUTT 0223	Transmission and Driveline 2	5
AUTT 0264	Advanced Electronics, Chassis and HVAC Service	2
AUTT 0214	Engine Repair 2	2
AUTT 0285	Engine Performance 3	2
*See course syllabi for Automotive Technology course prerequisites.		

Total Hours for an Automotive Technology Certificate C	**53**

Building Engineering & Maintenance Technology   *Certificate*

Program/CIP Code: BPMT.TCERTB/46.0401
Credits Required: 44
Division: TEC
Contact: TEC@kckcc.edu

This program prepares students for entry-level maintenance positions, and many other trade positions. Students will have the ability to service residential a/c units, and furnace units, provide electrical repairs and maintenance, provide plumbing repairs and maintenance, install and finish sheetrock, apply finishes (painting), install windows, doors, and stairs, enhance carpentry skills, and obtain several industry recognized certifications.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Building Engineering & Maintenance Technology Requirements*

Course		Credit Hours
BPMT 0101	OSHA 30	1
BPMT 0102	Tool Safety, Power, Pneumatic, Hand	2
BPMT 0104	Custodial Training	1
BPMT 0108	Carpentry Basics	3
BPMT 0112	Residential Electrical	4
BPMT 0113	Windows, Doors & Stairs	3
BPMT 0115	Residential Plumbing and Repair	4
BPMT 0121	Remodel Painting	3
BPMT 0124	Landscaping	4
BPMT 0130	Drywall	3
BPMT 0133	Masonry Repair	2
BPMT 0136	Roof Coverings, and Gutters	2
BPMT 0138	Power Industrial Trucks and Aerial Lifts	2
BPMT 0145	Residential Painting	2
BPMT 0180	Brazing/Soft Soldering	1
BPMT 0201	HVAC Maintenance	3
BPMT 0221	Basic Household Appliance Repair & Maintenance	3
HVAC 0220	EPA 608	1
See course syllabi for Building Engineering & Maintenance Technology course prerequisites.		

Total Hours for a Building Engineering & Maintenance Technology Certificate	**44**

Commercial & Residential Equipment Technology   *Certificate*

Program/CIP Code: MAPR.TCERTA/MAPR.TCERTB/47.0106
Credits Required: 23/44
Division: TEC
Contact: TEC@kckcc.edu

This program prepares for entry-level positions working on major in-home appliances and commercial restaurant equipment repair. Enrollees get detailed instruction on refrigerators, ranges, dishwashers, washing machines, dryers, wall ovens, microwaves, and kitchen ventilation.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Commercial & Residential Equipment Technology Requirements: Certificate A*

Course		Credit Hours
Certificate A		
MAPR 0100	Electrical Safety & Tools of the Trade	2
MAPR 0108	Basic Electricity	3
MAPR 0210	Cooking Equipment Residential and Commercial	3
MAPR 0220	Dishwashers-Domestic/Professional/Commercial	3
MAPR 0230	Residential Refrigerators and Freezers	3
MAPR 0243	Microwave Ovens-Domestic/Commercial	3
MAPR 0245	Top and Front Load Clothes Washers-Domestic/Commercial	3
MAPR 0247	Gas and Electric Clothes Dryers/Stack Laundry-Domestic/Commercial	3
See course syllabi for Commercial & Residential Equipment Technology course prerequisites.		

Total Hours for a Commercial & Residential Equipment Technology Certificate A	**23**

Commercial & Residential Equipment Technology Requirements: Certificate B*

Course		Credit Hours
MAPR 0112	Fundamentals of Refrigeration	2
MAPR 0140	Brazing/Swaging/Silver and Soft Soldering	3
MAPR 0160	Workplace Skills/Customer Relations/Recordkeeping	2
MAPR 0222	Advanced Refrigeration	4
MAPR 0235	Commercial Refrigeration	3
HVAC 0220	EPA 608	1
Electives (Scheduled by Instructor)		
MAPR 0215	Ventilation Hoods/Make-Up Air Blowers-Domestic/Commercial (3hrs)	
MAPR 0240	Steam Ovens/Proofers/Deep Fryers-Domestic/Commercial (3hrs)	
MAPR 0284	Special Projects (3hrs)	6
MAPR 0290	Internship (3hrs)	
MAPR 0291	Internship II (3hrs)	
See course syllabi for Commercial & Residential Equipment Technology course prerequisites.		

Total Hours for a Commercial & Residential Equipment Technology Certificate B	**44**

Computer Software Technology   *Certificate*

Program/CIP Code: CSTE.CERT/15.1204
Credits Required: 36
Division: TEC
Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Computer Software Technology Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0111	Microcomputer Business Software	3
CIST 0117	Networking I	3
CIST 0120	Programming Fundamentals	4
CIST 0137	HTML Web Page Development	3
CIST 0166	Microcomputer Applications I-II (Excel Spreadsheets)	3
CIST 0180	Programming Algorithms	4
CIST 0232	Unix Scripting and Utilities	3
CIST 0236	Database Management	3
CIST 0240	Data Structures C++	4
CIST 0256	Object Oriented Programming using Java	3
*See course syllabi for Computer Software Technology course prerequisites.		

Total Hours for a Computer Software Technology Certificate	**36**

Computer Support Specialist   *Certificate*

Program/CIP Code: CRTE.TCERTA/CRTE.TCERTB/11.1006
Credits Required: 21/44
Division: TEC
Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Computer Support Specialist Requirements: Certificate A*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CRTE 0100	COMP TIA A + Essentials	3
CRTE 0101	COMP TIA A + Practical Applications	3
CRTE 0106	Advanced Operating Systems	3
CRTE 0108	Laptops and Mobile Devices	3
CRTE 0110	Printers Scanners and Peripherals	3
ENGR 0108	Electronic Circuit Fundamentals	3
*See course syllabi for Computer Support Specialist course prerequisites.		

Total Hours for a Computer Support Specialist Certificate A	**21**

Computer Support Specialist Requirements: Certificate B*

Course		Credit Hours
CRTE 0115	Applied Networking 1	2
CRTE 0117	Applied Networking 2	2
CRTE 0200	Server Operating Systems and Virtualization	3
CRTE 0201	Server Administration	3
CRTE 0202	Linux and Windows Practical Server	3
CRTE 0203	Computer Network Security	3
CIST 0117	Networking 1	3
CIST 0158	Networking 2	4
*See course syllabi for Computer Support Specialist course prerequisites.		

Total Hours for a Computer Support Specialist Certificate B	**44**

Computer System Networking & Telecommunications

Certificate

Program/CIP Code: CNST.CERT/11.0901
Credits Required: 38
Division: TEC
Contact: CIST@kckcc.edu

This program is designed for the student who wants to complete a one-year certificate in Software Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a computer career. KCKCC is a Microsoft Authorized Academic Training Center. See our website for the most current information.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Computer System Networking & Telecommunications Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0111	Microcomputer Business Software	3
CIST 0117	Networking I	3
CIST 0147	Computer Operating System	4
CIST 0158	Networking 2	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST 0216	Networking 3	4
CIST 0232	UNIX Scripting and Utilities	3
CIST 0250	Networking 4	4
ENGR 0180	Electronic Circuit Fundamentals	3
CIST	Computer Information Systems Electives	3-4
*See course syllabi for Computer System Networking & Telecommunications course prerequisites.		

Total Hours for a Computer System Networking & Telecommunications Certificate	**38-39**

Computer System Networking & Telecommunications – Computer Specialist *Certificate*

Program/CIP Code: CNST.CSC.CERT/11.0901
Credits Required: 17
Division: TEC
Contact: CIST@kckcc.edu

This program is designed for the student who wants to complete a certificate in Network Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a network career. KCKCC is a Microsoft® Authorized Academic Training Center and a Cisco Certified Academy. See our website for the most current information.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Computer Specialist Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0117	Networking I	3
CIST 0147	Computer Operating System	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST	Computer Information Systems Electives	3-4
See course syllabi for Computer Specialist course prerequisites.		

	Credit Hours
Total Hours for a Computer Specialist Certificate	**17-18**

Computer System Networking & Telecommunications – Network Specialist

Certificate

Program/CIP Code: CNST.NSC.CERT/11.0901
Credits Required: 18
Division: TEC
Contact: CIST@kckcc.edu

This program is designed for the student who wants to complete a certificate in Network Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a network career. KCKCC is a Microsoft® Authorized Academic Training Center and a Cisco Certified Academy. See our website for the most current information.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Network Specialist Requirements*

Course		Credit Hours
CIST0101	Computer Concepts and Applications	3
CIST0117	Networking I	3
CIST0158	Networking II	4
CIST0216	Networking III	4
CIST0250	Networking IV	4
See course syllabi for Network Specialist course prerequisites.		

	Credit Hours
Total Hours for a Network Specialist Certificate	**18**

Construction Technology   *Certificate*

Program/CIP Code: CONS.TCERTA/CONS.TCERTB/CONS.TCERTC/46.0201
Credits Required: 18/36/48
Division: TEC
Contact: TEC@kckcc.edu

Plumbers, electricians, masons, and carpenters fill the ranks of the construction industry. This course prepares students for these fields at the apprenticeship level. Students work on a variety of projects which typically includes constructing a house from the foundation to the finishing touches (weather permitting) in order to get the hands on experience in the program. Apprenticeship opportunities with over 10 skilled craft unions are available for graduates through the Construction Apprenticeship Tech Prep Consortium.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Construction Technology Requirements: Certificate A*

Course		Credit Hours
CONS 0101	Safety Orientation	1
CONS 0106	Introductory Craft Skills	3
CONS 0108	Carpentry Basics	4
CONS 0109	Floors, Walks & Ceiling Framing	4
CONS 0111	Roof Framing	3
CONS 0113	Windows, Doors & Stairs	3
*See course syllabi for Construction Technology course prerequisites.		

Total Hours for a Construction Technology Certificate A	**18**

Construction Technology Requirements: Certificate B*

Course		Credit Hours
Completion of Certificate A Requirements		*18*
CONS 0208	Carpentry (Level 2)	3
CONS 0115	Electrical (Level 1)	3
CONS 0110	Concrete Finishing (Level 1)	3
CONS 0140	Painting (Level 1)	3
CONS 0142	Plumbing (Level 1)	3
CONS 0112	Drywall (Level 1-2)	3
*See course syllabi for Construction Technology course prerequisites.		

Total Hours for a Construction Technology Certificate B	**36**

Construction Technology Requirements: Certificate C*

	Course	Credit Hours
	Completion of Certificate A and B Requirements	*36*
CONS 0107	Masonry (Level 1)	2
Electives (Scheduled by Instructor)		
CONS 0123	Insulating (3hrs)	10
CONS 0136	Rigging Fundamentals (3hrs)	
CONS 0151	Scaffolding (2hrs)	
CONS 0155	Sprinkler Fitting (Level 1) (2hrs)	
CONS 0209	Masonry (Level 2) (2hrs)	
CONS 0210	Concrete Finishing (Level 2) (3hrs)	
CONS 0215	Electrical (Level 2) (3hrs)	
CONS 0240	Painting (Level 2) (3hrs)	
CONS 0242	Plumbing (Level 2) (3hrs)	
CONS 0259	Sprinkler (Level 2) (2hrs)	
*See course syllabi for Construction Technology course prerequisites.		

Total Hours for a Construction Technology Certificate C	**48**

Cosmetology   *Certificate*

Program/CIP Code: COSM.TCERTC/12.0401
Credits Required: 50
Division: TEC
Contact: TEC@kckcc.edu

This is a highly structured program which prepares students to take the Kansas Board of Cosmetology written and performance exam required before a graduate can become a licensed cosmetologist. Enrollees must have a government-issued photo identification card. Students must purchase uniforms, textbooks, and cosmetology kit. A Kansas Board of Cosmetology testing fee is also required. Students must be high school graduates or have a GED before they are eligible to take the Kansas Board of Cosmetology exam.

Requirements for admission to the program:
- Reading score of 60 or higher on the Accuplacer.
- Contact program for program-specific advising.

Cosmetology Requirements*

Course		Credit Hours
COSM 0101	Scientific Concepts	5
COSM 0105	Cosmetology Hair Care/Styling Services	6
COSM 0106	Cosmetology Hair Care/Skin Care Services	6
COSM 0107	Cosmetology Hair Skin and Nail Care	2
COSM 0110	Chemical Services I	4
COSM 0111	Chemical Services II	5
COSM 0112	Chemical Services III	5
COSM 0115	Hair Designing I	5
COSM 0116	Hair Designing II	5
COSM 0117	Hair Designing III	2
COSM 0120	Business Practices I	1
COSM 0121	Business Practices II	2
COSM 0125	Kansas State Law	2
*See course syllabi for Cosmetology course prerequisites.		

Total Hours for a Cosmetology Certificate	50

Culinary Arts

Certificate

Program/CIP Code: CULA.TCERTB/12.0505
Credits Required: 40
Division: TEC
Contact: TEC@kckcc.edu

Culinary Arts teaches students to master the fundamental skills of food service in hotels, restaurants, hospitals, catering, etc. The program contains daily classroom instruction with practical experience in food service preparation for public meetings and banquets.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Culinary Arts Requirements*

Course		Credit Hours
CULN 0100	Equipment and the Industry	1
CULN 0120	Cooking Methods	2
CULN 0130	Food Production I	4
CULN 0140	Food Production II	4
CULN 0150	Food Production III	4
CULN 0160	International Cooking	2
CULN 0170	Menu Marketing and Planning	2
CULN 0190	Hospitality and Restaurant Management	3
CULN 0200	Inventory and Purchasing	2
CULN 0205	ServSafe	1
CULN 0206	Beginning Baking	3
CULN 0207	Advanced Baking	3
CULN 0220	Culinary Capstone	5
CULN 0230	Culinary Arts Internship	3
BUSN 0250	Obtaining Employment	1
*See course syllabi for Culinary Arts course prerequisites.		

Total Hours for a Culinary Arts Certificate	40

Electrical Technology   *Certificate*

Program/CIP Code: ELEC.TCERTB/46.0302
Credits Required: 44
Division: TEC
Contact: TEC@kckcc.edu

Electrical Technology is a program that develops basic electrical skills, technical knowledge, and related occupational information to prepare for initial employment in the electrical trade. Students will begin with the basic fundamentals of electricity and progress through all types of residential, commercial and industrial wiring, including advanced solid state motor controls.

Requirements for admission to the program:
- Reading score of 60 or higher on the Accuplacer.
- Contact program for program-specific advising.

Electrical Technology Requirements*

Course		Credit Hours
ELET 0100	Safety (OSHA)	2
ELET 0101	Electromechanical Systems	3
ELET 0104	Print Reading	2
ELET 0105	Workplace Skills	1
ELET 0120	Electrical Math	3
ELET 0130	AC/DC Circuits I	4
ELET 0150	Residential Wiring I	4
ELET 0110	National Electrical Code I	4
ELET 0200	Commercial Wiring I	4
ELET 0232	Electrical Circuits, Instruments and Measurements	2
ELET 0245	Troubleshooting Techniques	2
ELET 0210	National Electric Code II	4
ELET 0253	Motor Controls	3
ELET 0255	Programmable Controllers	2
Electives (Selected by Instructor)		
ELET 0203	Analog Circuits (2hrs)	
ELET 0240	HVAC Systems (2hrs)	4
ELET 0265	Generators and Transformers (2hrs)	
See course syllabi for Electrical Technology course prerequisites.		

Total Hours for an Electrical Technology Certificate	**44**

Heating & Refrigeration   *Certificate*

Program/CIP Code: HVAC.TCERTB/47.0201
Credits Required: 44
Division: TEC
Contact: TEC@kckcc.edu

HVAC training is comprised of heating, ventilation, air conditioning and refrigeration. Fundamentals are emphasized, along with specific studies in central and room systems. Silver brazing, electrical and mechanical troubleshooting, and sheet metal techniques are also practiced. The program is approved for EPA and R-401A refrigerant certification.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Heating & Refrigeration Requirements*

Course		Credit Hours
HVAC 0100	Safety Orientation (OSHA 10)	1
HVAC 0103	Refrigeration System Components I	2
HVAC 0105	Electrical Theory I	2
HVAC 0106	Electrical Theory (Electricity & Components)	2
HVAC 0107	Basic Sheet Metal	2
HVAC 0115	HVAC Fundamentals	4
HVAC 0120	Heating System Fundamentals	3
HVAC 0125	Electrical Fundamentals	4
HVAC 0130	Workplace Skills	1
HVAC 0203	Heat Pump Systems	3
HVAC 0204	System Servicing and Troubleshooting	2
HVAC 0220	EPA 608	1
HVAC 0225	Heating-Electric	2
HVAC 0226	Cooling I	3
HVAC 0228	Refrigeration I	3
Electives (Selected by Instructor)		
HVAC 0102	Refrigeration Theory I (1hr)	
HVAC 0104	Refrigeration System Components II (2hrs)	
HVAC 0108	Basic Sheet Metal Layout/Fabrications (2hrs)	
HVAC 0215	Heating & Refrigeration Internship (3hrs)	
HVAC 0221	R-410A Safety Certification (Green Technology) (1hr)	
HVAC 0227	Cooling II (3hrs)	9
HVAC 0229	Refrigeration II (3hrs)	
HVAC 0230	Special Projects I (2hrs)	
HVAC 0231	Special Projects II (3hrs)	
HVAC 0232	Electrical Controls (Motors) I (1hr)	
HVAC 0233	Electrical Controls (Motors) II (2hrs)	
HVAC 0235	Heating Geothermal (Green Technology) (1hr)	
*See course syllabi for Heating & Refrigeration course prerequisites.		

Total Hours for a Heating & Refrigeration Certificate	**44**

Machine Technology   *Certificate*

Program/CIP Code: MACH.TCERTA/MACH.TCERTB/MACH.TCERTC/48.0501
Credits Required: 24/36/48
Division: TEC
Contact: TEC@kckcc.edu

This program prepares students to be competitive in today's global workforce and manufacturing industry. Teaching strategies include team building and efforts to support the manufacturing environment with projects such as the building of a motorcycle.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Machine Technology Requirements: Certificate A*

Course		Credit Hours
MACH 0101	OSHA 10-30	3
MACH 0102	Workplace Ethics	2
MACH 0103	Bench Work	1
MACH 0104	Industry Print Reading	3
MACH 0105	Quality Control and Inspection	1
MACH 0106	Metallurgy	1
MACH 0107	Machine Tool Processes	1
MACH 0108	Machine Fundamentals I	3
MACH 0109	Machine Fundamentals II	3
MACH 0110	CNC Operations I	3
MACH 0111	Mathematics for Manufacturing	3
*See course syllabi for Machine Technology course prerequisites.		

Total Hours for a Machine Technology Certificate A	**24**

Machine Technology Requirements: Certificate B*

Course		Credit Hours
Completion of Certificate A Requirements		*24*
MACH 0201	Machining Fundamentals III	3
MACH 0202	Machining Fundamentals IV	3
MACH 0203	CNC Operations II	6
*See course syllabi for Machine Technology course prerequisites.		

Total Hours for a Machine Technology Certificate B	**36**

Machine Technology Requirements: Certificate C*

Course		Credit Hours
Completion of Certificate A and B Requirements		*36*
MACH 0204	CAD/CAM I	4
MACH 0205	CAD/CAM II	4
MACH 0206	CAD/CAM III	4
*See course syllabi for Machine Technology course prerequisites.		

Total Hours for a Machine Technology Certificate C	**48**

Multimedia/Video Production   *Certificate*

Program/CIP Code: MMVP.TCERTB/10.0304
Credits Required: 30
Division: TEC
Contact: multimediavideo@kckcc.edu

This program features digital techniques for video production and editing, still photography, motion graphics, drone photography, 3D modeling and animation, audio editing and recording, and web development and animation with HTML5. Enrollees should have experience with Windows or Macintosh computers and experience navigating and using internet resources.

Requirements for admission to the program:

- No requirements for admission to the program.
- Contact program for program-specific advising.

Multimedia/Video Production Technology Requirements*

Course		Credit Hours
MMVP0110	Introduction to Multimedia	3
MMVP0130	Introduction to Digital Imaging	3
MMVP0140	Introduction to Video Production	3
MMVP0150	Introduction to Animation	3
MMVP0160	Introduction to 3D Modeling	4
MMVP0166	Introduction to Web Animation	3
MMVP0170	Introduction to Game Design	3
MMVP0180	Audio for Video Production	3
MMVP0190	Digital Video Production	3
MMVP0201	Macintosh Digital Video Production	2
*See course syllabi for Multimedia/Video Production course prerequisites.		

Total Hours for a Multimedia/Video Production Technology Certificate	30

Nail Technology   *Certificate*

Program/CIP Code: NAIL.TCERTA/47.0106
Credits Required: 16
Division: TEC
Contact: TEC@kckcc.edu

This program is designed to prepare individuals to become licensed nail technologists providing manicures, pedicures, acrylic nail enhancements, nail wraps, gel nails, and nail art. The curriculum includes both theory and practical application by training through a student-operated salon. Upon completion of the program, students are eligible to take the state licensing examination.

Requirements for admission to the program:
- Reading score of 60 or higher on the Accuplacer.
- Contact program for program-specific advising.

Nail Technology Requirements*

Course		Credit Hours
NAIL 0101	Scientific Concepts	3
NAIL 0105	Manicuring Skills	3
NAIL 0110	Artificial Nails	5
NAIL 0115	Business Practices	3
NAIL 0120	Kansas State Law Nail Technology	1
NAIL 0250	Obtaining Employment	1
*See course syllabi for Nail Technology course prerequisites.		

Total Hours for a Nail Technology Certificate	16

Web Application & Design   *Certificate*

Program/CIP Code: WBAP.CERT/11.0801
Credits Required: 25
Division: TEC
Contact: CIST@kckcc.edu

This program provides students with basic knowledge necessary to develop and design an effective and functional website.

Requirements for Admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Web Application & Design Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0117	Networking I	3
CIST 0137	HTML Web Page Development	3
CIST 0150	Web Graphics and Multimedia	3
CIST 0151	Structured Query Language (SQL)	3
CIST 0152	JavaScript	3
CIST 0180	Programming Algorithms	4
CIST 0272	Server Side Programing Using PHP	3
*See course syllabi for Web Application & Design course prerequisites.		

Total Hours for a Web Application & Design Certificate	25

Welding Technology   *Certificate*

Program/CIP Code: WELD.TCERTA/WELD.TCERTB/48.0508
Credits Required: 20/40
Division: TEC
Contact: TEC@kckcc.edu

This program is designed to teach specific skills in all aspects of the welding trade, including blueprint reading, metallurgy, oxy-acetylene and semi-automatic cutting, brazing, and industry standard welding processes in a standard set of positions. Students learn welding processes to work with cast iron, brass, aluminum, stainless steel and alloy metals. Apprenticeship opportunities with over 10 skilled craft unions are available through the Construction Apprenticeship Tech Prep Consortium for graduates.

American Welding Society certification is available by appointment during the day at TEC. Program completers will be prepared for AWS certification in most processes. Individuals who have welding experience but desire AWS certification should call 913-288-7800 to make arrangements for evaluation and testing or review sessions.

Requirements for admission to the program:
- No requirements for admission to the program.
- Contact program for program-specific advising.

Welding Technology Requirements: Certificate A*

Course		Credit Hours
WELD 0100	Welding Safety	2
WELD 0105	Welding Blueprints	3
WELD 0110	Cutting Process	3
WELD 0120	SMAW I	3
WELD 0130	GMAW I	3
WELD 0140	GTAW I	3
WELD 0201	Oxy-Fuel Welding	1
WELD 0202	Intermediate Welding Techniques	1
BUSN 0250	Obtaining Employment	1
*See course syllabi for Welding Technology course prerequisites.		

Total Hours for a Welding Technology Certificate A	**20**

Welding Technology Requirements: Certificate B*

Course		Credit Hours
Completion of Certificate A Requirements		*20*
WELD 0220	SMAW II	4
WELD 0230	GMAW II	4
WELD 0240	GTAW II	4
Electives (Selected by Instructor)		
WELD 0255	Aluminum Welding (4hrs)	
WELD 0260	Stainless Steel Welding (4hrs)	
WELD 0265	Fabrication Welding (4hrs)	
WELD 0270	Automated Welding and Cutting (4hrs)	8
WELD 0275	Pipe Welding (4hrs)	
WELD 0280	Welding Codes and Advanced Inspection (4hrs)	
WELD 0285	Internship (4hrs)	
*See course syllabi for Welding Technology course prerequisites.		

Total Hours for a Welding Technology Certificate B	**40**

Course Descriptions

Key for Abbreviations:

ACRT	Auto Collision Repair Technology
ADCN	Addiction Counselor
ALHT	Allied Health
ANTH	Anthropology
ARTS	Studio Arts
AUDI	Audio Engineering
AUTT	Automotive Technology
BIOL	Biology
BLUE	Better Life Utilizing Education
BMFR	Biomanufacturing
BPMT	Building Engineering & Maintenance Technology
BUSN	Business
CHEM	Chemistry
CIST	Computer Information Systems
CONS	Construction Technology
COSM	Cosmetology
CRJS	Criminal Justice
CRTE	Computer Support Specialist
CULN	Culinary
DIGI	Digital Imaging Design
ECON	Economics
ECED	Early Childhood Education and Development
EDUC	Education
ELET	Electrical Technology
EMTC	Emergency Medical Technician
ENGL	English
ENGR	Engineering
ESOL	English as a Second Language
EXSC	Exercise Science
FRSC	Fire Science
GEOG	Geography
HIST	History
HONR	Honors
HUDV	Human Development
HUMN	Humanities
HVAC	Heating and Refrigeration
HZMT	Hazardous Material
JOUR	Journalism
KSPN	Kansas Practical Nursing
LANG	Language Arts
MACH	Machine Technology
MAPR	Residential and Commercial Equipment Technology
MATH	Mathematics
MEDA	Medical Technology
MMVP	Multimedia/Video Production
MTSC	Mortuary Science
MUSC	Music
NAIL	Nail Technology

NASC	Physical Science
NETW	Networking Technology
NURS	Nursing
ONED	Online Education
PHIL	Philosophy
PHTR	Physical Therapy
PMED	Paramedic
POSC	Political Science
PRLG	Paralegal
PSYC	Psychology
READ	Reading
RSCR	Respiratory Care
SOSC	Social Science
SPCH	Speech
SPED	Special Education
THTR	Theatre
WELD	Welding Technology

ACRT-0100   Technical Safety and Tools
1 hour credit
Upon completion of this course the student is introduced to the collision repair occupation. Personal safety is emphasized by the student learning OSHA laws including the "Right to Know." Proper handling and disposal of wastes including those classified as hazardous are discussed. Tool identification and safety along with basic auto construction are areas also introduced.

ACRT-0110   Cosmetic Auto Body
2 hours credit
This is a continuing education class dealing with small collision and rust repair. Learn basic welding, safety and auto body techniques concerning dents, plastic fillers and rust repair, sanding techniques, and hands-on training.

ACRT-0120   Non-Structural Analysis
**   and Damage Repair 1**
4 hours credit
Upon completion of this course the student will be able to use basic metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and welding are areas the student should master. *Prerequisite: ACRT0100 Cosmetic Auto Body*

ACRT-0140   Structural Analysis and
**   Damage Repair 1**
2 hours credit
Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. *Prerequisite: ACRT0100 Cosmetic Auto Body*

ACRT-0160   Paint and Refinishing 1
3 hours credit
This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. *Prerequisite: ACRT0100 Cosmetic Auto Body*

ACRT-0175   Paintless Dent Repair

2 hours credit

Hands-on-class covers specialized tools, techniques and strategies for identifying and repairing hail damage and other types of dents without the need for refinishing or repainting.

ACRT-0180   Mechanical and Electrical Component

3 hours credit

Upon completion of this course the student will have knowledge and skills to repair mechanical problems often related to collision damage. Diagnosing damaged suspension, cooling system, wheels and tires, brake components, and air conditioning along with the replacement or repair of these parts are addressed. *Prerequisite: ACRT0100 Cosmetic Auto Body*

ACRT-0181   Mechanical and Electrical Component 2

3 hours credit

Upon completion of this course the student will have knowledge and skills to repair mechanical problems often related to collision damage. Diagnosing damaged suspension, cooling system, wheels and tires, brake components, and air conditioning along with the replacement or repair of these parts are addressed. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0180 Mechanical and Electrical Component*

ACRT-0220   Non-Structural Analysis and Damage Repair 2

4 hours credit

Upon completion of this course the student will be able to use basic metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and basic welding are areas the student should master. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0120 Non-Structural Analysis and Damage Repair 1*

ACRT-0221   Non-Structural Analysis and Damage Repair 3

4 hours credit

Upon completion of this course the student will be able to use metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and welding are areas the student should master. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0120 Non-Structural Analysis and Damage Repair 1, ACRT0220 Non-Structural Analysis and Damage Repair 2*

ACRT-0222   Non-Structural Analysis and Damage Repair 4

5 hours credit

Upon completion of this course the student will be able to use metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and welding are areas the student should master. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0120 Non-Structural Analysis and Damage Repair 1, ACRT0220 Non-Structural Analysis and Damage Repair 2, ACRT0221 Non-Structural Analysis and Damage Repair 3*

ACRT-0240   Structural Analysis and Damage Repair 2

2 hours credit

Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0140 Structural Analysis and Damage Repair 1*

ACRT-0241   Structural Analysis and Damage Repair 3

3 hours credit

Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures

for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. Live customer work will be introduced. ***Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0140 Structural Analysis and Damage Repair 1, ACRT0240 Structural Analysis and Damage Repair 2***

ACRT-0242   Structural Analysis and Damage Repair 4
3 hours credit
Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. Live customer work will be introduced. ***Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0140 Structural Analysis and Damage Repair 1, ACRT0240 Structural Analysis and Damage Repair 2, ACRT0241 Structural Analysis and Damage Repair 3***

ACRT-0260   Paint and Refinishing 2
3 hours credit
This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. Live customer work will be introduced. ***Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0160 Paint and Refinishing 1***

ACRT-0261   Paint and Refinishing 3
3 hours credit
This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. Live customer work will be introduced. ***Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0160 Paint and Refinishing 1***

ACRT-0262   Paint and Refinishing 4
4 hours credit
This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. Live customer work will be introduced. ***Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0160 Paint and Refinishing 1***

ACRT-0290   Estimating/Damage Analysis and Customer Service
2 hour credit
An estimate, damage report, or appraisal calculates the cost of repairs of a collision damaged vehicle. This repair summary is used by the customer, insurance company, shop management, and the repair technician as an agreement with the customer or the insurance company, required parts needed list for the repairs, and as a guide for the repairs needed for the technician.

ADCN-0101   Introduction to Addictions
3 hours credit
This course presents coverage of the nature of addiction and other substance use-related problems; models, theories, philosophies, principles, implications for medical and mental health conditions that co-exist with addiction, and evidence-based strategies of addiction prevention, treatment, relapse prevention, continuing care, and recovery; and the impact of addiction on the individual, family and society. Effects of chemical dependency on health, and communities based on a holistic, bio-psycho-social perspective.

ADCN-0106   Individual Counseling Methods
3 hours credit
The student is introduced to methods of individual counseling, with special focus on the chemically dependent client which includes

the study of culturally informed, ethical, evidence-based models and approaches to individual counseling; methods for establishing effective therapeutic relationships, developing realistic and achievable treatment goals, and assessing client substance use, functioning, motivation, and progress; and strategies for crisis prevention and intervention.

ADCN-0204   Family Therapy
3 hours credit
This course is designed to explore the impact of addiction on the family. This is a culturally informed study of family, social and community systems and the impact of addiction on the family and society. Students are exposed to current theories and skills regarding family counseling and advocacy.

ADCN-0205   Ethics: Addiction Counseling
3 hours credit
The purpose of this course is to familiarize the student with state and national professional codes of ethics, state and federal regulations regarding client rights, and the state and national processes for professional credentialing with special focus on the chemically dependent client. The student should expect to spend a minimum of 5-6 hours per week directly involved in the course content and asynchronous discussion. No on-ground meetings are required for this course.

ADCN 0206   Problem and Compulsive Gambling
4 credit hours
The course focus is on historical and cultural patterns of problem and compulsive gambling as an addictive process similar to yet uniquely different than use and abuse of alcohol and drugs. Current knowledge and attitudes toward compulsive gambling treatment and interventions and recognition and identification of the phases of gambling addiction will be covered. The content areas will prepare the counselors to screen, assess, diagnose and effectively treat problem and pathological gambling.

ADCN-0209   Pharmacology: Addiction Counseling
3 hours credit
The purpose of this three credit hours course is to provide an overview of the primary processes involved in addiction pharmacology, which shall include the study of the nature of psychoactive chemicals; the behavioral, psychological, physiological, and social effects of psychoactive substance use; symptoms of intoxication, withdrawal, and toxicity; toxicity screen options, limitations, and legal implications; and the use of pharmacotherapy for treatment of addiction.

ADCN-0210   Group Dynamics and Addictions I
3 hours credit
This course is designed to introduce the student to theories and concepts of group dynamics by providing an exploration of the patterns and dynamics of group interactions. Various methods of group counseling, which shall include the study of culturally informed, ethical, evidence-based models and approaches to group counseling; group facilitation and counseling skills; and methods for establishing group goals and treatment outcomes, is emphasize during this course. An importance placed on the groups and exercises most often utilized in the treatment of addictions. The student will be able to have the opportunity to participate in a group as a group member and to act as group leader in order to practice leadership styles.

ADCN-0221   Counseling and Services Coordination
3 hours credit
This course will acquaint the student with the process of client/patient management primarily in the field of addiction counseling. The course will assist the student in how to demonstrate competency in a variety of treatment activities. This course will provide instruction for students seeking to be professional substance counselors, currently substance abuse counselors, or other people who have a sincere desire to become better acquainted with this area of addiction counseling practice. A variety of activities will be assigned to the student in how to learn and understand effective techniques to be used in addiction counseling practice, and how to apply this information towards professional certification or licensure when applicable.

Included in the instruction will be services coordination which includes referral and case management. These activities are used to connect substance-related disorder clients and their families with treatment services and other community resources. The navigation and coordination across multiple systems using case management and advocacy skills should assist the client in achieving established treatment and recovery goals.

ADCN-0250   Addiction Counseling Field Practicum I
3 hours credit
Field assignments of 300 hours in approved agencies. Practicum II continues integrated didactic learning related to substance use disorder started in Practicum I. The students will experience face-to-face, direct counselling experience that includes intake and assessment, counseling, treatment planning, discharge planning documentation, and case management. Supervision of one hour for supervision for every 10 hours of practice provide a student the opportunity to apply knowledge from prerequisite courses. Students will learn about agency philosophy, funding, and gain initial exposure to the core functions of an addiction counselor while completing their own self-study.

All course work and clinical hours must be completed prior to one (1) year from time of initial enrollment or any incomplete (I) grades become a failing (F) grade and the student must reenroll in the course in order to eligible for a grade change.

Students may enroll concurrently in ADCN-0251.

ADCN-0251   Addiction Counseling Field Practicum II
3 hours credit
Field assignments of 300 hours in approved agencies. Practicum II continues integrated didactic learning related to substance use disorder started in Practicum I. The students will experience face-to-face, direct counselling experience that includes intake and assessment, counseling, treatment planning, discharge planning documentation, and case management. Supervision of one hour for supervision for every 10 hours of practice provide a student the opportunity to apply knowledge from prerequisite courses. Students will learn about agency philosophy, funding, and gain initial exposure to the core functions of an addiction counselor while completing their own self-study.

All course work and clinical hours must be completed prior to one (1) year from time of initial enrollment or any incomplete (I) grades become a failing (F) grade and the student must reenroll in the course in order to eligible for a grade change.

ALHT-0104   Nursing Assistant
5 hours credit
This course is an introduction to basic nursing care skills and concepts necessary to prepare the student to function as a nurse aide in a long term care facility. This course will also prepare the student to take the state nurse aide certification examination. *Prerequisites: Must pass the COMPASS reading test with a score of 65 or above or show completion of READ-0091 or READ-0092. High school diploma or GED required.*

ALHT-0105   Certified Nurse Aide Refresher Course
1 hour credit
This course is a review of the basic nursing skills and concepts necessary to update the student to function as a nurse aide in a long term facility. This course will help the student learn about the geriatric client and the type of care unique this population needs. The course will review the responsibilities and the role of the CNA.

ALHT-0106   Certified Medication Aide
4 hours credit
This course is designed that through academic training the student will be able to pass medication under the supervision of a Licensed Registered Nurse or a Licensed Practical Nurse. While in training the certified medication aide student will pass medication under the supervision of the instructor, who is a Registered Nurse. The student will pass medication a long term facility. After training the student will take a state test. Upon successful completion of the state test the student will receive a certificate and be able to pass oral medication, instill ophthalmic drops, otic drops, insert suppositories, and apply topical medication. Kansas Department of Health Environment requires 75 hours for CMA. KCKCC requires 90 hours due to a college credit course. Certified medication aides must complete 10 hours of continuing education every two years, per Kansas Department Health Environment guidelines to continue passing medication. *Prerequisite: Must pass the COMPASS reading test with a score of 65 or above or show completion of READ-0091 or READ-0092. High school diploma or GED required. Must possess a current nursing assistant certificate.*

ALHT-0107   Certified Medication Aide Update
1 hour credit
This course is an update for Certified Medication Aide's who have been issued a CMA certificate. The Certified Medication Aide has to update their certificate every 2 years. If CMA certificate lapse, the CMA has a three year grace period in which to take the continuing education course to reinstate the certificate. The course consist of a minimum of 10 hours of instruction on: new classes of medication and new medications, new use of medication, new methods of administering medication, alternative treatment such as herbs, acupuncture, interaction and traditional medications, safety and administration of medication and documentation. KCKCC and TEC center require 15 hours of instruction. Prerequisites: Current CMA certificate in the state of Kansas, apply to KCKCC or TEC center and take an assessment test.

ALHT-0108   Home Health Aide
2 hours credit
This course, will provide persons with the fundamental knowledge of the aging process with emphasis on providing services essential to the physical, mental, and psychosocial well-being of the clients in the home setting. Meets state requirements for the Home Health Aide exam.

ALHT-0109   Health Careers Today
2 hours credit
This course provides the students with a look at the many opportunities for employment in the health care field. Students will learn about the different roles, education requirements, personal qualities and required credentialing for the different fields in health care. Students will do further research on one area of interest to them.

ALHT-0110   Drugs and Dosages I
1 hour credit
Drugs and Dosages I is an introductory course in pharmaceutical arithmetic that assists students in solving the mathematics of drugs and solutions encountered in the everyday routine of administering medications. Drug actions and interactions on the human body are discussed.

ALHT-0111   Drugs and Dosages II
1 hour credit
Drugs and Dosages II continues the study of the pharmaceutical arithmetic that assists students in solving the mathematics of drugs and solutions encountered in the everyday routine of administering medications. This course is designed for the student who has prior experience with and/or has taken the introductory course. The previous course concepts will be briefly reviewed. The emphasis will be on pediatric dosage and intravenous dosage calculations. ***Prerequisites: ALHT-0110 or previous experience.***

ALHT-0114   Infant and Toddler First Aid and CPR
1 hour credit
This course is designed for the child care giver. First aid and safety in the preschool years will be emphasized. AHA (American Heart Association Healthcare Provider certification in CPR will also be taught. Students will receive AHA Pediatric First Aid certification upon completion of this course.

ALHT-0116   General Pharmacology
3 hours credit
The General Pharmacology course provides students with a concise introduction to pharmacology. The mechanisms of action, sites of action, and side effects of drugs will be presented. Emphasis will be placed on toxic signs, adverse drug reactions, and any special management issues relevant to the various classes of drugs. ***Prerequisite: Basic computer skills are necessary. Please review the On-Line Course Requirements.***

ALHT-0120   Medical Terminology
1 hour credit
This course will study the use of prefixes, suffixes and root words to build a vocabulary for medical personnel. The student begins by identifying roots, suffixes and prefixes of medical terminology, and then progresses by studying related medical terms of the

body system (skin, skeleton, muscle, blood & lymph, cardiovascular, respiratory, digestive, and urinary systems). The student will explore how these terms relate to the general anatomy of the body. There are no on-ground meetings for this course.

ALHT-0126   Medical Terminology
2 hours credit
This course will study the use of prefixes, suffixes and root words to build a vocabulary for medical personnel. The student begins by identifying roots, suffixes and prefixes of medical terminology, and then progresses by studying related medical terms of the body system (skin, skeleton, muscle, blood & lymph, cardiovascular, respiratory, digestive, and urinary systems). The student will explore how these terms relate to the general anatomy of the body. There are no on-ground meetings for this course.

ALHT-0127   Medical Terminology
3 hours credit
This course will study the use of prefixes, suffixes and root words to build a vocabulary for medical personnel. The student begins by identifying roots, suffixes and prefixes of medical terminology, and then progresses by studying related medical terms of the body system (skin, skeleton, muscle, blood & lymph, cardiovascular, respiratory, digestive, and urinary systems). The student will explore how these terms relate to the general anatomy of the body.

ALHT-0160   Sleep Studies
3 hours credit
This course explores physical and physiological topics related to sleep and sleep disorders in an introductory approach. Normal sleep, sleep disorders, sleep assessments, and sleep remedies are studied. The course is designed for students with an interest in sleep disorders or a sleep related career.

ALHT-/RSCR-0286   Asthma Disease Management
3 hours credit
This course teaches a stepwise approach to asthma disease management. It is designed for health care providers involved in any aspect of asthma prevention, diagnosis, treatment, education, or management. The course correlates to the National Asthma Education and Prevention Program.

ALHT-0290   Cardio-Pulmonary Resuscitation
1 hour credit
A certified course in cardiopulmonary resuscitation. This course will qualify the student to administer CPR in certain basic life support situation. It will also meet program requirements when CPR is part of the program curriculum. This BLS Healthcare Provider certification course approved by American Heart Association.

ALHT – 0291   CPR-Recertification
1 hour credit
A certified course to renew their current American Heart Association for cardiopulmonary resuscitation. This course will qualify the student to administer CPR in certain basic life support situation. It will also meet program requirements when CPR is part of the program curriculum. This is a BLS Healthcare Provider certification course approved by American Heart Association.

ALHT-0294   Neonatal Resuscitation
3 hours credit
This course teaches a stepwise approach to neonatal resuscitation. It is designed for health care providers involved in any aspect of neonatal resuscitation. The course correlates to the neonatal resuscitation program (NRP) of the American Academy of Pediatrics and American Heart Association. ***Prerequisite: Health Care Professional, or student involved in any aspect of neonatal resuscitation, or permission from the instructor.***

ANTH-0100   General Anthropology
3 hours credit
This course is designed to present the elements of man as a cultural being. This is accomplished by viewing human development through three approaches within Anthropology: man as a biological animal, i.e., early and modern physical structure; the

archaeology or material remains of civilizations; and man as the social organism, viewing the interdependence of social institutions. The emphasis in the course is on 1.) an appreciation of diversity, and 2.) the development of world cultures from earliest times through the global culture that we experience today. Modernization, Dependency and World Systems approaches are developed in an attempt to explain the relationships between cultures.

ANTH-0101   Introduction to Cultural Anthropology
3 hours credit
The study of cultural anthropology includes the exploration of the nature of cultural variation and universals. Cultures are compared in terms of their cultural patterns, languages, societal differentiation, and personality types. Application of basic anthropological concepts and research methods are emphasized while examining how humans constantly adapt to their social and physical environments. Attention is given to career opportunities within the field of cultural anthropology.

ANTH-0102   Introduction to Physical Anthropology
3 hours credit
This course introduces the student to basic concepts in physical anthropology. Anthropological theory, human genetics, vertebrate evolution, primate evolution and social behavior, and human evolution, behavior, variation and adaptation are surveyed through cross species examples and comparative analysis. Attention is given to career opportunities available to students within the field of biological anthropology.

ANTH-0105   Archaeology
3 hours credit
This course is designed to explore human cultural behavior through the anthropological discipline of archaeology. This goal is accomplished by studying the two primary methods of archaeological investigation: the archaeological gathering and analysis of material remains, i.e. artifacts and architecture, and ethnological/experimental archaeology relating social cultural behavior of known cultures to the probable behavior of 'dead' cultures. Elements of the methods, theories, and findings of archaeological and ethnological research are emphasized in the textual materials utilized for the course.

ANTH-0106   Native American Indians
3 hours credit
This course focuses on the material and ideological development of Native American cultures and the forces, both within and from without, that determined the course of their development. Emphasis will be placed on the effects of European Invasion on the development of these cultural groups and the transformation in law that mystified the displacement of Native Americans from their territorial homelands.

ARTS-0101   Art Appreciation
3 hours credit
Art Appreciation is a general introduction to the visual arts, media, techniques, and history. The course is designed to create a deeper appreciation of the creative processes involved in the visual arts.   Reviews two- and three-dimensional art forms, methods, and media; examines the visual elements and principles of design; and briefly surveys art styles from the prehistoric to the 20th Century. It is oriented to students who have not been exposed to the formal study of these disciplines. It is a beginning level class to familiarize students with the different types of art and to learn how to speak/write intelligently about art.

ARTS-0102   Art History I
3 hours credit
This course is an introduction to World Art from the Prehistoric Period through the Late Medieval and Gothic. It will investigate the painting, sculpture, and architecture of the different periods and place an emphasis on the elements of style which identify them. There is no prerequisite for this course.

ARTS -0103   Art History II
3 hours credit
This course is an introduction to World Art from the Renaissance through the Modern and Post-Modern periods. It will investigate the painting, sculpture, and architecture of the different periods and place an emphasis on the elements of style which identify them.

There is no prerequisite for this course.

ARTS -0111   Drawing I
3 hours credit

This course is an introduction to drawing with an emphasis on the development of fundamental drawing skills, and increased power of observation.

ARTS -0212   Drawing II
3 hours credit

This course involves intermediate problems in drawing with an emphasis on the development of drawing skills, increased power of observation, and work from models, still-life, and landscape. *Prerequisite: ARTS -0111, Drawing I.*

ARTS-0213   Drawing III
3 hours credit

This course involves intermediate problems in drawing with an emphasis on the development of drawing skills, increased power of observation, and work from models, still-life, and landscape. *Prerequisites: ARTS 0212, Drawing II.*

ARTS -0121   Painting I
3 hours credit

The course teaches the fundamentals of painting to beginning students. Students will explore the technical and expressive possibilities of painting media. The class will focus on the formal, conceptual, and technical problems in painting from observation.

ARTS -0222   Painting II
3 hours credit

The course teaches the fundamentals of painting to intermediate students. Students will explore the technical and expressive possibilities of painting media. The class will focus on the formal, conceptual, and technical problems in painting from observation. *Prerequisite: ARTS -0121 Painting I.*

ARTS-0223   Painting III
3 hours credit

The course teaches painting to advanced students. Students continue to explore the technical and expressive possibilities of painting media. The class will focus on the formal, conceptual, and technical problems in painting from observation. *Pre-requisites: ARTS -0222 Painting II.*

ARTS-0140   Introduction to Photography
3 hours credit

This course is an introduction to the fundamental, technical, and aesthetic issues of black and white photography. This includes thorough instruction in 35mm camera operation, film and print processing; basic lighting concepts and composition. Assignments will demonstrate mastery of technical skills and individual creative expression. Activities include camera operation, picture taking, darkroom techniques and procedures, and photo printing. (Students must have access to a camera.)

ARTS-0151   Sculpture I
3 hours credit

The course introduces students to an overview of the traditional sculptural techniques of carving, modeling, and constructing. Students will exemplify these techniques through the creation of relief sculpture, sculpture in the round, and mold-making. Students will create both nonrepresentational and representational sculptures.

ARTS-0241   Intermediate Photography
3 credit hours

This course covers intermediate level technical and aesthetic issues of photography. This includes instruction in camera operation, image and print processing, and lighting concepts and composition beyond beginning levels. Students will demonstrate mastery of technical skills and individual creative expression. Activities include intermediate darkroom techniques, camera operation, picture taking, computer editing techniques and procedures, and photo printing. Students must have reliable access to an SLR

camera.

ARTS-0252   Sculpture II
3 hours credit
The course provides students with intermediate studio experience in the traditional sculptural techniques of carving, modeling, and constructing. Students will exemplify these techniques through the creation of relief sculpture, sculpture in the round, and mold-making. *Prerequisite: ARTS -0151, Sculpture I.*

ARTS-0253   Sculpture III
3 hours credit
The course provides students with advanced studio work in the traditional sculptural techniques of carving, modeling, and constructing. Students will exemplify these techniques through the creation of relief sculpture, sculpture in the round, and mold-making. The students in this course may work in a variety of self-defined media to express a unique sculptural vision in close consultation with the Instructor. *Prerequisites: ARTS -0252, Sculpture II.*

ARTS -0161   Ceramics I
3 hours credit
Ceramics I is a one-semester study of creation of artworks in the medium of clay. The techniques of hand-building will be emphasized in this course with some basic introduction to wheel throwing. Topics covered will include; The development of the form and functions of utilitarian and sculptural projects, The design quality of the project form, surface treatment, various concepts of aesthetics in ceramics and the history of ceramics as an art form.

ARTS-0262   Ceramics II
3 hours credit
Ceramics II: Wheel-throwing is a one-semester study of the creation of artworks in the medium of clay. This course allows students who have successfully completed Ceramics I the opportunity to develop their skills in the ceramic arts. Topics covered include basic wheel-throwing, glaze making, kiln firing and creating ceramic sculptural forms. Each student will develop a portfolio of works created during the semester. *Prerequisite: ARTS -0161, Ceramics I.*

ARTS-0263   Ceramics III
3 hours credit
Ceramics III is a one-semester study in the production of ceramic artworks. This course allows students who have successfully completed Ceramics I: hand-building and Ceramics II: Wheel-throwing, the opportunity to further develop their skills creating ceramic artworks. Each student, with the approval of the instructor, will develop a concentration area or areas for advanced ceramic projects. The areas of concentration will be developed from research. Each student in this course will develop a portfolio of works by the end of the semester.   Each student in this course will develop a portfolio of works by the end of the semester. *Prerequisite: ARTS-0116 and 0262, Ceramics II.*

AUDI-0101   Audio Engineering Music Skills
4 hours credit
Designed for audio engineering majors, this class gives students an understanding of concepts of pitch and time relevant to entering, editing, and interpreting performance data found in editing windows commonly found in Digital Audio Workstations. Skills to enable students to enter and interpret pitch over time data as used in popular music, such as melody, harmonic progressions, chord symbols, and tablature will be studied. These skills will enable to student to more effectively and efficiently use music production software, and more professionally communicate with musical talent in the recording studio or audio production environment. These skills and vocabulary will also enable the student to assume a more effective role as a producer.

AUDI-0103   Audio Engineering Keyboard Skills
1 hour credit
Audio Engineering Keyboard Skills is designed for audio engineering majors to improve music sequencing and digital audio workstation music production skills by developing basic musical keyboard data entry skills, including real time and non-real time performance skills. It will improve the student's ability to enter melodies, chords, bass lines, and drum programming on the musical

keyboard. It will also enable students to communicate musically with talent and artists, and enable them to function better as a producer

AUDI-0108   Electronic Circuit Fundamentals
3 hours credit
This beginning course in electronics technology is to give a clear concept of direct current, the relationship between voltage, current and resistance. Also to familiarize with laboratory instruments, circuit components and basic measuring techniques. In order to build a solid foundation for the entire program, an individual must have a clear concept of D.C. electricity. The student must recognize basic electronic components, instruments and circuit symbols. The student should be able to draw a schematic diagram of a circuit. Last but not least, the student should know how to use the instruments and make quantitative measurements of electronic units. This introductory course is designed to lead students to understand and retain in their minds the basic circuit fundamentals of electronics. ***Prerequisite: Simple understanding of mathematics.***

AUDI-0110   Music Technology I
3 hours credit
This class covers the Apple computer, MIDI and digital audio workstation (DAW) MIDI sequencing software, music notation and publishing software. Students will learn the function and operation of the Mac OS and the technical equipment found in a MIDI production studio, produce sequenced music projects and musical scores using specific industry software.

AUDI-0115   Circuit Analysis I
3 hours credit
A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, Thevenin's Theorem and Norton's Theorem. Explanation of RC time constants, capacitive circuits, inductive circuits, transformers and tuned circuits. Study of basic amplifiers and construction of power supplies circuits.   To understand circuit analysis, it is necessary to understand various affecting factors such as voltages, current resistive, capacitive and inductive components. This course is designed to give maximum understanding in circuit analysis and circuit buildup. ***Prerequisites: AUDI/ENGR-0108 Electronic Circuit Fundamentals.***

AUDI-0130   Music Business
3 hours credit
This course will introduce students to the history, procedures, practices, economics, and careers of the music industry. The focus will be on the development of business related knowledge necessary to effectively obtain or maintain a professional music career. Business techniques and legal concepts central to many aspects of the music business will be introduced. Students will be taught to recognize situations requiring the services of an entertainment attorney and will be familiarized with the concepts of contracts, royalties, agents, management, and various aspects of the recording industry.

AUDI-0150   Live Sound Reinforcement 1
1 hour credit
This course will familiarize students with the equipment that forms a professional live sound system. Students will set up and operate this equipment at the front-of-house mixing position. Students will learn how to identify and correct technical and aural problems. Students will learn how to communicate and discuss system requirements and demands.

AUDI-0151   Live Sound Reinforcement 2
1 hour credit
This course will further familiarize students with the equipment that forms a professional live sound system, with a focus on dedicated monitor systems, wiring and soldering techniques, and sound reinforcement applications in the concert and theater setting. Students will set up and operate the equipment at the monitor mix position. Students will learn how to identify and correct technical and aural problems. Students will learn how to communicate and discuss system requirements and demands. ***Prerequisite: AUDI-0150-Live Sound Reinforcement 1 with a grade of C or better.***

AUDI-0170   Lighting and Staging
3 hours credit
This course examines theories and methods of stage lighting and stage construction for music and concert productions. Topics studied include stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design, circuiting and computerized control systems, special effects, and production design. Stages, staging systems, trusses, hanging and suspension systems, and rigging concepts relevant to event production will also be studied.

AUDI-0201   Songwriting
2 hours credit
Songwriting introduces students to knowledge and skills which will enable them to develop their skills in commercial songwriting, and write more effective songs. Concepts of form and structure, melody, harmony, lyrics, orchestration, instrumentation and arranging techniques will be studied. Students will analyze commercially successful songs. Students will write one original song in addition to exercises given throughout the semester relating to the topic being studied. *Prerequisites: MUSC 111 Music Theory I, or permission of instructor.*

AUDI-0205   Internship in Audio
1 hour credit
An internship in an audio related field provides an opportunity for focused in-depth learning and practical experience of the professional audio industry to advanced students. The student is responsible for organizing the internship opportunity, which must be approved by the KCKCC's Audio Engineering Program Coordinator prior to enrollment in the class. The student must complete a minimum of 48 documented hours of internship. In addition to further developing technical and production student competencies this opportunity also provides for practical application of theories, techniques, and concepts discussed throughout the program. Students should further develop a sense of professionalism, reasoning and decision-making skills, resourcefulness, and independence. Students may also establish contacts within the industry that may lead to entry-level employment. *Prerequisites: AUDI 260 Advanced Recording I, AND permission of the instructor*

AUDI-0210   Music Technology 2
3 hours credit
This course is an introduction to the advanced skills of music computing, expanding skills learned in AUDI 106, Music Applications for Computers, with emphasis on MIDI and audio equipment and set-up, and creative use of music production software (audio, sequencing, and DAW). Aspects of sound design will be introduced as creative tools for more mainstream application. In addition to the practical "hands-on" training, time will be spent analyzing successful sequencing techniques.
Prerequisite: Music Applications for Computer, AUDI-0110 with a grade of C or better.

AUDI-0230   Multimedia Production
3 hours credit
Students will learn the skills necessary to produce multimedia promotional materials. Digital video cameras, camera techniques, specialist lighting and blue-screen video techniques will be studied. Students will film a video project that will be edited using industry specific non-linear digital video editing software, and dissemination format authoring software. Students will also use world-wide-web authoring software to create web-sites containing sound, graphics, and video files. *Prerequisite: Music Applications for Computers, AUDI-0110 with a grade of C or better.*

AUDI-0233   Music Video Projects
1 hour credit
The course is for students who wish to work on additional music video projects. The course will emphasize advanced digital video camera techniques, lighting, the use of digital special effects, lip-syncing, scrolling titles, and advanced computer software for non-linear digital video editing. Students will be expected to complete at least one music video project during the semester. *Prerequisite: AUDI-0230, Music & Multimedia.*

AUDI-0240   Sound Editing and Synthesis
3 hours credit
The theory and practical application of synthesis techniques will be studied. Students will understand the technical and theoretical

concepts of, and be able to create sounds on "classic" analog synthesizers, digital software synthesizers, and software samplers. Students will improve their music and DAW production skills. Refer to 'Special Class Fees' section for current class fee. ***Prerequisite: Music Applications for Computers, AUDI-0110 with a grade of C or better.***

AUDI-0250   Audio Recording 1
3 hours credit
This course is an introduction to the recording studio, equipment, and recording techniques. Emphasis is placed on demonstrating an understanding of specific equipment and techniques through the completion of a sequence of assignments, leading to a group "band" recording session. Microphones, analog and digital equipment and recording systems, computer software, sound manipulation, and mixing and production techniques will be studied. ***Prerequisite: AUDI-0110 with a grade of C or better.***

AUDI-0255   Audio Engineering Critical Listening
1 hour credit
This course will develop critical listening and audio analysis aural skills. Pink noise and musical examples of different sonic manipulations of frequency content and image/dynamic changes will be studied. Commercial mixes will be analyzed against different criteria throughout the class. Historical production aesthetics will be placed in context by analyzing different production, mixing and mastering styles and comparing them to the present day. ***Prerequisite: AUDI-0250 with a grade of C or better***

AUDI-0258   Applied Audio or Media
3 hours credit
This course will teach the student a variety of skills and techniques necessary when working in non-musical audio fields. Sound design and running sound for theater, dialog replacement and TV spot production, voice-overs, and long form audio projects, and DVD authoring are some of the topics that will be studied. ***Prerequisite: AUDI-0250 with a grade of C or better.***

AUDI-0260   Audio Recording 2
3 hours credit
This course will build on the skills acquired in AUDI 250. Topics that will be studied include mixing techniques, microphone techniques, synchronization and console automation, auditory perception, studio acoustics and design considerations, location recording, and digital studio issues. An emphasis is placed on gaining skill at using industry specific hardware equipment. ***Prerequisite: AUDI-0250 with a grade of C or better.***

AUDI-0270   Audio Recording 3
3 hours credit
This course will build on the skills acquired in AUDI 250 and AUDI 260. Topics that will be studied, using computer based DAW software include audio for broadcast, sound effect recording, Foley sound effect production and use, sound for picture, dialog replacement, and sound design. An emphasis will be placed on gaining skill at using industry specific computer based recording software. Refer to 'Special Class Fees' section for current class fee. ***Prerequisite: AUDI-0260 with a grade of C or better.***

AUDI-0280   Audio Engineering Portfolio 1
1 hour credit
This course will allow further exploration and development of the skills acquired in AUDI 260 and AUDI 270. The student will use industry specific computer based digital audio workstation systems (DAWs) and moving fader control surfaces to produce stereo and surround-sound projects. The professional workplace and how to adjust to it will be discussed and experientially practiced. The student will be required to produce a professional and well-presented portfolio of recorded work, which may include (but is not limited to); music mixes, dramatic productions, library of sound effects, library of ambiances, audio for picture projects. ***Prerequisite: AUDI-0270 with a grade of C or better. AUDI-0281 is a co-requisite requirement.***

AUDI-0281   Audio Engineering Portfolio 2
1 hour credit
This course will allow further exploration and development of the skills acquired in AUDI 260 and AUDI 270. The student will use industry specific computer based digital audio workstation systems (DAWs) and moving fader control surfaces to produce stereo and surround-sound projects. The professional workplace and how to adjust to it will be discussed and experientially

practiced. The student will be required to produce a professional and well-presented portfolio of recorded work, which may include (but is not limited to); music mixes, dramatic productions, library of sound effects, library of ambiances, audio for picture projects. *Prerequisite: AUDI-0270 with a grade of C or better. AUDI-0280 is a co-requisite requirement.*

AUDI-0264   Automated Mixing
1 hour credit
This course introduces concepts, techniques and software for VCA automation of mixes produced on analog mixers, on board VCA dynamics processing, and recall of mixer settings and parameters. *Prerequisite: AUDI-0260, Advanced Recording I.*

AUTT-0131   Undercar Maintenance
2 hours credit
In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Maintenance and Light Repair (MLR) Program. These studies include elements from general engine repair service, cylinder head and valve train diagnosis and repair, lubrication and cooling system service, and heating and A/C system service. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, or approval by the instructor.*

AUTT-0132   Underhood Maintenance
3 hours credit
In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Maintenance and Light Repair (MLR) Program. These studies include elements from general engine repair service, cylinder head and valve train diagnosis and repair, lubrication and cooling system service, and heating and A/C system service. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, or approval by the instructor.*

AUTT-0142   Suspension and Steering I
3 hours credit
In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Maintenance and Light Repair (MLR) Program. Students will: document fundamental suspension systems concern, perform fundamental diagnostics of steering systems, perform fundamental repairs of suspension systems. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, or approval by the instructor.*

AUTT-0152   Brakes I
3 hours credit
In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Maintenance and Light Repair (MLR) Program. Class content will include a thorough and detailed study of brake system theory and functional operation and principles of hydraulic systems as it applies to braking system operation. Practical applications of brake work including complete system service of disc and drum brake systems, parking brake systems, power assist devices and machining of brake disc and drum. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, or approval by the instructor.*

AUTT-0163   Electrical 1
3 hours credit
In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Maintenance and Light Repair (MLR) Program. Students will complete service work orders; describe the relationship between voltage, ohms and amperage; perform basic electrical circuit repairs; identify electrical system faults; identify basic wiring diagram symbols, components, and legend information; perform basic electrical circuit measurements using a DVOM; describe basic circuit characteristics of series, parallel and series parallel circuits through a variety of classroom and shop learning and assessment activities. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, or approval by the instructor.*

AUTT-0164   Electrical 2
2 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Maintenance and Light Repair (MLR) Program. Students will complete service work orders; describe the relationship between voltage, ohms and amperage; perform basic electrical circuit repairs; identify electrical system faults; identify basic wiring diagram symbols, components, and legend information; perform basic electrical circuit measurements using a DVOM; describe basic circuit characteristics of series, parallel and series parallel circuits through a variety of classroom and shop learning and assessment activities. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, AUTT0163, or approval by the instructor.*

AUTT-0182   Engine Performance 1
3 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Maintenance and Light Repair (MLR) Students will: complete work order and check history; identify engine mechanical integrity; explore the fundamentals of fuel system theory; identify fuel system concerns; explore the fundamentals of ignition theory; identify ignition system concerns; identify induction system concerns; identify exhaust system concerns; identify engine mechanical integrity through a variety of learning and assessment activities. *Prerequisite: AUTT0103, or approval by the instructor.*

AUTT-0213   Engine Repair 1
2 credit hours

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Automobile Service Technology (AST) Program. In this course students will complete service work orders, remove and install engine components, service valve adjustments, and study lubrication and cooling system service. This course will emphasize strategies to remove and replace engine assemblies from automobiles. This course is the first of a two part engine repair program, with the second part offered as part of the Master Automotive Service Technology (MAST) program. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, or approval by the instructor.*

AUTT-0214   Engine Repair 2
2 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Master Automobile Service Technician (MAST) Program. This course contains a collection of the advanced service procedures for engine repair with emphasis on cylinder head, valve train, engine block, and related component service. This course compliments Engine Repair 1 with continuing service techniques including engine assembly and
preparation for first starting. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, AUTT0213 or approval by the instructor.*

AUTT-0222   Transmission and Driveline 1
4 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Automobile Service Technology (AST) Program. This course is the part one of two of transmission and driveline service. These studies include elements from automatic transmission/transaxle, drive train diagnostics, manual transmission service, drive shaft and joint service, and differential case service. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, or approval by the instructor.*

AUTT-0223   Transmission and Driveline 2
5 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Master Automobile Service Technician (MAST) Program. This course is a collection of the advanced service procedures for on and off vehicle repair of automatic transmissions, manual transmission, axle, differential, and some four wheel drive service. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, AUTT0222 or approval by the instructor.*

AUTT-0242   Automotive Chassis Systems

5 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Automobile Service Technology (AST) Program. These studies include elements of training from steering, suspension, and brakes to continue on the training received in the Maintenance and Light Repair program. Additional training in advanced elements of chassis electronics is offered in the Master Automobile Service Technology (MAST) program. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory.   *Prerequisite: AUTT0103, AUTT0142, AUTT0152 or approval by the instructor.*

AUTT-0263   Electrical and Electronics 3

3 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Automobile Service Technology (AST) Program. This course is part three of electrical and electronics for automobiles. These elements include studies in battery, charging, starting, lighting, gauges, warning devices, wiper, air bag service and electronic modules such as the Body Control Module (BCM). All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, AUTT0163, and AUTT0164, or approval by the instructor.*

AUTT-0264   Advanced Electronics, Chassis, and HVAC Service

2 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Master Automobile Service Technician (MAST) Program. This course is a collection of the advanced service procedures for chassis, electronics, and HVAC courses. These studies include elements of electronics diagnostics using advanced techniques including dash service for HVAC, Electronics testing for ABS, traction controls and electronic steering. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory.   *Prerequisite: AUTT0103, completion of certificate A and B, or approval by the instructor.*

AUTT-0272   Heating and Air Conditioning

3 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Automotive Service Technology (AST) program. Students will study and perform service on heating and air conditioning systems using modern equipment and service procedures. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, or approval by the instructor.*

AUTT-0284   Engine Performance 2

4 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Automobile Service Technology (AST) Program. These studies include engine diagnosis, computerized engine controls, ignition, fuel, intake, and exhaust systems. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, AUTT0182, AUTT0283, or approval by the instructor.*

AUTT-0285   Engine Performance 3

2 hours credit

In this course students will study and perform tasks from the National Automotive Technicians Education Foundation's (NATEF) Master Automobile Service Technician (MAST) Program. Engine Performance 3 is a collection of advanced principles and diagnostic strategies to understand and resolve driveability and emission control issues. The subjects covered will include analyzing computerized data, fuel, air, exhaust and other strategies. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory. *Prerequisite: AUTT0103, AUTT0182, AUTT0284, or approval by the instructor.*

BIOL-0104   Introduction to Public Health
3 hours credit
This is an introductory course in public health. It provides a background in many areas of public health with an emphasis on the health system and understanding and measuring health, disease and illness. Epidemiology, food safety and animal health will also be examined. Public health emergency preparedness, the public health workforce and public health administration will also be studied. Students will learn about public health nursing, public health education and the role of law and government in public health. Students will also examine environmental and occupational health. The different types of public health professional occupations and future challenges for public health will be examined.

BIOL-0105   Introduction to Biotechnology
2 hours credit
Introduction to Biotechnology is designed to give students an understanding of the foundational scientific principles and applications of the biotechnology. Students will focus on pharmaceutical, agricultural, medical, genomic and forensic applications of biotechnological methods and will deepen their understanding of biotechnology-related career fields in the process. Students will also explore the history of biotechnology, the regulatory methods used by industry, and the ethical issues raised by this application of science.

BIOL-0111   Biofeedback I
1 hour credit
Designed to help students develop stress-coping skills, this course presents an introduction to biofeedback instruments, information on how to deal with stress, and personal experience training in tension reduction. Students focus on relaxation techniques, improving self-control and concentration, and overcoming test anxiety and poor memory retention. Grading in this course is on pass-no credit basis only.

BIOL-0112   Biofeedback II
1 hour credit
A continuation of autogenic training on a variety of biofeedback instruments is offered in this course. Practice in progressive relaxation to develop deeper levels of relaxation and altered states of consciousness is given. Students receive information on the philosophy of biofeedback, muscle feedback training, brain rhythm training, biofeedback equipment, and basic biofeedback physiology. Grading in this course in on a pass-no credit basis only. ***Prerequisite: Biofeedback I, BIOL-0111.***

BIOL-0116   General Pharmacology
3 hours credit
The General Pharmacology course covers the mechanisms of action, sites of action, and side effects of drugs. Emphasis will be placed on toxic signs, symptoms of adverse drug reactions, and various classes of drugs. ***Prerequisite: Basic computer skills are necessary. Please review the online course requirements.***

BIOL-0119   Life and The Environment with Lab
5 hours credit
This course is an introduction to the structural organization and functional processes of living systems. The basic concepts of biology at the cellular, organ, system, and population levels are emphasized. Included are labs covering osmosis/diffusion and pulse rate. Environmental footprint, skeletal-muscular system, digestive system, respiratory system, stress management, and carbon calculator labs are covered as well.

 Note: Students may not receive credit for both BIOL-0119 and BIOL-0121

BIOL-0120   Medical Terminology
1 hour credit
This course will study the use of prefixes, suffixes and root words to build a vocabulary for medical personnel. The student begins by identifying roots, suffixes and prefixes of medical terminology, and then progresses by studying related medical terms of the body system (skin, skeleton, muscle, blood & lymph, cardiovascular, respiratory, digestive, & urinary systems). The students will explore how these terms relate to the general anatomy of the body. There are no on-ground meetings for this course.

BIOL-0121   General Biology
5 hours credit
General Biology introduces fundamental biological principles characteristic of all living things. Lecture and laboratory work will review the scientific method (experimental and observational science), levels of organization and emergent properties of life, molecular and cell biology, bioenergetics, reproduction, genetics, evolution and ecology.   A prior course in Chemistry is recommended.

BIOL-0123   The Living Body
3 hours credit
In this course, emphasis is placed upon human anatomical and physiological systems, evolution, genetics and embryology, environmental effects on human growth and development, and recent developments in biological research. No laboratory is required. The Living Body is not open to students who have passed BIOL-0121.

BIOL-0125   Human Biology
4 hours credit
In this course, emphasis is placed upon human anatomical and physiological systems, evolution, genetics and embryology, environmental effects on human growth and development, and recent developments in biological research. In addition to lecture, this course requires completion of one, 2-hour laboratory each week. Human Biology is not open to students who have passed BIOL-0121.

BIOL-0126   Contemporary Issues in Biology
1 hour credit
This course is intended for all students interested in investigating critical issues in contemporary biological science. The course will be concerned with vital issues of our times. Students will have the opportunity to do independent research and to discuss solutions to many of the important problems of our day. They will learn the value of research in problem solving on a first-hand basis and the far reaching effect that Science can have on all of us.

BIOL-0131   Environmental Science
3 hours credit
Environmental Science is the study of the interrelationship of humans with the environment. Students will learn the basic rules that govern the natural world, the products and services provided by the environment and the effects humans have on their environment. The guiding principle for this course is sustainability which advocates environmental stewardship while promoting economic prosperity and social justice.

BIOL-0132   Environmental Science Lab
2 hours credit
This course introduces the interrelationships within and between the Biotic and Abiotic. The student will get hands on experience collecting, analyzing and interpreting environmental data. ***Prerequisite: BIOL-0131 should be taken concurrently***

BIOL-0135   Principles of Cell and Molecular Biology
4 hours credit
This is an integrated lecture and laboratory course for biology majors and students planning to take additional courses in biology. This class introduces the fundamental biological principles characteristic of all living things. Since the cell is the basic unit of life, this course will focus on life at the cellular and molecular levels. Subjects covered include basic biochemistry, cell anatomy and physiology, bioenergetics, genetics and evolution. Emphasis will be placed on learning the process skills and equipment associated with being a biologist.

BIOL-0141   Human Anatomy and Laboratory
4 hours credit
In a systematic study of the gross anatomical organizations of the human body, students examine the interrelationships of the structure of the human body and the general structure and functions of tissues, organs, and organ systems by means of small mammal dissections, models, skeletons, charts, and audio visual materials. Six hours lecture/integrated lab are required each week.

This course is recommended for Life Science and Health Career majors only.

BIOL-0143   Human Anatomy and Physiology
5 hours credit
This introductory course examines the structure and function of the organ systems of the body. Particular attention is paid to the role of the organ systems in maintaining homeostasis. Students examine structures by means of small dissections, models, skeletons, charts, and audiovisual materials. Physiological data is measured and collected. This course is not intended to satisfy requirements for anatomy and physiology for some allied health programs, especially pre-nursing and pre-physical therapy assistant.

BIOL-0145   Nutrition
3 hours credit
Nutrition is a general biology course for building knowledge about nutrients in food. Students study how nutrients are used by the body and their relation to the new pyramid food groups and food labels. Proper nutrition for each stage of the human life cycle will be examined, as well as good nutrition in exercise, considerations of diet related health problems, and individual diet assessments.

BIOL-0155   Environmental Geology
3 hours credit
Environmental Geology is an introduction to our natural environment and the human interactions and everyday problems with our environment and global community from a geological perspective. Topics to be covered will include; Earth Materials and Structure, Human Population Growth, Environmental Hazards such as Floods and Earthquakes, Pollution of the Environment, Waste Disposal, Natural Resources, and Energy Sources and their exploitation.

BIOL-0156   Environmental Geology Lab
1 hour credit
This course introduces the interrelationships within and between geologic processes and the environment. The student will get hands on experience collecting, analyzing and interpreting data. *Prerequisite: BIOL-0155 should be taken concurrently.*

BIOL-0160   Kinesiology
3 hours credit
Kinesiology provides a link between muscular origin and insertion and the mechanics of muscular action. Knowledge of the body mechanics and the body as a lever system assists students in the ability to analyze movement. This course will satisfy BIOL core requirements for graduation for OTA students only. *Prerequisites: Human Anatomy and Laboratory, BIOL-0141, Physiology, BIOL-0271/Physiology Laboratory, BIOL-0272, English Composition I, ENGL-0101.*

BIOL-0210   Introduction to Clinical Laboratory Sciences
2 hours credit
Students will be introduced to the profession of clinical laboratory science and the role of clinical laboratorians in the health care team. Introduction to the profession will include a discussion of the major areas of the clinical laboratory, education requirements to enter the profession and issues impacting the laboratory and health care as a whole. In the broader scope, students will be exposed to basic rules of medical terminology. Finally a systems approach will be utilized to introduce students to medical laboratory tests that aid in diagnosis and monitoring of body functions.

BIOL-0225   Diversity of Organisms
5 hours credit
This course, for biology majors, is a whole-organism approach to the evolution and diversity of life. Emphasis is placed upon structure/function relationships, phylogenetics and the roles of organisms within their ecosystems. This course includes both lecture and laboratory components. *Prerequisite: BIOL0121, General Biology, or BIOL0135, Cell and Molecular Biology.*

BIOL-0231   Animal Biology
3 hours credit
The principles of animal biology and basic life processes are covered with special consideration given to the ecology, evolution,

and comparative physiology of the great groups of animals.

BIOL-0232   Animal Biology Laboratory
2 hours credit
Laboratory work emphasizing morphology, taxonomy, phylogeny, physiology, and evolution of the major animal groups with special consideration given to the phyla and classes of animals. Four laboratory hours each week are required.

BIOL-0240   Introduction to Genetics
4 hours credit
This course provides an introduction to basic genetic principles from classical Mendelian inheritance to genetic recombination. Emphasis will be placed on problem-solving. Topics include: inheritance, molecular genetics, regulation of genetic information, application of genetic technology and population genetics. The laboratory component supplies hands-on experience with relevant genetic techniques. *Prerequisites: BIOL-0121, General Biology and MATH-0105, College Algebra.*

BIOL-0250   Climate Studies and Laboratory
4 hours credit
Climate Studies and Laboratory is an undergraduate climatology course.   It is intended to provide students with a comprehensive study of the principles of climatology while providing pedagogically appropriate investigations and applications using web-delivered climate data. *Prerequisites: Minimum scores of 72 on Compass Reading Exam and 45 on Compass Math Exam. Completion of BIOL-0131, Environmental Science is highly recommended.*

BIOL-0261   Microbiology
3 hours credit
Microbiology is a basic inquiry into the significance of microbes in our environment. Students will investigate the chemical structure, and genetic flow of information within and between microbes. They will discover how disease is transmitted and developed, and how the immune response defends us. *Prerequisites: General Biology, BIOL-0121, General Chemistry, CHEM-0109, College Chemistry I and Lab, CHEM-0111, MTSC-0108, Mortuary Chemistry, or equivalent.*

BIOL-0262   Microbiology Laboratory
2 hours credit
Using scientific procedures and diagnostic techniques, students
investigate and perform laboratory work dealing with pathogenic and non-pathogenic microbes. *Prerequisites: General Biology, BIOL-0121, General Chemistry, CHEM-0109, College Chemistry I and Lab, CHEM-0111, or equivalent.*

BIOL-0268   Human Sexuality
3 hours credit
This course presents accurate information about human sexuality to help students develop understanding of their own and other's sexual expression and values. Topics include anatomy and physiology, sexuality across the life cycle, social/cultural influences, fertility issues, sexually transmitted diseases including AIDS, variations in orientation and expression, values and ethics, and current social issues.

BIOL-0271   Physiology
3 hours credit
Students apply the basic principles of biochemistry and physics to understand how the organ systems of the human body function and interact. *Prerequisites: General Chemistry, CHEM-0109, General Biology, BIOL-0121, or Human Anatomy & Physiology, BIOL-0143.*

BIOL-0272   Physiology Laboratory
1 hour credit
Using scientific procedures, students investigate and perform laboratory work dealing with basic physiological processes. *Prerequisite: Concurrent enrollment in Physiology, BIOL-0271, or consent of the instructor.*

BIOL-0285   Introduction to Pathophysiology
4 hours credit
Introduction to Pathophysiology consists of a review of pathophysiological mechanisms with an emphasis upon mechanical, nutritional, infectious, and neoplastic stressors. Stressor induced responses are discussed with emphasis upon inflammation, immunity, and the generalized stress response. Stressor-stress induced response mechanisms are applied to diseases of each of the body systems. *Prerequisites: Human Anatomy and Laboratory, BIOL-0141, Physiology, BIOL-0271, and Physiology Laboratory, BIOL-0272.*

BIOL-0291   Introduction to Bioinformatics
6 hours credit
This course will provide an introduction to the field of bioinformatics. This will include a brief survey of genes and genomics, hands-on experiences with some simple DNA sequencing activities, and manipulation of data using currently available programs for computational analysis of nucleic acids and protein sequences. This course is very active and although skills will be taught in class, the student will need to be able to take skills acquired in class and finish projects on their own time. This is a competency-based course and will be graded as such. *Prerequisites: Familiarity with using the Internet.*

BLUE-0101   Freshman Seminar – Better Life Utilizing Education
1 hour credit
This course will include topics designed to acquaint the student with the campus community, classroom expectations, counseling services, testing, and other experiences incidental to a successful adjustment to college life. Also covered are study skills, note taking, stress and fitness, and human relationships. Freshman Seminar: Bettering Life Utilizing Education is a required course for all freshmen except those who meet one of the six exemptions listed in the KCKCC catalog.

BLUE-0102   Leadership Seminar – Better Life Utilizing Education
1 hour credit
This course is designed to provide opportunity for students to earn credit for their campus, community, service learning, and civic engagement efforts. A focus on relationship development, leadership activities, and exposure to a variety of community, local, and national speakers will also be provided. This course will offer the latitude for topic, subject, project, and area of focus selection as determined pertinent and meaningful by the individual student in collaboration with his/her instructors/advisors. Students on financial aid can take this class two times.

BMFR-0100   Survey of Biomanufacturing
3 hours credit
This survey course provides students with basic training on the field of biomanufacturing production. Students are introduced to an understanding of the career opportunities and basic technical skills required in high-demand, high-skill careers in bio-manufacturing. This course will include an introduction to the local Life Science industry and related career opportunities and employment requirements; the basic math and technical skills required of an entry-level position; and basic knowledge of documentation, safety, and bioproccess requirements in a biomanufacturing facility. Upon completion of this course, the students will earn an OSHA-10 Safety card. *Prerequisites: Meet qualifying scores on COMPASS and WorkKeys (COMPASS Reading - 79) (COMPASS Math - 92) and WorkKeys Reading – 5 WorkKeys Math – 5 WorkKeys Locating Information- 4.*

BPMT-0101   OSHA 30
1 hour credit
This course is an intensive and purposefully hands-on type, that will require the student to use many power, pneumatic, and hand tools. The student will be fully instructed on safety methods while using all tools. This course will also cover several hand tools that are required in most trades, and the professional methods used in today's field environment.

BPMT-0102   Tool Safety, Power, Pneumatic, Hand
2 hours credit
 This course is an intensive and purposefully hands-on type, that will require the student to use many power, pneumatic, and hand tools. The student will be fully instructed on safety methods while using all tools. This course will also cover several hand tools that are required in most trades, and the professional methods used in today's field environment. *Prerequisite: OSHA 10*

BPMT-0104   Custodial Training

1 hour credit

This is the basic course in Custodial Training. The course topics include: Environmental Sustainability. Every aspect of the custodial trade. Materials, tools, and special techniques needed to successfully complete custodial tasks, including room cleaning, equipment, scheduling, floor finishing, wet and dry mopping, lavatory, buffing, stripping waxing, tile cleaning. This course will provide the student with opportunities for practical hands-on applications. Students may earn a special certificate in floor care technician. *Prerequisite: OSHA 10 Recommended.*

BPMT-0108   Carpentry Basics

3 hours credit

This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Orientation to the Trade, Building Materials, Fasteners, and Adhesives, Hand and Power Tools, Reading Plans and Elevations, and Commercial Drawings. *Prerequisites: OSHA 10, Math Level 3 Recommended.*

BPMT-0112   Residential Electrical

4 hours credit

This is the basic course in residential electrical and repair. The course topics include: Environmental sustainability, sources of electricity, meter reading, voltage, resistance, watts, current, home distribution systems, circuit breakers, and codes. It will also cover types of conductors, circuit loads, switches, outlets, boxes, fixtures, and wiring. Students will study surface mounted wiring, low voltage, door chimes, thermostats, telephones and burglar alarm systems. Safety will be emphasized. *Prerequisites: KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

BPMT-0113   Windows, Doors & Stairs

2 hours credit

This course is the windows, doors, & stairs course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Hand and Power Tools, Windows and Exterior Doors, and Basic Stair Layout. *Prerequisites: OSHA 10. Math Level 3 Recommended.*

BPMT-0115   Residential Plumbing and Repair

4 hours credit

This is the basic course in residential plumbing and repair. The course topics include: Environmental sustainability, plumbing codes, waste piping, drain, waste and vent systems, toilet maintenance, garbage disposals, kitchen sinks, gas hot water tanks, electric hot water tanks, heat pump hot water tanks, gas iron pipe, corrugated stainless steel piping, commercial flush valves, compression fittings, pipe flare, soldering, PEX and press fittings, and sump pumps.

BPMT-0121   Remodel Painting

3 hours credit

This is the basic course in remodel paint repair. The course topics include: Environmental sustainability, surface prep, touch-up, rollers, pads, brushes, spray guns, and sponges will be covered. Paint types, uses, and limitations will be studied. Surface stain sealing, patching and textured paint will be covered. This course will offer instruction on paint problems and failure prevention. It will also cover estimating, masonry coating, mildew resistance and clean up. Painting aluminum and metal surfaces will be covered. *Prerequisites: KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

BPMT-0124   Landscaping

4 hours credit

This is the basic course in landscaping. The course topics include: Environmental sustainability, landscaping tools, equipment and supplies. It will cover landscaping planning, methods, and procedures. It will also cover tool sharpening, equipment maintenance, planting and spacing. The student will study tree shade effects, heights, water conservation, soil management, lawns, mowing, sprinkler systems, fertilizing, weed control, sod placement, reseeding and ground cover. Golf course maintenance is a part of the curriculum. Twenty hours of mowing on riding equipment is required. *Prerequisites: KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

BPMT-0130   Drywall
3 hours credit
This is the basic course in drywall repair. The course topics include: Environmental sustainability, patching plaster walls, patching drywall, patching ceilings, and touch up painting. Students will learn to spray texture, hand apply texture, and repair commercial building wall coverings including patching scuff marks and tears. Special tool use will be covered. It will also cover paint matching.

BPMT-0133   Masonry Repair
2 hours credit
This is the basic course in masonry repair. The course topics include: Environmental sustainability, concrete mix preparation, placing and finishing small jobs, edging, curing, repairing, computing volumes, and types of masonry mortars. It will also cover stone repair, bricklaying, fireplace repair and cleaning, and layout. Masonry cleaning will be covered, as will how to seal masonry and concrete. *Prerequisites: KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

BPMT-0136   Roof Coverings, and Gutters
2 hours credit
This is the basic course in repairing roofs and gutters. The course topics include: Environmental sustainability, types of roofing, types of roofing repairs, leak locating, repair of asphalt shingles, wood shingles, flat roof repair, flashing repair and replacement. It will also cover guttering fabrication, installation and repair, including leak sealing, tools, ladders and materials. *Prerequisites: KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

BPMT-0138   Power Industrial Trucks and Aerial Lifts
2 hours credit
This is the basic course in OSHA 29 CFR 1910.178, Power Industrial Trucks. The course topics include: Written and Hand-on operation of the Power Industrial Truck. The course requires the student to complete 6 driving courses under instructor evaluation. This course will provide the student with opportunities for practical hands-on applications. Students may earn a special license as a certified Power Industrial Truck Operator. *Prerequisite: OSHA 30.*

BPMT-0145   Residential Painting
2 hours credit
This is a technical course on interior and exterior painting. The student will be required to know the technical aspects of a professional paint job, along with the application of the technical aspects. Students will learn the professional methods of how to complete an interior or exterior paint job. The students will also require training in handling extension and step ladders, along with their OSHA 10, and ladder safety course. This course will require the student to complete extensive hands-on training, written assignments, estimates, and a final exam. *Prerequisite: BPMT 0101.*

BPMT-0180   Brazing/Soft Soldering
1 hour credit
This course teaches the proper methods of soft soldering and brazing similar and dissimilar metals used in the Plumbing and HVAC industry. Also taught, are the methods, procedures, and tools used to swage tubing properly for the interconnection of refrigerant components, within a sealed system. Silver and soft soldering will then be used, to assemble and seal up the tubing of the refrigeration system. The successful completion of a written test, on Oxygen/Acetylene torch kits and tanks, will be required to participate in the hands-on portion of this course.

BPMT-0201   HVAC Maintenance
3 hours credit
This is a basic course which requires the student to be heavily involved in all instructional methods. This course requires the student to disconnect and install a new unit, remove all refrigerant and liquids, completely dismantle an existing unit, determine proper amperage and ohm readings, test for existing amperage and ohm readings, install proper electrical disconnect and wiring, size the wire and electrical fixtures properly, and have the ability to apply basic fundamental code requirements.

BPMT-0221   Basic Household Appliance Repair and Maintenance
3 hours credit
This is a basic course that will require the student to complete basic repairs and perform standard
maintenance on basic household appliances. Students will diagnose and service gas and electric hot water tanks, clothes dryers,

clothes washers, dishwashers, refrigerators, and garbage disposals.

BUSN-0100   Introduction to Accounting
3 hours credit
Introduction to Accounting is designed to provide students with a thorough background of basic accounting concepts to prepare them for Accounting I BUSN-0101. Students originally enrolled in Accounting I who are having difficulty with the material may withdraw from Accounting I and enroll in Introduction to Accounting during the first two weeks of the semester with the consent of the instructor. ***Prerequisite: None* Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0101   Accounting I
3 hours credit
An introduction to the theory and practice of modern accounting for an individual proprietorship is emphasized in this course. The basic structure of accounting, the accounting cycle, notes, accruals, receivables, inventory, plant assets, accounting systems, controls, concepts, and principles are covered. A grade of C or better in Accounting I, BUSN-0101, is needed for advanced work in accounting. ***Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0102   Accounting II
3 hours credit
Accounting II examines accounting for partnerships and corporations and introduces the students to other accounting and managerial topics such as accounting for cash, payroll, statement of cash flows, and cost accounting. ***Prerequisite: Completion of BUSN-0101, Accounting I, with a grade of "C" or better. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0104   Small Business Management
3 hours credit
Small Business Management presents a thoroughly contemporary treatment of the startup and management of small firms. Strong emphasis is placed on entrepreneurial opportunities and new-venture activities needed for the successful operation of small firms.

Emphasis will be on current issues affecting the start-up and operation of a small business. ***Prerequisite: None* Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0105   Personal Finance
3 hours credit
Personal Finance is a survey course on personal financial planning. Topics covered include personal budgeting, investments, insurance, credit, housing, and retirement planning. ***Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0108   Human Relations in Business
3 hours credit
Human Relations involves the way people interact with the social, organizational, and human elements they encounter in the work environment. Emphasis is placed on the role and foundation of first-line supervision and management factors found in most work environments that have profound effect on the working lives of individuals. ***Prerequisite: None* Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0110   Business Math
3 hours credit
Fundamentals of math as they are related to the field of business are studied. Included is a review of arithmetical operations, profit cost selling, price relations, and simple and compound interest. ***Prerequisite: Grade of "C" or higher in MATH 0097 Math***

*Essentials OR COMPASS Pre-Algebra score 46-100. **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0111   Microcomputer Business Software
3 hours credit
Microcomputer Business Software explores the use of microcomputers in business. The four most common programs of spreadsheets, database management, presentation and word processing are used as models. ***Prerequisites: Keyboarding and basic computer skills are required. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0113   Marketing
3 hours credit
This course is designed to introduce students to the fundamentals of contemporary marketing. Students will learn how a marketing manager interacts with diverse areas of business; and they will learn basic marketing principles, including product strategy, promotion, pricing, and distribution, and their interrelationship. The student will view various internet addresses that are included in our text in proximity to relevant text discussions on the World Wide Web. ***Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-1151   Keyboarding
1 hour credit
This introductory course teaches students to type by touch while improving speed and comfort level. Topics include home keys, space bar, keyboarding numbers and the alphabet.   The goal is 20-28 wpm. with 60-100 percent accuracy.
Prerequisites: None
Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-1152   Document Formatting I
1 hour credit
This course covers production of correspondence, reports, and simple tables. ***Prerequisite: BUSN-1151 Keyboarding; or equivalent competency (28 wpm minimum with 5 errors maximum); or consent of instructor.***

BUSN-1153   Speedbuilding I
1 hour credit
Speedbuilding I is for students who want to attain speed and accuracy on straight-copy keying with a goal of 20-40 wpm. ***Prerequisite: BUSN-1151 Keyboarding; or equivalent competency (20 wpm minimum with 5 errors maximum); or consent of instructor.***

BUSN-1163   Speedbuilding II
1 hour credit
This course is for students who want to attain speed and accuracy on straight-copy keying with a goal of 30-50 wpm. ***Prerequisite: BUSN-1153 Speedbuilding I; or equivalent competency (20 gross wpm minimum); or consent of instructor.***

BUSN-0124   Accounting Software Application
3 hours credit
This course provides hands-on experience in learning how automated accounting systems function. The microcomputer is used to record general ledger transactions, payroll, accounts receivable, accounts payable, and inventory management. ***Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0140   Essential Career Skills
1 hour credit
This course provides a well-balanced introduction to personal finance, entrepreneurship, and employment skills. *Prerequisite: None. **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0150   Supervision Techniques
3 hours credit
Supervision Techniques is an introductory course designed to prepare students to be effective supervisors. The course focuses on leadership and management principles with an emphasis on how supervisors work with people in inspire, empower, and develop them to become better and more effective in their workplace roles regardless of the type of organization or particular field. *Prerequisite: None. **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0164   Income Tax Procedures
3 hours credit
Income Tax Procedures is designed to provide an overview of our Federal income tax system. Students will learn about their rights and responsibilities as taxpayers. This course will emphasize both income tax theory and practical application of income tax laws for individuals and small businesses. *Prerequisite: None* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0166   Volunteer Income Tax Assistance (VITA) Tax Preparation
2 hours credit
This course prepares the student for preparation of federal and Kansas income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software. *Prerequisite: **None** **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0167   Volunteer Income Tax Assistance (VITA) Tax Preparation Internship
1 hour credit
This course incorporates the concept of service learning by providing an opportunity for the student to obtain practical experience in the preparation of federal and state income tax returns for individuals. Students will complete tax returns for persons who are elderly and/or economically disadvantaged. *Prerequisite: BUSN-0166, VITA Tax Preparation or consent of instructor*. **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0168   Microcomputer Applications I (Spreadsheets)
3 hours credit
Spreadsheet applications will cover the fundamental aspects of any popular software package. Typically those subjects that will be presented are: 1) spreadsheet uses in business, 2) commands dealing with spreadsheet construction and editing, 3) typical business applications and 4) numerous practical projects. *Prerequisites: CIST-0101, Computer Concepts and Applications or CIST-0111 Microcomputer Business Software. **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0181   Is Business Ownership Right for Me? - The Entrepreneurial Mindset
2 hours credit
This course provides the fundamental aspects of an entrepreneurial mindset and the opportunities it can provide. To do this, the course engages you through entrepreneurial thinking and immerses you in entrepreneurial experiences that will enable you to develop entrepreneurial skills. *Prerequisite: None. **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0191   Microcomputer Applications I-II:
              (Advanced Word)
1 hour credit

Microsoft Word is a full-featured word processing program that is a component of the Microsoft Office package. Using a hands-on approach, students will become familiar with advanced applications using title pages, tables, charts, and watermarks; form letters, mailing labels, and directories; and a professional newsletter. *Prerequisites: BUSN 1151 Basic Keyboarding or equivalent. Minimum typing speed of 35 words-per-minute. CIST 111 Microcomputer Business Software. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0203   Managerial Accounting
3 hours credit

This course covers the theory and practical application of modern managerial accounting techniques for manufacturing firms and other types of businesses. Topics will include tools that can be used by managers and others to determine how their businesses are performing and how this cost data may be used for decision making. The course is designed to satisfy both those students who desire a terminal course and those who need study preparatory to taking more advanced accounting courses. *Prerequisites: Completion of Accounting I (BUSN-0101), Accounting II (BUSN-0102) and Microcomputer Business Software (CIST-0111) with a grade of C or better in each.* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0204   Business Law I
3 hours credit

Business Law I acquaints students with the legal framework that regulates business activity in the United States. It includes a brief introduction to the history and philosophy of law and the American legal system as it relates to business activity. The course concentrates on the essential elements of legally enforceable contracts. The course also introduces students to the legal rules governing agency, partnerships, employment, and insurance. *Prerequisite: COMPASS reading score of 73-100 or completion of READ-0092 with a C or better.* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0205   Intermediate Accounting
3 hours credit

Intermediate Accounting presents a review of the theory and application of accounting theory and an analysis of special problems which may arise requiring management decisions. Emphasis is placed on the preparation and analysis of financial reports. The course is designed to satisfy both those students who desire a terminal course and those who need study preparatory to taking more advanced accounting courses. *Prerequisites: Completion of Accounting I (BUSN-0101), Accounting II (BUSN-0102), Business Law I (BUSN-0204) and Managerial Accounting (BUSN-0203) with a grade of "C" or better in each.* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0206   Business Law II
3 hours credit

Business Law II further acquaints students with the legal framework that regulates business activity in the United States. This course introduces students to the legal rules governing sales, commercial paper, credit, and property (both real and personal). *Prerequisites: COMPASS reading score of 73-100 or completion of READ-0092 with a C or better and Business Law I.* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0209   Computerized Accounting
3 hours credit

This course provides hands-on experience in learning how automated accounting systems function. The microcomputer is used to record general ledger transactions, payroll, accounts receivable, accounts payable, and inventory management. *Prerequisite: Accounting I with a "C" or better.* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0210   Introduction to Business
3 hours credit
The main goal of this introductory course is to communicate an understanding of a business world characterized by change, variety, and interaction. The course introduces students to the various functional areas of business. It can help students become familiar with current business practices and terms. ***Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0211   Business Communications
3 hours credit
Business Communications emphasizes correct business procedures, English, and psychology as they are related to business letters, reports, and other forms of official communication. ***Prerequisite: Completion of ENGL-0101 (Composition I) with a passing grade. Keyboarding skills are also recommended.*** **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0213   Introduction to Employment Law
3 hours credit
Employment Law addresses the major issues and rules of employment law in the work place. The course focuses on employment law as it relates to management, industrial relations or human resources in the work place. ***Prerequisite: None*** **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0214   International Business Cultures
3 hours credit
This course is designed to acknowledge the importance of the cultural dimension in the field of international business. By exploring the contribution that cultural anthropology makes to the business field, students will realize a more effective and humane method of conducting international business. Theoretical approaches surveyed in the course include: Cultural-General Approach: Making the Connections between Anthropological Theory (Generalizations) and International Business; Understanding Communication Patterns—Verbal and Nonverbal; Cultural Self-Awareness: Their Values and Ours; Culture-Specific Approach: Finding Relevant Cultural Information. ***Prerequisite: Basic computer skills and Internet access/skills. Completion of Accounting I (BUSN-0101) and Accounting II (BUSN-0102) with a grade of "C" or better in each.*** **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0216   E-Marketing
3 hours credit
This course explores how marketers use the Internet and social media to engage and listen to customers and how to use what they learn to improve the goods and services they offer. The course will focus on how the Internet and other technologies, including mobile devices, are integrated with traditional marketing principles to generate revenue while delivering customer value. Topics include e-marketing practices in the United States; global e-marketing; ethical and legal issues; e-marketing planning; e-marketing strategy; online management of the marketing mix; and customer relationship management**. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-2201   Records Management
1 hour credit
Rules established by the Association of Records Managers and Administrators (ARMA) are used for alphabetic, geographic, subject, and numeric filing. ***Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-2202   Business English
1 hour credit
Business vocabulary and language usage are studied in parts of speech, sentence structure, capitalization, number style, and punctuation usage. ***Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-2203   Proofreading
1 hour credit
Students develop proofreading skills through ability to spell; to use fundamentals of word division, capitalization, expressions of numbers, punctuation, and grammar; and to read for meaning. ***Prerequisite: Basic computer skills, keyboarding, e-mail, Windows experience, and Internet access/skills are recommended. The student must be self-motivated and must have access to the World Wide Web*.** **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-2251   Office Simulations
3 hours credit
This course is designed to give the student a working knowledge of the administrative assistant's duties and responsibilities. *Prerequisites: BUSN1152 Document Formatting I, BUSN1153 Speedbuilding I or the equivalent (50 wpm), CIST0111 Microcomputer Business Software. **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-2252   Business Etiquette
1 hour credit
Students develop appropriate business practices including telephone techniques and office ethics. Footnote: This course is offered during the spring semester only. ***Prerequisite: Basic computer skills, keyboarding, e-mail, Windows experience, and internet access/skills are recommended. The student must be self-motivated and must have access to the World Wide Web.*** **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-2253   Customer Service
2 hours credit
This course is designed to build and maintain critical skills necessary to be a dynamic and successful service professional. Students will gain insight on customer behavior and attitudes and will develop strategies to create positive customer relationships. ***Prerequisites: None*. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0249   Career Development
1 hour credit
This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings; completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing. ***Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0250   Obtaining Employment
1 hour credit
This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings, completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing. ***Prerequisites: None* Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0259   Enactus
1 hour credit
The purpose of this course is to give students the tools to learn the free enterprise system in a real working situation. Enactus challenges students to take what they learn in the classroom and use the knowledge to better their communities. Through a collaborative effort between business and education, Enactus Teams improve the quality of life and the standard of living in the local community by teaching the principles of market economics, entrepreneurship, business ethics, and personal financial success via on-campus and off-campus educational outreach activities to K-12 and KCKCC students. Special emphasis is placed on

leadership development activities, and students have an opportunity to participate in regional and national business competitions. *Prerequisites: Basic computer skills and Internet access.* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0260   Principles of Advertising
3 hours credit
An introductory course in advertising, this class provides theory as well as practical experience in various aspects of the advertising industry, including creative work (writing, illustration and layout), account service, research, and media planning. *Prerequisites: None* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0262   Intro to Entrepreneurship
3 hours credit
This course provides a thoughtful, practical guide to the process of successfully launching and growing an entrepreneurial firm. To do this, the course provides you with a thorough analysis of the entrepreneurial process. *Prerequisites: None* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0263   Consumer Behavior
3 hours credit
Consumer Behavior provides students an understanding of how consumer behavior influences buying behavior and marketing decision-making. Topics include needs, motivations, perceptions, and attitudes of consumers, as well as consumer decision-making, consumer trend analysis, marketing strategy, and consumer buying behaviors. *Prerequisite: None.* ***Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0264   Integrated Marketing Communications
3 hours credit
This course explores how companies can effectively communicate with customers and potential customers through the planning, designing, integrating, and management of marketing communications. The course focuses on the unification of advertising, sales promotions, direct marketing, publicity and public relations, personal selling, interactive/internet marketing, and social media into one clear message and voice. *Prerequisite: None.* ***Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0266   Principles of Selling
 3 hours credit
This course is a comprehensive introduction to the principles of selling and the role of the professional salesperson in the marketing process. It includes the characteristics and skills necessary for success in sales; techniques for identifying sales prospects and qualifying buyers; the importance of relationship building, product knowledge, and post-sales service in long-term, consultative-style selling; territory and sales management; and selling in the global marketplace. *Prerequisite: None.* ***Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0267   Supervision Skills
2 hours credit
Supervision Skills prepares students to be effective supervisors. The course focuses on leadership and management principles with an emphasis on supervision. It informs students how to inspire, empower, and develop people to become better and more effective in workplace roles, regardless of the type of organization or particular field. *Prerequisite: None.* ***Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.***

BUSN-0269   Services Marketing
3 hours credit
The course will explore the dynamics of service and provide perspective on the unique challenges present in managing and delivering quality services. The focus will be on strategy and the application of marketing principles for coordinators of service firms. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0280   Human Resource Management
3 hours credit
Personnel Management considers the major activities in personnel or "Human Resources" management. Instruction includes the interdependence of such topics as federal and state laws, technological change, manpower planning and forecasting, job design and analysis, selection, training and development, motivation, wage and salary administration, performance appraisal, discipline, personnel records, research, and equal employment opportunity. *Prerequisites: None* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0285   Occupational Internship I
3 hours credit each semester
The general purpose of the occupational internship is to bridge the gap between work and school by insuring workplace skills meet the needs of students' career goals and the needs of the employer. The course is offered in conjunction with the Business Administration/Mid-Management program to fulfill the requirement for on-the-job training. *Prerequisite: None* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0286   Principles of Management
3 hours credit
The latest major approaches and techniques of management are presented. Consideration is given to the functions of management planning, organizing, staffing, leading, and controlling. Other areas of consideration are communication, motivation, dealing with change, decision making, quantitative tools, and production. *Prerequisites: None* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0290   Motivational Dynamics
2 hours credit
The course is designed to build and maintain critical skills necessary to be a dynamic and productive employee, team member, or leader within any organization. Students will gain insight on the impact of interpersonal and communication skills on individuals they meet, work with, and/or supervise. They will learn and model positive behaviors and attitudes and develop strategies to create positive human relationships and further their personal and professional development. This course features assessing personal strengths and weaknesses; setting goals for personal and professional life; analyzing human relations problems; applying problem-solving strategies to human relations issues in the workplace; and, defining and comparing management styles. *Prerequisites: None* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0292   Current Topics in Supervision
**   and Management**
3 hours credit
This course is designed to give students the tools and techniques for planning a productive meeting, facilitating a focused meeting, developing active participation, and effectively implementing meeting decisions. Participants will have multiple opportunities to observe and practice the actual application of skills and techniques, receive immediate feedback, and evaluate meeting effectiveness. *Prerequisites: None* **Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

BUSN-0293   Business Dynamics
2 hours credit
The course builds critical skills necessary to be a dynamic and productive employee, team member, or leader within any organization. Students will gain insights on the impact of interpersonal and communication skills on individuals they meet, work with, and/or supervise. They will learn and model positive behaviors and attitudes and develop strategies to create positive human relationships and further their personal and professional developments. This course features assessing personal strengths and weaknesses, setting goals for personal and professional life, analyzing human relations problems, applying problem-solving strategies to human relations issues in the workplace, and defining and comparing management styles. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0294   Introduction to Entrepreneurship: FastTrac®
3 hours credit
This course provides the foundational knowledge to successfully launch a business by providing the tools necessary to help emerging entrepreneurs to quickly assess and start new businesses.   This course also helps existing business owners grow their businesses to the next level. Through the course, students will work on and complete a business plan on a new or existing business. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

CHEM-0090   Basic Math for Chemistry
2 hours credit
This course is designed for students who have had no high school chemistry, have performed poorly in a chemistry course in high school or college, or are returning to college after an absence of several years and need General Chemistry or College Chemistry. Fundamental topics of inorganic chemistry including scientific notation, chemical mathematics, metric system, the periodic table, gases, and solutions. *High school algebra or Elementary Algebra, MATH-0099 is strongly recommended.*

CHEM-0101   Introduction to Forensic Science and Laboratory
5 hours credit
This course introduces the basic principles and relationships between the applications of chemistry to forensic science as they relate to the criminal investigative process. The course is designed to give students insight into the many areas of forensic science and how chemistry and other sciences play a role. Areas included are blood analysis, hair analysis, firearms and identification, fiber comparisons, paints, glass compositions, soil comparisons, and seminal fluid analysis. Upon completion of this course students should understand the potential value of forensic science and also the limitations. *Prerequisites: None: High School Algebra or Elementary Algebra, MATH-0099, strongly recommended.*

CHEM-0109   General Chemistry
5 hours credit
Primarily for the liberal arts, allied health, and non-science majors, General Chemistry develops the principles of inorganic, organic, and biochemistry. Three lecture periods and two 2-hour laboratory/discussion periods are required weekly. Students may not receive credit for both CHEM-0109 and CHEM-0111. This course may not be used as a prerequisite for CHEM-0112. *Prerequisites: Intermediate Algebra, MATH-0104 with a grade of "C" or better, or a COMPASS score of 46-100.*

CHEM-0111   College Chemistry I and Lab
5 hours credit
Primarily for biological or physical science majors, College Chemistry I and Lab provides an introduction to the fundamental concepts of chemistry. The laboratory supports the concepts through practical application and develops scientific techniques. *Prerequisites: College Algebra, MATH-0105, or a COMPASS score of 46-100.*

CHEM-0112   College Chemistry II and Lab
5 hours credit
College Chemistry II is a continuation of College Chemistry I. It is designed for the student who needs more than five hours of credit in chemistry or is going to take advanced chemistry courses or pre- professional programs such as pre-med and pre-dentistry. Normally, in Chemistry II, the topics covered are chemical thermodynamics, chemical kinetics, chemical equilibrium,

electrochemistry, nuclear chemistry, descriptive chemistry, introductory organic chemistry and other topics if time permits. *Prerequisite: College Chemistry I and Lab, CHEM-0111.*

CHEM-0201   Forensic Science Analytical Techniques
3 hours credit
This course is designed for the student who will be a science major in the field of Forensic Science. It starts with an introduction to the role of the expert witness and emphasizes throughout proper procedures for the handling of evidence. It incorporates three major laboratory processes within the criminal investigative processing of evidence. The principle and laboratory techniques of FT-IR, GC/MS and Electrophoresis will be covered in relationship to Forensics. *Prerequisite: CHEM-0112, College Chemistry II and Lab or concurrent enrollment.*

CHEM-0202   Forensic Science Internship
3 hours credit
This course is set up to award forensic science students three hours credit for "on-the-job" training. Students will be required to

work a minimum of 144 clock hours, at the intern site, during the internship. The purpose of this type of course is two-fold: to give students practical experience in the field of forensic science, and to allow prospective employers to be aware of student's abilities. *Prerequisites: Introduction to Forensic Science CHEM-0101, and Forensic Science Analytical Techniques CHEM-0201 (or concurrent enrollment in this course).*

CHEM-0203   General Organic Chemistry
5 hours credit
This course introduces and surveys the field of organic chemistry. Major types of aliphatic and aromatic compounds are surveyed as to naming, structure's preparations, and reactions. The laboratory portion emphasizes modern techniques of organic chemistry. Three lectures and four laboratory/discussion hours per week are required. *Prerequisite: General Chemistry, CHEM-0109 or College Chemistry I and Lab, CHEM-0111.*

CHEM-0211   Organic Chemistry I
3 hours credit
The course covers aliphatic and aromatic compounds with emphasis on organic reactions and reaction mechanisms, nomenclature, stereoisomerism, and spectroscopy. Three hours of lecture per week are required. Students should enroll in Organic Chemistry Laboratory, CHEM-0213 at the same time. *Prerequisites: College Chemistry II and Lab, CHEM-0112.*

CHEM-0212   Organic Chemistry II
3 hours credit
A continuation of Organic Chemistry I, CHEM-0211 lectures cover the main functional groups not discussed in 0211: ethers, acids, esters, aldehydes ketones, and amines. *Prerequisite: Organic Chemistry I, CHEM-0211.*

CHEM-0213   Organic Chemistry I Lab
2 hours credit
This first-semester laboratory deals with the fundamental techniques involved in organic laboratories such as distillation, crystallization, extraction, solubility, and various types of chromatography. Four laboratory hours per week are required. It is recommended that students enroll concurrently in Organic Chemistry, CHEM-0211. *Prerequisites: College Chemistry II and Lab, CHEM-0112.*

CHEM-0214   Organic Chemistry II Lab
2 hours credit
The emphasis of this continuation of Organic Chemistry I Lab, CHEM-0213 is on organic synthesis and identification. *Prerequisites: Organic Chemistry I, CHEM-0211 and Organic Chemistry I Lab, CHEM-0213.*

CHEM-0250   Biochemistry
4 hours credit
The biochemistry course is an introduction to the structure and functional relationships of the major bio-molecules including:

proteins, lipids, carbohydrates, and nucleic acids. An overview of the major metabolic pathways and current techniques in molecular biology will also be provided. ***Prerequisites: Organic Chemistry I, CHEM-0211 and Organic Chemistry I lab, CHEM-0213, or General Organic Chemistry, CHEM-0203.***

CHEM-0251   Biochemistry Lab
2 hours credit
The laboratory will consist of qualitative and quantitative biochemical experiments. Particular emphasis will be placed upon biochemistry laboratory techniques including: chromatography, spectroscopy, electrophoresis and computer modeling. ***Prerequisites: CHEM-0201, General Organic Chemistry OR CHEM-0211 and CHEM-0212 Organic Chemistry I and Organic Chemistry I lab.***

CIST-0100   Introduction to the Internet
3 hours credit
This course is designed for the student who has had little or no experience accessing the Internet. Students will learn the basic technology behind computer networking and explore a variety of the vast resources available on the Internet through hands-on activities.

CIST-0101   Computer Concepts and Applications
3 hours credit
Computer Concepts and Applications is designed to demonstrate to the student the various accomplishments, forms of work, and applications a computer can perform. The course includes experience using a variety of projects on the computer. The World Wide Web on the Internet will be explored and integrated into many segments of the course. Computer Concepts and Applications is an introductory computer course that emphasizes the concepts of computing and fundamental vocabulary for computers.   No previous knowledge of computer is required.

CIST-0111   Microcomputer Business Software
3 hours credit
Microcomputer Business Software explores the use of microcomputers in business. The four most common programs of spreadsheets, database management, presentation and word processing are used as models. ***Prerequisites: Keyboarding and basic computer skills are required.***

CIST-0117   Networking I
3 hours credit
The students in this course will be introduced to LAN (local area networks), MAT (metropolitan area networks) and WAN (wide area networks). The students will be study network topologies, network protocols, network hardware, and network software. Students will also perform experiments and troubleshoot common network failures. ***Prerequisites: CIST-0101 Computer Concepts and Applications and knowledge of OS recommended.***

CIST-0120   Programming Fundamentals
4 hours credit
This course is an introduction to computer programming and software development. The goals of this course are to introduce novice programmers to the systematic and explicit design of programs and to expose students with prior programming experience to design. A multi-purpose programming language is used, but the emphasis is on designing and constructing programs and not learning a specific programming language. Extensive hands on experiences are emphasized.

CIST-0125   Network Security
4 hours credit
This course provides the skills necessary to apply and implement technical knowledge of security concepts in today's security environment. Students will gain a depth knowledge of systems security across multiple vendor products. Students will be given real world scenarios to reinforce the material covered in this course and they will learn how to apply the learned concepts to their daily operations. ***Prerequisites: CIST-0117 Networking I.***

CIST-0132   Introduction to Data Warehousing
3 hours credit
Introduction to Data Warehousing provides an overview of Data Warehousing technology. The course will explore the fundamental concepts of data warehousing; provide common data warehousing terminology and language, and provide practical approaches and requirements for designing, implementing and maintaining a data warehouse. ***Prerequisites: CIST-0101, Computer Concepts and Applications***

CIST-0137   HTML Web Page Development
3 hours credit
This course is designed to assist students in the fundamentals of creating documents to be viewed on the World Wide Web. The instruction in Hypertext Markup Language (HTML) in the creation of Web Pages as well as an introduction to HTML Editors is included as a foundation to the construction of interesting Web Sites. ***Prerequisites: CIST-0101 Computer Concepts and Applications, OR CIST-0111 Microcomputer Business Software. It is strongly suggested that a student have a familiarity with Windows as well as a working knowledge of Internet navigation.***

CIST-0147   Computer Operating Systems: Windows 7
4 hours credit
This class covers a microcomputer operating system used by personal and/or workstation computer. With new computer systems being introduced, this class will introduce students to the most current "version" and to a specific operating system. The specific operating system name will be provided in the class schedule after "CPU O/S=Win 7" and may vary in credit hours. Preparation MCP for Exam 70-680

CIST-0148   Computer Operating System: Windows 8
4 hours credit
This class covers Microsoft's Operating System (Windows 8) that is used by mobile and/or workstation computers. Students will be prepared for MCP Exam: 70-687

CIST-0150   Web Graphics and Multimedia
3 hours credit
Web Graphics and Multimedia provides graphic theory and hands-on exercises for web backgrounds, buttons, rollovers, GIFs, JPEGs, PNGs, animated GIFs, web safe color palettes, cluts, and swatches; alignment techniques; seamless tiles; transparent GIFs; web typography, vector animation; and other web imaging techniques for graphics and design. ***Prerequisites: CIST-0137, HTML Web Page Development.***

CIST-0152   JavaScript
3 hours credit
JavaScript examines client-side JavaScript programming techniques. Students learn how to seamlessly integrate JavaScript code with HTML and CSS to bring interactivity to web pages. Students will learn how to use the Document, Navigator, Window, Location and History Objects, set and read Cookies, create image rollovers, write functions, and validate forms. Students will learn to use JavaScript with Dynamic HTML. A basic introduction to AJAX will be included. ***Prerequisites: CIST-0137, HTML Web Page Development.***

CIST-0154   Principles of Data Warehousing
4 hours credit
This course will provide the student with an understanding of the principles of data warehousing. Topics will include data model development, star schemas, snowflake schemas, and dimensional modeling. Metadata (formal descriptions of tables, columns, domains, and constraints will also be included. Students will have an understanding of what must be included in a data warehouse as well as ten mistakes to avoid. ***Prerequisites: CIST-0101, Computer Concepts and Applications.***

CIST-0155   Cyber Forensics
4 hours credit
This course provides students with the fundamentals of computer, digital and cyber forensics associated with the methods used in the investigation of computer crimes. Students will gain the proper knowledge about investigating and illustrating evidence of

Cybercrimes including the process of collection, examination, analysis and presentation of the evidence. Topics included in this course (but not limited to) are applications of hardware and software to computer forensics, volume and file system analysis and computer forensics investigations. *Prerequisites: CIST-0117 Networking I.*

CIST-0158   Networking II
4 hours credit
This course examines how routers relay data on Local Area Networks. It covers installation, configuration, and trouble-shooting of routers. The students will learn how to configure IP on different platforms and use simple networking tools for analysis. Students will have hands-on experience with a variety of network layouts in a lab environment equipped with multiple operating systems (Windows XP), Windows 2000, Cisco IOS and others). This class uses the Cisco Academy Material, CCNA semester 2. *Prerequisites: CIST-0117 Networking I.*

CIST-0161   System Manager   (Windows 2003 Server)
4 hours credit
Participants will learn how to manage the hardware and software of a Microsoft02003 Local Area Network, as well as how to set up users, directories and security. Login scripts and System Console, File Management, Sessions, Print Management and utilities will provide participants with the ability to efficiently implement the Microsoft Server Software. Student will demonstrate practical knowledge and will prepare for the Microsoft Certification Exam 70-290. *Prerequisites: CIST-0117, Networking I & CIST-0143, Computer Operating System: (Windows XP). CIST-0145 CPU Operating System: (VISTA).*

CIST-0166   Microcomputer Applications: (Spreadsheets)
3 hours credit
Spreadsheet applications will cover the fundamental aspects of any popular software package. Typically those subjects that will be presented are: 1) spreadsheet uses in business, 2) commands dealing with spreadsheet construction and editing, 3) typical business applications and 4) numerous practical projects. *Prerequisites: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

CIST-0168   Microcomputer Applications I   (Assistive Technology)
1 hour credit
This course explores assistive technology that can assist individuals with disabilities in fulfilling their educational and career goals. Students that take this course can either focus on their own assistive technology needs or obtain an overview of assistive technology that can be used in their own career field, i.e. occupational therapy or education. *Prerequisites: CIST-0101, Computer Concepts and Applications.*

CIST-0170   Computer Systems Overview
3 hours credit
This course explores computers examining such topics as the history of computers, computer applications, computer design, program translation, hardware, theory of computation, artificial intelligence, and how computers fit into society. Students will complete lab assignments that are designed to enhance the topics covered in the course modules. *Prerequisites: CIST-0101, Computer Concepts and Applications.*

CIST-0178   Human Factors in Computer System
3 hours credit
This course examines the application of human factors when designing and using information systems. Topics covered include history, development, and current state of human-computer interface development. Additional areas of study include psychology, engineering, and physiology and their influence on the development of ergonomics. *Prerequisites: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

CIST-0180   Programming Algorithms
3 hours credit
This course is an introduction to the elementary of computer programming. Java will be used by students to create java programs using Window Operating system. Students will demonstrate the basics and the fundamentals of computer programming by creating java programs. Extensive hands on experiences are emphasized. *Prerequisites: CIST-0120 Programming Fundamentals.*

CIST-0182   Desktop Publishing and Presentations
3 hours credit
Desktop Publishing introduces the fundamentals of word and image production using a personal computer. The course covers 1) the elements of page composition,02) publication design, 3) text construction, 4) graphs, 5) typical hardware, and 6) business applications. *Prerequisites: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

CIST-0184   Software and Hardware Concepts
3 hours credit
Software and Hardware Concepts is a technical survey of computer systems. This course emphasizes the interrelationships of hardware architecture, system software, and applications software. Topics of discussion include computer architecture, processors and storage systems, implications for system software design, and the effects of hardware architecture and system software on the development of applications programs in a business environment. *Prerequisites: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

CIST-0189   Web Animation
3 hours credit
This course is designed to give students an introduction to the Macromedia Flash program. Flash is not only used for animation on the web, but is becoming a valuable tool for designing interactive training. Students will learn to use Flash as an interactive tool for Web Design. The student will create by using the basic drawing tool and the importing of other graphic and multimedia material into a finished interactive web site. Students need to have basic computer skills.

CIST-0190   Web Page Design (Adobe Suite)
4 hours credit
This course is designed to instruct the student in the proper approach to commercial web page/site design. Students will learn the basics of web page design and basic web page/site construction. Students will also be introduced to the use of cascading style sheets, DHTML, and XML/XHTML. Different web design tools will be explained. Some of these tools will be covered in detail in following courses. Web job opportunities and current issues will be discussed. *Prerequisites: CIST-0137, HTML Web Page Development.*

CIST-0202   Data Integration from Disparate Sources
3 hours credit
This course will provide the student with an understanding of what disparate data is (data from different disciplines, with different requirements, different representations, different geographic regions, and in different formats), and the problems associated with integrating this data. *Prerequisites: CIST-0154, Principles of Data Warehousing.*

CIST-0204   Data Cleansing
3 hours credit
This course will provide the student with an understanding of a critical dimension of data performance, data quality. The student will gain an understanding of how to cope with dirty data and the causes of it. *Prerequisites: CIST-0154, Principles of Data Warehousing.*

CIST-0206   Selecting Data Warehousing Tools
3 hours credit
This overview course will provide the student with an understanding of how important selecting the right data warehousing tool is. Topics discussed will include access, query, reporting, cleansing and analysis tools available for purchase from various software vendors. This course will further address the strengths and weaknesses of the various tools available. *Prerequisites: CIST-0154,*

Principles of Data Warehousing.

CIST-0208   Data Marts and Query Tools
3 hours credit
This overview course will provide the student with knowledge of data marts. Discussion will further include reporting tools such as Crystal Reports (Seagate) and analysis tools such as DSS Agent or SAS. *Prerequisites: CIST-0154, Principles of Data Warehousing.*

CIST-0210   Data Mining
4 hours credit
This course will provide the student with an overview of Data Mining. More specifically, students will be introduced to Data Mining techniques as applied to Marketing, Sales, and Customer support. Students will further be introduced to the relationship between Data Mining, On-line Analytical Processing (OLAP), and Relational On-line Analytical Processing as well as how Data Mining may be used to turn data into useful information. *Prerequisites: CIST-0154, Principles of Data Warehousing.*

CIST-0214   Computer Repair/Maintenance
4 hours credit
This course is specially designed for troubleshooting, computer terminals, printers, modems, all kinds of disk drives and tape storage systems. Also, this course will include peripheral chips, their architecture and I/O bus structure. Students will also learn about control Rams for terminals, videos, disc drives and printers. *Prerequisites: CIST-0117, Networking I AND CIST-0143, Computer Operating System: (Windows XP). or CIST -0145 Computer Operating System: (VISTA)*

CIST-0216   Networking III
4 hours credit
This course examines how routers relay data on Wide Area Networks. It covers advanced configuration, and trouble-shooting of routers. The students will learn how to configure network (LAN) switching, virtual LANs, LAN Design, interior gateway routing protocol (IGRP), access control lists (ACL), Novell IPX, and network management. Students will have hands-on experience with a variety of network layouts in a lab environment equipped with multiple operating systems (Windows 95/98), Windows NT, and others). The course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Students will design and document a hypothetical network. This class uses the Cisco Academy Material, CCNA semester 3. *Prerequisites: CIST-0158 Networking II*

CIST-0218   Advanced System Manager (Windows 2000 Infrastructure)
4 hours credit
This class covers the Microsoft 2003 Network Infrastructure used by server operating system. This class is designed to be a preparatory course for taking the Microsoft MCP exam 70-291.This certification exam measures your ability to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows 2003 network infrastructure. In addition, this provides the skills required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services. *Prerequisite: CIST-0161, System Manager (Windows 2003 Server).*

CIST-0220   Service and Support
4 hours credit
This course covers the service and support of Microsoft 2003 Network Directory Services used by the server operating system. This class is designed to be a preparatory course for taking the Microsoft MCP exam 70-294. This class teaches skills needed to install, configure, and troubleshoot the Windows 2003 Active Directory components, DNS for Active Directory, and Active Directory security solutions. 'Special Class Fees' section for current class fee. *Prerequisite: CIST-0161, System Manager (Windows 2003 Server).*

CIST-0224   Advanced Desktop Publishing
3 hours credit
Advanced Desktop Publishing introduces the advancement of work and image production using a personal computer. The course covers: 1) the elements of page composition, 2) publication design, 3) text construction, 4) typical hardware, and 6) business applications. *Prerequisite: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

CIST-0225   Information Assurance
4 hours credit
This course will provide students with the required skills to implement and apply technical knowledge of security concepts. Students will gain a deep knowledge in systems access control, cryptography and systems security threads. The gained skills from this course are important for intrusion detection systems, physical access control and multi-factor and many other system security issues. Students will be given real world scenarios to reinforce the material covered in this course and they will learn how to apply the learned concepts to their daily operations. *Prerequisite: CIST-0125-Network Security*

CIST-0226   SQL Server
4 hours credit
This course will provide the student with knowledge of SQL Server Software and provide an overview of the application of a relational database. Topics will include platform requirements, distribution architecture and operating system considerations. Software installation and configuration of SQL will be also be performed. Instruction will further include considerations for database building, creating tables, using constraints, indexes and establishing triggers. Additionally, this course will cover security, backup and data restoration. Preparation for Microsoft Exam 70-028(MCSE elective. *Prerequisite: CIST-0161, System Manager (Windows 2003 Server).*

CIST-0227   Advanced Visual Basic
3 hours credit
This course will provide students with experience in real-world problem solving using event-driven programming techniques with the Microsoft® Visual Basic® programming language to manage information databases, graphics and other complex data formats as time allows. Students will also learn to employ the Microsoft® Windows® Applications Programming Interface (API) and third party function libraries to add sophisticated program capabilities not directly available from within Visual Basic®. Object oriented programming techniques and program code reusability will be emphasized. *Prerequisite: CIST-0180, Programming Algorithms.*

CIST-0228   Computer Management
**   Information Systems**
3 hours credit
A study of the role information systems play in organizations. The course examines the influence information systems have on the objectives and structure of an organization. This course will focus on such topics as human aspects of computing, types of computer systems, and the general theory of systems. *Prerequisite: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

CIST-0230   Advanced Web Page Design
3 hours credit
Advanced Web Page Design teaches advanced techniques in the construction and maintenance of a web page/site through application software. Students learn how to design and develop the goals, audience, functions, and content for the project. The creation of template pages speed HTML production and unify the site's design. Students will learn that in order to distinguish a site from its competition, designers must create unique experiences, using a variety of Web technologies. *Prerequisite: CIST-0137, HTML Web Page Development.*

CIST-0231   Introduction to Computer Based
**   Information Systems (Honors)**
3 hours credit
This course offers problem solving in Excel as well as giving transfer students a tailored background in a selection of fundamental computer topics which include: the CPU, data communications, networks, operating systems, programming concepts, relational

algebra, databases and computer security. ***Prerequisite: CIST-0137, HTML Web Page Development or CIST-0117, Networking I.***

CIST-0232   UNIX Scripting and Utilities
3 hours credit

This course will instruct the student in the hands-on installation of a UNIX operation Systems. The basic commands needed to administrate and manage the UNIX OS using the command line structure will be covered as well. In addition to that, students will be able to describe computer system hardware, software and development, describe UNIX features and components, access UNIX and implement commands and create UNIX shell scripts. ***Prerequisite: CIST-0117, Networking I.***

CIST-0236   Database Management (MS Access)
3 hours credit

This course explores a "user" directed computer language. The software is used to perform tasks that once required hours of coding and logic development. Topics and projects include planning, building, modifying, maintaining, and using a database, sorting and indexing a file. Keyboarding skills are beneficial. ***Prerequisites: CIST-0101 Computer Concepts and Applications or CIST-0111 Microcomputer Business Software.***

CIST-0240   C++ Programming
3 hours credit

The C++ programming language is a general purpose programming language featuring short statements, ease of writing and utilization of a wide variety of standard pre-written library functions and objects as well as installation (user) defined and cataloged functions and objects. It allows the programmer to secure functions and data through the use of objects. ***Prerequisite: CIST-0180, Programming Algorithms.***

CIST-0242   JavaScript II
3 hours credit

JavaScript II continues with more advanced uses of JavaScript in Web Page Programming. Students will learn to use JavaScript with Dynamic HTML and use JavaScript with CSS Styles. Students will learn to set and read cookies and be introduced to security concerns with JavaScript. Server-side JavaScript Development with Netscape LiveWire and Microsoft Active Server Pages will be introduced. Students will receive an overview of connecting to databases with LiveWire and MS Active Server Pages. Finally, the use of JavaScript and Java in Web Development will be introduced. ***Prerequisite: CIST-0152, JavaScript.***

CIST-0243   Swift Programming
3 hours credit

This course will introduce students to iOS app development in Swift, a new programming language from Apple, and serves as the launching point into the iOS Developer. In this course, students will become familiar with the Xcode Integrated Development Environment as well as the programming structures and syntax used by Swift. Students will also learn to implement the elementary of programming using swift and will learn about programming concepts that are unique to Swift. Finally, students will demonstrate what they learned on a simple iOS app. ***Prerequisite: CIST0101 and CIST 0180.***

CIST-0244   IOS Mobile Applications Development
3 hours credit

This course will introduce students to the tools and APIs required to build applications for the iPhone and iPad platform using the iOS SDK. User interface designs for mobile devices and unique user interactions using multi-touch technologies is introduced as well. Object-oriented design using model-view-controller paradigm, memory management, swift programming language and other topics include: object-oriented database API, animation, multi-threading and performance considerations are included in this course. This course will enable students to develop apps that incorporate many of the powerful features of swift programming language and Cocoa touch. ***Prerequisites: CIST-0243 Swift Programming.***

CIST-0246   Special Problems in Data Warehousing
3 hours credit

This course will further enhance and hone the students' data warehousing skills. The students will complete a project based on the needs of the community at the time of the course offering. Students will mine, develop, and load data, to create a data warehouse

as a means of offering assistance to the community while at the same time gaining practical real world experience. ***Prerequisites: CIST-0154, Principles of Data Warehousing.***

CIST-0248   Web Database Connectivity
3 hours credit
Web Database Connectivity provides students with the knowledge to connect a Web Server to various databases, construct web-based forms to retrieve information dynamically from databases and store information from consumer's input. Students will also learn the fundamentals of secure websites for e-commerce. ***Prerequisites: CIST-0137, HTML Web Page Development or CIST-0117, Networking I.***

CIST-0250   Networking IV
4 hours credit
This is the fourth of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Topics that will be covered include wide area networks (WAN), WAN design, point to point protocol (PPP), integrated services digital network (ISDN), frame relay, and advanced network management. Students will complete their design and documentation of a hypothetical network. This class uses the Cisco Academy Material, CCNA semester 4. ***Prerequisites: CIST-0216 Networking III.***

CIST-0252   Data Design and
**   Implementation (MCSE SQL)**
4 hours credit
This course will prepare the student for work in a medium to enterprise computing environment that uses SQL Server, implementing relational databases in environments with the following characteristics:

    Heterogeneous databases
    SQL Server security integrated with Windows Authentication
    Client/server configurations of 50 to 5,000 or more users
    Web configurations that use Internet Information Services (IIS) or COM+
    Databases as large as 2 TB
    Multiple installations of SQL Server

Preparation for *Microsoft Exam 70-029(MCSE elective).* ***Pre-requisites: CIST-0226, SQL Server.***

CIST-0255   Legal Issues in Cybersecurity
3 hours credit
This course provides students with knowledge of legal and policy related issues to Cybersecurity. It includes topics like the government and the private sector legal authorities and obligations of protecting computer systems and networks, legal, political economy and technology perspectives of Cybersecurity, federal laws, executive orders, regulations, and cyber intrusions related cases, and Cybersecurity international law and politics. The course also explains legislative and technology issues in Cybersecurity area and provides students with chances to discuss this dynamic area issues at the intersection of law, technology, and policy. ***Prerequisite: CIST-0125, Network Security.***

CIST-0256   Object Oriented Programming using Java
3 hours credit
This course is designed as a continuation of course CIST-0180. This course will include a brief review of the material covered in CIST-0180 and then proceed to address the more advanced features of the Java programming language. Programs and projects are designed to illustrate the use of classes, objects, Inheritance, Polymorphism and Composition. Java GUI elements will be examined in detail. The life cycle and use of applets (with graphics) will be reviewed along with screen management. Event driven processing, multithreading and exception handling will be demonstrated by class projects. ***Prerequisite: CIST-0180, Programming Algorithms.***

CIST-0257   Android Mobile Applications Development
4 hours credit
In this course, students will learn how to write Android applications. Android Fundamentals blends theory and practice are introduced to the students to help them build android applications the right way. In this course, students will work, step-by-step, to build great Android applications, and learn best practices of mobile development in general and Android development in particular Android application programming is introduced by giving the students a solid foundation so they can imagine, design, create and deploy their own applications. This class will cover the major Android topics such as Views, Activities, Intents, Broadcast Receivers, and Content Providers. It will also cover Location-based services, Sensors and App Deployment.

CIST-0262   C++, Programming Language II
3 hours credit
This second semester of programming using C++ covers a review of control structures, functions, arrays with special focus on structured programming. In addition, an object-oriented approach is used for problem solving and programming using classes and objects. Simple examples are used to demonstrate Abstract Data Types, operators, templates, pointers, linked lists, stacks, queues, virtual functions, fried functions, recursion, and the efficient use of STL for sorting and searching. The language is independent of the software. The techniques used are applicable to the Visual C++ 6.0, visual C++.NET, Borland C++ and other C++ programming environments. Learning advanced programming structures gives the "edge" and appreciation of the "behind the scene" work that is involved in programming that uses GUI. *Prerequisites: CIST-0240, C++ Programming.*

CIST-0270   Web Server (NT & IIS)
3 hours credit
Web Server will instruct the student with the tools required to install and manage the IIS Web Server site. Topics will include the setup of: TCP/IP, security and miscellaneous services. *Prerequisites: CIST-0117, Networking I.*

CIST-0272   Server Side Programming Using PHP
3 hours credit
CGI Perl teaches CGI scripting techniques using the CGI Perl module. Students learn how to create on-demand, server-based HTML; write and process fill-out forms; write responses to form submissions back to the client browser; store and process cookies; handle file uploads securely; create, read, and write to text databases; attach JavaScript and cascading style sheets to created-on-demand web documents; and to maintain state through multi-page forms. Students also explore CGI Perl's role in server push technology and continuous page updating (NPH). Students are not required to have previous Perl programming experience, although a thorough knowledge of HTML is necessary. *Prerequisites: CIST-0137, HTML Web Page Development.*

CIST-0280   Advanced Java Programming
3 hours credit
This course is designed as a continuation of course CIST-0256, Java. This course will include a brief review of the material covered in CIST-0256 and then proceed to address the more advanced features of the Java language. Programs and projects are designed to illustrate the use of inheritance and objects. The Abstract Windows Toolkit (AWT) will be examined in detail. The life cycle and use of applets (with graphics) will be reviewed along with screen management. Event driven processing, multithreading and exception handling will be demonstrated by class projects. File processing will be covered. *Prerequisites: CIST-0256, Java.*

CIST-0299   Industrial Internship (Computer)
3 hours credit
This course is designed with the help of the participating industries to provide students with industrial environment experience. This college supervised industrial internship (computers) will provide applied industrial practices, policies, processes and procedures. Students will be exposed to shop floor safety, customer relationship and documentation. This course will bridge the gap between industrial practices and college teaching. After completing this college supervised industrial internship, students will have better transition from college to industries. This course may also open new doors for employment opportunities. *Prerequisites: CIST-0117, Networking I. Students should be enrolled in either 3rd or 4th Semester. Students should get advanced approval of internship project.*

CIST-0332   Linux Server Administration
3 hours credit
This course will instruct the student in the hands-on installation, configuring and maintaining a Linux server Operating system in a networked environment. The basic commands needed to administrate and manage the Linux server OS using the command line structure will be covered as well. Additionally, Students will learn to perform basic administrative tasks such as adding and managing users, creating and maintaining file systems, developing and implementing a security policy. Also, students will perform Linux network-related tasks.

CONS-0101   Safety Orientation
1 hour credit
This is the basic safety course. It is in alignment with NCCER and the Kansas Board of Regents. It is also a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance Program. The course topics include: OSHA 10 certification, Environmental sustainability, Introduction to Safety Orientation, Hand and Power Tool Safety, Hazard Recognition - Evaluation and Control, Elevated Work   and Fall Protection, Construction Health, Work Permit Systems, Personal Protective Equipment, Trenching Safety, Signs - Signals and Barricades, Materials Handling and Storage,   Housekeeping, Emergency   Response, Electrical Hazards,   Specialty Work,   and Fire Protection and Prevention. Hazard Communication, Work-Zone Safety, High-Voltage Hazards, Welding Safety, Steel Erection, Walking and Working Surfaces, Ladders and Scaffolding, Horizontal Directional Drilling Hazards, Heavy-Equipment, Crane, and Rigging Safety, Trenching Safety, Forklift Safety, Lockout/Tagout, Confined Spaces, and Concrete and Masonry. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0106   Introductory Craft Skills
3 hours credit
This is an introduction to the construction trades. It is in alignment with NCCER and the Kansas Board of Regents. It is also a component (in part) of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Introduction to Materials Handling. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0107   Masonry (Level 1)
2 hours credit
This is the basic masonry course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to Masonry, Masonry Tools and Equipment, Measurements, Drawings, and Specifications, Mortar, and Masonry Units and Installation Techniques. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0108   Carpentry Basics
4 hours credit
This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Orientation to the Trade, Building Materials, Fasteners, and Adhesives, Hand and Power Tools, Reading Plans and Elevations, and Commercial Drawings. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0109   Floors, Walls & Ceiling Framing
4 hours credit
This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Hand and Power Tools, Floor Systems, Wall and Ceiling Framing, Thermal and Moisture Protection, and Exterior Finishing. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0110   Concrete Finishing (Level 1)
3 hours credit
This is the basic concrete finishing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to Concrete Construction and Finishing, Safety Requirements, Properties of Concrete, Tools and Equipment, Preparing for Placement, Placing Concrete, Finishing, Part One, Curing and Protecting Concrete, and Introduction to Troubleshooting. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0111   Roof Framing
3 hours credit
This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Hand and Power Tools, Roof Framing, and Roofing Applications. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0112   Drywall Level 1-2
3 hours credit
This is the course in Drywall. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Orientation to the Trade, Construction Materials and Methods, Thermal and Moisture Protection, Drywall Installation, and Drywall Finishing. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0113   Windows, Doors, & Stairs
3 hours credit
This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Hand and Power Tools, Windows and Exterior Doors, and Basic Stair Layout. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0115   Electrical (Level 1)
3 hours credit
This is the basic electrical course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Fasteners and Anchors, Electrical Theory One, Electrical Theory Two, Electrical Test Equipment, Introduction to the National Electrical Code®, Boxes, and Fittings, Conductors, and Wiring: Residential. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0123   Insulating
3 hours credit
This is the course in Insulating. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Orientation, Trade Relations, Tools of the Trade, Material Handling, Storage, and Distribution, and installing Mineral Wool Insulation. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0136   Rigging Fundamentals
3 hours credit
This is the course in Rigging. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Basic Rigging, Rigging Equipment and Rigging Practices. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0140   Painting (Level 1)
3 hours credit
This is the basic course in Painting. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course

topics include: Environmental sustainability, Careers in the Painting Trade, Safety, Ladders, Scaffolds, Lifts, and Fall Protection, Identifying Surface/Substrate Materials and Conditions, Protecting Adjacent Surfaces, Basic Surface Preparation, Sealants and Repair/Fillers, Introduction to Paints and Coatings and Brushing and Rolling Paints and Coatings. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0142   Plumbing (Level 1)
3 hours credit
This is the basic plumbing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to the Plumbing Profession, Plastic Pipe and Fittings, Copper Pipe and Fittings, Fixtures and Faucets, Introduction to Drain - Waste - and Vent (DWV) Systems, and Introduction to Water Distribution Systems. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0151   Scaffolding
2 hours credit
This is the course in Scaffolding. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to the Trade, Trade Safety, Trade Tools and Equipment, Trade Math, Stationary Scaffolds, Mobile Scaffolds and Suspension Scaffolds. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0155   Sprinkler Fitting (Level 1)
2 hours credit
This is the basic course in Sprinkler Fitting. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Orientation to the Trade, Introduction to Components and Systems, Steel Pipe, CPVC Pipe and Fittings, Copper Tube Systems and Underground Pipe. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0208   Carpentry (Level 2)
3 hours credit
This is the advanced course in Carpentry. It is aligned with NCCER and the Kansas Board of Regents. The course topics include: Environmental sustainability, Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Drywall Installation, Drywall Finishing, Doors and Door Hardware, Suspended Ceilings, Window - Door - Floor and Ceiling Trim, Cabinet Installation, and Cabinet Fabrication. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0209   Masonry (Level 2)
2 hours credit
This is the advanced course in Masonry. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Residential Plans and Drawing Interpretation, Residential Masonry, Grout and Other Reinforcement, Metal Work in Masonry, and Advanced Laying Techniques. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Masonry 1.Math Level 3 Recommended*

CONS-0210   Concrete Finishing (Level 2)
3 hours credit
This is the basic concrete finishing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to Concrete Construction and Finishing, Safety Requirements, Properties of Concrete, Tools and Equipment, Preparing for Placement, Placing Concrete, Finishing, Part One, Curing and Protecting Concrete, and Introduction to Troubleshooting. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0215   Electrical (Level 2)
3 hours credit
This is the advanced course in Electrical. It is in alignment with NCCER (selected Modules) and the Kansas Board of Regents. The

course topics include: Environmental sustainability, Alternating Current, Motors: Theory and Application, and Electric Lighting. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Electrical 1, Math Level 3 Recommended.*

CONS-0240   Painting (Level 2)
3 hours credit
This is the advanced course in Painting. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Painting Failures and Remedies, Job Planning and Completion, Low-Pressure Water Cleaning, Coatings Two and Spray Painting (Conventional, Airless and HVLP). *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Painting 1, Math Level 3 Recommended.*

CONS-0242   Plumbing (Level 2)
3 hours credit
This is the advanced course in Plumbing. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Hangers - Supports - Structural Penetrations and Fire Stopping, Types of Valves, Installing and Testing Water Supply Piping, Installing Water Heaters. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0259   Sprinkler Fitting (Level 2)
2 hours credit
This is the advanced course in Sprinkler Fitting. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Hangers, Supports, Restraints, and Guides, General Purpose Valves, General Trade Math, Shop Drawings, Standard Spray Fire Sprinklers, Wet Pipe Fire Sprinkler Systems and Dry-Pipe Systems. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Sprinkler Fitting 1. Math Level 3 Recommended.*

COSM-0101   Scientific Concepts
5 hours credit
This course provides classroom instruction in sanitation, hair and scalp, skin, nails for 115 hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0105   Cosmetology Hair Care/Styling Services
6 hours credit
This course provides both classroom and clinical instruction in Shampoos and rinses, scalp and hair care, facials and make-up, manicuring, pedicures and artificial nail enhancements. The course consists of 60 classroom hours and 115 clinical hours as prescribed by the Kansas Board of Cosmetology *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0106   Cosmetology Hair Care/Skin Care Services
6 hours credit
This course provides both classroom and clinical instruction in facials and make-up, artificial nail enhancements. The course consists of 60 classroom hours and 115 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0107   Cosmetology Hair, Skin and Nail Care Services
2 hours credit
This course provides both classroom and clinical instruction in artificial nail enhancements. The course consists of 15 classroom hours and 35 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0110   Chemical Services I
4 hours credit
This course provides both classroom and clinical instruction in basic hair coloring, hair lightening, chemical waving, and chemical hair relaxing. The course consists of 45 classroom hours and 90 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0111   Chemical Services II
5 hours credit
This course provides both classroom and clinical instruction in basic hair coloring, hair lightening, chemical waving, and chemical hair relaxing. The course consists of 50 classroom hours and 110 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0112   Chemical Services III
5 hours credit
This course provides both classroom and clinical instruction in basic hair coloring, hair lightening, chemical waving, and chemical hair. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0115   Hair Designing I
5 hours credit
This course provides both classroom and clinical instruction in basic hair shaping, hair styling, and thermal techniques. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0116   Hair Designing II
5 hours credit
This course provides both classroom and clinical instruction in intermediate hair shaping, hair styling, and thermal techniques. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0117   Hair Designing III
2 hours credit
This course provides both classroom and clinical instruction advanced hair shaping, hair styling, thermal techniques, and care and styling of hair pieces. The course consists of 15 classroom hours and 35 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0120   Business Practices I
1 hour credit
This course provides classroom instruction in management practices, salon development, insurance, client records and salesmanship. The course consists of 25 classroom hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0121   Business Practices II
2 hours credit
This course provides classroom instruction in management practices, salon development, insurance, client records and salesmanship. The course consists of 50 classroom hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0125   Kansas State Law
2 hours credit
This course provides classroom instruction in the Kansas Board of Cosmetology General Laws, Rules and Regulations. The course consists of 50 classroom hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

CRJS-0101   Introduction to Criminal Justice
3 hours credit
This course provides an in-depth look at policy issues related to policing, courts, and corrections. It gives the student the opportunity to focus on difficult issues including the links between police, politics, law, corrections and the administration of Justice. This

course will review changes in law and police practices, preparation for prosecution, the court system, and finally the link between prisons and probation.

CRJS-0102   Introduction to Corrections
3 hours credit
This course will focus on the origins, processes, organization, and contemporary trends of corrections in America. It examines the total spectrum of management, control and treatment of juvenile and adult offenders. Students will examine programs, practices, institutions and philosophies in order to see corrections as a part of the criminal justice system.

CRJS-0103   Police Patrol Procedure
3 hours credit
This course is designed to acquaint the student with appropriate procedures for successful police patrol. Emphasis will be on current rules, regulations, general orders and standard operating procedures that would apply to police departments operating in the state of Kansas. Special attention will be given to hostage and terrorist situations. *Note: Only police recruits are eligible to take this course.*

CRJS-0104   Interpersonal Communications and Crisis Situations
3 hours credit
This course will deal with verbal and non-verbal communication from the point of both sender and receiver. Much of the focus for this course will be on the skills necessary to defuse and arbitrate civil disturbances in such a fashion that enforcement action is not necessary (when possible and practical). Special attention will be paid to the problem areas of family crisis, stress, rape crisis, the hearing impaired and abuse of alcohol. *Note: Only police recruits are eligible to take this course.*

CRJS-0105   Vehicle Stops and Special Tactical Situations
3 hours credit
Vehicle Stops and Special Tactical Situations deals with positive tactics police officers may employ on the street to effectively use their own firearms to defeat those of assailants. This course is devoted exclusively to understanding and mastering techniques that work for survival in real life situations. *Note: Only police recruits are eligible to take this course.*

CRJS-0106   Defensive Tactics for Police
3 hours credit
This course helps students to recognize common hazards facing the police officer and to learn the skills necessary to deal with these hazards. *Footnote: Only police recruits are eligible to take this course.*

CRJS-0107   Firearms Training and Safety
3 hours credit
The Firearms Training and Safety course is designed to present the student with the principles and fundamentals of the basic operation of the Glock 17 & 19, 9 mm Semi-automatic pistol as well as the Remington 870 pump shotgun. Special attention will be given to safety liabilities as well as cleaning and care. ***Note:*** *Only police recruits are eligible to take this course.*

CRJS-0112   Organization and Administration of Criminal Justice Police Agencies
3 hours credit
Students examine the principles, functions, and activities of police organization and administration, including planning and research, public relations, personnel and training, inspection and control, and policy formulation. *Footnote: This course is offered online and in the classroom.*

CRJS-0114   Techniques of Corrections
3 hours credit
This overview of institutional corrections and the theory of penology exposes students to methods of probation and parole, services available to the offender after leaving an institution, correctional reform, and the relationship between institutional and field techniques. ***Prerequisite: Introduction to Corrections, CRJS-0102, or approval of instructor.***

CRJS-0115   Probation and Parole
3 hours credit
Students are taught the history and development of probation and parole and will examine issues in rehabilitation, legal aspects of parole and probation, supervision theory and techniques, and the relationship of probation and parole to other parts of the criminal justice system. *Prerequisite: Introduction to Corrections, CRJS-0102.*

CRJS-0116   Juvenile Delinquency and Justice
3 hours credit
This course examines the historical precedents of philosophical reasons for treating juveniles differently from adults. It also reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

CRJS-0117   Professional Responsibility in Criminal Justice
3 hours credit
Explores the major components involved in the study of ethics, particularly as it applies to the field of Criminal Justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. Focus of the course is to produce professionals who are critical thinkers, and have the skills necessary to pursue sound ethics in their day to day decisions and activities.

CRJS-0118   Law Enforcement Operations and Procedures
3 hours credit
This course examines the role of police in society and the application of law concepts to policing scenarios. Students identify, discuss, and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

CRJS-0119   Organization and Administration of Criminal Justice (Corrections) Agencies
3 hours credit
This course acquaints the student with the conduct of practical modern administration theory, supervisory, management and principles and application within the unique operating structure of the corrections organizations.

CRJS-0120   Cultural and Religious Diversity in Offender Populations
3 hours credit
This course provides interaction and guidelines for dealing with cultural, religious and ethnic differences in potentially-volatile offender-settings. Students will learn to employ interventions strategies amidst varied and diverse offender populations.

CRJS-0201   Criminal Investigation
3 hours credit
Scientific aspects of criminal investigation are emphasized, including recording the crime scene; collection, preservation, and examination of evidence; techniques of criminal investigation; and examination of the capabilities and limitations of the advanced police science laboratory. This course provides an introduction to Criminal Investigation procedures, including theory of an investigation, case preparation, specific techniques of selected offences, questioning witnesses and suspects, and problems in criminal investigation.

CRJS-0202   Criminal Investigation II
3 hours credit
An introduction to criminal investigation procedures, the course includes theory of an investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation. *Prerequisite: Criminal Investigation I, CRJS-0201 or consent of the instructor.*

CRJS-0203   Criminal Law
3 hours credit
This course provides a comprehensive overview of the classification and components of crimes, with particular emphasis on common and Kansas criminal law. The student will be provided basic theories of substantive criminal law. The student will develop the ability to identify crimes and to ascertain lesser charges that may be appropriate. Emphasis will be place on using examples based on actual court cases. The nature, sources and typed of criminal law will be examined. Note: This course is generally only offered in the fall semester.

CRJS-0204   Criminal Procedure
3 hours credit
This course acquaints the students with the principles, duties, and mechanics of criminal procedure in the areas of arrest, force, and search and seizure. The types, degrees, admissibility, competence, and weight of evidence and proof are studied, and the course specifically deals with rules of evidence and procedures to follow at the operational level. *Prerequisites: CRJS-0203 Criminal Law I, or consent of instructor.*

CRJS-0205   Traffic Administration and Control
3 hours credit
This course is designed to provide the history of traffic administration and traffic problems, the growth of the police traffic function, traffic studies, accident causation factors, accident investigation, and traffic enforcement. The course will give students an understanding of traffic administration and control. *Note: This course is generally offered only during the spring semester. This course is also offered online.*

CRJS-0206   Criminal Justice Interview and Report Writing
3 hours credit
This course focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system. *Prerequisite: None.*

CRJS-0207   Understanding Terrorism & Homeland Security
3 hours credit
The world has changed since September 11, 2001. We remain a Nation at risk from terrorist attacks and will remain so for the foreseeable future. At all Threat Conditions, the fire service must remain vigilant, prepared, and ready to deter terrorist attacks. This course presents threat conditions and how the fire service can reduce the risks from terrorist attacks. Preparedness measures are provided to assist agencies in the development and implementation of appropriate agency-specific preparedness measures.

CRJS-0209   Community Corrections
3 hours credit
This course will focus on all forms of community-based correctional facilities. The student will examine origins, organization and trends in current traditional corrections as well as focusing on non-traditional community corrections: electronic monitoring, house arrest, day-treatment, boot-camp and fines. The course will also cover the shift in legislative strategy from how to help the offender to how to protect the community.

CRJS-0210   Legal Issues in Corrections
3 hours credit
This course will investigate the origin, development and classification of criminal law as it applies to the correctional officer. It will review the rules of evidence of particular importance at the operational level, procedures in use of force, and search and seizure law. Additionally, it will discuss the applied correctional law of prisoner rights, legal responsibilities and liabilities of correctional personnel at the local, state, and federal level including juvenile offenders, probation and parole, and female offenders.

CRJS-0211   Confinement Operations
3 hours credit
This course will provide an overview of the operation and management principles of the institutional setting. The course prepares the student to perform supervisory functions related to control of prisoners and contraband, segregation and accountability of prisoners, prisoner privileges and records and reports required at correctional facilities.

CRJS-0220   Supervision Techniques in Law Enforcement
3 hours credit
This course places emphasis on examining the leadership, management and supervision techniques used in police organizations. This will include the administration, functions and development of such items as policies, procedures, rules and regulations that govern the operation of the police. Further, emphasis will be on planning, problem solving, public intervention, training, inspection and control, and field supervision techniques for various divisions or departments.

CRJS-0221   Criminal Justice Practicum
3 hours credit
Students are required to observe (on site) and work with a criminal justice agency. The Program Coordinator and the agency must mutually agree to the practicum. Arrangements must be made for this practicum in the semester prior to enrollment. ***Prerequisite: Completion of the first three semesters of the criminal justice program (45 credit hours), a C grade average or better, and approval of both the Program Coordinator and the agency in which the practicum will occur.***

CRJS-0222   Current Topics in Law Enforcement
2 hours credit
Includes in-service training for law enforcement agencies, covers current police operations and the law. Emphasis placed on current topics such as officer survival, ethics, and effective communications.

CRTE-0100   Comp TIA A+Essentials
3 hours credit
Students will gain the knowledge required to assemble components based on customer requirements, install, configure and maintain devices for end users. This course also covers the basics of networking and security/forensics, proper and safe diagnosis, resolve and document common hardware issues while applying troubleshooting skills.

CRTE-0101   COMP TIA A+ Practices
3 hours credit
Students will gain the knowledge required to install, configure and maintain software for end users. This course will also cover the basics of networking and security/forensics, properly and safely diagnose, resolve and document common software issues while applying troubleshooting skills. Students will also gain appropriate customer support and soft skills; understand the basics of virtualization, desktop imaging, and deployment.

CRTE-0102   Introduction to the Personal Computer, Safety and Tool Usage for PC Technicians
3 hours credit
Students will gain an understanding of what IT Industry Certifications are available. Students will be introduced to what a computer system is. Students will identify the names, purposes, and characteristics of cases and power supplies. Identify the names, purposes, and characteristics of internal components. Identify the names, purposes, and characteristics of ports and cables. Identify the names, purposes, and characteristics of input devices. Identify the names, purposes, and characteristics of output devices. Explain system resources and their purposes. Basic safety practices for the computer repair workplace including: hardware and software tools, and the disposal of hazardous materials and MSDS sheets. Learn safe use of Digital Multi-Meters and basic electricity. Students will be introduced to Surge Suppressors, UPS and SPS. ***Prerequisite: Basic Computer Skills are required for enrollment.***

CRTE-0104   Computer Assembly and Troubleshooting for PC Technicians
3 hours credit
In this class we will learn how to properly open cases. Learn power supply installation, motherboard installation, attachment of devices to the motherboard. Install internal drives. Install drives in external bays. Install adapter cards. Connect all internal cabling.

Re-attachment of side panels and connect external cables to the computer, boot the computer for the first time. Learn Preventive maintenance as a regular and systematic inspection, cleaning, and replacement of worn parts, materials, and systems. Utilize Preventive maintenance as a means to prevent failure of parts, materials, and systems by ensuring that they are in good working order. Troubleshoot as a systematic approach to locating the cause of a fault in a computer system. How a good preventive maintenance program can help minimize failures. How Preventative maintenance and systematic troubleshooting can save an organization time and money. Students will be introduced to a systematic method of solving a problem. Students will learn to utilize flowcharts to help solve difficult problems. *Prerequisites: CRTE0102 Introduction to Personal Computing, Safety and Tool Usage for PC Technicians.*

CRTE-0106   Advanced Operating Systems
3 hours credit
Students will gain the knowledge required to assemble components based on customer requirements, install, configure and maintain devices for end users. This course also covers the basics of networking and security/forensics, proper and safe diagnosis, resolve and document common hardware issues while applying troubleshooting skills.

CRTE-0108   Laptops and Mobile Devices
3 hours credit
Upon completion of this course students will be able to identify and describe laptops and other portable devices. Identify and describe the components of a laptop. Compare and contrast desktop and laptop components. Explain how to configure laptops. Compare the different mobile phone standards. Identify common preventive maintenance techniques for laptops and portable devices. Describe how to troubleshoot laptops and portable devices. With the increase in demand for mobility, the popularity of laptops and portable devices will continue to grow. During the course of your career, you will be expected to know how to configure, repair, and maintain these devices. The knowledge you acquire about desktop computers will help you service laptops and portable devices. However, there are important differences between the two technologies. To facilitate mobility, laptops and portable devices use wireless technologies more than desktops. All laptops use batteries when they are disconnected from a power source. Docking stations are commonly used to connect a laptop to peripheral devices. As a computer technician, you will be required to configure, optimize, and troubleshoot these docking stations and accessories, as well as the laptop or portable device that they accompany. Many laptop components are proprietary, so some manufacturers require that you complete specialized certification training to perform laptop repairs. Servicing laptops can be very challenging. Mastering the skills necessary to work on laptops is important to your career advancement.

CRTE-0110   Printers and Peripherals
3 hours credit
This class will provide the student with essential information about printers and scanners. Students will learn how printers operate, what to consider when purchasing a printer, and how to connect printers to an individual computer or to a network. Students will also be expected to describe the types of printers currently available. Describe the installation and configuration process for printers. Describe the types of scanners currently available. Describe the installation and configuration process for scanners. Identify and apply common preventive maintenance techniques for printers and scanners and be able to effectively and efficiently troubleshoot printers and scanners. You will learn how to maintain, install, and repair these devices in both local and network configurations. This course discusses safety hazards, configuration procedures, preventive maintenance, and printer and scanner sharing. After completing this chapter, you will meet these objectives: Describe how to share a printer and a scanner on a network. Upgrade and configure printers and scanners. Describe printer and scanner preventive maintenance techniques.
Troubleshoot printers and scanners.

CRTE-0112   Networking for PC Technicians
3 hours credit
This chapter will provide an overview of network principles, standards, and purposes. The following types of networks will be discussed in this class: Local Area Network (LAN), Wide Area Network (WAN), and Wireless LAN (WLAN) The different types of network topologies, protocols, and logical models as well as the hardware needed to create a network will also be discussed in this class. Configuration, troubleshooting, and preventive maintenance will be covered. You will also learn about network software, communication methods, and hardware relationships. This course focuses on advanced networking topics, including network design, network component upgrades, and e-mail server installations. Basic networking topics such as safety, network components,

and preventive maintenance are also discussed. To meet the expectations and needs of your customers and network users, you must be familiar with networking technologies. You must understand the basics of how a network is designed and why some components affect the flow of data on a network. Troubleshooting advanced network situations is also described in this course. After completing this chapter, you will meet these objectives. *Prerequisites: CRTE0110 Printers and scanners for PC technicians.*

CRTE-0114   Security for PC Technicians
3 hours credit

This class focuses on the technicians need to understand computer and network security. Failure to implement proper security procedures can have an impact on users, computers, and the general public. Private information, company secrets, financial data, computer equipment, and items of national security are placed at risk if proper security procedures are not followed. After completing this chapter, you will meet these objectives: Explain why security is important. Describe security threats. Identify security procedures. Identify common preventive maintenance techniques for security. Troubleshoot security. *Prerequisites: CRTE-0112 Networking for PC Technicians.*

CRTE-0115   Applied Networking I
2 hours credit

As the course title states, the focus of this course is on learning the fundamentals of networking. In this course, you will learn both the practical and conceptual skills that build the foundation for understanding basic networking. Students will examine human versus network communication and see the parallels between them. Students will be introduced to the two major models used to plan and implement networks, OSI and TCP/IP. Students will gain an understanding of the "layered" approach to networks. Students will examine the OSI and TCP/IP layers in detail to understand their functions and services. Students will become familiar with the various network devices and network addressing schemes. Students will discover the types of media used to carry data across the network. By the end of this course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

CRTE-0116   Advanced Topics and Customer Skills for PC Technicians
3 hours credit

This class will discuss the students' potential career as a technician, your ability to determine if a component for a customer's computer should be upgraded or replaced. It is important that you develop advanced skills in installation procedures, troubleshooting techniques, and diagnostic methods for computers. This course discusses the importance of component compatibility across hardware and software. It also covers the need for adequate system resources to efficiently run the customer's hardware and software. After completing this course, you will meet these objectives: Give an overview of field, remote, and bench technician jobs. Explain safe lab procedures and tool use. Describe situations requiring replacement of computer components. Upgrade and configure personal computer components and peripherals. Identify and apply common preventive maintenance techniques for personal computer components. Troubleshoot computer components and peripherals. This class will discuss the relationship between communication skills and troubleshooting? As a computer technician, you will not only fix computers but will also interact with people. In fact, troubleshooting is as much about communicating with the customer as it is about knowing how to fix a computer. In this class, you will learn to use good communication skills as confidently as you use a screwdriver. *Prerequisites: CRTE-0114 Security for PC Technicians.*

CRTE-0117   Applied Networking II
2 hours credit

The focus of this course is on learning the architecture, components, and operations of routers and switches in a small network. In this course, you will learn how to configure a router and a switch for basic functionality. Students will be able to describe enhanced switching technologies such as VLANs, VLAN Trunking Protocol (VTP), Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Protocol (PVSTP), and 802.1q. Students will be able to configure and troubleshoot basic operations of a small switched network. Students will be able to configure and verify static routing and default routing. Students will be able to configure and troubleshoot basic operations of routers in a small routed network. Students will configure and troubleshoot VLANs and inter-VLAN routing. Students will configure, monitor, and troubleshoot ACLs for IPv4 and Ipv6. Students will be able to configure, monitor, and troubleshoot ACLs for IPv4 and Ipv6. By the end of this course, you will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks

CRTE-0200   Server Operating Systems and Virtualization
3 hours credit
This class will introduce the student to the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The successful candidate will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; be familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment.

CRTE-0201   Server Administration
3 hours credit
This class will introduce the student to the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The successful candidate will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; be familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment.

CRTE-0202   Linux Windows and Practical Server
3 hours credit
This class will introduce the student to the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The successful candidate will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; be familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment. This class will rely heavily on reinforcing the concepts thru lab activities.

CRTE-0203   Computer Network Security
3 hours credit
This course is an introduction to the basic concepts, of computer and network security. Students will learn the knowledge and skills required to identify risk and participate in risk mitigation activities, provide infrastructure, application, operational and information security, apply security controls to maintain confidentiality, integrity and availability, identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations.

CRTE-0204   Operating System Fundamentals for Server+
2 hours credit
This course examines the components of the most popular networking operating systems in operation today, including Windows 2000 and Linux. In this module, desktop operating systems will be reviewed, including their components, limitations, and their relationship to network operating systems. This module provides an overview of PCs including the OS and computer networks. Microsoft Windows is detailed from the beginnings of MS-DOS to the latest Windows XP. The UNIX and Linux operating systems are also detailed from their origins to the current configurations. Most network applications, including the Internet, are built around a client/server relationship. The student will learn how this relationship works along with the components and configurations of the NOS. *Prerequisites: CRTE-0116 Advanced Topics and Customer Skills for PC Technicians.*

CRTE-0205   Introduction to Networking for Server+
2 hours credit
This course starts with an overview of networking. The student will learn about the types of networks used today, including LAN, WAN, peer-to-peer, and client/server. The benefits of an open system as opposed to a proprietary system are discussed. The OSI model represents an open system. As covered in this chapter, the OSI reference model divides the functions of the network into seven layers that enable communication. The student will gain an understanding of protocol suites including specific protocols used in TCP/IP, IPX/SPX, and AppleTalk. This course will also explain LAN architecture, Ethernet, Token Ring, and FDDI. *Prerequisites: CRTE-0204 Operating Systems for Server+.*

CRTE-0206   Physical Components of a Network for Server+
2 hours credit
In this course, the student will study the fundamentals of the network. The choices that are made when a computer network is designed determine how well the system works. This course discusses how the physical and logical topology combined with the network media and devices allow all the computers connected to the system to communicate with each other and the Internet.

CRTE-0207   **TCP/IP Networking for Server+**
2 hours credit
In this course the student will learn how the layers of the TCP/IP work together to communicate on a network, how addresses are assigned, and how a computer name is translated into an IP address and back again. Additionally, the functions performed by each of the major protocols that compose the TCP/IP protocol suite will be discussed. *Prerequisites: CRTE-0206 Physical Components of a Network for Server+.*

CRTE-0208   **Overview of Network Services for Server+**
2 hours credit
This course provides an introduction to network operating systems (NOSs). The ability to access a remote system is also discussed. This allows a system administrator to efficiently maintain a network. A directory service provides system administrators with centralized of all users and resources across the entire network. The student will learn other NOS services that allow users to communicate, share files, and print. They will also learn how to access the Internet, an intranet, and an extranet. *Prerequisites: CRTE-0206 Physical Components of a Network for Server+.*

CRTE-0209   **Introduction to Network Operating Systems for Server+**
2 hours credit
A computer operating system (OS) is the software foundation on which the computer applications and services run. Similarly, a network operating system (NOS) enables communication between multiple devices and the sharing of resources across a network. A NOS is, generally, an operating system that runs on a network server, such as Linux, UNIX, or Microsoft Windows Server. This course covers the following network operating systems: Microsoft Windows NT 4.0 Microsoft Windows 2000/XP Microsoft Windows 2002/2003 Server Linux UNIX. *Prerequisites: CRTE-0208 Overview of Network Services for Server+.*

CRTE-0211   **NOS Installation and Boot Process for Server+**
2 hours credit
An IT professional is typically asked to perform software installations, including application software and operating systems. Installing an operating system (OS), especially a network operating system (NOS), can be one of the most complex installation tasks. This course is an overview of the NOS installation process, including how to plan for the installation and how to troubleshoot installation problems.

CRTE-0212   **Windows 2000 Professional for Server+**
2 hours credit
This course details the Windows 2000 operating system. There are four steps to the installation. Once it is verified that the system is compatible, Windows 2000 guides the administrator to the final step of logging on. The chapter also covers the management of user accounts and file systems in order to provide the administrator with the necessary information to share folders, files, and assign permissions. The student will also learn about Windows 2000 services that are configured to provide access to the web, e-mail, and other computers. *Prerequisites: CRTE-0211 NOS Installation and Boot Process for Server+.*

CRTE-0214   **Linux Installation Procedures for Server+**
2 hours credit
This course covers the installation and configuration of X server on a Linux system. Some distributions install and configure X automatically. However, this chapter covers how to customize or change any of the X server settings once the installation is complete. Once the operating system has been installed there are several post installation tasks and configurations that need to be done. *Prerequisites: CRTE-0212 Windows 2000 professional for server+.*

CRTE-0215   **Linux Administration for Server+**
2 hours credit
This course details the Linux operating system. Linux is primarily intended to be a server based Network Operating System (NOS). The installation includes a few additional steps that are not found in Windows 2000. Once it is verified that the system is compatible, Linux guides the administrator to the final step of logging on. Managing user accounts and the file system are also covered in this

chapter in order to provide the administrator with the necessary information to share folders, files, and assign permissions. The student will also learn about Linux daemons that are configured to serve web content, provide e-mail service, and so on. *Prerequisites: CRTE-0214 Linux Installation for Server+.*

CRTE-0217   Advanced NOS Administration for Server+
2 hours credit
This course will cover the types of backups that can be done. In addition, the student will learn how to map a drive in order to provide users with access to information stored on network servers. Monitoring the system is a required task that allows the administrator to keep track of resources, including disk management, CPU usage, and memory usage. This course also covers the key concepts of analyzing and optimizing the network. With this information, problem-solving guidelines can be implemented in the troubleshooting process. *Prerequisites: CRTE-0215 Linux Administration for Server+.*

CRTE-0218   Installing and Maintaining Hardware in Linux for Server+
2 hours credit
This course covers how to manually configure new hardware with the various hardware that is used on a Linux system. This course also covers special installations and tweaks that will need to be done when installing Linux on a laptop or mobile device. *Prerequisites: CRTE-0217 Advanced NOS Administration for Server+.*

CRTE-0220   Troubleshooting the Operating System for Server+
2 hours credit
This course analyzes how experienced system administrators rely on a proven and systematized methodology to solve system problems. How they must be able to recognize common error conditions and know their usual causes. How they must learn to evaluate symptoms in such a way as to isolate their probable origin. Then it is necessary to apply their experience in knowing what sorts of tests to run and avenues to explore in order to verify hypotheses regarding the problem, or to gather more data. They need to know what to do to fix the problem, or where to go to get assistance quickly, then follow through by doing it. They should document what they learn along the way to make it easier to attack any recurrences of the problem. Finally, they need to educate users in a way that will either prevent the problem from occurring again, or at least enable them to provide meaningful feedback if it does. *Prerequisites: CRTE-0218 Installing and Maintaining Hardware in Linux for Server+.*

CRTE-0221   Network Security for Server+
2 hours credit
This course will detail the importance of developing a security policy in order to guard against the internal and external threats to a network. The student will learn the security measures to implement. Patching and upgrading the Network Operating System (NOS) will ensure that the system is current. Additionally, the student will gain an understanding of firewalls and proxies. *Prerequisites: CRTE-0220 Troubleshooting the Operating System for Server+.*

CRTE-0223   Work Place Skills for PC Technicians
3 hours credit
This course is an introduction to work place skills. The course topics include: Resume writing, cover letters, applications, personal data sheets, portfolios, interviewing tactics, work place ethics and basic work place soft skills.

CRTE-0224   Work Place Skills for Server+
2 hours credit
This course is an introduction to the basic concepts, personal qualities, habits, attitudes and social graces that make someone a good employee and a compatible co-worker.

CULN-0100   Equipment and the Industry
1 hour credit
Students will learn about the food service industry including: history, current trends and important people. Also, we will cover equipment/utensils (use and care, safety, and the importance of kitchen design).

CULN-0120   Cooking Methods
2 hours credit
During this course students will learn to read and follow a recipe, convert recipes, learn how to properly use and care for knives, practice mise en place, and explore basic cooking methods including seasoning and flavoring dishes.

CULN-0130   Food Production I
4 hours credit
This course will explore stock making; soups; sauces; salad and salad dressings; and breakfast preparation. Students will participate in labs while also focusing on prior concepts of safety and sanitation, mise en place and knife skills. *Prerequisites: ServSafe Certification, Cooking Methods.*

CULN-0140   Food Production II
4 hours credit
We will be exploring red meats, game, poultry, game birds, fish and shellfish during this course. Composition, structure, inspection, grading, classification, handling and storage will be covered for each type of meat. Students will be exposed to various cooking methods for each type and pairing with sides will be discussed. Presentation and appropriate garnish for each meat will be covered and practiced. *Prerequisites: ServSafe, Cooking Methods, Food Production I.*

CULN-0150   Food Production III
4 hours credit
This course will expand on prior knowledge but also includes vegetable cookery, pasta and rice cookery, sandwich making, hors d'oeuvres, and food presentation. Students will be required to plan a 4 course menu and execute it appropriately using their prior knowledge from other courses. Also, students will explore International Cooking to apply all skills learned throughout the class.

CULN-0160   International Cooking
2 hours credit
Students will explore several different regions of World Cuisine, learning to apply basic cooking methods for each region including spices, meats and side dishes. *Prerequisites: CULN-0120 Cooking Methods, CULN-0205 ServSafe.*

CULN-0170   Menu Marketing and Planning
2 hours credit
Students will explore the various factors that impact menu creation; design and layout; how to price the items; and analyze the performance of items in a menu. This course is part of ManageFirst in which students may receive a certification in this area after passing the national test.

CULN-0190   Hospitality and Restaurant
**   Management**
3 hours credit
This course is part of a series of courses that students can obtain a certificate in after completing the material and passing the exam. We will focus on leadership roles including management; employee issues; communication; problem solving and other items important in management.

CULN-0200   Inventory and Purchasing
2 hours credit
This class focuses on proper control of inventory and how to make purchases that are profitable to a food service establishment. This is a ManageFirst class which students may become certified in after successfully completing an exam.

CULN-0205   ServSafe
1 hour credit
Students will be given an in-depth look at the food safety and sanitation. We will discuss the responsibility of a foodservice establishment in assuring their facilities are safe and sanitary for their employees and customers. Students are required to take and pass the National ServSafe test. After successfully passing the exam students will receive a certification and can participate in food

preparation labs.

CULN-0206   Beginning Baking
3 hours credit
Students will explore the basic principles behind the science of baking; equipment; ingredients and their specific functions; and the various elements/techniques used to create baked goods. Students will produce a variety of baked products including yeast breads; quick breads; cookies; and pies. *Prerequisites: CULN-0205 ServSafe.*

CULN-0207   Advanced Baking
3 hours credit
Students will take a more in-depth look at Baking and Pastry used in the bakeshop. An introduction to pastry making is incorporated into a variety of products that will be prepared. Students will be preparing cakes and frosting; decorate cakes; creams; custards; sauces; fruit desserts; and other advanced products. *Prerequisites: CULN-0205 ServSafe, CULN-0206 Beginning Baking.*

CULN-0220   Culinary Capstone
3 hours credit
Students will apply all knowledge gained from previous Culinary Arts courses by creating, planning and executing a mock restaurant. Students will be managing other students in order to help them execute their restaurant concept. In turn, students will participate in other students mock restaurant experiences. In addition, students will be creating a portfolio using this experience to take with them for their future in the industry. *Prerequisites: Pass all courses in the Culinary Arts Program.*

CULN-0230   Culinary Arts Internship
3 hours credit
Through an internship at a local company students will learn what it is like to work in the restaurant industry. Student must be working or interning at a job in the food service industry. *Prerequisites: Pass all required Culinary Arts classes.*

DIGI-0115   Beginning Photoshop
3 hours credit
This course is an introduction to Adobe Photoshop. It is oriented to students who have not been exposed to the formal study of this program. Students will learn the basic Photoshop work area and tools, including such concepts as selecting, layers, filters, painting, retouching, creating special effects. Students will work on various projects and may work with animation and preparing images for the web.

DIGI-0116   Intermediate Photoshop
3 hours credit
Students will acquire a working knowledge of the tools and techniques of Adobe Photoshop, as they are applied to graphic design, multi-media and other studio art applications. It is intended to build on the Computer Art One (Beginning Photoshop) course. The course will cover: advanced operation of tools and palettes, file formats, preparing and optimizing images for the web with Adobe Image Ready, transferring files, masks, paths and channels, color adjustment for printing and prepress production, advanced filters, animation for the web and general tips. *Prerequisite: DIGI-0115, Beginning Photoshop.*

DIGI-0117   Advanced Photoshop
3 hours credit
Students will acquire an advanced knowledge of the tools and techniques of Adobe Photoshop, as they are applied to graphic design, multi-media and other studio art applications. The course will cover: operation of tools and palettes in advanced design projects. *Prerequisite: DIGI-0116, Intermediate Photoshop or its equivalent.*

DIGI-0131   Two Dimensional Design I
3 hours credit
A course for beginning art students and those interested in art fundamentals, Two-Dimensional Design I introduces basic elements, principles, and techniques or organization used by artists. Six hours of studio per week are required.

DIGI-0132   Two Dimensional Design II
3 hours credit
Two Dimensional Design II continues from Two Dimensional Design I. It requires the student to complete a series of designs based on the esthetics of various 20th century painting movements. *Prerequisites: DIGI 131 Two Dimensional Design I.*

DIGI-0174   Beginning Illustrator
3 hours credit
Students will acquire a working knowledge of the tools and techniques of Adobe Illustrator, as they are applied to graphic design, multi-media and other studio art applications. The course will cover: advanced operation of tools and palettes.

DIGI-0175   Advanced Illustrator
3 hours credit
Students will acquire an advanced knowledge of the tools and techniques of Adobe Illustrator, as they are applied to graphic design, multi-media and other studio art applications. The course will cover: advanced operation of tools and palettes. *Prerequisite: DIGI-0174, Beginning Illustrator.*

DIGI-0176   Graphic Design: Multi-Media
**   and Web I**
3 hours credit
Students will acquire an introductory knowledge of the design and development of multimedia interactive interfaces and production of graphic images for those interfaces. A variety of software programs will be utilized in the production of still images and animations including some video editing. *Prerequisite: DIGI-0115, Beginning Photoshop.*

DIGI-0177   Graphic Design: Multi-Media
**   and Web II**
3 hours credit
Students will acquire an advanced knowledge of the design and development of multimedia interactive interfaces and production of graphic images for those interfaces. A variety of software programs will be utilized in the production of still images and animations, including video editing. The production of interactive multimedia projects for student's professional portfolios will be emphasized. *Prerequisite: DIGI-0176, Graphic Design: Multi-Media and Web I.*

DIGI-0178   Graphic Design: Print Media I
3 hours credit
This course is an introduction of techniques and information for graphic design focusing on print media. This course stresses creative development with sections on the history of graphic design, the design process, text and typography, layout, advertising design and electronic prepress. *Prerequisites: DIGI-0115, Beginning Photoshop.*

DIGI-0179   Graphic Design: Print Media II
3 hours credit
This course is an advanced course covering a continuation of techniques and information for graphic design focusing on print media covered in the prerequisite DIGI -0178 Graphic Design: Print Media I. This course stresses creative development with sections on the history of graphic design, the design process, text and typography, layout, advertising design and electronic prepress. This course emphasizes the practical use of digital tools and processes in graphic design as well as color management for graphic design. *Prerequisites: DIGI-0115, Beginning Photoshop; DIGI-0174, Beginning Illustrator; DIGI-0180, Publication Design (Quark), DIGI-0178, Graphic Design: Print Media I.*

DIGI-0180   Publication Design (Adobe InDesign)
3 hours credit
Publication Design teaches the skills necessary for employment in the Design Industry or additional education. The class focuses on Adobe Indesign and the use of additional software in graphic design and page layout. The course covers digital typesetting, page composition, publication design as used in a professional environment, desktop publishing, the use of scanners, printers, digital drawing tablets, as well as files and images from a variety of programs which include Adobe applications and their proper use in

page layout in Indesign.

DIGI-0191   Internship: Digital Graphics
3 hours credit
Students will work in an approved training situation under instructional supervision. The internship is designed to give the student the opportunity to use the skills learned in the digital graphics program. Student interns will be required to complete a minimum of 135 hours of on-the-job training. ***Prerequisites: DIGI-0176, Graphic Design: Multimedia and Web I, DIGI-0178, Graphic Design: Print Media I.***

DIGI-0193   Digital Imaging Portfolio Production
3 hours credit
This course will provide instruction in the production of a professional portfolio based on current industry trends which included an electronic and printed portfolio utilizing the skills acquired in Advanced Photoshop, Advanced Illustrator, Publication Design, Graphic Design: Multimedia & Web I and Graphic Design: Print Media I. In addition to portfolio production, the course will provide instruction for the proper design and format for an industry specific resume. Self-promotion, networking, job searches and interview skills will also be covered. ***Prerequisites: DIGI0176, Graphic Design: Multimedia and Web I; DIGI1078, Graphic Design: Print Media I; DIGI0180, Publication Design; DIGI0174, Beginning Illustrator.***

ECED-0100   Introduction to Early Childhood
3 hours credit
Introduction to Early Childhood Education covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. The course requires a minimum of five observational visits to a variety of educational settings: infant/toddler, preschools, Early Head Start/Head Start program, Kindergarten, 1st – 3rd, and special education classroom. Observation visits total ten hours.

ECED-0110   Infant/Toddlers I
3 hours credit
Infant/Toddler I begins the introduction of developmental theories and milestones of children aged 0 to 3 within the context of cultural, linguistic, and abilities diversity. Sensitivity to attachment and the importance of observation and communication skills to nurture positive family, caregiver, and child relationships through the roles of primary caregiving, transitions, and continuity of care will be highlighted as students learn to design responsive programs for infants and toddlers and their families. The course requires a minimum of 15 hours in primary settings with NAEYC accreditation, or licensed early childhood programs for family, group, center, Head Start, faith-based, pre-k or nursery school setting must be approved by coordinator.

ECED-0111   Infant/Toddler II
3 hours credit
Infant, Toddler II is designed to teach students to apply theory, research and evidenced-based practices to infants and toddlers (prenatal-3 years). The focus of course is on the observation, care and support of young children (birth to 35months) who are typical developing, at risk, or experiencing developmental delay. Supervised participation in an assigned natural environment for infant/toddlers and on-campus seminars are required. Course requires 15 hour field experiences in programs serving children 0 to 36 months of age. Primary settings with NAEYC accreditation, or licensed early childhood programs for family, group, center, Early Head Start, faith-based, pre-k or public or private infant/toddler agency or setting must be approved by coordinator.

ECED-0112   Preschool Child I
3 hours credit
Preschool Child I focus is on the development, implementation and assessment of appropriate environments and curricula for young children ages three through five. Emphasis is on understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments in the following areas: emergent literacy, math, science, technology and social studies. Course requires 15 hours out of class experiences in programs serving children 0 to 5 years of age. Primary settings with NAEYC accreditation, or licensed early childhood programs for family, group, center, Head Start, faith-based, pre-k or nursery school setting must be approved by coordinator.

ECED-0113   Preschool Child II
3 hours credit
Preschool Child II focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through five. Students prepare to utilize developmentally appropriate practices in a context of family and culturally sensitive care. Emphasis is on understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments in the following areas: dramatic play, art, music, fine and gross motor play. Course requires 15 hours. out of class experiences in programs serving children 3 to 5 years of age. Primary settings with NAEYC accreditation, or licensed early childhood programs for family, group, center, Head Start, faith -based, pre-k or nursery school setting must be approved by coordinator.

ECED-0120   Portfolio Development in Early Childhood
4 hours credit
The Portfolio Development in Early Childhood course examines the role of the early childhood professional in the workplace. Topics to be discussed include leadership, working in a team, and professional ethics. Additionally, students will learn about the legislative process in Kansas and explore their role in advocating for public policy to support children, families, and early care and education programs. Students will develop a resume and create a Professional Portfolio that can be used for interview purposes, a NAEYC Standards Portfolio or application to the Child Development Associate (CDA) credential. The Standards Portfolio will include competency statements with supportive artifacts for NAEYC Standards for Early Childhood Professional Preparation for Associate Degree Programs. *Prerequisite: Permission of Program Coordinator.*

ECED-0140   Observation and Assessment in Early Childhood
3 hours credit
The Observation and Assessment in Early Childhood course introduces methods of observing, documenting, and assessing children's learning from 0 to age 8 in the context of cultural and developmental variations. Students are introduced to learning standards and assessment tools for evaluating safe and healthy indoor and outdoor learning environments, adult-child interaction and child developmental skills. Students will create a professional report including formative and summative   assessments, checklists, work samples, pictures, and interviews. The course requires five observational visits to a variety of early childhood settings Early childhood programs must be a licensed family, group, center, Head Start, faith-based, public or private pre-k –grade-3 settings. Observation visits total ten hours (two hours each).   *Prerequisite: ECED0100 – Introduction to early Childhood Education.*

ECED-0143   Creative Activities for Young Children
3 hours credit
The Creative Activities for Young Children course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Course requires 10 hours out of class experiences in programs serving children 0 to age 8. Primary settings with NAEYC accreditation, or licensed early childhood programs for family, group, center, Head Start, faith-based, pre-k or nursery school setting must be approved by coordinator.

ECED-0150   Health, Safety and Nutrition in Early Childhood
3 hours credit
The Health, Safety and Nutrition for Young Children course presents the basic health, nutrition and safety management practices for young children within the context of cultural, linguistic and ability diversity. Targeted information on establishing and maintaining a physically and psychologically safe and healthy learning environment appropriate for the needs of young children emphasizing Universal Design for Learning are included.

ECED-0170   Early Childhood Curriculum
3 hours credit
The Early Childhood Curriculum course explores the principals involved in planning, implementing and evaluating developmentally appropriate, evidence-based curriculum for young children. The analysis of a wide range of early childhood curriculum models is emphasized with emphasis on Universal Design for Learning. Fifteen hours of out of class observation in settings serving children 0 to age 8. Primary settings with NAEYC accreditation, or licensed early childhood programs for family, group, center, Head Start, faith based, public and private pre-k or nursery school setting must be approved by coordinator.

ECED-0180 Developing Language and Literacy in Early Childhood
3 hours credit

The Developing Language and Literacy course is designed to expand students' understanding of emergent language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations / assessments and inclusive practices. Students will explore the early childhood language arts curriculum including speaking, listening, writing, and reading skills. Students will create plans and materials for use with children with linguistic, cultural and ability diversity. ***Prerequisites: ECED0100 level courses must be completed prior to ECED0200 level courses or completed in the concurrent semester.***

ECED-0199 Topics in Early Childhood
3 hours credit

The Topics in Early Childhood course provides an elective course with an announcement of the specific topic at the time a special studies course is scheduled, along with any applicable enrollment requirements or prerequisites. An in-depth study of the attitudes and behaviors pertinent to early childhood and to the student's professional development. Emphasis is placed on using developmentally appropriate practices in planning and teaching; professional ethics; building collaborative relationships with colleagues and families; and being a reflective teacher. (A special studies course may be repeated as specific topic is offered.)

ECED-0200 Early Childhood Program Planning & Administration
3 hours credit

The Early Childhood Program Planning and Administration course combines the direct application of child development knowledge, state regulations and national standards to organization and administration of high quality early childhood programs; to collaborate with families, school districts and communities and to engage in strategic planning. Designed for current and future directors of child care/child development centers, Parents as Teachers, Part C Programs (Tiny-K), Early Head Start, Head Start programs and community-based pre-kindergarten and kindergarten programs. Course requires 5 hours of outside class experiences in programs serving children 0 to age 8. Primary settings with NAEYC accreditation, or licensed early childhood programs for family, group, center, Head Start, faith based, public and private pre-k or nursery school setting must be approved by coordinator. ***Prerequisites: ECED0100 level courses must be completed prior to ECED0200 level courses or completed in the concurrent semester.***

ECED-0210 Family, Community and Professional Partnerships
3 hours credit

The Family, Community and Professional Partnerships course explores the role of families, communities, and culture in the development of children from 0 to age 8 in the context of cultural, language and ability diversity. Students focus on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. ***Prerequisites: ECED0100 level courses must be completed prior to ECED0200 level courses or completed in the concurrent semester.***

ECED-0220 Social, Emotional Development and Behavior
3 hours credit

The Social Emotional Development and Behavior course involves the study of classroom management, motivation, building self-esteem, positive discipline strategies and social and emotional development in children. Emphasis is placed on managing the environments, rules and limits, problem behaviors appreciating oneself and others, preventing child abuse, promoting success with appropriate materials and activities, interacting through play and developing friendships with respect to cultural, linguistic and cultural diversity. ***Prerequisites: ECED0100 level courses must be completed prior to ECED0200 level courses or completed in the concurrent semester.***

ECED-0250 Early Childhood Inclusion and Intervention
3 hours credit

The Early Childhood Inclusion and Intervention course introduces students to disabling conditions in early childhood. Emphasis is on assessment, adaptations, modifications and participation in a special education and natural settings for young children age's birth to 8 including services provided to children and families within Part C and Part B of IDEA. Course requires ten hours out of class experiences in programs serving children 0 to 60 months of age. Primary settings with NAEYC accreditation, or licensed

early childhood programs for family, group, center, Head Start, Faith based, public and private pre-k or nursery school setting must be approved by coordinator. ***Prerequisites: ECED0100 level courses must be completed prior to ECED0200 level courses or completed in the concurrent semester.***

ECED-0260   Early Childhood Internship
3 hours credit
In the Early Childhood Internship course, students apply, analyze, and synthesize their knowledge of children's development and learning within the context of cultural, linguistic, and ability diversity. This course is a supervised practicum with a minimum of 15 clock hours in seminar and 90 clock hours in a Clinical Site approved by the program coordinator (e.g. accredited agency or approved site). Up to 45 hours may be completed in the student's employment site with coordinator approval. Primary settings with NAEYC accreditation, or licensed early childhood programs for family, group, center, Head Start, faith based, public and private pre-k setting must be approved by the program coordinator. ***Prerequisites: ECED0100 level courses must be completed prior to ECED0200 level courses or completed in the concurrent semester.***

ECED-0295   Survey of Exceptionalities
3 hours credit
The Survey of Exceptionalities course provides an overview of the field of special education geared to those who are preparing to work with children and youths (birth to 21) with special needs in the context of cultural, language and ability diversity. The course provides fundamental information on the historical context of disability, laws and legal cases affecting the delivery of services to individuals with exceptionalities, and the principles of effective educational approaches for each exceptionality including early intervention and programs services for those identified as gifted and talented. IDEA categories of exceptionality presented include low incidence and high incidence disabilities (e.g. learning disabilities, behavior disorders, communication disorders, autism, traumatic brain injury, physical disabilities, sensory impairments, other health impairments, and multiple and severe disabilities).

ECED-0296   Student Teaching B-Pre-K
5 hours credit
The Student Teaching B-PreK course provides students the opportunity to demonstrate their knowledge of teaching young children in a context of cultural, linguistic, and ability diversity. The student teaching experience will occur in with children of age groups between birth to five in an inclusive setting. The course requires seminar attendance and 300 hours (20 hrs/wk) of field experiences in a primary settings with NAEYC accreditation, public funded or private pre-k or Head Start setting. Placement to be arranged in coordination and with permission of program coordinator. ***Prerequisites: Completion of ECED and General Education requirements. GPA minimum 2.75.***

ECON-0201   Principles of Macroeconomics
3 hours credit
This course is designed to familiarize students with the basic concepts, methods and theories in the field of economics. As a social science, economics is concerned with scarcity of resources and all of the problems and concerns as a result. Beginning with an introduction to the field of economics, history of economic thought, economic theories and methodology, this course examines macro-structural issues such as Gross Domestic Product (GDP), unemployment, inflation, stagflation, Fiscal policy, Keynesian economics, Money and Banking, Monetary policy, Monetarism, economic growth and development, international trade and finance, and selected contemporary issues. ***Prerequisite: None.***

ECON-0202   Principles of Microeconomics
3 hours credit
This course is designed to familiarize students with the basic concepts, methods and theories in the field of economics. As a social science, economics is concerned with scarcity of resources (its central assumption) and all of the problems and concerns as a result. Beginning with an introduction to the field of economics, history of economic thought, economic theories and methodology, this course examines microeconomics topics such as consumer demand theory, utility analysis, production process, cost of production, market and market structures, competition and the notion of efficiency, wage determination, regulation, unionization, and selected contemporary issues. ***Prerequisite: None.***

ECON-0203   Introduction to Labor Studies
3 hours credit

This course is an integrated approach to the study of labor and economics and builds on the premise that the labor process, or work in general, can be better understood if it is grounded in the economic system within which it occurs. This course will thoroughly examine the American economic system together with specific issues and problems faced daily by American workers.

ECON-0210   Principles of Community Economic Development
3 hours credit

This course is a multidisciplinary and a multicultural approach to the study of community economic development. It examines the theoretical and the practical aspects of community economic development with particular emphasis is on the socio-economic and political indicators. Critical issues such as income, jobs, the environment, sustainability, taxation, political participation, entrepreneurship and community resource mapping among others are addressed. ***Prerequisite: ECON-0201, Principles of Macroeconomics or ECON-0202, Principles of Microeconomics or consent of the instructor.***

ECON-0250   Introduction to the Political Economy of Globalization
3 hours credit

This course is a multidisciplinary approach to the study of global political economy in general and GLOBALIZATION in particular. It is designed to introduce students to the basic concepts, theories and the history of contemporary globalization. To that end, competing theories and various historical epochs particularly the Post World War II era are discussed. Of particular interests are an examination of the impact of globalization on the nation-states' socio-economic and political structures, the nature and the scope of global capitalist class alliance, capital/ labor relations, war and peace, global inequality, environmental issues, and human rights. ***Prerequisite: ECON-0201 Principles of Macroeconomics ECON-0202 Principles of Microeconomics, or SOSC-0107 Sociology, or GEOG-0101 Introduction to Cultural Geography, GEOG-0102 Introduction to Physical Geography, or INBU International Relations.***

EDUC-0160   Introduction to Teaching: Career Awareness
3 hours credit

The goal of the course is increase awareness of self in relation to the roles of teachers and other K-12 teaching professionals. Career opportunities in education are considered, with an emphasis on what it means to be a professional teacher in today's high stakes environment of education. This course provides a well-rounded view of the teaching profession. Field experience is an important component of the course. It consists of twelve practical observation hours at school elementary, middle, and secondary levels. These practicum hours may also include interactions with practicing school professionals. Discussions in the course will attempt to connect the foundations of education to field experience.

EDUC-0161   Studying Children and Adolescents in the Schools
3 hours credit

The course is an introduction to the psychological study of children and adolescents and their behavior in the school setting. Emphasis is placed on techniques of observing children and adolescents and methods to describe classroom engagement based on four domains of development: physical, cognitive, social and emotional. Twelve hours of observations in various classroom settings is required.

EDUC-0262   Education in a Multicultural Society
3 hours credit

This class encourages an approach to teaching and learning that is based on cultural pluralism and an interdependent world. It promotes the concept of equal access and educational excellence among all children and youth. Students are introduced to the integration of multicultural perspectives into traditional curriculum and methods of instruction. The content of this class focuses on the social constructions of class, ethnicity, gender, and culture.

ELET-0100   Safety (OSHA 30)
2 hours credit

This course is an introduction to various industrial safety and health considerations in the area of Electricity and its use. This course will cover basic safety rules and OSHA standards, identify the proper personal protective equipment needed for common industrial tasks and recognize the need for an ongoing safety program.

ELET-0101   Electromechanical Systems
3 hours credit
Upon successful completion of this course, the student should be able to identify electrical components and their relationships to the various repair and troubleshooting techniques. The materials in this course will prove useful to service technicians whose background in electricity is limited. The course includes material from basic electrical theory to troubleshooting complex electrical circuits. This course will provide practice in the application of electrical theory as well as in the interconnection of components of heating and cooling systems.

ELET-0104   Electrical Print Reading
2 hours credit
This class will educate the student on: how to read and interpret blueprints, lay out a job from blueprints, calculate materials for a job from blueprints, draw electrical requirements a blueprint conforming to NEC, locate components on a wiring schematic, draw a schematic diagram, and learn work ethics.

ELET-0105   Workplace Skills
1 hour credit
Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career in the field of his or her choosing. Topics include listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, time and resource management, work ethics and career planning.

ELET-0110   National Electric Code I
4 hours credit
This is an introductory course on the use and interpretation of the current National Electrical Code. Students should develop a working knowledge of the code that will permit them to apply it to everyday applications. Upon successful completion of this course, the student should be able to use the code to design service entrances, feeders and branch circuits and discern between wiring methods used in difference occupancies. 4 hrs lecture /wk.

ELET-0120   Electrical Math
3 hours credit
This course is the first of a two-semester sequence that will introduce the mathematical skills and concepts necessary in technical work. It will focus on the basics of algebra, geometry and trigonometry and their applications. Topics will include operations with polynomials, linear equations, systems of equations and right triangle trigonometry. *Prerequisites: Math Assessment Test.*

ELET-0130   AC/DC Circuits I
4 hours credit
The purpose of the course is to provide the student an introduction to the basic principles of electricity including sources of direct (D.C.) and voltage. The student will learn Ohm's and Kirchhoff's Laws by working test and pictorial problems. They then will apply the knowledge in the laboratory. Software will also be utilized alongside learning the theories, and to back up the lab work. This is a foundation course of basic knowledge, skills, and aptitude preparing the student for more advanced electronics courses.

ELET-0150   Residential Wiring I
4 hours credit
This is an introductory course on residential wiring methods that includes practical application and hands-on experience in implementing the code requirements. Upon successful completion of this course, the student should acquire the necessary skills to wire a residence to meet the minimum requirements as set forth in the current National Electrical Code for residential occupancies. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. *Prerequisites: ELET-0101 Electromechanical Systems or ELET-0110 National Electric Code I.*

ELET-0151   Basic Residential Wiring II
4 hours credit
This course covers in more details electrical installation, operation, and maintenance for residential wiring. It will repeat some of the information in Residential Wiring I and focus on the National Electrical Code as well as wiring, equipment and etc.

Prerequisites: ELET-0150 Basic Residential Wiring I.

ELET-0200   Commercial Wiring I
4 hours credit
This course covers commercial wiring methods. Upon successful completion of this course, the student should be able to read commercial blueprints and apply the current National Electrical Code to commercial wiring systems. The student will gain working knowledge and hands-on experience with commercial wiring techniques. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. *Prerequisites: ELET-0101 Electromechanical Systems.*

ELET-0203   Analog Circuits
2 hours credit
This course presents the basic concepts of electrical, electronic and digital circuits, components and theory of operation.

ELET-0206   Communication Fundamentals
2 hours credit
This course is designed to provide specialized skills for installing and testing local area network cabling and wireless installation. Twisted-pair, coax and fiber cables will be introduced and contrasted based on their characteristics and applications. Laboratory exercises for terminating and testing network cables and installing wireless systems will accompany the lectures. Students will be trained how to use common wiring tools and testing instruments. Methods of documenting LAN systems will also be introduced.

ELET-0210   National Electric Code II
4 hours credit
Upon successful completion of this course, the student should be able to use the current National Electrical Code to do calculations involving loads, lighting and circuit sizing. The course will cover typical load calculations used in both residential and commercial settings. The student should also be able to interpret and apply the National Electrical Code rules to special wiring systems including Hazardous Locations, Elevators, Remote-control circuits and Fire Alarm systems. *Prerequisites: ELET-0110 National Electric Code I.*

ELET-0232   Electrical Circuits, Instruments, and Measurements
2 hours credit
This course introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: Electrical Symbols, Component Identification, Print Reading, Scales and Measurement. *Prerequisites: ELET-0100 Electrical Safety, ELET-0101 Electromechanical Systems.*

ELET-0240   HVAC Systems
2 hours credit
This is a beginning course in heating, ventilation and air conditioning technology that is appropriate for HVAC majors and other interested students. Upon successful completion of this course, the student should be able to identify the function of the basic components of an air-conditioning system. Topics will include heat laws, refrigerants, oils and refrigeration cycles of residential and light commercial systems. In the lab, students will design, assemble and operate a working refrigeration system. Competencies will include brazing, wiring, evacuating and charging a system. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment.

ELET-0245   Troubleshooting Techniques
2 hours credit
Students study all areas of electrical trouble shooting including evaluating customer complaints, observing system operations, formulating a plan, reading and interpreting schematics.

ELET-0250   Industrial Wiring
3 hours credit
This course will demonstrate the installation of wiring systems for a classified area. Demonstrate bending ability as applied to IMC,

GRC, and EMT conduit systems, to size feeders and branch circuits for multi-motor and single-motor systems and apply proper protective devices, and to learn work ethics.

ELET-0253   Motor Controls
3 hours credit
Students will have the opportunity to install manual and magnetic starters and contactors. The photoelectric and proximity controls and controls for agricultural and commercial equipment will be studied.

ELET-0255   Programmable Controllers
2 hours credit
This is an introductory course in programmable logic controllers. The course is designed for individuals without extensive electrical or controller backgrounds. Hardware aspects and programming aspects of controller operation are covered. The foundational controller logic symbols and controller logic operations necessary to interpret and write ladder logic programs are taught in this class. Students will enter, edit and test controller programs through assigned laboratory projects.

ELET-0260   Digital Circuits
2 hours credit
This is a beginning course in which students will study and practice the basic concepts of digital electronics. Topics will include digital number systems, logic gates, logic circuits, flip-flops, digital arithmetic, counters and registers.

ELET-0265   Generators and Transformers
2 hours credit
This is an advanced course on the use of generators, transformers and motors. Upon successful completion of this course, the student should be able to interpret and apply the rules of the current National Electrical Code to wiring systems composed of these electrical components. Also, the student will gain a working knowledge of the theory of these single-phase and 3-phase electrical components and their practical applications in everyday use in the electrical industry. ***Prerequisites: ELET-0101 Electromechanical Systems.***

ELET-0270   Automation Theory: Designing a Robot
5 hours credit
This Robotics Technology course is designed for individuals wanting to know how automation and robots function in today's world. Ideas about automation are explored while looking at the movements that robots make and how they make them are explored. Past, present, and future designs of automation and robots are examined as these operations give rise to artificial intelligence. You as a student will build a robot from a robot kit. You will learn to develop your critical thinking skills in laboratory settings working on those skills as an individual and then develop those skills to become part of a team environment. Discovering a problem can advance an idea with a robotic device [design] that will [can] solve that problem which will become the emphasis of this team environment by building a prototype and testing it. You as a student will work on how to fix a "real world" problem; constantly researching and working on a better solution and testing and proving that theories do work.

ELET-0280   Electrical Internship I
2 hours credit
Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes. ***Prerequisites: Program Facilitator Approval.***

EMTC-0105   Emergency Medical Responder
5 hours credit
The EMTC-0105 course provides the opportunity to gain the knowledge and develop the skills necessary to administer basic life support care to ill or injured patients prior to advance medical personnel and EMS transport services. **This course is a pre-req to**

EMTC- 0128 and must be completed with a grade of "C" or better to enroll in EMTC – 0128 and to challenge the National Registry and Kansas certification exams. Certification is not required to gain entry into EMTC - 0128. **Due to State of Kansas requirements discussed at the first class, attendance of the first class session is mandatory.** *Prerequisite: COMPASS Reading score of 65+ or equivalent.*

EMTC-0128   Emergency Medical Technician (EMT)
10 hours credit
The EMTC-0128 course provides the opportunity to gain the knowledge and develop the skills necessary to administer basic life support care to ill or injured patients, EMTC-0128 must be successfully completed with a grade of "C" or better to challenge the National Registry and Kansas certification exams and apply for certification as an EMT in the state of Kansas. A minimum of 12 clock hours of clinical and field work, in addition to scheduled class time, are required. This will be scheduled through your instructor. Due to State of Kansas requirements discussed at the first class, attendance of the first class session is mandatory. *Prerequisite: COMPASS Reading score 65+ or equivalent, and successful completion of an approved Kansas Emergency Medical Responder Course or Human Anatomy and Physiology (BIOL-0143) or Director Approval.*

ENGL-0099   Pre-Composition
3 hours credit
This course is designed to introduce students to college level writing and to prepare students for successful completion of Composition I and Composition II. Specifically this course focuses on principles of grammar, usage, sentence structure, and concepts of paragraph and essay writing. *Prerequisite: Appropriate assessment score as determined by the KCKCC Academic Resource Center Assessment Procedure.*

ENGL-0101   Composition I
3 hours credit
Composition 101 is the first of two required composition courses. It is designed to help students achieve language proficiency and write paragraphs and essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience. *Prerequisite: COMPASS scores of 73 or better in reading & 45 or better in writing or completion of ENGL-0099 with a "C" or higher.*

ENGL-0102   Composition II
3 hours credit
Composition 102 is the second of two required composition courses. A continuation of ENGL-0101, Composition I, this course emphasizes research, bibliographic, and writing skills. Students write a minimum of four (4) graded documented essays in MLA format. *Prerequisite: Completion of Composition I, ENGL-0101, with a "C" or higher.*

ENGL-0104   Introduction to Literature
3 hours credit
Introduction to Literature explores the literary elements of the short story, poem, novel, play, and essay. As students read and discuss representative works by well-known authors, they will form baseline knowledge regarding a writer's style and the distinctive features of different genres. Moreover, students will come to understand their own literary preferences while developing an appreciation for quality literature.

ENGL-0105   Early World Literature
3 hours credit
This introductory course to early world literature provides a general exposure to many western and non-western literary masterpieces composed from the ancient world through the Middle Ages and the Renaissance.

ENGL-0106   Modern World Literature
3 hours credit
This introductory course to modern world literature provides the student with a general exposure to the great literary masterpieces on all world continents from the Enlightenment period to the present. Students will develop a greater depth and breadth of literary awareness, as well as a greater appreciation of different cultures and their respective masterpieces.

ENGL-0107   Children's Literature
3 hours credit
Children's Literature is a course designed for students interested in bringing children and books together. It is especially for students with English or Education majors, for pre-school or elementary school teachers, for parents, for those working with children in day-care centers, for librarians, and for parents and grandparents. The course would also be beneficial for those exploring the field of writing and illustrating children's books. Students will identify children's needs and interests, learn the criteria for choosing books for children, and demonstrate the means by which children and books can be brought together. Students will read, examine, and critique a variety of children's literature selected by author, genre, and historical time period.

ENGL-0108   Introduction to Poetry
3 hours credit
This course covers a representative selection of classical and contemporary English and American verse, along with foreign-language poetry in translation. Students will have an opportunity to study poetry ranging from traditional styles to experimental forms. This course is a literature class, not a creative writing workshop.

ENGL-0109   Introduction to Fiction
3 hours credit
Introduction to Fiction explores the short story and the novella and fosters an understanding of the essential vocabulary of literary criticism through class discussion and the writing of scholarly literary analysis.

ENGL-0131   The Movies
3 hours credit
This course surveys the history of movies, with special emphasis on important films, directors, movements, and techniques. The students will become familiar with the rise of Hollywood and the studio system, several film genres and their evolution, and the chronological growth of film from the silents to the emergence of today's independent filmmakers both from the United States and on a global level. Films will be shown and discussed in class.

ENGL-0132   Science Fiction
3 hours credit
This course investigates the formal, thematic, and stylistic characteristics of Science Fiction in a variety of formats such as the short story, the novel, and film. Students can expect a broad overview of the genre, including authors from the 19th and 20th centuries, and ending with any contemporary developments in Science Fiction, Fantasy, and/or related areas.

ENGL-0133   Women in Literature
3 hours credit
This is an introductory course to the representative literature of women authors beginning in the late seventeenth-century through the twentieth century. The literature will be explored from the historical, social, and literary perspectives while seeking to articulate gendered roles and identities. The course will address issues such as the social construction of gendered roles and identities; the perceptions of women's strengths and weaknesses; women's self-perception; and the varying ways in which women negotiate their positions as subordinate members in a society that privileges males. Different literary forms will be studied, including poetry and short stories. While the focus will be on common themes and perspectives, the course will also address differences in women's writing based on race, class, and ethnicity. The selections will include literature from the dominant culture, from minority cultures within the United States, as well as literature from international female authors.

ENGL-0135   World Mythology
3 hours credit
This course introduces world myths that pervade cultures of both ancient and modern civilizations, enabling students to recognize and write about allusions to such myths found in art, architecture, and literature.

ENGL-0136   Short Story
3 hours credit

This course examines one of the most popular literary genres: the short story. The popularity of the short story may arise from its conciseness in form, its focus on one major event, theme, or character. Stories include both nineteenth century classics and contemporary works. In addition to investigating the literary elements that form the short story genre, students may expect to study important schools of literary criticism and important movements within the history of the short genre.

ENGL-0137   The Bible as Literature: Old Testament
3 hours credit
This introductory course to the Bible as literature exposes students to the study of the Old Testament as literature. Selected readings from the Old Testament will be subjected to the scrutiny of literary and gendered analysis. The question of dates and authorship will be discussed. Students will learn about some of the different types of literature to be found in the Old Testament. Additionally, the materials will be analyzed in terms of imagery, symbolism, metaphor, theme, purpose, diction, voice, etc.

ENGL-0140   Detective Fiction
3 hours credit
Detective Fiction offers students a chronological overview of the genre. Several styles and authors will be covered, including the rise of the hard-boiled style of the 1930s and the 'noir' style of the 1950s, the rise of the 'cozy' mystery, and the evolution of the genre in the United States and globally. Various novels and short stories will be covered.

ENGL-0204   Creative Writing
3 hours credit
Introduction to Creative Writing is open to all students regardless of skill level or prior experience with creative writing. With this in mind, ENGL-0204 is an introductory course designed to explore the art and craft of writing poems and short stories. In this course, we will read and discuss classic and contemporary examples of poems and short stories with the goal of understanding and increasing our awareness of the aesthetic choices writers face when composing poems and short stories. In addition, we will examine the formal and technical aspects of poetry and short stories. To this end, this course will employ a workshop format (common to upper-division creative writing courses) that will require students to submit original pieces of creative writing to the class for peer review.

ENGL-0206   Technical Writing
3 hours credit
Designed for concise writing in the technical fields of computer science, engineering technology, electronics, drafting, construction management, and sciences, the course includes description tools and mechanisms, processes, analysis, editing, examination of literature in the major, and a field project. Technical management finds this course useful. ***Prerequisites: Completion of ENGL-0101, Composition I, with a "C" or higher.***

ENGL-0210   Early American Literature
3 hours credit
Early American Literature is a survey course which traces the origins of America's spiritual, political, and cultural growth from the Colonial Period to the Civil War. From the religious writings of authors such as Jonathan Edwards, Cotton Mather, and Anne Bradstreet, to the political writings of authors such as Thomas Paine, Benjamin Franklin, and the Federalist Papers; from the antislavery writings of authors such as Harriet Beecher Stowe, Frederick Douglass, and Henry David Thoreau, to the fiction of authors such as Hawthorne, Cooper, and Poe; students will come to understand the texts that serve as the foundation for much of what America has become today.

ENGL-0211   Modern American Literature
3 hours credit
Modern American Literature is a survey course which covers literature from the Civil War to the present. This course explores the birth of authentic American voices and themes. From local color writing and realism of the mid 1800's, to naturalistic writing in the early twentieth century, through imagism, surrealism, and minimalism; this is an exciting time in American Literature, producing nine Nobel Prize winners including Toni Morrison, John Steinbeck, Ernest Hemingway, William Faulkner, and Eugene O'Neil.

ENGL-0212   Drama as Literature: Early to Modern

3 hours credit

Drama as Literature is a course designed to allow students the opportunity to study plays as a literary form as distinguished from studying plays as performance. The course will begin with a survey of Classical Greek drama and finish by investigating the currents of the modern and contemporary stages. The goal of this course is to develop a heightened sensitivity to the vital elements of drama including plot, characterization, setting, dialogue, music, movement, and theme. Students will also examine various movements within dramatic history. Finally, students will apply critical methods of reading drama that will illuminate the intersection of class, race, gender, and power in the chosen plays.

ENGL-0214   Afro-American Literature

3 hours credit

This is a survey course of African American literature and culture examining the aesthetics of the African American literary tradition and exploring the African American experience through the analysis of music, poetry, fiction, nonfiction, and drama. The course content asks that we reconsider the sources of our knowledge of the past and to augment that knowledge through the voices of African Americans.

ENGL-0217   Early English Literature

3 hours credit

Major British authors are studied within the context of their times and traditions. Through a variety of readings, including poetry, drama, and the essay, the class will explore the changing aesthetic, social, political, and ethical conventions of our literary heritage. Selected readings include English literature from Beowulf to the Neoclassical period. The survey may include works by Chaucer, Marlowe, Shakespeare, Milton, and others.

ENGL-0218   Modern English Literature

3 hours credit

Major British authors are studied within the context of their times and traditions. Through a variety of readings, including poetry, drama, and the essay, the class will explore the changing aesthetic, social, political, and ethical conventions of our literary heritage. There will be selected readings in English literature beginning in the Romantic period with William Blake and concluding in the twentieth century. The survey may include works by Shelley, Keats, Tennyson, Yeats, Lawrence, Eliot, and others.

ENGL-0220   American Indian Literature

3 hours credit

This course surveys the literary traditions—from oral to contemporary literature—of tribes indigenous to the contiguous United States, fostering a familiarity with literary terms particular to understanding native literary elements, while examining American Indian influences on various periods of American literature through the discussion of and the writing of scholarly literary analysis.

ENGL-0221   Latino Literature and Cultures

3 hours credit

The literatures and cultures from six representative regions in Latin America are explored. These regions include the Southern Cone (Argentina), the Andean Region (Peru), Central America (Guatemala and Nicaragua), the Caribbean (Colombia and Puerto Rico), Mexico, and Chicana literature in the United States. By reading short stories, two novels, and a testimonial, students will reflect on such issues as self-identity, recognition of otherness, race, class, gender, marginalization, and encroachment.

ENGR-0103   Descriptive Geometry

3 hours credit

Graphic solution of geometric problems in three dimensions, problems relate to points, lines and planes, the intersection and development of surface and forms and the practical applications of the principals involved. Emphasis is placed on developing the students' ability to read exactly, to think exactly, and to draw exactly.

ENGR-0104   Applied Math I

5 hours credit

A survey of topics relevant to computer technicians that includes: number systems, logic, truth tables, Boolean algebra, base02 and

base 16 representation and circuit reduction. The course will emphasize problem solving techniques. ***Prerequisite(s): above 46 or better on COMPASS or MATH-0099, Elementary Algebra & CIST-0101, Computer Concepts & Applications or Instructor Permission.***

ENGR-0105   Print Reading
3 hours credit
Students will read, interpret and visualize drawings and prints from actual industries. This Course is designed to assist beginning and intermediate students to read and understand Industrial and Architectural prints.

ENGR-0106   Computer Aided Drafting
3 hours credit
Computer-Aided Drafting introduces students to autocad concepts, processes, and systems as utilized in industry today. This course emphasizes commands and multi-color plotting, and methods that will help to make students productive and efficient in autocad. Students will be instructed in different methods by which commands may be utilized and objects constructs so as to increase proficiency in autocad. Students are instructed on new methods of producing engineering drawings with computers. Various output methods are employed including laser, inkjet.

ENGR-0107   Construction Management
4 hours credit
This course will provide the student with an overview of the construction process from excavation to final landscaping. Instruction will include calculating the cost of earthmoving, concrete preparation and finishing, and wood frame construction. Students will plan and schedule a construction project using the linear scheduling method, the bar chart method, and the critical path method.

ENGR-0108   Electronic Circuit Fundamentals
3 hours credit
This beginning course in electronics technology is to give a clear concept of direct current, the relationship between voltage, current and resistance. Also to familiarize with laboratory instruments, circuit components and basic measuring techniques. In order to build a solid foundation for the entire program, an individual must have a clear concept of D.C. electricity. The student must recognize basic electronic components, instruments and circuit symbols. The student should be able to draw a schematic diagram of a circuit. Last but not least, the student should know how to use the instruments and make quantitative measurements of electronic units. This introductory course is designed to lead students to understand and retain in their minds the basic circuit fundamentals of electronics. ***Prerequisite: Simple understanding of mathematics.***

ENGR-0109   Semiconductor Electronics
3 hours credit
Semiconductor Electronics is an introduction to semiconductor materials, the concept of junction and biasing, diodes, and transistors. Students use semiconductor components in circuits and construct circuits in laboratory experiments as well as recognize various semiconductor components and their characteristic data from the manufacturer's data books. ***Prerequisite: Concurrent enrollment in ENGR-0108, Electronic Circuit Fundamentals recommended.***

ENGR-0115   Circuit Analysis I
3 hours credit
A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, Thevenin's Theorem and Norton's Theorem. There will be an explanation of RC time constants, capacitive circuits, inductive circuits, transformers and tuned circuits. Study of basic amplifiers and construction of power supplies circuits.   To understand circuit analysis, it is necessary to understand various affecting factors such as voltages, current resistive, capacitive and inductive components. This course is designed to give maximum understanding in circuit analysis and circuit buildup. ***Prerequisites: ENGR-0108 Electronic Circuit Fundamentals.***

ENGR-0140   Introduction to Global Positioning Systems
4 hours credit
This course will provide the student with knowledge of the Global Positioning System. The student will learn how to use

NAVSTAR GPS to locate precise positions on the globe; to plot a course and navigate using a handheld global positioning receiver. This course will show how civil drafting data may be collected on a GPS receiver and input into the computer to generate plot plans.

ENGR-0151　　Drafting Technology
3 hours credit
This course is designed to provide fundamental knowledge of the principles of drafting as well as skill in the basic drafting construction methods. It covers such topics as orthographic projection, dimensioning, geometric construction, sketching, auxiliary views, sectioning, and charts and graphs.

ENGR-0152　　3D Modeling Drafting with Inventor
4 hours credit
This course is designed to introduce students to 3D solid modeling using Autodesk inventor professional solid modeling drafting software. Students will become proficient in creating solid models of gears and other machine parts from which they will create multi-view drawings. Students will also be able to create assemblies and to put these assemblies to motion using Autodesk inventor professional software. The student will additionally gain knowledge of machine drafting and design, tolerancing, fits, fastening devices, gears, cams, welding drawings, assembly and working drawings as well as an understanding of drafting standards and industrial drafting practices.

ENGR-0154　　Pictorial Drawing
2 hours credit
Methods of pictorial representations and rendering are presented. There will be a study of axonometric, oblique and perspective projections. Pictorial drawing devices and methods of shading and rendering will also be presented.

ENGR-0195　　Fundamentals of ArcView GIS
4 hours credit
This course is designed to present the concepts upon which GIS technology is based, what it does, and how it works. ESRI ArcView Software will be used which will allow the student to become familiar with the most widely used GIS Software in the world. It will further allow students to visualize information in new ways revealing relationships, trends, and patterns that are not visible in other systems. The student will learn how to use ArcView Software to answer a variety of questions. *Prerequisite: ENGR-0131, Introduction to Geographic Information Systems.*

ENGR-0196　　GIS for Homeland Security
3 hours credit
In the wake of September 11, Hurricane Katrina, and Hurricane Ike, much attention has been focused on how to provide our communities and agencies with the most effective tools and solutions to prepare for, protect against, recover from, and respond to threats to our national security. GIS for Homeland Security will provide students with a hands-on, broad-based approach to learning GIS (Geographic Information System Technology) with emphasis in homeland security planning and operations. This course includes a series of exercises that will integrate the best practices of GIS and public safety in times of deliberate attacks and natural disasters. Students will utilize ESRI ArcView software to manipulate and analyze data and scenarios developed by the U.S. Department of Homeland Security. Students will apply geospatial analysis to enhance situational awareness, disseminate information, protect infrastructure and help communities recover from destructive and devastating events.

ENGR-0204　　Applied Calculus I
5 hours credit
This course is designed for Electronic students in particular, to teach them application of calculus in Electronics. Students will learn Limits, Graphic Differentiation, Derivatives, Maxima, Minima, Hyperbolic Function, Partial Derivatives, Integration, Maclaurin Series and Fourier series. Students will learn Fourier analysis and Laplace transform. They will perform laboratory experiments and do calculations using Laplace transforms.
Prerequisite: ENGR-0104, Applied Math I.

ENGR-0206   Advanced Computer Aided Drafting
3 hours credit
This course is designed to advance the students' knowledge of CAD concepts, processes and systems. Students receive instruction on advanced methods of producing engineering drawings with computers. Subjects include architectural and engineering CAD template drawing, three dimensional drawing, database interchange, drawing digitization, CAD slide shows, and script file drawing. Advanced methods of drawing creation, management and storage will be utilized. Advanced output methods will include multicolor hardcopy and multipen plotting. *Prerequisite: ENGR-0106, Computer Aided Drafting.*

ENGR-0211   Digital Electronics I
4 hours credit
Detailed study of sequential logic circuits, counters, shift registers and clocks. Explain decoders, encoders, multiplexers, demultiplexers. There will be a study of code converters, memories and logic arrays. Explanation of digital test equipment and frequency counters. This course is a continuation of Digital Electronics, Part I. Upon completion of this course, the students will have a thorough understanding of computers and their operation. Students will be able to understand logic circuit, fault-finding and repair. Students will also have a firm understanding of memories used in digital computer systems and their capacities. Students, upon completion of this course, will be able to design and make any kind of digital displays, counters and registers. This course will lead to a good understanding of microprocessors. *Prerequisite(s): Completion of ENGR-0108, Electronic Circuit Fundamentals.*

ENGR-0216   CAD-MicroStation
3 hours credit
Designed to introduce Computer-Aided Design (CAD) using MicroStation by BentleyTM, this course provides students with the opportunity to practice and develop proficiencies using software command syntax, CAD drawing strategies, cells libraries, and the input of numerical data.

ENGR-0225   Voice and Data Communication
4 hours credit
There will be a detailed study of voice and data communication network systems. A study of receivers, transmitters, station equipment and transmission media in telephone industries. Students will also learn about switching and networking, and will perform experiments in modulation, sampling, multiplexing and the telephone lines.

ENGR-0251   Building Planning with REVIT
3 hours credit
This course is designed to introduce students to the concept of Building Information Modeling (BIM) and utilizes the Autodesk REVIT 3D Architectural software. This course will provide fundamental knowledge of such topics as sketching, architectural lettering styles, symbols and their interpretations. This course will aid students in becoming knowledgeable of building construction, building codes, building materials, dimensioning and section details. Emphasis will be placed on teaching students to become proficient in the use of REVIT software and in learning how buildings are constructed. They will be able to identify different parts of a building and building systems.

ENGR-0253   Structural Steel Drawing with REVIT
3 hours credit
This course covers the practical and related information concerning the various types of structural steel, reinforced concrete, and curtain wall construction. A study is made of overall construction problems with emphasis on interpretations of technical drawings, erection plans, and detailed drawings.. *Prerequisite: ENGR-0106, Computer Aided Drafting.*

ENGR-0257   CAD Systems
3 hours credit
This course is designed for the person that will maintain daily operation of CAD systems. Information covered will be hardware selection, drawing naming and archiving techniques, keeping time records, file recovery techniques, using Windows to organize hard disk space, setting up CAD software for maximum performance, menu systems, symbol libraries, bill of material extraction, advanced CAD commands and an introduction to advanced Rendering. A continual shift from traditional drafting to computer

aided drafting has created a need for individuals to learn management of CAD systems. ***Prerequisites: ENGR-0106, Computer Aided Drafting.***

ENGR-0260   Advanced Machine Drafting
4 hours credit
Students choose the field of specialization from the areas of architectural drawing, structural steel drawing, machine drafting, commercial building planning, or industrial illustration. They will follow the course outline designated for their area of specialization and proceed with advanced problems of that area performing both research and development using AUTOCAD™.

ENGR-0262   Commercial Building Planning
4 hours credit
This course is designed to provide knowledge of light commercial building through such topics as problems in planning a building, traffic flow, site conditions, building codes, general use categories, landscaping and miscellaneous problems. Drawings will be completed using AUTOCAD™ and architectural software. The student will design and draw plans for a light commercial building.

ENGR-0264   Industrial Illustration
4 hours credit
Students choose an area of specialization from the areas of architectural, structural steel, machine drafting, or industrial illustration. Students will follow the course outline designed for their area of specialization and proceed with advanced problems in that area performing research and development.

ENGR-0266   Structural Steel Drafting
4 hours credit
This course is a continuation of the Introduction to Structural Drawing, ENGR-0253. This course further develops the students' knowledge of prefabricated steel structures and advanced work in Computer-Aided Drafting (CAD).

ENGR-0268   Civil Drafting Technology
4 hours credit
This course will provide the student with information in the area of civil drafting. It will provide instruction from surveying to construction, courthouse research to artistic interpretation. It will further include GIS (Geographic Information Systems) as applied to civil drafting and the basic components of mapping.

ENGR-0281-0282 Drafting Field Project I - II
3 hours credit each
These courses are set up to award drafting technology students three hours credit for "on-the-job" training. The purpose of this type of course is two-fold: to give students practical experience in the field of drafting, and to allow prospective employers to be aware of student's abilities.

ESOL-0010   Introductory Listening and Speaking for English Learners
3 hours credit
Introductory Listening and Speaking for English Learners is designed to assist non-native English speakers to improve their comprehension of frequently used words and phrases in oral contexts and will expand their ability to understand and respond appropriately to basic phrases and questions.

ESOL-0011   Level 1 Listening and Speaking for English Learners
3 hours credit
Level 1 Listening and Speaking for English Learners is designed to assist non-native English speakers to improve their comprehension of English in connected oral discourse. Students will expand their oral expression skills and ability to participate in extended dialogue or discussion.

ESOL-0012   Level 2 Listening and Speaking for English Learners
3 hours credit

Level 2 Listening and Speaking for English Learners is designed to increase the verbal skills and improve the conversational fluency of students who have previously studied English and have basic knowledge of grammar and vocabulary. Instructional activities include listening, speaking, and communicative exercises for pairs and small groups, as well as major individual presentation.

ESOL-0013   Level 3 Academic Listening and Speaking
4 hours credit

Level 3 Academic Listening and Speaking is designed for students who have previously studied English and have substantial knowledge of grammar and vocabulary, but need to further develop communicative abilities for both formal and informal settings. Activities include listening, speaking, and communicative exercises for pairs and small groups, as well as three major individual presentations.

ESOL-0014   Level 4 Academic Listening and Speaking
4 hours credit

Level 4 Academic Listening and Speaking is designed to introduce and develop the lecture note-taking, organization, communication, and pronunciation skills necessary for effective academic presentation and discussion. It provides practice in these skills to help bridge the gap between the study of English as a second language and the effective use of English in college classroom studies.

ESOL-0015   Level 5 Academic Listening and Speaking
4 hours credit

Level 5 Academic Listening and Speaking is designed to develop and improve the lecture note-taking, organization, communication, and pronunciation skills necessary for effective academic presentation and discussion. It provides intensive practice in these skills to help bridge the gap between the study of English as a second language and the effective use of English in college classroom studies.

ESOL-0020   Introductory Writing and Grammar for English Learners
4 hours credit

Introductory Writing and Grammar for English Learners is designed to introduce students to English grammar and sentence structure at a basic level. Written structures, verb forms and tenses, and other word-level grammatical forms are presented with an emphasis on writing clear sentences and short, rudimentary paragraphs.

ESOL-0021   Level 1 Writing and Grammar for English Learners
4 hours credit

Level 1 Writing and Grammar for English Learners is designed to increase the students' basic knowledge of English grammar and sentence structure and develop academic writing skills. Written structures, verb forms and tenses, and other word–level grammatical forms are presented with an emphasis on writing clear sentences and short paragraphs.

ESOL-0022   Level 2 Writing and Grammar for English Learners
4 hours credit

Level 2 Writing and Grammar for English Learners is designed to integrate the study of grammar and academic writing for students with intermediate English language skills. Increasingly complex written structures, verb forms and tenses, word-level forms, and sentence-level elements are presented with an emphasis on sentence structure and paragraph organization.

ESOL-0023   Level 3 Writing for Academic Purposes
3 hours credit

Level 3 Writing for Academic Purposes is designed to assist students increase the fluency and accuracy of their writing in English. Through a variety of assignments, the course focuses on refining student writing, developing more precise expression of ideas, writing paragraphs that are organized, coherent and logical, and introducing students to academic essay organization.

ESOL-0024   Level 4 Writing for Academic Purposes
3 hours credit

Level 4 Writing for Academic Purposes is designed to develop students' knowledge of English academic writing conventions and increase overall fluency and accuracy. Through a variety of assignments, the course focuses on refining and reinforcing the grammatical, structural, and rhetorical patterns of academic English. The course emphasizes both process and product.

ESOL-0025   Level 5 Writing for Academic Purposes
3 hours credit
Level 5 Writing for Academic Purposes is designed to provide further instruction and practice in academic writing. The course develops students' effective use of written English at the level required for full participation in college studies.

ESOL-0030   Improving Pronunciation – A Class f or Non-Native English Speakers
2 hours credit
Improving Pronunciation is designed for students whose native language is not English. Activities include listening, speaking, and communicative exercises to practice English sounds.

ESOL-0033   Level 3 Focused Grammar
2 hours credit
Level 3 Focused Grammar is designed to present specific grammatical points which are often more difficult for a non-native English speaker to master. Instruction utilizes a variety of practice activities in listening, speaking, reading, and writing. The course will include a quick review of some basic and common elements of English grammar; however, the specific emphasis of instruction is on higher-level grammatical concepts.

ESOL-0034   Level 4 Focused Grammar
2 hours credit
Level 4 Focused Grammar is designed to present specific higher level grammar points which are often more difficult for a non-native English speaker to master. Instruction is at the advanced level and utilizes a variety of practice activities in listening, speaking, reading, and writing. The course will include a quick review of some intermediate elements of English grammar; however, the specific emphasis of instruction is on advanced grammatical concepts.

ESOL-0050   Introductory Reading for English Learners
3 hours credit
Introductory Reading for English Learners is designed to increase students' knowledge of structure, vocabulary, and idioms encountered in basic reading material. Students will improve their reading comprehension and develop reading strategies, dictionary skills, and study skills.

ESOL-0051   Level 1 Reading for English Learners
3 hours credit
Level 1 Reading for English Learners is designed to increase students' utilization of active reading strategies to develop their academic reading comprehension. The course also develops students' knowledge of vocabulary and their ability to utilize dictionaries and other reference materials.

ESOL-0052   Level 2 Reading for English Learners
3 hours credit
Level 2 Reading for English Learners is designed to promote students' acquisition of higher level vocabulary and increase their academic reading comprehension and speed. Reading strategies are practiced fusing longer texts covering a variety of familiar, contemporary, and academic topics.

ESOL-0053   Level 3 Reading for Academic Purposes
3 hours credit
Level 3 Reading for Academic Purposes is designed to expand students' academic vocabulary, develop their comprehension of academic texts, and increase their reading speed. Reading strategies are practiced using complex texts covering a variety of contemporary and academic topics. More extensive reading of level appropriate books and stories is included to develop cultural knowledge and critical reading skills.

ESOL-0054   Level 4 Reading for Academic Purposes
3 hours credit
Level 4 Reading for Academic Purposes is designed to further develop students' ability to comprehend and interpret the academic content found in college-level texts. Advanced reading strategies are presented, and intensive reading on a variety of academic topics and non-adapted literature is required to assist the student to develop the reading fluency needed for full participation in college studies.

ESOL-0055   Level 5 Reading for Academic Purposes
3 hours credit
Level 5 Reading for Academic Purposes is designed to develop students' ability to comprehend and analyze college-level texts and literary works. Advanced reading strategies are presented, and intensive reading of academic articles and non-adapted short stories, poems, and novels will assist the student to develop the critical reading skills needed for full participation in college studies.

ESOL-0080   TOEFL Preparation
3 hours credit
TOEFL Preparation provides three (3) hours of contact time per week and gives students the skills, strategies, practice and confidence they need to increase their scores on all sections of the TOEFL. ***Prerequisite: Permission of ESOL Coordinator.***

ESOL-0081   English for Academic Purposes: Nursing
3 hours credit
Students whose first language is not English can increase their opportunity for success in future nursing courses, especially Fundamentals of Nursing and clinicals. Special attention will be given to the improvement of oral communication, reading comprehension, and multicultural understanding. ***Prerequisites: ESOL 0014, Level 4 Academic Listening and Speaking or equivalent, ESOL 0024 Level 4 Writing for Academic Purposes or equivalent, ESOL 0034 Level 4 Focused Grammar or equivalent, and HUDV-0101, Strategies for Academic Excellence/Lifelong Learning.***

ESOL-0090   Introductory Vocabulary for English Learners
3 hours credit
Introductory Vocabulary for English Learners is designed to introduce the practical and academic English vocabulary required to improve reading comprehension, listening, speaking, and writing skills. New words are presented with a focus on form and correct usage in a variety of contexts.

ESOL-0091   Level 1 Vocabulary for English Learners
3 hours credit
Level 1 Vocabulary for English Learners is designed to develop and increase students' knowledge of practical and academic English vocabulary required to improve academic reading comprehension, listening, speaking, and writing skills. New words are presented with a focus on form and correct usage in a variety of contexts.

ESOL-0092   Level 2 Vocabulary for English Learners
3 hours credit
Level 2 Vocabulary for English Learners is designed to develop and increase students' higher level knowledge of practical, social, and academic vocabulary to improve reading comprehension, listening, speaking and writing skills. New words are presented with a focus on form and correct usage in a variety of contexts. Vocabulary building skills are incorporated into class instruction.

ESOL-0093   Level 3 Academic Vocabulary
2 hours credit
Level 3 Academic Vocabulary is designed to increase the students' knowledge of academic vocabulary. Emphasis is on the acquisition and correct utilization of words and phrases encountered in college-level textbooks. Vocabulary learning strategies and techniques are presented, which include using correct context clues and reference works, recognizing word parts, and identifying derivational forms.

ESOL-0094   Level 4 Academic Vocabulary
2 hours credit

Level 4 Academic Vocabulary is designed to increase students' knowledge of and ability to acquire and correctly utilize college-level words and phrases. Vocabulary learning strategies and techniques are presented, which include using context clues and reference works, recognizing word parts, and identifying derivational forms. New words are presented in the context of readings from selected academic content areas.

ESOL-0095   Level 5 Academic Vocabulary
2 hours credit
Level 5 Academic Vocabulary is designed to increase students' knowledge of college-level words and phrases and their ability to incorporate new words correctly into their speaking and writing. Vocabulary acquisition and retention strategies are directly presented and practiced. New words are selected from readings from a variety of academic content areas.

EXSC-0101   Aerobics (Group Fitness)
1 hour credit
A list of various types of aerobic classes will be available for students to participate in each semester. A list of aerobic classes and times is located within the KCKCC Wellness & Fitness Center website or at the front desk of the wellness center. The aerobic classes will include cardiovascular, resistance training, muscle toning, stability and flexibility. Aqua aerobic classes are not included within this group fitness. Prerequisite: Students MUST have a KCKCC student ID card to participate in Aerobic (Group Fitness) classes. Students must check in at the Wellness & Fitness Center prior to the start of the class. Students arriving more than 10 minutes late will not be permitted to attend class because they have missed the warm-up routine. For safety purposes, all students must participate in the entire class format including warm-up.

EXSC-0101   Aerobics (Aqua)
1 hour credit
Students will meet as a group with an aqua aerobics instructor two times per week. Students are not expected to have prior understanding of aqua aerobics. The course will take place in a swimming pool and will include cardiovascular and resistance training to aerobic music led by a certified aquatic instructor. There may be many levels of participation, and the instructor will cater the class so that everyone can enjoy the instruction at their own level. This is also a chance to form new friendships, and meet people with similar interests. ***Prerequisites: Participants must be able to swim and have no fear of the water.***

EXSC-0108   Bowling
1 hour credit
Instruction in skills, history, and etiquette of bowling is provided. The individual gains practice in fundamental skills and techniques. Students will be responsible for their own bowling fees. KC Bowl charges a fee of $2.00 per game ($4.00 per week Fall, Spring, and $6.00 Summer session).

EXSC-0115   First Aid
2 hours credit
The theory and practice of First Aid and safety are covered. The methods of administering first aid in case of accident or sudden illness; bandaging; resuscitation; and caring for wounds and injuries, CPR and AED training. First aid lab sessions are required for this course. Students can complete these lab sessions on ground at KCKCC Allied Health building during scheduled dates or complete the lab work under the supervision of a certified first aid instructor within your local area. Successful completion of this course results in certification by American Heart Association. ***Prerequisite: Basic computer skills and regular Internet access/skills. Please review the On-Line Course Requirements.***

EXSC-0116   Current Topics and Issues in Exercise Science
1 hour credit
This course examines significant and recent topics or development in the field of exercise science, wellness, health and fitness. It is also designed to integrate topics from a variety of disciplines and other health care providers in area which have common interest. Emphasis will be placed on current educational topics such as relaxation & stress management, weight management & nutrition, alternative medicine, new cardiovascular and strength exercise techniques, professional credentials, hypokinetic diseases, and fitness testing which have an immediate impact on the exercise science profession.

EXSC-0120   Golf
1 hour credit
There will be instruction in the etiquette, skills, rules, and terminology of golf. Practice in development of techniques and strategy in golf.

EXSC-0128-0131 Running Awareness
1 hour credit
Running Awareness is designed to improve cardiovascular fitness. Topics include proper mechanics of running and training, why stretching is important, shoe wear, target zone of heart rate to achieve maximum benefit from running, proper warm up, and injury prevention and care.

EXSC-0132   Beginning Swimming
1 hour credit
This is an introductory course for students to acquire beginning swimming skills. Students will gain skills in buoyancy, support and propulsion, basic backstroke, kick and pull, breathing, glide, sidestroke, crawl stroke and breaststroke.

EXSC-0133   Intermediate Swimming
1 hour credit
This course is designed for students to review the crawl and breaststroke and improve them to competitive levels. In addition, students will learn the butterfly, backstroke and competitive turns.   *Prerequisite: Completion of EXSC-0132, Beginning Swimming, or current Red Cross beginning swimming certification.*

EXSC-0134   Advanced Swimming and Lifesaving
1 hour credit
This course is designed for students to improve all the basic swimming strokes, turns and dives. In addition, students learn how to guard, anticipating and preventing problems before they occur, and taking action to help those in danger when necessary. *Prerequisite: Completion of EXSC-0132, Beginning Swimming, and EXSC-0133, Intermediate Swimming, or Current Red Cross Beginning and Intermediate Swimming Certification.*

EXSC-0135   Tennis I
1 hour credit
Tennis class is designed for two purposes: 1) to appreciate the game of tennis; 2) to learn proper techniques and improve the student's knowledge and skills.

EXSC-0139   Walking for Fitness
1 hour credit
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, learning experiences, and performances outside the classroom. Methodology will be selected to best meet student needs.

EXSC-0143   Weight Training - Physical Conditioning
1 hour credit
This is a multi-level course designed to improve the participant's muscular strength and/or endurance and to provide instruction on how to safely perform numerous resistance training exercises and how to design your own resistance training plan.

EXSC-0147   Employee Wellness
1 hour credit
Student/Staff ID required to check- in. Appropriate workout attire. Men over 40 and women over 50 are required to show physician's approval to exercise. Students with any major medical problems, including cardiovascular disease, hypertension, diabetes, obesity or pregnancy must show physician's approval. Physician's approval forms can be picked up at the fitness center prior to the fitness screening.

EXSC-0148   Wellness and Fitness Center I
1 hour credit
"Wellness & Fitness Center" is a one credit hour graded exercise class.   Participants exercise and attend seminars at the Wellness & Fitness Center for a minimum of 22 hours per semester. A minimum of 21-22 hours of exercise in the Wellness & Fitness Center to receive an A in this course.   To earn a B the student must complete 17-20 hours.   To earn a C the student must complete 13-16 hours.   To earn a D the student must complete 10-12 hours. Students who earn less than 10 hours will receive an F grade. This course is designed specifically for the person who is interested in muscular flexibility. Students on financial aid can take this class two times.

EXSC-0149   Wellness and Fitness Center II
1 hour credit
"Wellness & Fitness Center II" is a one credit hour graded exercise class. Participants exercise and attend seminars at the Wellness & Fitness Center for a minimum of 22 hours per semester. A minimum of 21-22 hours of exercise in the Wellness & Fitness Center to receive an A in this course. To earn a B the student must complete 17-20 hours. To earn a C the student must complete 13-16 hours. To earn a D the student must complete 10-12 hours. Students who earn less than 10 hours will receive an F grade. This course is designed specifically for the person who is interested in cardiorespiratory endurance. Students on financial aid can take this class two times.

EXSC-0152-155   Personal Fitness
2 hours credit
"Personal Fitness" is a two credit hour, graded exercise class. Participants exercise and attend seminars at the Wellness & Fitness Center for a minimum of 22.5 hours per semester. The student will be able to also complete The Wellness Workbook. Participants can also take advantage of the full fitness assessment, nutrition analysis, body fat testing, and personal training for an additional fee. Students on financial aid can take this class four times as EXSC-0152, EXSC-0153, EXSC-0154 and EXSC-0155.

EXSC-0157   Personal Trainer Exam Review Course
2 hours credit
This course is designed to provide theoretical knowledge and practical skills in preparation for the American Council on Exercise national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming. Upon completion of this course, students are eligible to sit for the ACE-CPT exam.
Prerequisite: Exercise Physiology, Anatomy & Physiology, & Exercise Testing and Prescription.

EXSC-0158   Group Fitness Instructor Exam Review Course
2 hours credit
The course is designed to provide theoretical knowledge and practical skills in preparation for American Council on Exercise national certification exam in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the instructor-participant relationship, the principles of motivation to encourage adherence in the group fitness setting, effective instructor-to-participant communication techniques, methods for enhancing group leadership, and the group fitness instructor's professional role. Upon completion of this course, students are eligible to sit for the ACE-GFI exam.

EXSC-0159   Techniques of Volleyball
2 hours credit
This course will be a comprehensive overview of volleyball techniques. Topics studies will include the elements of the game of volleyball, running a practice, rules of the game, defensive and offensive drills and strategies, defensive and offensive skills, components of setting, passing and serving, compiling statistics, as well as being able to develop a year practice plan.

EXSC-0180   Techniques of Baseball
3 hours credit
This course will be a comprehensive overview of baseball techniques. Topics studied will include the elements of base running, defensive skills, hitting mechanics and philosophy, components of a sound pitching delivery, compiling statistics, as well as being

able to develop a year around conditioning program.

EXSC-0181   Techniques of Basketball
2 hours credit
This course will be a comprehensive overview of basketball techniques. Topics studied will include the elements of rebounding, man to man defensive skills, shooting mechanics and 3-point shooting philosophy, different types of zone defenses and offenses, different types of full court presses, ball handling skills, passing skills, setting screens, defending screens, outlet passing, and free throw shooting.

EXSC-0182   Techniques of Soccer
2 hours credit
This course will teach all the fundamental techniques required to play soccer.

EXSC-0183   Techniques of Soccer (Soccer Tactics)
2 hours credit
This course will teach students how to apply good soccer techniques effectively. Topics will involve decision making, how, where, and when to use a particular technique. Students will be developing a tactical awareness and understanding of the game of soccer, including positional play and offensive and defensive principles of soccer. *Prerequisite: Students need to have mastered the basic techniques of soccer. Ideally, students will be players on the college soccer team.*

EXSC-0184   Techniques of Soccer (Soccer Fitness)
2 hours credit
This course will condition students for playing soccer. The course is designed to meet the specific conditioning needs of the soccer player. Soccer is a high intensity, high speed and a very skill dominant game. The training in this course reflects that, as well as addressing all the fundamentals in terms of movement.

EXSC-0186   Techniques in Strength Training (Athletics)
2 hours credit
Techniques of Strength Training, is designed to improve overall fitness. This is a sport specific course. Topics include proper mechanics of lifting and training, why stretching is important, target zone of heart rate to achieve maximum benefit from running, proper warm up, weight room safety, and injury prevention and care.

EXSC-0186-10   Techniques in Strength Training
2 hours credit   (Exercise Science Majors)
Techniques of Strength Training, is designed for the exercise science major who desires to learn how to teach strength training. Emphasis is not on working out, but on the academics of strength and conditioning.

EXSC-0187   Techniques in Strength Training (Athletes)
2 hours credit
Techniques of Strength Training, is designed to improve overall fitness. This is a sport specific course. Topics include proper mechanics of lifting and training, why stretching is important, target zone of heart rate to achieve maximum benefit from running, proper warm up, weight room safety, and injury prevention and care.

EXSC-0188   Techniques in Strength Training (Athletics)
2 hours credit
Techniques of Strength Training, is designed to improve overall fitness. This is a sport specific course. Topics include proper mechanics of lifting and training, why stretching is important, target zone of heart rate to achieve maximum benefit from running, proper warm up, weight room safety, and injury prevention and care.

EXSC-0189   Techniques in Strength Training (Athletics)
2 hours credit
Techniques of Strength Training, is designed to improve overall fitness. This is a sport specific course. Topics include proper

mechanics of lifting and training, why stretching is important, target zone of heart rate to achieve maximum benefit from running, proper warm up, weight room safety, and injury prevention and care.

EXSC-0190   Camping and Outdoor Education
3 hours credit
This is an introduction to the history and philosophy of camping. Involves training in leadership and camp counseling. Included will be an introduction to a variety of outdoor educational programs and activities, survival, wilderness camping, camping for special populations and beginning camping skills. There are no on ground meetings for this course.

EXSC-0197   Techniques of Softball
3 hours credit
This course will be a comprehensive overview of softball techniques. Topics studied will include the elements of base running, defensive skills, hitting mechanics and philosophy, components of a sound pitching delivery, compiling statistics, as well as being able to develop year around conditioning program.

EXSC-0200   Group Exercise Teaching Methods
2 hours credit
Group exercise teaching methods is designed to prepare Exercise Science majors to organize, lead, and evaluate their participants in various types of health/fitness activities. Topics include class lesson plan development, proper body mechanics and techniques, FIT principle, target rate heart, rate of perceive exertion, safety/injury prevention, choreography, and a variety of fitness activities.

EXSC-0201   Introduction to Exercise Science
3 hours credit
This course is to introduce the scientific discipline of Exercise Science. Students will be exploring the areas of exercise science, exercise physiology, preventive and rehabilitation of sports-related injuries, biomechanics, sport psychology, motor learning, nutrition, and health benefits of exercise.

EXSC-0203   Foundations in Coaching
3 hours credit
This course will be a comprehensive overview in the foundations of coaching. This course will be an introductory level for those students who are interested in pursuing a career in coaching.

EXSC-0204   Sport and Exercise Psychology
3 hours credit
This course will cover various psychological principles associated with sport. Discussions will consist of which psychological variables can hinder athletic performance as well as which variables can enhance performance. Class content will also illustrate numerous psychological techniques which can enhance sport performance.

EXSC-0205   Personal School Community Health
3 hours credit
Scientific and well-balanced information concerning personal, school, family, and community health is presented. The emphasis is on the application of fundamental principles of health for traditional and non-traditional students. Nutrition, stress, exercise, AIDS, cancer, smoking, drugs, aging and the environment are key issues.

EXSC-0206   Lifetime Fitness
3 hours credit
This course is designed to expose students to the dimensions of wellness, with an emphasis on the benefits of physical fitness. Risk factors for heart disease and cancer, as well as a variety of personal health issues are covered. Students are required to exercise in the KCKCC Wellness & Fitness Center or some other fitness center in their area to improve their physical wellness. On ground meetings for this course are not required. ***Prerequisite: Basic computer skills and regular Internet access/skills. Please review the Online Course Requirements.***

EXSC-0209   **Physical Education for the Elementary Teacher**

3 hours credit

This course is designed to prepare students to teach physical education to children grades K-6. It will use a developmental approach and stress exploratory methods of teaching young children a variety of games, dance, gymnastics, and health-related fitness activities.

EXSC-0210   **Sports Officiating**

2 hours credit

The rules of football, basketball, baseball, soccer, track, volleyball and swimming will be taught. This course is designed for those interested in officiating and/or coaching.

EXSC-0211   **Care and Prevention of Athletic Injuries**

3 hours credit

The Care and Prevention of Athletic Injuries course is designed to give students the knowledge to recognize and treat injuries as they occur in athletics or recreational activities. This course is designed for any person interested in the health professional field, as an athletic trainer, coach, or those involved in recreational activities, to help recognize and care for injuries or potential injuries they may encounter.

EXSC-0212   **Exercise Physiology**

3 hours credit

This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. The emphasis is on physiological responses and adaptation to exercise. Basic elements of exercise physiology, kinesiology, and motor learning are addressed. ***Prerequisite: BIOL-0141, Human Anatomy and Laboratory, BIOL-0271/0272, Physiology and Physiology Laboratory.***

EXSC-0213   **Exercise Testing and Prescription**

3 hours credit

This course is a survey of the practical aspects of the physical fitness industry. The topics covered include health appraisal, exercise testing and prescription for patients ranging from apparently healthy to those with known disease. ***Prerequisites: BIOL-0121, General Biology or BIOL-0143, Human Anatomy and Physiology.***

EXSC/   **Introduction to Sports**

BUSN-0215   **Management**

3 hours credit

This course is an introduction to the basic fundamental knowledge and skill sets of the sports manager, as well as providing information on sport industry segments. By learning about the different segments of the sport industry students will gain insights as to the possibilities of a career in sports management.

EXSC-0250   **Practicum in Athletic Training I**

3 hours credit

Practicum in Athletic Training is a class designed to give the student opportunity to develop skills that a certified athletic trainer may use on a daily basis. This class is designed to give the opportunity to develop such skills through laboratory experiences, athletic training room and game observations, lectures and demonstrations.

EXSC-0251   **Practicum in Wellness & Fitness**

3 hours credit

This is one of the required courses in the Personal Training Certificate and should be done during the final semester. It brings an active learning experience which enables the student to gain practical experience in the area of administration, planning and leadership, and providing services in the wellness & fitness field, under the supervision of a qualified wellness specialist. The practicum augments academic experiences by helping to bridge the gap between academics and a professional future. This will take place on-site at the Wellness & Fitness Center at Kansas City Kansas Community College. The practicum consists of 3 hours per week for 16 weeks. Students will be assigned and trained to perform Wellness/Fitness related duties that will be evaluated by

the assigned supervisor. ***Prerequisites: BIOL-0143, Human Anatomy and Physiology, EXSC-0115, First Aid, EXSC-0290, Cardio-Pulmonary Resuscitation.***

EXSC-0270   Adaptive Physical Education
3 hours credit
This course is to prepare students majoring in physical education, recreation, sport management, special education, exercise science, and related disciplines. The student is acquainted with history and overview of adaptive physical education and sports, the organization and management of programs and an overview of various types of disabilities. Students will also learn about individual education programming, measurement and appraisal, behavior management, perceptual-motor development, and assistive devices.

FRSC-0100   Firefighter I
3 hours credit
This course meets all requirements for Firefighter I certification. Students will be provided the opportunity to take the third party certification test. This course is based on NFPA 1001: *Standard for Fire Fighter Professional Qualifications* and may lead to IFSAC and Pro Board certifications. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a firefighting team under direct or general supervision in hazardous conditions. The Fire Fighter I course consists of a combination of classroom study, drill field practice, and training evolutions that will prepare the fire fighter to perform most fire ground functions under the supervision of an officer or experienced fire fighter. Successful completion of all written exams, practical exercises and a passing score on the state certification exam is required for certification. Co-Requisite: Hazardous Materials Awareness & Operations: HZMT-0120.

FRSC-0101   Fundamentals of Fire Prevention
3 hours credit
This course has a number of basic concepts are covered in this course. The organization and function of the fire prevention organization; surveying and mapping procedures; recognition of fire hazards, engineering a solution to the hazard; enforcement of the solution; and public relations as affected by fire prevention included.

FRSC-0107   Legal Considerations for Fire and Emergency Services
3 hours credit
This course will provide students with an understanding of legal issues that are intertwined with the fire service. Topics covered will include pivotal questions confronting today's fire service including legal liability, sovereign immunity, overtime laws, collective bargaining, OHSA compliance, worker's compensation, physical abilities testing, medical examinations, drug testing, discrimination, and sexual harassment

FRSC-0111   Fire Fighting Tactics and Strategy
3 hours credit
Efficient and effective utilization of manpower, equipment and apparatus are studied in this course. Emphasis is placed on preplanning, fire ground organization problem solving related to fire ground decision making, and fire attack tactics and strategy.

FRSC-0113   Building Construction for Fire Science
3 hours credit
An update of policies in the construction industry, this course includes a current review of local and state codes as they apply to fire protection. Students will learn the relationships of construction materials as it relates and fire damage to a building.

FRSC-0115   Fire Arson Investigation
3 hours credit
An orientation and introduction to arson and incendiarism, laws of arson, fire cause and fire and police investigation, and a technical analysis of arson and fraud are covered. Stress is placed on the collection and preservation of evidence, photography, diagrams and notes, interviewing, and the detention of witnesses. Motor vehicle fires, records, reports, briefs and court procedures are also examined.

FRSC-0117　　　Fire Protection Equipment Alarm Systems
3 hours credit
A study is made of the function and operation of all types of portable and fixed extinguishers. Students examine the use and operation of alarm systems and the required standard of water supply and protection systems. Automatic sprinklers and special extinguishing systems, including the analysis of various automatic signaling and detection systems, are also studied.

FRSC-0170　　　Introduction to Homeland Security and Weapons of Mass Destruction
3 hours credit
The world has changed since September 11, 2001. We remain a Nation at risk from terrorist attacks and will remain so for the foreseeable future. At all Threat Conditions, the fire service must remain vigilant, prepared, and ready to deter terrorist attacks. This course presents threat conditions and how the fire service can reduce the risks from terrorist attacks. Preparedness measures are provided to assist agencies in the development and implementation of appropriate agency-specific preparedness measures.

FRSC-0201　　　Fire Administration I
3 hours credit
Fire Administration explores organization principles with an emphasis on leadership in the fire community. Students examine the history, types, methods and principles of fire department organization. Emphasized are supervisory responsibilities and functions for the fire officer.

FRSC-0202　　　Fire Hydraulics
3 hours credit
Students examine water flow, measurement and water availability from distribution systems is included in this course. Maintenance and inspection procedures for various water protection systems are also studied.

FRSC-0203　　　Fire Administration II
3 hours credit
This course includes an exploration of organization principles with an emphasis on making decisions in the fire community. This is a study of the management theories, methods, and principles of fire department organization; both formal and informal, line and staff functions. Emphasis is placed on supervisory responsibilities and functions; Productivity, Budgets, Cost Analysis are also major areas of study.

FRSC-0205　　　Fire Inspection
3 hours credit
An introduction to the objectives and techniques of fire prevention and inspection programs, the course examines building and electrical codes, fire prevention codes, zoning controls, and other fire protection standards; surveys the authority and responsibilities of municipal fire inspectors; and teaches basic blueprint reading, sketching and mapping.

FRSC-0210　　　Building and Fire Codes
3 hours credit
Building and fire codes of city, state and federal governments including codes and guides promulgated by other national organizations will be taught. Emphasis on provisions of city administrative code, the multiple dwelling law and code, rezoning resolutions, and city fire prevention regulations are emphasized.

FRSC-0211　　　Firefighter II
3 hours credit
This course is based on NFPA 1001: *Standard for Fire Fighter Professional Qualifications* and may lead to IFSAC and Pro Board certifications. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a firefighting team under direct or general supervision in hazardous conditions. The Fire Fighter II course consists of a combination of classroom study, drill field practice, and training evolutions that will prepare the fire fighter to perform most fire ground functions under the supervision of an officer or experienced fire fighter. Successful completion of all written exams, practical exercises and a passing score on the state certification exam is required for certification.
Prerequisite: FRSC-0100.

FRSC-0214 Current Topics and Technology in Fire Science
1 hour credit
Significant and recent topics or developments in the fire service community are examined. The course is also designed to integrate other emergency services in areas which have common interest. Emphasis is placed on current educational topics which have an immediate impact on the fire services' and related organizations

FRSC-0225 Arson Intelligence
3 hours credit
This is an introduction to the application of intelligence to the arson problem. Fire Service intelligence emphasizes the development of techniques for analysis and intelligence estimates or projections.

FRSC-0230 Fire Service Instructional Methodology
3 hours credit
This course deals with the basic operation of a fire training division with emphasis on the training officer. Students receive instruction in program development, instructional analysis, training records and construction of training aids.

FRSC-0233 Industrial Fire Protection & Safety
3 hours credit
This course is devoted to the instruction of industrial fire protection and safety. Fire brigade operations are examined in this course which meets most fire brigade training requirements.

FRSC-0272 Historical Foundations of the Fire Service
3 hours credit
Emphasis for this course is placed on the historical evolution of the fire service as it pertains to the equipment, organizational structures, terminology, customs and traditions. Students will be involved in looking at primary and secondary documents in developing an understanding of the fire service culture. Critical analysis and historical research will be advanced in the curriculum using local historical records and artifacts.

GEOG-0101 Introduction to Cultural Geography
3 hours credit
The course is a general introduction to the discipline of Geography and it is designed to familiarize students with the basic concepts, theories, traditions and techniques in geography. They will be utilized to study various regions of the world in terms of their cultural characteristics, cultural integration, ethnic/racial composition, natural and human resources, ecology, diffusion, development, population and environmental influences, conflict and war. Cultural diversity is a major theme with an emphasis upon the planet earth as an ecosystem with interdependence among humans as well as between humans and their environment.

GEOG-0102 Introduction to Physical Geography
3 hours credit
This course examines the fundamental physical processes that have shaped the Earth and its biosphere. The emphasis is on the determinants of landform processes, weather and climatic changes and their impact on human civilization.

HIST-0103 Modern Asia
3 hours credit
The course is an introduction to China, Japan, and India. Emphasis is placed on important cultural, economic, political, and social developments during the post-World War Two era.

HIST-0104 United States to 1877
3 hours credit
Major trends and events of American history through the Reconstruction period are examined. Emphasized are the social, intellectual, political, and economic problems of the Colonial, Revolutionary, early National period, Antebellum period, the Civil War and Reconstruction. Historical interpretations from the dominant professional colleges of thought on leading controversial

issues are examined and compared.

HIST-0105   United States Since 1877
3 hours credit
Major trends and events of American history since Reconstruction are examined. Emphasized are the social, political, and economic developments of the twentieth century. Stressed are present problems and events in the light of their historical background. Historical interpretations from the dominant professional colleges of thought on leading controversial issues are examined and compared.

HIST-0106   Black History
3 hours credit
Black History surveys the historical, political, economic, and cultural role of African-Americans in the development of the world. African heritage, Latin-American slavery, origins and nature of North American slavery, black institutions and culture, race conflict and adjustment, black revolutionary movements, the concepts of racism, integration, separation, and black nationalism, and contemporary problems are examined.

HIST-0107   Modern Europe
3 hours credit
Students examine various changes and events in the history of Europe from 1870 until the early twenty-first century.

HIST-0108   Religion in America
3 hours credit
Designed to acquaint students with American religious history from the religious practices of the land's earliest occupants to the religions practiced by Americans today, Religion in America explores topics such as revivalism, fundamentalism, and millenary thinking, with a special emphasis on the growth of religious diversity.

HIST-0109   The Bible as History
3 hours credit
This course is designed to acquaint the student with the social, political, economic, religious and intellectual events and institutions in the lives of the people of the Old and New Testaments, which have affected the lives and times of succeeding generations.

HIST-0112   Modern Latin America
3 hours credit
Students are introduced to historical analysis within the context of the process of modernization in Latin America. Pre-modern structures, forms of social, economic, and political organization and cultural values interact and accommodate with modern structures over time to produce national identities. The countries include those that have had major reform movements in the 20th century. The course content will compare and contrast the way in which each of these countries modernized, or changed their social, economic, political, cultural, and demographic structures. For example, changes in education are analyzed in terms of how they affected political participation, economic growth, social mobility, and industrialization.

HIST-0115   World Civilization I
3 hours credit
World Civilization I surveys significant developments in world history from the origins of culture to the pre-modern era. In addition, students learn to apply the historical method and concepts from culture studies, economics, geography, and political science to the study of the past. Honors students also devote a part of the semester applying historical literacy to contemporary issues.

HIST-0116   World Civilization II
3 hours credit
Students examine changes and patterns in and among various societies from the early modern era to the twenty-first century. In addition, students learn history as a form of critical thinking by developing skills that explore historical contexts and evidence.

HIST-0117   Readings in Western Civilization I
1 hour credit
Students read, discuss, and write about ideas that shaped Western Civilization from its Middle Eastern origins to the changes of the early modern era. This course and World Civilization I satisfy the Western Civilization requirement at the University of Kansas.

HIST-0118   Readings in Western Civilization II
1 hour credit
Students read, discuss, and write about ideas that shaped Western Civilization from the Enlightenment to the twenty-first century. This course and World Civilization II satisfy the Western Civilization requirement at the University of Kansas.

HIST-0120   History and Culture of Wyandotte County
3 hours credit
This course surveys the commercial, ethnic, and social development of Kansas City, Kansas and Wyandotte County. Emphases are placed on Native American cultures and the ethnic communities that contributed to the city's and county's history. The histories of towns in the county are also explored. The course is co-sponsored by the Wyandotte County Historical Society and Kansas City Kansas Community College.

HIST-0122   History of Kansas
3 hours credit
This course surveys the exploration, settlement, industrialization, and urbanization of the state of Kansas. Emphasis is placed on the cultural and ethnic history of the state. Students will gain and appreciation and understanding of Kansas's role in the history of the American nation.

HIST-0204   Western Civilization I
3 hours credit
Students read, think about, discuss, and write about original sources that provide insights into the development of Western Civilization from its Middle Eastern origins to the changes of the late Middle Ages.

HIST-0205   Western Civilization II
3 hours credit
Students will read, discuss, and write about ideas that have influenced Western Civilization from the Enlightenment to the twenty-first century. This course satisfies the Western Civilization II requirement (HWC 115 and HWC 205) at the University of Kansas.

HIST-0211   Contemporary Issues
3 hours credit
Students learn and apply skills that produce an understanding of a wide range of domestic and global issues.

HONR-0101   Honors Tutorial I
1 hour credit
Honors Tutorial I is the first in a sequence of core courses required of Presidential Scholarship recipients and replaces their HUDV Learning Strategies requirement for graduation. This course is an opportunity for the student to acclimate to college life and the Honors Education Program. This course offers a cohort experience with the goal of creating a sense of community in which they practice self-directed, and collaborative learning, begin constructing an academic portfolio, and set academic and professional goals. *Prerequisite: Admission to the Honors Education Program and permission of the Director of Honors Education Program.*

HONR-0102   Honors Tutorial II
1 hour credit
Honors Tutorial II offers an opportunity to refine scholarship skills. Current readings in critical thinking are the basis for discussions and analyses of patterns of thought. Practice sessions will add to the students' understanding of how to enhance personal critical thinking skills and methods of problem solving. *Prerequisite: Admission to Honors Education, HONR-0101 Honors Tutorial I, & Enrollment by the Director of Honors Education.*

HONR-0201   **Honors Tutorial III-Service Learning & Capstone**
1 hour credit
Honors Tutorial III is the fourth, and final, in a sequence of core courses for students seeking Honors Scholar distinction and is intended to emphasize self-directed and collaborative learning while students design and implement projects for an audience outside the classroom. This course serves as the capstone course for the Honors Education Program and will include Program post-assessments and fulfillment of the Portfolio component students began in Honors Tutorial I. Projects will focus on the concept of service to local, national or global communities as related to the current Phi Theta Kappa Honors Study Topic. *Prerequisite: Admission to the Honors Education Program and permission of the Director of Honors Education Program.*

HONR-0202   **Phi Theta Kappa Leadership Development Studies**
3 hours credit
The Leadership Studies course provides an opportunity to explore classical and contemporary theories of leadership. Students will practice a scholarly examination of leadership theory, philosophies of leadership, and moral and ethical responsibilities related to leadership through experiential exercises, films and readings. *Prerequisite: Completion of Honors Seminar I.*

HUDV-0263   **American Sign Language I**
3 hours credit
Structured to give students a basic foundation in the language of signs, the course examines the history of signs, linguistic principles, finger spelling and manual alphabet, and a vocabulary of at least 364 signs.

HUDV-0264   **American Sign Language II**
3 hours credit
Students increase the vocabulary acquired in the American Sign Language course. They improve their skills in expressive and receptive finger spelling, and increase their knowledge of the culture in the community that uses sign language. *Prerequisites: American Sign Language I, HUDV-0263 or consent of the instructor*

HUDV-0268   **Human Sexuality**
3 hours credit
This course presents accurate information about human sexuality to help students develop understanding of their own and other's sexual expression and values. Topics include anatomy and physiology, sexuality across the life cycle, social/cultural influences, fertility issues, sexually transmitted diseases including AIDS, variations in orientation and expression, values and ethics, and current social issues.

HUMN-0101   **Arts and Culture of the Early World**
3 hours credit
This course seeks to enhance the student's understanding and appreciation of world civilization and the humanities through an exploration of painting, sculpture, architecture, literature, philosophy, and music. Students will examine the major cultural achievements of both Eastern and Western civilizations within the context of relevant historical events from the Paleolithic period to the present day.

HUMN-0102   **Arts and Culture of the Modern World**
3 hours credit
This course will acquaint students with the arts and ideas of the world's major civilizations from the Renaissance to the modern age. The approach will be interdisciplinary, covering the artistic values embodied in painting, sculpture, architecture, literature, theater, music, and dance as they have emerged out of their historical contexts. In addition to providing the fundamental principles, methodologies, and theories used in the study of the humanities, the course aims to enhance students' understanding of the contemporary world.

HUMN-0150   **Introduction to Women's Studies**
3 hours credit
This introductory course provides initial exposure to the purpose and subject matter of Women's Studies. Specific areas of investigation may include the social construction of gender as pertaining to women, women's well-being, position of women within

patriarchal institutions, women's spirituality, and women's artistic expressions. This brief but intense exposure to different aspects of women's socialization, position, and role in society should help build a foundation for more specialized courses in the area of Women's Studies.

HUMN-0151   Men & Masculinities
3 hours credit
Students will investigate their own lives in comparison to historically and locally dominant ideas of what it means to be a man or a woman. With this objective in mind we start by asking a simple question: What does it mean to be a man in the United States? To answer this question we will engage in a cultural survey (history, literature, music, film, etc.) of the prevailing definitions of American masculinity. We will consider how the meaning of "man" has changed through time, and look at the similarities and differences in the masculinities of men across ethnicity, race, class, age and sexuality. Against all this, we will attempt to identify and evaluate the conflicting definitions of masculinity in our time as well as imagine possible future developments.

HUMN-0152   Women in Religion
3 hours credit
This course focuses on the depiction of females in mythology and religion. Students will be exposed to a variety of mythological and religious writings that span across continents and cover nearly 3,500 years of written materials. Through exposure to such a wide variety of primary sources, students should develop a greater depth and breadth of literary awareness, as well as a greater appreciation of the role of mythology and religion in shaping and perpetuating gender stereotypes and norms.

HUMN-0200   Foundations of Film and Theater
3 hours credit
This interdisciplinary course explores and analyzes the rhetorical, critical, and functional aspects of film and theater as visual, performance, and literary genres. Students learn to read the basic signs, syntax, and structures of dramatic and cinematic language.

HUMN-0207   Comparative World Religions
3 hours credit
This course examines the six dimensions of religion: experiential, mythic, ritual, doctrinal, ethical, and social. The focus is on the inter-relatedness among the six dimensions and how people live their lives in a religiously pluralistic society. The major world religions studied are Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

HVAC-0100   Safety Orientation /OSHA 10
1 hour credit
This course will introduce students to the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. Upon successful completion of the course, participants will receive an OSHA 10-Hour Construction Outreach DOL course completion card. The OSHA Ten Hour Construction Outreach Training course has been reviewed and accepted by OSHA for online distribution.

HVAC-0102   Refrigeration Theory 2
1 hour credit
This part of this course will cover basic safety, shop safety, equipment safety, tool safety, and electrical safety. ***Prerequisites: General Safety. Math Level 3 Recommended.***

HVAC-0103   Refrigeration System Components 1
2 hours credit
This course is an introduction to refrigeration and system components. This course will cover refrigerants, refrigeration process, pressure and temperature relationship, refrigeration components (evaporator, compressor, condenser, and refrigerant metering devices), pumping characteristics, and plotting the refrigerant cycle. ***Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.***

HVAC-0104   Refrigeration System Components 2
2 hours credit

This course is an introduction to refrigeration and system components. This course will cover refrigerants, refrigeration process, pressure and temperature relationship, refrigeration components (evaporator, compressor, condenser, and refrigerant metering devices), pumping characteristics, and potting the refrigerant cycle.

HVAC-0105   Electrical Theory 1
2 hours credit
This course will introduce students to basic electricity and electrical components. The course will start with the movement of electrons, conductors, insulators, direct and alternating current and electrical units of measurement. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0106   Electrical Theory (Electrical & Components) 2
2 hours credit
This course will cover electrical circuits, Ohm's Law, series and parallel circuits and electrical power. The course will also cover automatic controls and components, troubleshooting basic controls, and electronic and programmable controls. *Prerequisites: General Safety Math Level Recommended.*

HVAC-0107   Basic Sheet Metal
2 hours credit
This course will introduce students to basic methods of sheet metal fabrication. This course will include basic sheet metal bending, cutting, special tools, all types of screws, rivet assembly, and blue print reading. Students will learn the safe and proper methods of sheet metal work. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0108   Basic Sheet Metal Layout/Fabrication
2 hours credit
This course will continue to look at fabrication techniques, special tools, layout fundamentals, and blue print reading. *Prerequisites:HVAC-0107 Basic Sheet Metal.*

HVAC-0115   HVAC Fundamentals
4 hours credit
This course will cover the history of refrigeration and air condition, also an introduction to tools and safety procedures. This will include tubing identification, cutting procedures for copper tubing, tub bending, soldering, brazing, swaged joints, threading steel pipe and proper procedures for plastic pipe.

HVAC-0120   Heating System Fundamentals
3 hours credit
This course will cover the fundamentals of gas residential heating and indoor air quality. Each system will be studied and discuss as to efficiency, relative purchase cost, installation cost, operating cost, and troubleshooting problems.

HVAC-0125   Electrical Fundamentals
4 hours credit
This course will introduce students to wiring system diagrams and proper and safe wiring techniques. It is important to understand system diagrams when diagnosing and repairing heating and cooling problems. This course will also cover wire types, wiring all weather systems, special tools and all wiring system diagrams.

HVAC-0130   Workplace Skills
1 hour credit
This course will cover the importance of good customer relations. This will include personal hygiene, communication skills, courtesy, conflict resolution, salesmanship, and quality of work.

HVAC-0203   Heat Pump Systems
3 hours credit
(GREEN TECHNOLOGY) This course will cover the fundamentals of heat pump systems. This will include reverse-cycle refrigeration, four-way valves, ground source heat pumps, water source heat pumps, air source heat pumps, refrigerant line

identification, types of metering devices, and liquid-line accessories. Installation and troubleshooting will also be covered. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0204   System Servicing and Troubleshooting
2 hours credit
This course will cover the fundamentals of system servicing and troubleshooting. This will include air conditioning, all weather systems, centrifugal fan, complex circuits, controls, electric motors, four-way valves, gas furnaces, humidifiers, ice makers, output voltage transformers, pilot safety switches, refrigeration systems, and thermocouples. *Prerequisites: General Safety. Math Level 3 Recommended.*

HVAC-0215   Heating and Refrigeration Internship
3 hours credit
This course is designed to give students an opportunity to work in an HVAC related position. Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry.   The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes. *Prerequisites: Successful completion of two-thirds of course work and recommendation of instructor.*

HVAC-0220   EPA 608
1 hour credit
This course will help to prepare you to take the Environmental Protection Agency (EPA) Section 608 certification. The test will be given after 3 days of study and review. This is a must have class if you want to work around refrigerants. The certification is good for a life time.

HVAC-0221   R-410A Safety Certification (Green Technology)
1 hour credit
This course is written on the belief that the solution to transition to environmentally safer refrigerants and oils, while keeping the public and technicians out of harms' way, is education and training. This certification program was written to assist in the training and certification of HVACR technicians for proper safety, handling and application of R-410A refrigerant.

HVAC-0225   Heating (Electric)
2 hours credit
This course will cover the fundamentals of residential electrical heating and indoor air quality (IAQ). Each system will be studied and discuss as to efficiency, relative purchase cost, operation cost, and troubleshooting problems. *Prerequisites: HVAC 0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0226   Cooling 1
3 hours credit
This course will cover the fundamentals of residential cooling. This will include comfort and psychometrics, residential refrigeration applied to air conditioning, and air distribution and balance. *Prerequisites: General Safety.   Math Level 3 Recommended.*

HVAC-0227   Cooling 2
3 hours credit
This course will cover the fundamentals of residential cooling. This will include installation, controls, typical operating conditions, and troubleshooting. Different types of systems will be discussed and evaluated. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0228   Refrigeration 1
3 hours credit
This course will introduce students to domestic refrigerators. The course will begin with a brief description of the refrigeration process and proceed with various types of evaporators and evaporator defrosts. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0229   Refrigeration 2
3 hours credit
This course will introduce students to domestic and commercial refrigeration. The course will discuss compressors, condensers, and metering devices. Wiring and controls, defrost cycle, sweat prevention heaters, fan motors, and ice makers will also be covered. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0230   Special Projects 1
2 hours credit
This course gives students hands on experience in working with customers on outside projects under the supervision of an instructor. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1,   HVAC-0226 Cooling 1, HVAC-0228 Refrigeration 1, HVAC-0225 Heating (Electric), HVAC-0224 Heating (Gas), HVAC-0232 Electrical Controls (Motors) 2, HVAC-0102 Refrigeration Theory 2, HVAC-0106 Electrical Theory (Electrical & Components) 2, HVAC-0203 Heat Pump Systems, HVAC-0204 System Servicing and Troubleshooting, HVAC-0103 Refrigeration System Components 1, HVAC-0105 Electrical Theory.*

HVAC-0231   Special Projects 2
3 hours credit
This course gives students hands on experience in working with customers on outside projects under the supervision of an instructor. Students who do not choose or are not qualified for an internship will take this course. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0226 Cooling 1, HVAC-0228 Refrigeration 1, HVAC-0225 Heating (Electric), HVAC-0224 Heating (Gas), HVAC-0232 Electrical Controls (Motors) 2, HVAC-0106 Electrical Theory (Electrical & Components) 2, HVAC-0203 Heat Pump Systems, HVAC-0204 System Servicing and Troubleshooting.*

HVAC-0232   Electrical Controls (Motors) 1
1 hour credit
This course will give students a basic understanding of electric motors. The course will cover starting and running components, motor speeds, power supplies, single and split-phase motors. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0233   Electrical Controls (Motors) 2
2 hours credit
This course will give students an understanding of electric motors. The course will cover centrifugal switches, shaded-pole motors, three-phase motors, single-phase hermetic motors, two speed motors, and variable speed motors. The course will also cover application of motors, motor controls, and troubleshooting electric motors. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0235   Heating (Other) Geothermal (Green Technology)
1 hour credit
This course will cover the Geothermal heat pumps which are refrigeration machines. Geothermal heat pumps use the earth, or water in the earth, for their heat source and heat sink. Energy is transferred daily to and from the earth by the sun's radiation, rain, and wind. Each year, more than 6000 times the amount of energy currently used by humans is striking the earth from the sun. This is the study of how we can use this energy. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0203 Heat Pump Systems.*

HVAC-0260   How to Start Your Own Home-Based Business
1 hour credit
This course covers the skills to operate a personal business, including qualifications, ethics, budgeting, fee structuring, cash flow and fee collection, staff and administrative issues, insurance and liability, recordkeeping, marketing and developing new leads.

HZMT-0100   Theory of Environmental Laws
3 hours credit
The purpose of this course is to provide a historical overview of the occupational, consumer and environmental health and safety issues. The student will be introduced to past and present government regulations which helped shape the worker, consumer, and environmental protection programs in the United States. Emphasis will be placed on identifying applicable OSHA regulations, interpreting them, and recommending compliance strategies.

HZMT-0115   Hazardous Materials Map & Terrain Analysis
2 hours credit
With hazardous materials stored, transported, used and produced throughout the country, it has become increasingly necessary to rely on maps to supply information to Haz-Mat elements, and to help resolve problems caused by emergencies in remote areas of the United States. Equipment, personnel and materials must be transported and phased into a Haz-Mat operation at the proper time and place. Maps are a tool that is used to perform these tasks. The second part of the course deals with the skills required to analyze the local terrain and make sound command decisions. Topics are covered which improve the ability to determine local terrain conditions and potential problems when dealing or planning for a chemical release or spill.

HZMT-0120   Hazardous Materials Awareness
                            and Operations
3 hours credit
The purpose of this course is to develop an emergency response contingency plan to deal with hazardous material or chemical emergencies in compliance with regulations in order to protect human health and the environment as well as to minimize an **organization's risks. This will also allow them to implement the various portions of the plan as required.**

HZMT-0125   Industrial Health & Safety
3 hours credit
Emphasis is placed on where hazardous materials are used and generated in various types of industrial processes. Understanding the constraints of product lines is discussed. Special attention is paid to potential acute and chronic hazard exposures from various industrial processes. Also, emphasis is placed on how to achieve greater safety and efficiency and to eliminate costly accidents.

HZMT-0150   Air Monitoring Techniques
2 hours credit
Emphasis will be on introduction of concepts, terminology, techniques, potential applications and mechanics of specific hardware in air monitoring.

HZMT-0215   Hazardous Materials Technician
5 hours credit
After completing the course the student will have met the sections required for a Hazardous Materials Technician in NFPA® 472, *Standard on Professional Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents* (2013 edition). Students who successfully complete a certification process will be certified as a Hazardous Materials Technician.

Learning objectives are identified on a chapter-by-chapter basis and can be found in detail in the text required for the course (explained in detail in Text section).

HZMT-0285   Hazardous Materials Industrial Processes
3 hours credit
This industrial process course will familiarize the student with five common categories of industrial process facilities. Using the techniques developed in this course, the student will learn how to familiarize him or herself with a variety of industrial processes

from a hazardous materials focal point.

HZMT-0290   Recycling and Resource Conservation
3 hours credit
This is a course designed to address the methods that can be used in the recycling of paper, plastics, glass metals, and other items which can be used in some other process. Other topics that are covered are energy conservation, fertilizers and pesticides, water pollution, safe foods, lawn care, and safe products and services.

JOUR-0174   Principles of Photo and Photojournalism
3 hours credit
This course is designed to familiarize you with basic camera mechanics and techniques. Though the emphasis of the course is on photojournalism and the use of photography as a storytelling device, you will receive instruction in skills that have a variety of applications. Instruction will be supplemented by discussion of the laws governing photojournalism, as well as journalism ethics. You will also learn basic darkroom techniques and digital photo editing.

JOUR-0175   Introduction to Mass Communications
3 hours credit
This course is a general survey of the various media of mass communication and their roles in American society.

JOUR-0176   Reporting I
3 hours credit
This course is designed to introduce you to the different types of writing found in most print, on-line and broadcast media. Styles covered include news stories, community reporting, editorials, columns, sports and other beat assignments. You may also have the opportunity to get your writing published in the college newspaper.

JOUR-0178   Principles of Mass Media Advertising
3 hours credit
An introductory course in advertising, this class provides theory as well as practical experience in various aspects of the advertising industry, including creative work (writing, illustration and layout), account service, research, and media planning.

JOUR-0179   Survey of Television and Television Production
3 hours credit
This course examines areas of broadcast communications. Television, because of its prominence, is emphasized, as are other developing media.

JOUR-0180   Modern Newspaper Design
2 hours credit
Modern Newspaper Design introduces the fundamentals of publication design using a personal computer. The course covers: 1) the elements of page composition, 2) publication design, 3) digital typesetting, 4) typical desktop publishing 5) hardware and software, and 6) journalism applications.

JOUR-0277   Production Processes I
2 hours credit
Students are involved in actual processes of publishing a newspaper. Students may become involved in specialized areas including reporting, editing, photography, layout, commentary and business management.

JOUR-0278   Production Processes II
2 hours credit
Students are involved in actual processes of publishing a newspaper. Students may become involved in specialized areas including reporting, editing, photography, layout, commentary and business management. In Production Processes II you will develop new skills or refine skills already developed in previous classes.

KSPN-0102   KSPN Foundations of Nursing
4 hours credit
This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

KSPN-0104   KSPN Foundations of Nursing Clinical
2 hours credit
This course explores the art of science of nursing in this clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced.

KSPN-0106   KSPN Medical Surgical Nursing I
4 hours credit
This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

KSPN-0108   KSPN Medical Surgical Nursing I - Clinical
2 hours credit
Simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care setting. An emphasis is placed on critical thinking and clinical decision-making skills.

KSPN-0110   KSPN Pharmacology
3 hours credit
This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body as well as the administration of medications. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan.

KSPN-0120   KSPN Medical Surgical Nursing II
4 hours credit
This course focuses on the effect of disorders of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

KSPN-0122   KSPN Medical Surgical Nursing II - Clinical
3 hours credit
This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making and skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse.

KSPN-0124   KSPN Maternal Child Nursing
2 hours credit
This course focuses on pre- and post-natal maternal nursing care, as well as, the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the childbearing and child-rearing family.

KSPN-0126   KSPN Maternal Child Nursing - Clinical
1 hour credit
This clinical course applies concepts from Maternal Child. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client.

KSPN-0128   KSPN Gerontology Nursing
2 hours credit
This course is designed to explore issues related to the aging adult using the nursing process as the organizing framework. Also discussed are the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients.

KSPN-0130   KSPN Mental Health Nursing
2 hours credit
This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client.

LANG-0101   French I
5 hours credit
Students acquire basic skills at a reasonable level of proficiency. The course is integrated with cultural aspects which form the basis of objectives for all language study. Primary emphasis is on the four essential skills: listening, speaking, reading, and writing within which the components of grammar and culture are included.

LANG-0102   French II
5 hours credit
This course is a continuation of French I - LANG-0101.   Students acquire basic skills at a reasonable level of proficiency. The course is integrated with cultural aspects which form the basis of objectives for all language study. Primary emphasis is on the four essential skills: listening, speaking, reading, and writing. *Prerequisite: French I, LANG-0101 or consent of the instructor.*

LANG-0121   German I
5 hours credit
This course is an introductory course designed for college students and other adults. Students are provided a sound basis for learning German as it is spoken and written today. Practice is provided in all four skill areas: listening, speaking, reading and writing. The course is designed to spark the interests of students in German history and culture.

LANG-0122   German II
5 hours credit
This course is a continuation of German I, with increased attention given to structure, fluency in reading, writing, and oral work. Ideals and realities of German culture are examined for comparative insight. *Prerequisite: German I or consent of the instructor.*

LANG-0138   Basic Spanish
3 hours credit
Spanish I is the first semester of Spanish for students with little or no previous instruction in Spanish. This course enables students to attain a basic competency in all language skills: speaking, listening, reading, writing, and culture.

LANG-0141   Spanish I
5 hours credit
Spanish I is the first semester of Spanish for students with little or no previous instruction in Spanish. This course enables students to attain a basic competency in all language skills: speaking, listening, reading, writing, and culture.

LANG-0142   Spanish II
5 hours credit
The Spanish II curriculum emphasizes the combination of conversation, reading, writing, grammar and culture. *Prerequisite: LANG 141, Spanish I.*

LANG-0143   Spanish I (for Teachers)
5 hours credit
Spanish I is the first semester of Spanish for students with little or no previous instruction in Spanish. This course enables students to

attain a basic competency in all language skills: speaking, listening, reading, writing, and culture with special emphasis on oral communication. Furthermore, this course is a comprehensive language course design to provide functional Spanish language skills for school personnel who have contact with Spanish speaking students, parents, and visitors. In addition, it includes a cross-cultural component with emphasis on family issues, Hispanic etiquette, literacy, and cultural issues.

LANG-0150   Command Spanish® for Nurses
3 hours credit
This course prepares non-Spanish-speaking future nurses to provide essential basic medical care to Spanish-speaking patients. In addition, exposed students to trans-cultural information related to their future career and the Hispanic culture. This course will prepare students to obtain essential patient information, vital signs, in addition to perform routing nursing procedures. Emphasis is placed on enhancing the cultural understanding and the quality of patient care. This course does not meet the foreign language requirements.

LANG-0151   Spanish for School Administrators, Teachers, Paraprofessionals, and Support Staff
3 hours credit
Spanish for School Administrators, Teachers (0-12), and Support Staff is a comprehensive language course design to provide functional Spanish language skills for school personnel who have contact with Spanish speaking students, parents, and visitors. It also includes extensive training for non-Spanish speaking classroom teachers who have Spanish speaking children or young adults in their classroom. In addition, it includes a cross-cultural component with emphasis on family issues, Hispanic etiquette, literacy, cultural expectations, and the Latin American educational system. No prior knowledge of Spanish is necessary.

LANG-0152   Spanish for Child Care Facility Personnel
2 hours credit
This is a comprehensive program designed to provide functional Spanish language skills for child care facility personnel who have contact with Spanish-speaking parents and children. The program utilizes phonetic encoding to address the most important commands, and phrases critical to child care facilities. This course will include a cross-cultural component with emphasis on family issues. No prior knowledge of Spanish is necessary.

LANG-0153   Spanish for Law Enforcement
3 hours credit
This course does not meet the foreign language requirements. Spanish for Law Enforcement is a comprehensive language course design to provide functional Spanish language skills for law enforcement personnel/officers who have contact with Spanish speaking individuals. In addition, it includes language training pertinent to the Miranda Warning and Waiver, alert words, vital phrases of law enforcement operations and procedures.

LANG-0160   Conversational Arabic
3 hours credit
This course does not meet the foreign language requirements. Conversational Arabic is designed for students who want to acquire a speaking knowledge of the language with the focus on communication, comprehension, and cultural information about the Arabic-speaking world and its people. It is very helpful for those interested in traveling to an Arabic-speaking country, people who deal with the Arabic-speaking community or those who want to enrich themselves by learning a foreign language.

LANG-0161   Arabic I
5 hours credit
Arabic I is the first semester of Arabic for students with little or no previous instruction in Arabic. This course enables students to attain a basic competency in all language skills: speaking, listening, reading, writing, and culture.

LANG-0162   Arabic II
5 hours credit
The Arabic II curriculum emphasizes the combination of conversation, reading, writing, grammar, and culture. *Prerequisite:* *LANG-0161, Arabic I.*

LANG-0203   French III

3 hours credit

The study of grammar is reviewed and continued. Extensive conversational drills are included and some directed composition based on reading of French texts is required. ***Prerequisite: French II, LANG-0102 or consent of the instructor.***

LANG-0204   French IV

3 hours credit

This course is a continuation of French III LANG-0203. ***Prerequisite: French III, LANG-0203 or consent of the instructor.***

LANG-0223   German III

3 hours credit

Reading and discussion of selected works of modern German literature are emphasized, with grammatical analysis and practice. Computer-assisted instruction and telecourse materials are used. Historical and contemporary aspects of German culture and philosophy are discussed. ***Prerequisite: German II, LANG-0122 or consent of the instructor.***

LANG-0224   German IV

3 hours credit

German IV examines readings of modern prose along with intensive practice in German composition and conversation. Computerized instructional techniques are utilized and a German language telecourse is used. Students discuss the promise and paradoxes of German Philosophy. ***Prerequisite: German III, LANG-0223 or consent of the instructor.***

LANG-0243   Spanish III

3 hours credit

Spanish III is the first half of a yearlong intermediate Spanish course. The objective of the course is to increase students' competence in all language skill areas (speaking, reading, writing, listening and culture). By the end of the semester, students who have applied themselves and studied seriously will be able to converse, to read and understand short stories and other publications, and to express themselves in writing, all in Spanish. ***Prerequisite: Spanish II, LANG-0142.***

LANG-0244   Spanish IV

3 hours credit

Spanish IV is the second half of a year-
long intermediate Spanish course. The objective of the course is to increase students' competence in all language skill areas (speaking, reading, writing, listening and culture). By the end of the semester, students who have applied themselves and studied seriously will be able to converse, to read and understand short stories and other publications, and to express themselves in writing, all in Spanish. ***Prerequisite: Spanish III, LANG-0243.***

MACH-0101   OSHA 10-30

3 hours credit

This course will locate and apply OSHA safety and health standards, policies and procedures. Introduce OSHA standards and regulations to supplemental and on-going safety and health programs, .Identify common violations of OSHA standards and propose abatement actions. .Describe appropriate abatement procedures for selected safety and health hazards. ***Prerequisites: Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.***

MACH-0102   Workplace Ethics

2 hours credit

This course is an introduction to work place skills. The course topics include: Resume writing, cover letters, applications, personal data sheets, portfolios, interviewing tactics, work place ethics and basic work place soft skills.

MACH-0103   Bench Work

1 hour credit

This course will introduce layout and bench work procedures that will provide the learner with the principles of locating, analyzing and performing techniques used for machining process to be performed, and the common tools that can be associated with the

procedures. It will also cover some repair procedures that may be needed, common to the industry. *Prerequisites: Quality Control and Inspection MACH0105, Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0104   Industry Print Reading
3 hours credit
This course will give the learner the knowledge to be proficient in the understanding and interpretation to translate and communicate information from drawings that will be needed to inspect, assemble and produce parts. Special emphasis will be implemented on providing realistic print reading examples and problems based from engineering and manufacturing Fundamentals.

MACH-0105   Quality Control and Inspection
1 hour credit
This course will introduce Quality Control Procedures that will provide the learner with the principles of locating, analyzing and performing techniques used for precision measurement to be obtained, and the common tools that can be associated with the procedures. The course will also emphasize on the importance of interchangeability. *Prerequisites: Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0106   Metallurgy
1 hour credit
Metallurgy Fundamentals is designed for those who desire to learn the basics of the behavior of metals and provide them with a broadened range of the industrial knowledge of the entire field of metals (metallurgy). The course content will provide the student learner the whys and how's of the selection of metals for their particular applications. It will also cover physical conditions that working or deforming may have on metals in relationship to being machined. *Prerequisites: Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0107   Machine Tool Processes
1 hour credit
This course will introduce the learner with the hazards that may be found in an industrial type setting, and will emphasize how to make quality suggestive changes. It will also concentrate on tool selection for a particular job and allow the student to make sound decisions in estimating and machine cycle times. Group problem solving skills will be applied in this course to brain storm cost analysis and tool geometry. *Prerequisites: Fundamentals of mathematics w/ a grade of "C" or higher or appropriate score on the math assessment test.*

MACH-0108   Machining Fundamentals I
3 hours credit
This course will introduce the learner with the skills to properly identify, set-up, and operate metal turning and milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0101, Safety, MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, and fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0109   Machining Fundamentals II
3 hours credit
This course will introduce the learner with the skills to properly identify, set-up, and operate metal turning and milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0101, Safety, MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals II and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0110   CNC Operations I
3 hours credit
This course will introduce the learner with operations and to properly identify, set-up, and operate Computer Numerical Controlled (CNC) metal turning, milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I ~IV MACH-0109 ~ MACH-0202 and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0111   Mathematics for Manufacturing
3 hours credit
This course will introduce the learner to the step by step approach to mastering the mathematical skills needed by today's technicians. This course will enable the learner to relate basic math concepts and operations specific to today's industry. *Prerequisites: Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0201   Machining Fundamentals III
3 hours credit
This course will introduce the learner with the advanced operations and to properly identify, set-up, and operate metal turning, milling equipment and safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. Materials covered in this course will enhance the procedures learned in MACH-0108, MACH-0109. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I, MACH-0109 Machining Fundamentals II and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0202   Machining Fundamentals IV
3 hours credit
This course will introduce the learner with the advanced operations and to properly identify, set-up, and operate metal turning, milling equipment and Surface Grinders safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. Materials covered in this course will enhance the procedures learned in MACH 0108, 0109, 0201. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I, MACH-0109 Machining Fundamentals II, MACH-0201 Machining Fundamentals III and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0203   CNC Operations II
6 hours credit
This course will introduce the learner with operations and to properly identify, set-up, and operate Computer Numerical Controlled (CNC) metal turning, milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I ~IV, MACH-0109 ~ MACH-0202 and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0204   CAD/CAM I
4 hours credit
The learner will be introduced to computer fundamentals by creating part files, and interpreting part starting procedures. Several software's will be introduced and taught (Master Cam, Gibbs, and Feature Cam) Students will make a choice of which or all will

be mastered. ***Prerequisites: Core curriculum Certificate A or documentation of NIMS, or successfully passing a machining credentialing testing method per instructor.***

MACH-0205   CAD/CAM II
4 hours credit
The learner will be introduced to geometry creation by the use of icon driven methods to create lines, points and circles that will produce a drawing that can be used to create a part. This part creation will then be sent to our equipment to produce programs that CNC operators use to operate our equipment. Several software's will be introduced and taught (Master Cam, Gibbs, and Feature Cam) Students will make a choice of which or all will be mastered. ***Prerequisites: MACH-0204 CAD/CAM I.***

MACH-0206   CAD/CAM III
4 hours credit
The learner will be introduced to work coordinates and also work groups that are required to create a 3 dimensional drawing to produce multi axis machining operations. Three, 4, and 5 axis machining practices will be implemented. Several softwares will be introduced and taught (Master Cam, Gibbs, and Feature Cam) Students will make a choice of which or all will be mastered. ***Prerequisites: MACH-0204 CAD/CAM I, MACH-0205 CAD/CAM II.***

MAPR-0100   Electrical Safety and Tools of the Trade
2 hours credit
Study of safety measures required for major appliance technicians to recognize and avoid hazards of an electrical or mechanical nature.

MAPR-0108   Basic Electricity
3 hours credit
Students will study Ohm's Law, series circuits, parallel circuits, series-parallel circuits, alternating current, inductance, capacitance, transformers, switching devices, and control circuit boards. The course teaches schematic and wiring diagram interpretation. The student will learn basic electrical theory and troubleshooting complex electrical circuits. This course will provide practice in application of electrical theory and diagnostic procedures, as well as the interconnection of components.

MAPR-0112   Fundamentals of Refrigeration
2 hours credit
List and identify the components of a refrigeration system, explain theory of refrigeration and the operation of all the compressor, evaporator, condenser, and metering device. Explain and understand the scientific principles heat transfer, enthalpy, sensible, and latent heat.

MAPR-0140   Brazing/Swaging/Silver and Soft Soldering
3 hours credit
This course teaches the proper methods of brazing similar and dissimilar metals used in the refrigeration industry. Also taught, are the methods, procedures, and tools used to swage tubing properly for the interconnection of refrigerant components, within a sealed system. Silver and soft soldering will then be used, to assemble and seal up the tubing of the refrigeration system. ***The successful completion of MAPR – 0135 will be required to participate in the hands-on portion of this course.***

MAPR-0160   Workplace Skills/Customer Relations/Record Keeping
2 hours credit
Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career in their chosen field. Topics include listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, time and resource management, work ethics and career planning.

MAPR-0210   Cooking Equipment Residential and Commercial
3 hours credit
Obtain an understanding of the process of heat transfer from the heat source through the food product and the importance of accurate heat control. This course will teach proper gas/electrical connecting, gas ignition systems, temperature/electrical controls,

disassembly, oven calibration, proper flame adjustment, self-clean functions and sealed surface burner service. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

MAPR-0215　　　Ventilation Hoods/Make-up Air Blowers Domestic/Commercial
3 hours credit

Upon successful completion of this course, the student will be able to identify and explain operation, trace circuits, diagnose and repair several makes of ventilation hoods, snorkel vents, conditioned and non-conditioned make-up air systems. Student will identify, explain the operation, diagnose and repair various and different types of controls. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

MAPR-0220　　　Dishwashers Domestic/Professional/Commercial
3 hours credit

This course teaches the student to use safe and correct procedures, to disassemble, identify components, explain operation, diagnose, repair and reassemble several types of dishwashers, as well as to identify controls, explain their operation, and identify common repair problems with dishwashers. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

MAPR-0222　　　Advanced Refrigeration
4 hours credit

This course instructs the students to safely connect gauges for testing and servicing, to use safe, correct and legal procedures to service typical home and commercial refrigerated units, to use proper procedures to correctly analyze refrigeration problems, and to identify and explain the operation of different types of controls such as temperature and deicing. The course will teach the proper methods and procedures of refrigerant recovery, charging, and system vacuuming.

MAPR-0230　　　Residential Refrigerators and Freezers
3 hours credit

This course provides instruction in techniques used to disassemble and identify components, explain operation, trace circuits, diagnose and repair several makes of refrigerators, freezers, icemakers, dehumidifiers and window air conditioning units.　By learning to trace circuits using wiring diagrams, and to identify, explain the operation, diagnose and repair various and different types of controls, students learn proficiency in this line of work. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

MAPR-0235　　　Commercial Refrigeration
3 hours credit

This course instructs students in techniques to disassemble and identify components, explain operation, trace circuits, diagnose and repair as needed several makes of commercial walk-ins, reach-in freezers/coolers. By learning to trace circuits using wiring diagrams and be able to identify, explain the operation, diagnose and repair various and different types of controls students learn proficiency in this line of work. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced. This course will also teach proper load calculating for commercial walk-in design.

MAPR-0240　　　Steam Ovens/Proofers/Deep Fryers Domestic/Commercial
3 hours credit

Students will learn the principals of steam generation for the purposes of cooking and raising bread dough.　This course provides instruction in techniques used to disassemble and identify components, explain operation, trace circuits, diagnose and repair several makes of steam ovens, bread proofers, and commercial deep fryers. By learning to trace circuits using wiring diagrams and to be able to identify, explain the operation, diagnose and repair various and different types of temperature and electrical controls, students learn proficiency in this line of work. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

MAPR-0243　　　Microwave Ovens Domestic/ Commercial
3 hours credit

Disassemble and identify components, explain operation, trace circuits, diagnose and repair as needed several makes of microwave

ovens. Trace circuits using wiring diagrams and be able to identify, explain the operation, diagnose and repair various and different types of controls. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced. This course will also teach proper microwave leak prevention and detection, as well as wattage testing.

MAPR-0245   Top and Front Load Clothes Washers Domestic/Commercial
3 hours credit

This course provides instruction in techniques used to ensure safe and correct procedures, to disassemble, identify components, explain operation, diagnose, repair and reassemble several types of clothes washers. By learning to identify controls, explain their operation, and identify common repair problems, students learn proficiency in this line of work. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

MAPR-0247   Gas and Electric Clothes Dryers/Stack Laundry Domestic/Commercial
3 hours credit

This course provides instruction in techniques used to obtain an understanding of the process of removing moisture from the clothing, the dryer, and the structure where the unit is located. This course will teach proper gas/electrical connecting, gas ignition systems, temperature/electrical controls, disassembly, drive motor functions, air flow, venting and parts replacement. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

MAPR-0284   Special Projects
3 hours credit

This course gives students hands on experience in working with customers on outside projects under the supervision of an instructor. *Prerequisites: Program Facilitator Approval.*

MAPR-0290   Internship I
3 hours credit

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes. *Prerequisites: Program Facilitator Approval.*

MAPR-0291   Internship II
3 hours credit

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes. *Prerequisites: Program Facilitator Approval.*

MATH-0097   Math Essentials
3 hours credit

Math Essentials emphasizes skill building in the operations of basic addition, subtraction, multiplication, and division as they relate to whole numbers, fractions, and decimals. These basic skills are then applied to the areas of ratio and proportion, percents, measurement, basic geometric concepts, and statistics. Algebra is introduced with the study of signed numbers, algebraic expressions, and basic equations. Students will be expected to use appropriate technology as one tool to achieve competency in Math Essentials. *Prerequisite(s): Accuplacer score 1-40 if Reading Comprehension is equal or greater than 40.*

MATH-0099   Elementary Algebra
3 hours credit
Elementary Algebra is an introductory algebra course for student who a solid foundation in arithmetic. Topics studied will include operations with signed numbers, linear equations and inequalities, problem solving, graphs of linear equations, operations with polynomials, factoring, quadratic equations, rational expressions, and radical expressions. Students will be expected to use appropriate technology as one tool to achieve competency in Elementary Algebra. ***Prerequisite:***
1) Grade of "C" or higher in MATH0097 Math Essentials OR
2) Accuplacer score of 41-70 if Reading Comprehension is equal or greater than 60.

MATH-0104   Intermediate Algebra
3 hours credit
Intermediate Algebra includes a brief review of Elementary Algebra, linear functions and graphs, rational expressions and equations, radical expressions and complex numbers, quadratic equations and graphs, and an introduction to logarithmic functions. Students will be expected to use appropriate technology as one tool to achieve competency in Intermediate Algebra. ***Prerequisites:***
1) Grade of "C" or higher in MATH0099 Elementary Algebra OR Accuplacer score of 71-99

MATH-0105   College Algebra with Review
5 hours credit
College Algebra includes a brief review of Intermediate Algebra; analysis and graphing of functions, including constant, linear, absolute value, square root, polynomial, rational, exponential and logarithmic functions and non-functions; and solving equations and inequalities, including polynomial equations, exponential equations, logarithmic equations, and systems of linear equations and inequalities. Students will be expected to use appropriate technology as one tool to achieve competency in College Algebra. A graphing calculator is required for this course. ***Prerequisites: First Time Placement: See Mandatory Placement Guidelines. Grade of "C" or higher in MATH0104 Intermediate Algebra.***

MATH-0106   College Algebra
3 hours credit
College Algebra includes analysis and graphing of functions, including constant, linear, absolute value, square root, polynomial, rational, exponential and logarithmic functions and non-functions; and solving equations and inequalities, including polynomial equations, exponential equations, logarithmic equations, and systems of linear equations and inequalities. Students will be expected to use appropriate technology as one tool to achieve competency in College Algebra. A graphing calculator is required for this course. ***Prerequisites: First Time Placement: See Mandatory Placement Guidelines. Grade of "C" or higher in MATH0104 Intermediate Algebra.***

MATH-0107   Graphing Calculator I
1 hour credit
Graphing Calculator I is designed for students with limited or no background in the use of the TI-83 or 84 Plus graphing calculator. The purpose of this course is to provide basic instruction in the use of the graphing calculator that is required in MATH-0105 College Algebra and above. A graphing calculator is required for this course.   ***Prerequisite(s): Grade of "C" or higher in Math0099 Elementary Algebra.***

MATH-0108   Pre-Calculus
5 hours credit
Pre-Calculus includes the analysis and graphing of functions, including constant, linear, absolute value, square root, polynomial, rational, exponential and logarithmic functions, non-functions and trigonometric functions; solving equations and inequalities, including polynomial equations, exponential equations, logarithmic equations, trigonometric equations, systems of linear equations and inequalities; trigonometric and inverse trigonometric functions, radian and degree measure, identities, and applications to physical problems; conic sections; and sequences and series. A graphing calculator is required for this course. ***Prerequisite: Grade of "C" or higher in MATH-0105 or MATH-0106 College Algebra.***

MATH-0112   Trigonometry
2 hours credit
Trigonometry includes trigonometric and inverse trigonometric functions, radian and degree measure, graphing, identities, and applications to physical problems. Students will be expected to use appropriate technology as one tool to achieve competency in

Trigonometry. A graphing calculator is required for this course. ***Prerequisite: First Time Placement: See Mandatory Placement Guidelines Grade of "C" or better in MATH0104 Intermediate Algebra.***

MATH-0115   Statistics
3 hours credit

Statistics includes the study of basic descriptive statistics, introduction to probability, random variables, special probability functions, random sampling and sampling theory, estimation of the mean, hypothesis tests, and linear regression. Students will be expected to use appropriate technology as one tool to achieve competency in Statistics. A graphing calculator is required for this course. ***Prerequisite: First Time Placement: See Mandatory Placement Guidelines. Grade of "C" or higher in MATH0105 College Algebra or MATH0108 Pre-Calculus***

MATH-0120   Calculus I (Non-Engineering)
3 hours credit

Calculus I is designed for students in business, life science, or social science. Content includes the study of the derivative and anti-derivative and their applications as applied to algebraic, exponential, and logarithmic functions. Students will be expected to use appropriate technology and one tool to achieve competency in Calculus I. A graphing calculator is required for this course. ***Prerequisites: Grade of First Time Placement: See Mandatory Placement Guidelines. Grade of "C" or better in MATH 105 College Algebra OR MATH0108 Pre-Calculus.***

MATH-0121   Calculus II (Non-Engineering)
3 hours credit

Calculus II is designed for students in business, life science, or social science. Content includes a review of Calculus I with an emphasis on applications involving elementary functions, functions of several variables, trigonometric functions, integration techniques, and differential equations. Students will be expected to use appropriate technology as one tool to achieve competency in Calculus II. A graphing calculator is required for this course. ***Prerequisites: Grade of "C" or higher in MATH0108 Pre-Calculus or MATH-0112 Trigonometry and MATH-0120 Calculus I (Non-Engineering).***

MATH-0122   Calculus and Analytic Geometry I
5 hours credit

Calculus I is designed for students in mathematics, hard sciences, and engineering. Content includes limits and their properties, differentiation and its applications, integration, and calculus of exponential and logarithmic functions. Students will be expected to use appropriate technology as one tool to achieve competency in Calculus I. A graphing calculator is required for this course. ***Prerequisites: Grade of "C" or higher in MATH-0105 College Algebra and MATH0112 Trigonometry or MATH-0108 Pre-Calculus.***

MATH-0123   Calculus and Analytic Geometry II
5 hours credit

Calculus & Analytic Geometry II is designed for students in mathematics, hard sciences, and engineering. Content includes calculus of transcendental functions, differential equations, applications of integration, integration techniques, infinite series, conic sections, and parametric and polar equations. Students will be expected to use appropriate technology as one tool to achieve competency in Calculus and Analytic Geometry II. A graphing calculator is required for this course. ***Prerequisite: Grade of "C" or higher in MATH0122 Calculus and Analytic Geometry I.***

MATH-0208   History of Mathematics
3 hours credit

This course is designed to acquaint students with the development and practices of mathematics in ancient, medieval, and modern times. This worldwide multicultural development will then be brought up to date with the students' exposure to current thought and philosophy in mathematics as well as the technology that has revolutionized our modern world. ***Prerequisite: Grade of "C" or higher in MATH0105 College Algebra or Bachelor's or higher degree.***

MATH-0224   Calculus and Analytic Geometry III
5 hours credit
Calculus & Analytic Geometry III is designed for students in mathematics, hard sciences, and engineering. Content includes analytic and solid geometry, vectors, multivariable calculus, multiple integrals, and applications of these topics. Students will be expected to use appropriate technology as one tool to achieve competency in Calculus and Analytic Geometry III. A graphing calculator is required for this course. *Prerequisites: First Time Placement – see Mandatory Placement Guidelines. Grade of "C" or higher in MATH0123 Calculus and Analytic Geometry II. May be taken concurrently with MATH0227 Differential Equations.*

MATH-0227   Differential Equations
3 hours credit
Differential Equations is designed for students in mathematics, hard sciences, and engineering. Content includes standard types of ordinary differential equations, (first, second, and higher order), systems of differential equations, and applications to geometry and physical science. Students will be expected to use appropriate technology as one tool to achieve competency in Differential Equations. A graphing calculator is required for this course. *Prerequisite: Grade of "C" or higher in MATH0123 Calculus and Analytic Geometry III. May be taken concurrently with MATH0224 Calculus and Analytic Geometry III.*

MEDA-0105   Medical Administrative Aspects
4 hours credit
This course provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

MEDA-0115   Medical Professional Issues
2 hours credit
This course reviews the role and function of the Medical Assistant. This course focuses on professional conduct, medico-legal, scope of practice, standards for Medical Assistants, along with professional and personal therapeutic communication, time management and goal setting.

MEDA-0130   Pharmacology Administration
2 hours credit
MEDA 0130 is an introductory course in pharmacology that provides the student with the basic knowledge of pharmacologic principles, history and legal requirements along with principles of administration. This course will also review basic mathematic principles involved in solving computations related to pharmacology administration.

MEDA-0150   Emergency Preparedness
1 hour credit
This course provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of the profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

MEDA -0160   Human Body
3 hours credit
This course introduces the student to basic human anatomy and physiology. Body systems are reviewed for normal function and common pathology. Common diseases and treatments are explored along with age-related health issues.

MEDA 0165   Patient Care
4 hours credit
This course includes basic clinical skills necessary for the Medical Assistant. Aseptic practice for the medical office will be defined, basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied**.**

MEDA 0175   Advanced Patient Care
4 hours credit
This course focuses on expanding the knowledge and skills in Patient Care. More complex and independent procedures performed by the Medical Assistant will be explored. Addresses surgical procedures, physical therapy, principles of radiology, emergency procedures and pulmonary function testing, includes the performance of an electrocardiogram (EKG).

MEDA 0180   Billing and Coding
3 hours credit
This course introduces the student to the medical insurance system and related billing and coding. Students learn how to complete and submit electronic and paper insurance claim forms, perform referrals, and apply the correct procedure and diagnostic codes.

MEDA 0185   Laboratory Diagnostics
5 hours credit
The role and function of the professional in the clinical laboratory is introduced. Topics include safety in the laboratory, CLIA government regulations and quality assurance, and microscope procedures and concepts. Students perform procedures in the different departments of the laboratory including specimen collection and performance of CLIA 88 low and moderate complexity testing. Students demonstrate competency in the wide variety of specimen techniques used to collect, process, and test specimens.

MEDA 0190   Pharmacology
3 hours credit
This course introduces the Medical Assistant to pharmacological principles and applications. In this course the medical assistant will be introduced to pharmacologic actions, pharmacokinetics, drug classifications, indications, contraindications, adverse effects, safe administration process, legal issues related to pharmacology as well as the administration of medications across all age groups.

MEDA 0195   Externship
4 hours credit
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a supervised, unpaid, 160 hour externship in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Requires current cardiopulmonary resuscitation (CPR) certification (health care provider level).

MMVP-0110   Introduction to Multimedia
3 hours credit
The fundamentals of multimedia will be studied from definition to implementation process including the elements of multimedia, authoring programs, presentation programs, development and design, management and distribution as well as web based implementation and CD delivery of multimedia content.

MMVP-0130   Introduction to Digital Imaging
3 hours credit
The student will identify key historical development in analog and digital photography as well as be exposed to various methods of image capture, transfer and storage. Elements and Principles of photography will be emphasized including composition, lighting and aesthetics. Digital manipulation through industry standard software such as PhotoShop will be reviewed as well as copyright and ownership as it pertains to digital imaging.

MMVP-0140   Introduction to Video Production
3 hours credit
The fundamentals of video production will be studied including the production process, the production team the function and elements of the camera, proper mounting, balance and composition.

MMVP-0150   Introduction to Animation
3 hours credit
The fundamentals of digital animation will be studied including key events in history, image creation, alternative input devices,

timing, character construction and animation, walk cycles, lip sync as well as story boards and staging. ***Prerequisites: MMVP-0130 Introduction to Digital Imaging.***

MMVP-0160   Introduction to 3D Modeling
4 hours credit
The fundamentals of digital 3D animation will be studied including modeling, endomorph creation, animating using key frame and graph editing and rendering for multiple output. Lighting and camera work and surfacing will be reviewed and practically employed in a project format.

MMVP-0166   Introduction to Web Animation
3 hours credit
This course is designed to introduce the fundamentals of Adobe's Scaleable Vector Graphic Program to the student. Flash is pervasive in the multimedia and web design industries used for website design and construction to animation and video encoding. Students will create interactive animations using the drawing tools and importing of other material.

MMVP-0170   Introduction to Game Design
3 hours credit
The fundamentals of digital Game Design will be explored including conditional statements, Gaming concepts as well as the history and guidelines to creating interactive game media. Various genres and design styles will be employed and career opportunities and growth areas identified.

MMVP-0180   Audio for Video Production
3 hours credit
The fundamentals of Audio for Digital Video Production will be studied including capture, formats and compression as well as non-linear, non-destructive editing with industry standard software, application of special effects and output. ***Prerequisites: MMVP-0140 Introduction to Video Production***

MMVP-0190   Digital Video Production
3 hours credit
The fundamentals of Digital Video Production will be studied including image capture, tape formats and compression as well as non-linear, non-destructive editing with industry standard software, application of special effects and output to tape and DVD. ***Prerequisites: MMVP-0140 Introduction to Video Production***

MMVP-0201   Macintosh Digital Video Production
2 hours credit
The fundamentals of Digital Video Production on the Macintosh will be studied including image capture, non-linear, non-destructive editing with industry standard software, application of special effects and output to tape and DVD. ***Prerequisites: MMVP-0190 Digital Video Production***

MTSC-0101   Orientation to Funeral Service
2 hours credit
This Funeral Service Area is a survey of the history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices as well as the progression of Associations and Education within funeral service.

MTSC-0105   Mortuary Law
3 hours credit
The subject area guidelines for Mortuary Law are designed to introduce the student to sources of law; the legal status of the dead human body; the duty of burial, right to control funeral arrangements and final disposition and liability for funeral expenses; torts involving the dead human body and the funeral director; wills, estates and probate proceedings; cemeteries and issues related thereto; State and Federal laws and regulations pertaining to funeral service; and the legal aspects of being a licensed funeral director/mortician.

MTSC-0108   Mortuary Chemistry
3 hours credit
This course is a survey of the basic principles of chemistry as they relate to funeral service. Especially stressed are the chemical principles and precautions involved in sanitation, disinfection, public health, and embalming practice. The government regulation of chemicals currently used in funeral service is reviewed.

MTSC-0110   Restorative Art
4 hours credit
The subject area guidelines for Restorative Art are designed to introduce the student to the techniques and importance of creating an acceptable physical appearance of the deceased for the benefit of the surviving family members.

MTSC-0160   Mortuary Microbiology
3 hours credit
This course encourages a survey of the basic principles of microbiology. It relates these principles to Funeral Service Education especially as they pertain to sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional and community hygiene and sanitation are discussed.

MTSC-0201   Pathology
3 hours credit
The study of pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process.

MTSC-0205   Embalming Theory
4 hours credit
This course involves the process of chemically treating the dead human body to reduce the presence and growth of microorganisms, to retard organic decomposition, and to restore an acceptable physical appearance. As embalming is the keystone of funeral service, its history, theory and practical applications will be discussed.

MTSC-0210   Mortuary Management
3 hours credit
The curriculum guideline for Mortuary Management is designed to introduce the student to the basic principles of management. The curriculum is divided into two main sections. The first covers general management technique and theory. The second section examines specific areas of funeral service, and management guidelines for those areas.

MTSC-0212   Funeral Service Merchandising
3 hours credit
This class is designed to introduce the funeral service student to the basic principles of merchandising as it applies to the funeral profession. The curriculum is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral related products. The second section of the curriculum guidelines examines methods of pricing, display, presentation, and control of funeral merchandise.

MTSC-0225   Funeral Service Counseling
3 hours credit
This subject area examines psychological concepts in the areas of grief, bereavement and mourning with particular emphasis on the roles of the funeral director in relation to these concepts as well as a facilitator of the funeral service, crisis intervener and after care counselor.

MTSC-0240   Funeral Rites Practicum I
3 hours credit each semester
Students work in local funeral home under the direct supervision of a licensed funeral director. Combines (7-10 hours) per week in an approved funeral home, which involves training and experience in a funeral home setting.

MTSC-0241   Embalming Practicum II
3 hours credit each semester
Students work in a local approved funeral home under the direct supervision of a licensed embalmer. Develops practical embalming skills, combining work experience in funeral home. The student will participate in 10 funeral services activities during the semester.

MUSC-0101   Music Appreciation
3 hours credit
A general education course, Music Appreciation may be used to satisfy part of the Humanities requirement in the General Education Core requirements. This course provides students with a basic introduction and background in music listening. The focus is on art music (the classical traditions of Western and non-Western music), covering all periods from medieval to modern. Students develop an understanding of the elements that create music, an ability to identify music by historical periods, and an acquaintance with a wide variety of music styles and forms.

MUSC-0102   Music Literature I
3 hours credit
Music Literature I is intended for the music major who plans to transfer to a four-year institution. It is designed to introduce student to music literature through listening, discussion, and score study. Style periods covered include the Baroque through the Twentieth Century. *Prerequisite: MUSC-0112 Music Theory II or permission of instructor*

MUSC-0110   Music Fundamentals
3 hours credit
Designed for two groups of students, Fundamentals of Music is for non-music majors interested in learning the basics of reading and playing music or for music majors lacking sufficient background to successfully complete Music Theory I. Course work covers fundamentals of music notation, piano keyboard knowledge, and writing basic notes, symbols, scales, chords, and intervals.

MUSC-0111   Music Theory I
4 hours credit
The purpose of this course is to provide the student with a thorough introduction to the elements of music, such as intervals, scales, and chords, as well as an introduction to diatonic harmony and part writing, and elements of musicianship including sightsinging, dictation, rhythm, and keyboard skills.

MUSC-0112   Music Theory II
4 hours credit
The purpose of this course is to continue the studies begun in Music Theory I. This course will complete the study of diatonic harmony. Topics covered will include inversions and seventh chords, non-harmonic tones, and diatonic modulation, and elements of musicianship including sightsinging, dictation, rhythm, and keyboard skills. *Prerequisite: Music Theory I, MUSC-0111.*

MUSC-0113-0118 Instrumental Ensemble
1 hour credit
The instrumental ensembles focus on small group performance. This class is open to brass and woodwind players, percussionists and string players. Ensembles will be divided up based on ability level. The ensembles rehearse 2 or 3 times per week and perform on campus and around the metropolitan area.

MUSC-0119-0124 Concert Band
1 hour credit
Concert Band is open to any college student with prior experience in instrumental music organizations. All types of band literature are studied and rehearsed: concerts are performed. *Prerequisite: Instrumental Experience.*

MUSC-0125-128 Jazz Band
1 hour credit
The jazz band is open to instrumentalists who play woodwind, brass, and percussion instruments. Traditional big band repertoire is studied and performed. This group performs several concerts per semester. *Prerequisite: Consent of the instructor.*

MUSC-0131-0135 String Orchestra
1 hour credit
String Orchestra is open to any student with string experience. All styles of string orchestra literature are studied and rehearsed. *Prerequisite: Violin, Viola, Cello, or Bass experience.*

MUSC-0137   Jazz Improvisation
2 hours credit
This course is designed to provide the music student with basic fundamentals in improvisation. Jazz Improvisation class time is divided equally between theory and practical performance. The objective of the class is an ability to identify scales, chords, and perform fundamental improvisation.

MUSC-0139-144   Choir
1 hour credit
Choir is for any and all students enrolled at the College who desire to sing and participate in choral activities. Music studied and performed will include music from all style periods of music history. Ethnic and cultures other than Western Europe will also be included when appropriate. All members of choir are required to perform in public.

MUSC-0145-150   Vocal Ensemble
1 hour credit
Members of this choir are selected by audition at the beginning of each semester. The choir performs vocal literature from all style periods including madrigals, jazz, or contemporary classical. *Prerequisites: Audition. Corequisite: enrollment in Choir, MUSC-0139-0144.*

MUSC-0151-154   Piano Class
1 hour credit
Piano class is designed for music majors to develop basic piano proficiency skills, including scales, chords, harmonizing melodies, improvisation, sightreading, and developing basic piano repertoire. In each successive semester of enrollment in piano class (up to four semesters), students will work on more difficult levels of the elements of musicianship listed above. Students other than music majors may enroll if space is available.

MUSC-0155-0156 Voice Class
1 hour credit
Voice class is for beginning voice students, non-voice music majors, and other college students who desire training in vocal production with emphasis on performance. Many types of solo literature are studied and performed. Two hours of class time per week are required.

MUSC-0169-174   Applied Voice
1 hour credit
This course is for students who desire private, one-on-one instruction in voice. One credit hour indicates a one-half hour private lesson per week. Performance in the final recital is mandatory. *Refer to 'Special Class Fees' section for current class fee. Prerequisite: Permission of the instructor.*

MUSC-0175-180   Applied Piano
1 hour credit
This course is designed for students who desire private, one-on-one instruction in piano. One credit hour indicates a one-half hour private lesson per week. The course will enable students to gain increased proficiency in the performance of piano literature. Performance in the final recital is mandatory. *Refer to 'Special Class Fees' section for current class fee. Prerequisite: Permission of the instructor.*

MUSC-0181-184   Applied Strings
1 hour credit
This course is for students who desire private, one-on-one instruction in violin, viola, guitar, or bass. One credit hour indicates a one-half hour private lesson per week. Performance in the final recital is mandatory. *Refer to 'Special Class Fees' section for current class fee.* **Prerequisite: Permission of instructor.**

MUSC-0185-190   Applied Woodwinds
1 hour credit
This course is for students who desire private, one-on-one instruction in flute, oboe, bassoon, clarinet, or saxophone. One credit hour indicates a one-half hour private lesson per week. Performance in the final recital is mandatory. *Refer to 'Special Class Fees' section for current class fee.* **Prerequisite: Permission of instructor.**

MUSC-0191-194   Applied Brass
1 hour credit
This course is for students who desire private, one-on-one instruction in trumpet, French horn, trombone, or tuba. One credit hour indicates a one-half hour private lesson per week with one hour daily practice expected for each credit hour. Performance in the final recital is mandatory. *Refer to 'Special Class Fees' section for current class fee.* **Prerequisite: Permission of instructor.**

MUSC-0195   Applied Percussion
1 hour credit
This course is for students who desire private, one-on-one instruction in drums or percussion. One credit hour indicates a one-half hour private lesson per week with one hour daily practice expected for each credit hour. Performance in the final recital is mandatory with the exception of the non-traditional student. Refer to 'Special Class Fees' section for current class fee. **Prerequisite: Permission of instructor.**

MUSC-0205   Internship in Audio
1 hour credit
An internship in an audio related field provides an opportunity for focused in-depth learning and practical experience of the professional audio industry to advanced students. The student is responsible for organizing the internship opportunity, which must be approved by the KCKCC's Audio Engineering Program Coordinator prior to enrollment in the class. The student must complete a minimum of 48 documented hours of internship. In addition to further developing technical and production student competencies this opportunity also provides for practical application of theories, techniques, and concepts discussed throughout the program. Students should further develop a sense of professionalism, reasoning and decision-making skills, resourcefulness, and independence. Students may also establish contacts within the industry that may lead to entry-level employment. **Prerequisite: MUSC-0260 Advanced Recording I, AND permission of the instructor.**

MUSC-0206-209   Music Composition
1 hour credit
Music Composition introduces students to the basic procedures and skills of composing music. Emphasis is placed on writing both acoustic and electronic music. Students also study scores and listen to a variety of classical music in order to help them understand the techniques that are typical of various compositional styles. A minimum of three original works, preferably written for a variety of media, is required. Students present a neat, handwritten or computer-generated copy of each work to the instructor for an end-of-semester evaluation. **Prerequisite: MUSC-0106, Music Applications for Computers, MUSC-0111, Music Theory I, or permission of instructor.**

MUSC-0213   Music Theory III
4 hours credit
The purpose of this course is to continue the studies begun in Music Theory I and II. This course will be concerned with the study of chromatic harmony. Topics covered will include secondary dominants, borrowed chords, Neapolitan chords, and augmented sixth chords, and elements of musicianship including sightsinging, dictation, rhythm, and keyboard skills. **Prerequisites: Music Theory II, MUSC-0112.**

MUSC-0214   Music Theory IV
4 hours credit
The purpose of this course is to continue the studies begun in Music Theory I, II and III. This course will complete the study of chromatic harmony and include a complete study of twentieth-century theoretical techniques. Topics covered will include enharmonic modulation, Impressionism, modes, scales, twelve tone techniques, and quartal harmony, and other twentieth century materials, plus elements of musicianship including sightsinging, dictation, rhythm, and keyboard skills. *Prerequisite: Music Theory III, MUSC-0213.*

MUSC-0220-225   Chamber Ensemble
1 hour credit each semester
Members of this choir are selected by audition at the beginning of each semester. The choir performs vocal literature from al style periods including jazz or classical repertoire, depending on the course section number. *Prerequisites: Audition or consent of the instructor.*

NAIL-0101   Scientific Concepts
3 hours credit
This course will provide the student with a practical knowledge of public sanitation and an understanding of the general concepts of chemistry, the chemical composition of professional nail products, chemical safety and OSHA regulations applicable in the professional beauty industry. The student will be provided with an understanding of basic anatomy, physiology and histology of the human body. This course will also provide the student with a working knowledge of the structure, composition, growth, regeneration, irregularities, and diseases of the natural nail and the structure, functions, growth, regeneration and disorders of the skin as well as an understanding of the muscles, nerves and blood, their structure and function. *Prerequisites: Meet requirements to apply for Kansas Board of Cosmetology Apprentice License.*

NAIL-0105   Manicuring Skills
3 hours credit
This course will provide the student with an understanding of the purpose and effect of manicures and pedicures as well as a working knowledge of the equipment, implements, supplies and products used in the performance of professional manicures and pedicures. The student will also be instructed in the proper preparation and procedures involved in performing basic manicures, reconditioning treatments, repair techniques, hand and arm massage, foot and leg massage and application of polish. The student will perform a minimum of 25 manicures and 10 pedicures. *Prerequisites: NAIL-0101 Scientific Concepts.*

NAIL-0110   Artificial Nails
5 hours credit
This course will provide the student with the abilities and skills required by every successful nail technician. This course offers sound lessons in exceptional client service in addition to hands-on step-by-step procedures that are essential for any nail technician looking to perform with confidence and capability. *Prerequisites: NAIL-0101 Scientific Concepts and NAIL-0105 Manicuring Skills.*

NAIL-0115   Business Practices
3 hours credit
A variety of instructional methods may be used depending on content area. These may include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs. *Prerequisites: NAIL-0101 Scientific Concepts, NAIL-0105 Manicuring Skills, NAIL-0110 Artificial Nails.*

NAIL-0120   Kansas State Law Nail Technology
1 hour credit
This course provides classroom instruction in the Kansas Board of Cosmetology General Laws, Rules and Regulations. The course consists of 20 classroom hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

NAIL-0250   Obtaining Employment
1 hour credit

This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings; completing applications forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

NASC-0101   Introduction to Physical Science
3 hours credit

The course covers all areas of physical sciences including physics and astronomy, chemistry, and earth science. This is a concept based course. This course is designed to acquaint the student with the scientist's approach to the world. It is not recommended for science majors. No laboratory is required. ***Prerequisite: None. Good algebra skills are helpful.***

NASC-0103   General Physical Science
5 hours credit

This is an introductory course in the areas of the physical sciences that includes physics and astronomy, chemistry, and earth science. This course is designed to acquaint the student with the scientist's approach to the world. This course includes the laboratory portion of the physical science. ***Prerequisite: None. Good algebra skills are helpful.***

NASC-0107   Introduction to Astronomy
3 hours credit

A survey of astronomy, the topics included in this course are the moon, planets, the sun, stellar birth and death, galaxies and their evolution, and the evolution of our universe. Emphasis is descriptive rather than mathematical. ***Prerequisite: None. Good algebra skills are helpful.***

NASC-0108   Introduction to Astronomy Lab
1 hour credit

This laboratory introduces the variety of techniques used by astronomers to learn information about the planets, stars, and galaxies. This course counts as a lab science when taken concurrently or after NASC-0107 Introduction to Astronomy. ***Prerequisite: None. Good algebra skills strongly recommended.***

NASC-0130   Introductory Physics
3 hours credit

This is a concept based course rather than mathematical emphasis. This course covers almost all areas of physics including mechanics, heat, fluids, oscillations, waves, sound, thermodynamic, electricity and magnetism, light and optics, and nuclear physics. This course can be useful for elementary level teachers and for students of non-science majors. Schedule: three hours of lectures per week. ***Prerequisite: College Algebra, MATH-0105 is recommended.***

NASC-0131   Introductory Physics Laboratory
1 hour credit

A laboratory related to Introductory Physics (NASC-0130). Around 12-15 introductory laboratory experiments are done during semester. Schedule: Two hours of lab work per week. ***Prerequisite: College Algebra, MATH-0105 is recommended.***

NASC-0175   Introduction to Meteorology
4 hours credit

This course provides students with a comprehensive study of the principles of meteorology while simultaneously providing classroom and laboratory applications focused on current weather situations. It provides real experiences demonstrating the value of computers and electronic access to time-sensitive data and information. The structure and composition of the atmosphere, the general circulation pattern over the Northern Hemisphere and how it arises, winds in relation to pressure patterns, and weather maps and their analyses are among the topics covered. ***Prerequisite: College Algebra, MATH-0105 is recommended.***

NASC-0186   Physical Geology and Lab
4 hours credit

This course provides students with a comprehensive study of the principles of geology while simultaneously providing classroom

and laboratory applications. The course is a study of the structural and dynamic features of the Earth. Rock-forming minerals, rocks and their decay are studied. A short history of the Earth is included.   *Prerequisite: College Algebra, MATH-0105 is recommended.*

NASC-0231   General Physics I and Lab
5 hours credit
The course covers mechanics, heat, fluids, oscillations, waves, sound and thermodynamics. The course requires conceptual understanding and problem solving using the tools of algebra and trigonometry. Schedule: five hours of lectures and two hours of lab work per week. The course is currently being offered during fall semester only. *Prerequisites: College Algebra, MATH-0105 is required; Trigonometry, MATH-0112 is strongly recommended.*

NASC-0232   General Physics II with Lab
5 hours credit
This course is the continuation of General Physics I with Lab, which covers electricity & magnetism, light & optics, atomic and nuclear physics. Schedule: five hours of lectures and two hours of lab work per week. The course is currently being offered during spring semester only. *Prerequisite: General Physics I with Lab, NASC-0231.*

NASC-0245   Engineering Physics I
5 hours credit
The course covers mechanics, heat, fluids, oscillations, waves, sound and thermodynamics. The course requires conceptual understanding and problem solving using the tools of algebra, trigonometry, and calculus. The course is for students of Science and Engineering. Schedule: five hours of lectures and two hours of lab work per week. The course is currently being offered during fall semester only. *Prerequisites: Completion of Calculus and Analytic Geometry I, MATH-0122 and concurrent enrollment in or completion of Calculus and Analytic Geometry II, MATH-0123.*

NASC-0246   Engineering Physics II
5 hours credit
This course is the continuation of Engineering Physics I with Lab, which covers electricity & magnetism, electromagnetic waves, & optics. Schedule: five hours of lectures and two hours of lab work per week. This course is currently being offered during spring semester only. *Prerequisites: Engineering Physics I, NASC-0245, and Calculus and Analytic Geometry II, MATH-0123.*

NASC-0248   Statics
3 hours credit
The course covers force vectors, equilibrium of particles, equilibrium of rigid bodies in two and three dimensions, trusses, friction, centroids and moments of inertia. Schedule: 3 hours of lectures per week. The course is currently being offered spring semester only. *Prerequisites: Engineering Physics I, NASC-0245 and Calculus and Analytic Geometry II, MATH-0123.*

NASC-0249   Dynamics
3 hours credit
The course covers kinematics and kinetics of particles, work and kinetic energy, impulse and momentum, rigid body dynamics, relative motion, and moving coordinate system. Schedule: 3 hours of lectures per week. The course is currently being offered spring semester only. *Prerequisites: Engineering Physics I, NASC-0245 and Calculus and Analytic Geometry II, MATH-0123.*

NASC-0250   Climate Studies and Laboratory
4 hours credit
Climate Studies and Laboratory is an undergraduate climatology course.   It is intended to provide students with a comprehensive study of the principles of climatology while providing pedagogically appropriate investigations and applications using web-delivered climate data. *Prerequisites: Minimum scores of 72 on Compass Reading Exam and 45 on Compass Math Exam. Completion of BIOL-0131, Environmental Science is highly recommended.*

NETW-0140   Home and Small Business Networking
8 hours credit
Networking for Home and Small Businesses is a course that is designed to introduce students to the basic concepts of setting up a personal computer system, including the operating system, interface cards, and peripheral devices. Students will also learn to plan and install a home or small business network and connect it to the Internet and be able to verify and troubleshoot network and Internet connectivity. Students will learn about sharing resources such as files and printers among multiple computers and recognize and mitigate security threats to a home network. Students will be able to configure and verify common Internet applications and configure basic IP services through a GUI.

NETW-0142   Voice and Data Cabling
7 hours credit
This course is an introduction to the basic concepts, theories, and research findings in the evolving field of psychology. By learning to think psychologically, students gain insight into themselves and the dynamics of human thinking, behavior, and emotions. *Prerequisites: NETW-0140 Home and Small Business Networking.*

NETW-0144   Small-to-Medium Business or ISP
8 hours credit
The Working at a Small-to-Medium Business or ISP course is designed to introduce students to the structure of the Internet and how Internet communications occur between hosts. Students will install, configure, and troubleshoot Cisco IOS® devices for Internet and server connectivity as well as, plan a basic wired infrastructure to support network traffic. Students will be able to implement basic WAN connectivity using Telco services and demonstrate proper disaster recovery procedures and perform server backups. Students will learn how to monitor network performance and isolate failures and troubleshoot problems using organized, layered procedures. Students will also be able to describe the OSI model and the process of encapsulation and how it relates to the different aspects of sending data across a network. *Prerequisites: NETW-0140 Home and Small Business Networking.*

NETW-0146   Routing and Switching in the Enterprise
8 hours credit
Routing and Switching in the Enterprise is designed to introduce students to networking from a larger business standpoint. Students will learn how to implement a LAN for an approved network design and configure a switch with VLANs and inter-switch communication. Students will also implement access lists to permit or deny specified traffic. Students will learn how to implement WAN links and configure routing protocols on Cisco devices. Students will also perform LAN, WAN, and VLAN troubleshooting using a structured methodology and the OSI model. *Prerequisites: NETW-0144 Small-to-medium Business or ISP.*

NETW-0148   Designing and Supporting Computer Networks
8 hours credit
Designing and Supporting Computer Networks is a course designed to introduce students to concepts many technicians are required to perform. Students will learn to gather customer requirements and design a simple Internetwork using Cisco technology. Students will be required to design an IP addressing scheme to meet LAN requirements and create an equipment list to meet LAN design requirements. Students will learn how to create and present a proposal to a customer and install and configure a prototype Internetwork. Students will be taught how to obtain and upgrade Cisco IOS Software in Cisco devices and perform password recovery on Cisco devices. *Prerequisites: NETW-0146 Routing and Switching in the Enterprise.*

NETW-0150   Workplace Skills
1 hour credit
This course will include all necessary skills to acquire and keep a job. These important Job Skills will be covered in the course as well as practiced by the students in discussion, role playing and assisting the school computer support technicians. Students will attend seminars given by our Jobs Placement Coordinator. Participation in SkillsUSA is encouraged.

NUPN-0132   Leadership for the Practical Nurse
2 hours credit
This course introduces students to the topic of Leadership and Management within the discipline of nursing. Leading and managing are two essential expectations of all nurses. To lead and to manage successfully, nurses must possess not only knowledge and

skills, but also a caring and compassionate attitude. The topics to be explored include strategies in planning, goal setting and marketing, problem solving and decision making, managing time, leading and organizing groups of people, team building, care delivery systems and learning how to utilize empowerment in nursing.

NUPN-0134   Theory Application through Assessment and Simulation
3 hours credit
The course will allow the student to enhance their basic assessment skills in providing care for clients of all ages and cultures. The basic techniques of inspection, palpation, and auscultation will be used to assess each body system. The student will also gain experience in history taking and documentation while developing a caring attitude.

NURS-0131   Caring Interventions
3 hours credit
This course provides a basis of specialized concepts and competencies, which form the foundation for the student's future nursing practice. Emphasis is on the concepts of communication, caring, comfort, safety, nursing process and mobility. The skills lab environment will provide opportunities for the practice and mastery of nursing care skills. Students will interact with faculty and peers as they learn communication skills and techniques that are essential to nursing practice.

NURS-0132   Foundation Concepts
4 hours credit
This course is a continuation of the basis of specialized concepts and competencies, which will become the foundation for the student's future nursing practice. Emphasis is placed on skin integrity, elimination, and sensory perception. Didactic and clinical experiences will integrate concepts of professionalism and awareness of diverse cultures and values. Students will interact with faculty, peers, and clients and the health care team as they apply communication and nursing skills learned in the previous course. Students will apply the nursing process to teaching clients about lifestyle choices that promote wellness. Teaching-learning activities include an introduction to community service.

NURS-0133   Homeostatic Concepts
4 hours credit
Emphasis is placed on the concepts of fluid/electrolytes, acid/base, metabolism, and gas exchange. The course content expands on concepts necessary to provide a safe caring environment for adult clients in whom psychosocial and physiologic integrity is compromised. Course experiences will incorporate the nursing process and clinical judgment while caring for patients in diverse settings. Communication and documentation skills will be utilized with the inter-professional health care team. Didactic and clinical experiences will integrate teaching and learning activities that enhance self-care, health promotion and maintenance. Upon completion, students will be able to provide safe nursing care incorporating the concepts identified in this course.

NURS-0134   Protective Concepts
4 hours credit
Emphasis is placed on the concepts of tissue integrity, digestion disorders, infection/inflammation, and immunity. The course content expands on concepts necessary to provide a safe caring environment for adult clients in whom psychosocial and physiologic integrity is compromised. Course experiences will incorporate the nursing process and clinical judgment while caring for patients in diverse settings. Communication and documentation skills will be utilized with the inter-professional health care team. Didactic and clinical experiences will integrate teaching and learning activities that enhance self-care, health promotion and maintenance. Upon completion, students will be able to provide safe nursing care incorporating the concepts identified in this course.

NURS-0135   Pathophysiology for Nurses
3 hours credit
This Pathophysiology course is designed to enhance the understanding and application of disease processes in healthcare settings. Students are taught alterations in physiological functions of the human body and general concepts of disease processes, including the etiology, pathogenesis, clinical manifestations, and treatments. Altered physiological functions are described at a cellular, organ, and systemic level. The pathophysiology concepts and disease processes affecting cardiopulmonary, hematological, endocrine, immune, musculoskeletal, renal, nervous, and gastrointestinal systems are presented. ***Prerequisites: NURS--0132***

NURS-0146   Transition Concepts for LPN, Paramedic, RRT to RN
2 hours credit
This course is designed to familiarize the student applying for advanced standing with the Kansas City Kansas Community College nursing program. Emphasis in this course is on transitioning to the role of the RN: the nursing process, conceptual framework of the nursing program, ADN competencies, standards of practice, and clinical judgment. The course will also provide an introduction to inter-professional collaboration and organization of nursing care and the use of EMR in the acute care setting. The legal and ethical ramifications affecting the role transition to RN are explored. This course also reflects concepts which the faculty has identified as being distinctive to the registered nurse program, including cultural diversity and evidence-based practice. The course will require skill validation. The student is expected to come with basic concepts of therapeutic communication, dosage calculations, growth and development, and basic nursing skills.

NURS-0193   Health Assessment for Nurses
3 hours credit
This course is a requirement to be taken prior to or concurrent with first level nursing courses. The course will allow the student to enhance their physical assessment skills in providing care for clients of all ages and cultures. The basic techniques of inspection, palpation, percussion, and auscultation will be used to assess each body system. The student will also gain experience in history taking and documentation while developing a caring attitude. ***Prerequisites: None–Enrolled or completed Physiology***

NURS-0207   Philosophical Foundations in Health Care Ethics
3 hours credit
After a brief survey of some standard ethical theories, this course will examine some of the more difficult issues in contemporary physical and mental Health Care Ethics: Ethical Principles (respect for autonomy, nonmaleficence, beneficence, justice); Beginning of Life (reproductive technologies, disposal of unused zygotes, surrogacy, abortion, stem cell research, cloning); End of Life (futile treatment, active and passive euthanasia, physician-assisted suicide); and Genetics (the eugenics movement, testing for genetic disorders, embryonic and neonatal testing). This course will also address issues of informed consent, paternalism, confidentiality, medical research, randomized clinical trials, disadvantaged populations and the distribution of health care resources. ***Prerequisites: None***

NURS-0208   Pharmacology in Nursing
3 hours credit
The Pharmacology in Nursing course provides students with a concise introduction to common classifications of medications.   The mechanisms of action, sites of action, and side effects of drugs will be presented.   Emphasis will be placed on toxic signs, adverse drug reactions, and any special nursing management issues relevant to the various classes of drugs. ***Prerequisites: NURS--0134***

NURS-0209   Preparation for the RN-NCLEX®
1 hour credit
This course will focus on the steps and materials needed by the student to successfully pass the RN-NCLEX®. The student will study the purpose and structure of the RN-NCLEX®, including computerized adaptive testing with multiple choice and alternate-item format questions. As part of the assessment, the student will utilize the ATI Comprehensive predictor to assess their personal strengths and weaknesses to develop an organized, personalized approach to examination preparation. ***Prerequisites: NURS-0224***

NURS-0251   Lifespan Family and Community Health
6 hours credit
This course is designed to allow the student to apply concepts in a variety of settings focusing on vulnerable populations experiencing challenges related to health/illness, nutrition, development, reproduction, sexuality, thermoregulation, mood, psychosis, cognition, family dynamics, and grief and loss. The course presents a collaborative approach preparing students to care for individuals, families, and communities across the lifespan. The clinical portion will provide opportunities to expand the student's knowledge in maternal-child, mental health/illness, family, and community health nursing.

NURS-0254   Complex Health Concepts
4 hours credit
Complex Health Concepts include Intracranial Regulation, Perfusion, Cellular Regulation, and Clinical Decision Making. The student will engage in exploration that further increases their body of knowledge. The focus will be inclusive of Integrated Processes and Clinical Inquiry which provides the gateway to dynamic forward thinking, increasingly complex knowledge, skills and client care activities reflecting evidence-based practice in nursing. In this course accumulated nursing knowledge and skills will be elaborated upon to integrate concepts for adult clients whose psychosocial and physiologic integrity are compromised.

NURS-0255   Management Concepts
4 hours credit
Emphasis is placed on the concepts of leadership/management, health care quality, emergency preparedness, evidenced based practice and informatics while working with the multidisciplinary health care team. This course will further develop the student's clinical judgment skills in the care of culturally diverse clients. In this course accumulated nursing knowledge and skills will be demonstrated to provide a safe, effective and caring environment for adults with complex needs. This course will also focus on assisting the student in the transition from the student role to the role of the professional nurse.

ONED-0110   Microcomputer Applications I (Online Teaching)
4 hours credit
This course is designed to assist in developing classes for delivery via the World Wide Web. This is an introductory course. The provided. A variety of articles will be assigned for reading and discussion. Sites on the World Wide Web will be visited to demonstrate the variety of course design options. *Prerequisite: Requires consent of instructor.*

PHIL-0103   Introduction to Philosophy
3 hours credit
Designed to introduce students to the contributions made by major thinkers on central questions concerning humanity and the multicultural human condition, this philosophy course focuses on the nature of human experience, knowledge, and social existence. Applications of significant philosophical ideas to contemporary human issues are stressed.

PHIL-0105   Logic
3 hours credit
Logic is studied in order to develop standards of critical thinking in any area of knowledge that employs inference and argument. Wherever conclusions are supposed to be supported by evidence, logic attempts to distinguish correct from incorrect forms of reasoning. Logic provides guidance for the examination of controversial issues confronting thoughtful people in the late 20th (early 21st) century.

PHIL-0107   Business Ethics
3 hours credit
Business Ethics is designed to help students understand the rules of conduct in the current American business world. Emphasis is directed to the inseparability of business and society and the importance of seeing business in the larger context of the values of that society.

PHIL-0200   Philosophy of Religion
3 hours credit
This course will offer a philosophical analysis of the nature and function of religion and its relation to culture. The methodology employed is that of logical and linguistic analysis. That is, this course will focus on analyzing arguments in order to determine their validity and, if possible, soundness (truth). This course will focus on the importance of understanding religious language (i.e., definitions of 'God ' the impact of religious terms, etc.). This course will emphasize the relationship between belief and action (ethical, social, and political action), the legitimacy (rationality) of religious belief(s), and whether or not religious beliefs are consistent with prescribed actions. This course will also focus on the consequences, or impact, of actions prescribed by religious beliefs on society.

An examination will be made of the basis of religion, and special attention will be given to the problems of religion and reality,

religion and science, religion and morality, faith and reason, and the character and significance of religion in the present. Attention will also be given to various conceptions of God in different cultures and religious traditions, traditional arguments for the existence of God, the nature of God and the problem of evil, and free will. ***Prerequisite: PHIL-0103, Introduction to Philosophy or PHIL-0105, Logic.***

PHIL-0206   Ethics
3 hours credit
This branch of philosophy is primarily concerned with the values and principles which underlie human acts and purposes. Multicultural philosophical contributions to solving ethical problems are examined for critical understanding. Ethics focuses on evaluating theories about what constitutes the good life.

PHIL-0207   Philosophical Foundations in Health Care Ethics
3 hours credit
After a brief survey of some standard ethical theories, this course will examine some of the more difficult issues in contemporary physical and mental Health Care Ethics: Ethical Principles (respect for autonomy, nonmaleficence, beneficence, justice); Beginning of Life (reproductive technologies, disposal of unused zygotes, surrogacy, abortion, stem cell research, cloning); End of Life (futile treatment, active and passive euthanasia, physician-assisted suicide); and Genetics (the eugenics movement, testing for genetic disorders, embryonic and neonatal testing). This course will also address issues of informed consent, paternalism, confidentiality, medical research, randomized clinical trials, disadvantaged populations and the distribution of health care resources.

PHTR-0160   Musculoskeletal: Lower Extremity
5 hours credit
This course provides a link between the principles of biomechanics, musculoskeletal anatomy and neuromuscular physiology in its application to movement analysis for the lower extremity (LE). This course also covers the role of the physical therapist assistant in the management of common musculoskeletal disorders of the lower extremity. The student will learn the theoretical foundation for various assessments and intervention strategies.

PHTR-0165   Clinical Skills I
2 hours credit
This course is designed to prepare the student with basic skills needed to be successful in a clinical setting. Topics covered will include medical terminology, documentation, patient privacy, and culture and diversity. Laboratory instruction will include safe treatment preparation, patient positioning, vital sign monitoring and functional mobility skills (bed mobility, transfers, and gait training, etc).

PHTR-0170   Fundamentals of Treatment Procedures
5 hours credit
This course will provide students an overview of the healing process and the physiology and use of physical agents, including thermal agents, ultrasound and electrical stimulation. In addition, exercise physiology and basic therapeutic exercises will be taught.

PHTR-0180   Clinical Skills II
2 hours credit
This course is designed to continue instruction in the basic skills needed to be successful in the clinical setting. Topics covered will include health care systems, reimbursement, the health care team, the statues, rules and regulations governing the PTA in the state of Kansas, and discharge planning. In addition, the student will review and expand on safe treatment preparation, patient positioning, vital sign monitoring and functional mobility skills (bed mobility, transfers, and gait training, etc).

PHTR-0195   Clinical Skills III
3 hours credit
This course is a two (2) week full- time clinical affiliation at an approved health care facility, providing the student the opportunity to integrate previously learned didactic material in a clinical setting. Supervision during the clinical affiliation will be performed by the clinical instructor assigned to the student by the health care facility. In addition, the student will complete online assignments

on reflective practice, inter/intradisciplinary communication, exercise progression and patient communication. The student will learn patient advocacy, patient psychology, risk management, accountability and administration in a classroom setting.

PHTR-0220   Pathophysiology for Rehabilitation
5 hours credit
This course is designed to prepare the physical therapist assistant student to work with patients presenting with diagnoses commonly seen in the rehabilitation setting. Topics will include an understanding of pathology and medical intervention for a variety of body systems as well as the tests and measures and proper interventions utilized by the physical therapist assistant. Additionally, the student will complete multiple case studies related to data collection and treatment of the complex patient.

PHTR-0230   Musculoskeletal: Spine and Special Topics
5 hours credit
This course provides a link between the principles of biomechanics, musculoskeletal anatomy and neuromuscular physiology and their application to movement analysis for the head and trunk. This course covers the role of the physical therapist assistant in treating patients who have common musculoskeletal disorders of the head and trunk, amputations or chronic pain. The student will learn the theoretical foundation for intervention strategies, as well as components of assessment and will be introduced to the topics of aquatics, disability law, occupational health, and injury prevention.

PHTR-0240   Clinical Skills IV
6 hours credit
Clinical Skills IV and V each consist of a seven (7) week, full time clinical affiliation at an approved health care facility. Students will be provided with the environment to facilitate didactic and clinical skills and further develop skills in physical therapy care/treatment. Supervision during the clinical affiliation will be performed by the clinical instructor assigned to the student by the health care facility.   In addition, the student will complete the clinical modules related to applying for employment and advocating for the profession.

PHTR-0245   Clinical Skills V
6 hours credit
Clinical Skills V consists of a seven (7) week, full time clinical affiliation at an approved health care facility. Students will be provided with the environment to facilitate didactic and clinical skills and further develop skills in physical therapy care/treatment. Supervision during the clinical affiliation will be performed by the clinical instructor assigned to the student by the health care facility. Additionally, the student will complete online clinical modules related to life-long learning, specialization, active participation in the profession, and community service.

PHTR-0250   Musculoskeletal: Upper Extremity
5 hours credit
This course provides a link between the principles of biomechanics, musculoskeletal and neuromuscular anatomy/physiology and their application to movement analysis for the upper extremity. This course also covers the role of the physical therapist assistant in the management of common musculoskeletal disorders of the upper extremity, including the theoretical foundation for assessments and intervention strategies. Students will also learn the pathophysiology of and therapeutic interventions for various types of arthritis as well as pharmacology related to the musculoskeletal system.

PHTR-0275   Neuromuscular Rehabilitation
5 hours credit
This course covers neuroanatomy, neurological dysfunction, neurological treatment theories, pediatrics and geriatrics. The student will learn entry-level knowledge and skills necessary to assess the status of and treat pediatric patients, geriatric patients, and patients with various neurological disorders.

PHTR-0299   NPTAE Comprehensive Review
2 hours credit
In this discussion-orientated class, the emphasis is placed on an organized approach to examination preparation. It will provide the student the opportunity to complete a computer-based practice examination and streamline the credentialing examination

preparation process by focusing the student's attention on the entry-level examination matrix. This course will help the student identify areas of strength and those in which s/he is not demonstrating entry-level knowledge.

POSC-0101   Introduction to Political Science
3 hours credit
Containing a wealth of factual, historical, and theoretical materials, this course is designed to acquaint the students with a variety of political systems and their components. To help the students to fully comprehend the subject matter, the course will adopt a conceptual framework which, tracking the origin and development of different political traditions in the West (i.e., liberal democratic, socialist, and social democratic traditions). 1) Will allow us to categorize the existing political system in terms of these traditions, and 2) a "cross-sectional" approach which will show the similarities and differences among the political systems grouped within each tradition in terms of ideology, mode of representation, types of government, party system, etc.

POSC-0102   International Relations/Foreign Policy
3 hours credit
Various theories of international relations are examined, with stress given to the national interest approach. The history of a few nations' foreign policy objectives is also emphasized. Three levels of analysis (system, state, and individual) of international relations are utilized throughout the course.

POSC-0111   American Government
3 hours credit
This is a study of the historical backgrounds, governing principles, institutions, domestic and foreign policy goals of the National Government of the United States.

POSC-0112   State and Local Government
3 hours credit
This course is a survey of general structure and principles underlying the state and local governments in the United States. Special emphasis is given to the rejuvenation to state and local government in the past two decades. Students are made aware that Americans are relying for solution of domestic problems on state and community leadership. The role of government in state political economies and the influence of political ideology and political leaders are pointed out as very significant factors in every state and communities progress.

POSC-0201   Political Science Internship
3 hours credit
The course is an opportunity for students to gain governmental experience. The course will be flexible enough to provide an educational experience to the student and to satisfy the needs of the governmental agency. It provides the history/political science major an opportunity for experience in the political arena. This political experience may be at the local, state or national level, serving as an intern in city government, state offices in Kansas City, Kansas or the Kansas City Office of a Kansas congressperson or senator.

POSC-0245   Introduction to Public Administration
3 hours credit
This is the introductory course for the major in the Public Affairs program leading to an Associates in Arts Degree. The student will be introduced to the various theories of public management/administration; organizational development; policy development, implementation and evaluation; personnel management; budgeting and fiscal administration. *Prerequisites: POSC-0111 American Government or POSC-0112 State and Local Government or Consent of Instructor.*

PMED-0227   Paramedic Concepts I
8 hours credit
The didactic content of this course is designed to serve as a general framework for the implementation of the objectives of the paramedic curriculum. PMED0227 is the foundational course of the paramedic program. Introduction into paramedicine, EMS systems, roles and responsibilities of the Paramedic, safety and wellness, EMS research, Public Health and medical/legal aspects will be discussed from a legal, practical, and philosophical point of view. Didactic and practical components of anatomy,

pathophysiology, pharmacology, life span considerations, patient assessment and diagnostic equipment, IV and medication administration, airway management and ventilation, communications and documentation, introduction to EKGs and patient simulation will be addressed. ***Prerequisite: Human Anatomy and Physiology (BIOL-0143), or Human Anatomy and Laboratory (BIOL-0141) along with Physiology (BIOL-0271); Math 0104 Intermediate Algebra or Higher, Kansas state certification as an EMT and acceptance into the Kansas City Kansas Community College Paramedic Program.***

PMED-0228   Paramedic Concepts II
8 hours credit

The didactic content of this course is designed to serve as a general framework for the implementation of the objectives of the paramedic curriculum. PMED -0228 introduces the paramedic student to the various medical emergencies encountered. Anatomy and physiology, pathophysiology, pharmacology, assessment based management for Pulmonology, Cardiology, Neurology, Endocrinology, Allergies and Anaphylaxis, Gastroenterology, Urology and Nephrology, Toxicology and Substance Abuse, Hematology, Environmental Emergencies, Infectious Diseases, Psychiatric and Behavioral Emergencies. Assessment and care of Geriatric patients from abuse and assault, challenged patients and chronic care patient will be addressed. Students will also expand knowledge, use and interpretation of ECGs, 12-Lead, ETCO2 and other monitoring/diagnostic equipment into their care plan. Students will participate in multiple patient simulations of various medical emergency scenarios***. Prerequisite: Completed PMED 0227 with a grade "C" of higher.***

PMED-0229   Paramedic Concepts III
4 hours credit

The didactic content of this course will cover kinematics of trauma, pathophysiology of trauma, trauma systems, assessing and management hemorrhage and shock, soft tissue trauma, head, facial and neck trauma, spinal trauma, thoracic trauma, abdominal trauma, musculoskeletal trauma, burns, blunt and penetrating trauma, and blast injuries. The student will utilize and build upon previous semesters' content in assessing and managing the trauma patient during scenario-based sim/lab. ***Prerequisite: Completed PMED 0260 with a grade "C" of higher; Co-requisite PMED-0245.***

PMED-0230   Paramedic Concepts IV
4 hours credit

This course is designed to reinforce the content objectives of the paramedic curriculum, skills learned and the student's hospital clinical experience to further develop the student's critical thinking and ability to manage various patients and serve as a team leader. Further, the student will also use this course time to prepare for their National Registry practical and written certification exams. ***Prerequisite: Successful completion of PMED0229 and PMED-0245 with a grade of "C" or higher; Co-Requisite PMED 0256.***

PMED-0245   Paramedic Hospital Clinical Practice
5 hours credit

This course provides the student an opportunity to apply didactic content and lab practice to the clinical environment. Activities are directed so that students gain familiarity with initiating and continuing care for injured and ill patients in a variety of adult-child acute care settings. Emphasis is placed on professional clinical practice guidelines for basic Paramedic procedures. Students will practice safe operation of equipment, and appropriate technology selection for desired therapeutic effects. Clinical areas to be included are Behavioral Health, Burn Unit, Cardiac Cath Lab, Dialysis, Emergency Department, Intensive Care, Labor & Delivery, Respiratory Therapy, Surgery and Pediatrics. ***Prerequisite: Successful completion of PMED0260 with a grade of "C" or higher; Co-Requisite PMED0229.***

PMED-0256   Field Internship
10 hours credit

This course is the capstone of the program and provides the student an opportunity to apply didactic and lab practice content to the field environment. Activities are directed so that students gain familiarity with initiating and continuing care for injured and ill patients in a variety of field settings. Emphasis is placed on professional clinical practice guidelines for basic Paramedic procedures. Students will demonstrate critical thinking, team leadership, safe operation of equipment, and appropriate technology selection for desired therapeutic effects under the direct supervision of a Paramedic preceptor. ***Prerequisite: Successful completion of PMED-0229 and PMED0245 with a grade of "C" or higher; Co-Requisite PMED 0230.***

PMED-0260   Paramedic Concepts- Medical Emergencies
4 hours credit
In this course the student will build upon the two previous semester content to identify, assess, and manage illnesses and injuries involving various patient conditions and settings through didactic and scenario-based sim/lab. During this course, students will cover neonatology and pediatric emergencies. Students will also take the American Heart Association Advanced Cardiac Life Support Provider Course and American Heart Association Pediatric Advanced Life Support Provider Course. Successful affirmation as a provider in this class is a requirement for completing the course. Although this class covers the entire lifespan, special attention will be given to the geriatric and pediatric populations. ***Prerequisite: Completed PMED 0228 with a grade "C" of higher.***

PRLG-0121   Introduction to Law
3 hours credit
This introductory study of the legal system covers the nature and functions of law and the operation and structure of state and federal court systems and administrative agencies. This course surveys the major areas of substantive law. Appropriate for students with a general interest in the law.

PRLG-0131   Legal Research I
3 hours credit
This is a practical approach to legal research problems. Projects familiarize students with legal publications and how to use them in solving legal problems.

PRLG-0132   Litigation I
3 hours credit
This course explores civil litigation and practical aspects involved in the trial of a civil lawsuit. Specific topics include civil procedure and trial preparation. ***Prerequisites: Introduction to Law, PRLG-0121, and Legal Research I, PRLG-0131.***

PRLG-0152   Real Estate Law
3 hours credit
Real property and common types of real estate transactions will be examined. Students will study the preparation of deeds, contracts, leases, deeds of trust, and mortgages. ***Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131 or coordinator approval.***

PRLG-0162   Family Law
3 hours credit
Specific topics covered include: adoption, guardianship, child custody and support, divorce, and separation. ***Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I or coordinator approval.***

PRLG-0205   Legal Writing
3 hours credit
Legal Writing has been designed to enhance legal and factual research skills and to introduce the preparation of documents commonly used in law office operations and in routine communications with clients, witnesses and other professional personnel. Emphasis will be on the preparation of a legal memorandum or brief and other legal related documents. ***Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.***

PRLG-0207   Criminal Law for the Paralegal
3 hours credit
This course will explore the field of criminal law from the viewpoint of a representative. Theories of representation for the state/prosecution as well as for the defendant will be studied. Students will have the opportunity to apply the theory through model criminal cases. ***Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.***

PRLG-0212   Business Organizations
3 hours credit

Business entities - such as corporations, partnerships, and sole proprietorships - will be Corporations, partnerships, and sole proprietorships will be examined. The role of the lawyer and the legal assistant in forming these entities will be discussed along with the legal concepts applicable to each type of organization and the preparation of related documents. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

PRLG-0231   Legal Research II
3 hours credit

A continuation of the first level of legal research. Projects will include in-depth practical application of research methods and an introduction to computerized legal research software: *Prerequisite: Legal Research I, PRLG-0131.*

PRLG-0232   Litigation II
3 hours credit

In this continuation of Litigation I, emphasis will be on the trial and appellate stages of civil litigation. Students will study an actual case through discussion of all the steps involved before, during, and after trial. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

PRLG-0241   Wills, Trusts and Probate Administration
3 hours credit

Included in this study of the administration of estates are techniques for fact gathering, use of trusts, will drafting, and probate procedures. This course is also appropriate for individuals with a general interest in wills and trusts. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

PRLG-0270   Insurance Law
3 hours credit

This course is designed to acquaint students with insurance law theory in the areas of contracts, property and casualty, life, accident, and health insurance. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

PRLG-0271   Seminar: Legal Interviewing and Investigation
2 hours credit

In this course, students will implement skills acquired in prerequisite courses and will study in-depth legal ethics. Emphasis is on client contact. *Prerequisite: PRLG-0121, Introduction to Law, PRLG-0231, Legal Research II, and PRLG-0232, Litigation II.*

PRLG-0275   Paralegal Internship I
1 hour credit

Students will work in an approved training situation under instructional supervision. This internship is designed to give students the opportunity to apply the skills they acquired in the paralegal specialty courses. *Prerequisite: PRLG-0121, Introduction to Law, PRLG-0231, Legal Research II, and PRLG-0232, Litigation II and PRLG-0271, Seminar: Legal Interviewing and Investigation.*

PRLG-0276   Paralegal Internship II
1 hour credit

Students continue the practical experience required in Paralegal Internship I. *Prerequisite: Paralegal Internship I, PRLG-0275.*

PSYC-0101   Psychology
3 hours credit

This course is an introduction to the basic concepts, theories, and research findings in the evolving field of psychology. By learning to think psychologically, students gain insight into themselves and the dynamics of human thinking, behavior, and emotions. *Prerequisite: Must have a minimum score of 73 on the COMPASS Reading exam.*

PSYC-0112   Psychology of Personal Adjustment
3 hours credit
This course is designed to accomplish two purposes:
(a) To explore characteristics of a healthy personality and aid students in gaining insight that will foster their own personal growth, and
(b) To explore the characteristics of healthy relationships and foster growth in these areas.

PSYC-0115   The Grieving Process
3 hours credit
Students examine the psychological and ethical issues inherent in grief in order to understand the complex responses that result from a significant loss. This interdisciplinary course draws material from psychology, psychiatry, sociology, anthropology, medicine, religion, and philosophy.

PSYC-0202   Child Development
3 hours credit
This course is an overview of the psychological study of child development, from conception through adolescence. Students will focus on the physical, cognitive and emotional/social areas of child development. Students will also gain some increased understanding of how these factors continue to impact us personally as adults. And increased understanding of how adults can support the children in their lives. *Prerequisite: PSYC-0101, Psychology.*

PSYC-0203   Human Development
3 hours credit
This course is an overview of the psychological study of human development. Students will focus on the physical, cognitive and social/personality areas of human development. The periods of infancy, childhood, adolescence, adulthood, and death are studied. *Prerequisite: Psychology, PSYC-0101.*

PSYC-0204   Personality
3 hours credit
An examination of the main tenets, research methods and findings, and applications of major psychological theories of personality, the course provides information on how those theories are constructed, tested, and evaluated. *Prerequisite: Psychology, PSYC-0101.*

PSYC-0205   Statistics in Social Science Research
3 hours credit
This course introduces the use of statistical principles and techniques as they relate to analysis and interpretation of psychological data. A wide range of statistical methods are used to analyze data informing the student of how to apply the proper statistical methods to data examples. Descriptive and inferential statistical methods with parametric and nonparametric statistical tools are studied. The course emphasis is to become more knowledgeable of behavioral research through understanding of statistical methods used both in research and in everyday life. *Prerequisite: Psychology, PSYC-0101, MATH 105 or higher or 100 on Accuplacer Reading exam.*

PSYC-0206   Research Methods in Psychology
3 hours credit
Psychology is the scientific study of behavior and mental processes. This course focuses on the essentials of scientific reasoning, basic research methods and conventions in the science of psychology. Students will demonstrate an understanding of how to consume and utilize peer reviewed studies, both verbally and in written form. Students will be required to evaluate claims made by popular media and basic scientific literature. An overarching goal of this course will be the acquisition of the necessary intellectual tools needed to distinguish between psychological science, pseudoscience, and non-scientific knowledge. Permeating this course will be the ethical responsibilities and codes of conduct relevant to psychological research.
Prerequisite: Psychology, PSYC-0101.

PSYC-0214   Social Psychology
3 hours credit
The interaction of the individual with the social and cultural environment is the focus of this course. A variety of topics, such as attitude formation, the influence of the group on the individual, and the like, are considered in relation to such continuing social problems as prejudice, aggression, social deviance, and conformity. This course provides an introduction to major concepts, theories, and research findings in social psychology. *Prerequisite: Psychology, PSYC-0101.*

PSYC-0280   Biofeedback and Management Skills
3 hours credit
This course seeks to inform teachers, education majors, and helping professionals on how to use Biofeedback concepts and skills to lower stress in the work place and increase the learning climate.

PSYC-0296   Special Problems in Child Development
1-3 hours credit
This course will provide the student with the experience of observing and participation in the education of emotionally disturbed, mildly retarded, or learning disabled children.   Students gain practical experience working with disturbed children through volunteer work at an approved school or institution. Students earn one hour of credit for each020 hours of work completed. *Prerequisites: PSYC-0101, Psychology, and PSYC-0202, Child Development and consent of instructor.*

PSYC-0297   Abnormal Psychology
3 hours credit
The course provides a description of abnormal behavior patterns, causes of abnormal behavior, and the treatment of such behavior. Abnormal behavior and psychopathology will be explored in order to develop the students' ability to think critically about the field of abnormal psychology. *Prerequisites: PSYC-0101, Psychology.*

READ-0091   Introduction to College Reading Skills
3 hours credit
Introduction to College Reading Skills is designed to provide students with opportunities to improve understanding of a variety of academic texts and develop reading comprehension strategies. This course focuses on vocabulary development, main idea/supporting detail recognition, and summarizing skills. This is the first class in a sequence of two reading classes. Completion of the course with a grade of "C" or better is required before enrolling in READ-0092. *PREREQUISITE: Assessment score of 40-59 on the Accuplacer test.*
NOTE: This course may be offered in a variety of formats, all of which require the use of instructional technology. Accelerated sections meet for 8 weeks. Blended learning sections require computer/internet access outside of class.

READ-0092   College Reading Strategies
3 hours credit
College Reading Strategies is designed for students to develop advanced general reading skills. Students will learn college-level reading strategies with an emphasis on higher levels of academic reading skills. Students will continue vocabulary development and employ strategies for reading and comprehending a variety of academic texts. This course focuses on inference, analytical reasoning, and critical thinking skills. Online sections require the completion of READ-0091 with a grade of "C" or better or an assessment score of 69 on the Accuplacer test.

RSCR-0129   Clinic Practice I
3 hours credit
Students make clinical rounds with Respiratory Care Practitioners (RCP). Activities are directed so that students gain familiarity with initiating respiratory therapy in a variety of adult-child acute care and rehabilitation settings. Emphasis is placed on professional clinical practice guidelines for basic therapies. Students will practice safe operation of equipment, and appropriate technology selection for desired therapeutic effects. *Prerequisite: Respiratory Therapy Program Student*.

RSCR-0160   Sleep Studies
3 hours credit
This course explores physical and physiological topics related to sleep and sleep disorders in an introductory approach. Normal

sleep, sleep disorders, sleep assessments, and sleep remedies are studied. The course is preparatory for respiratory therapy students, and health care providers who will screen, test, treat, and support clients with sleep disorders. The course is designed for students with an interest in sleep disorders or a sleep related career.

RSCR-0220   Introduction to Respiratory Care
3 hours credit
This course introduces the student to topics related to the role of an advanced level Respiratory Care Practitioner (RCP). This lecture oriented class covers health care organizations and structures, health care communications, medical ethics, medical-legal documentation, medical terms and symbols. Individuals in this class investigate Respiratory Therapy career options and learn the areas of specialization within Respiratory Care. In addition, students learn the introductory methods of reviewing professional literature, evaluating patient records, compiling patient results, and appraising other members of the health care team of patient status. ***Prerequisite(s): Admission to the Respiratory Therapy RRT Program, or permission of the instructor.***

RSCR-0224   Therapeutic Interventions I
3 hours credit
Topically, the class includes Gas Physics, Oxygen Therapy, Microbiology applications and Pulmonary Hygiene. Students identify clinical applications of technical data, and review physiology effects of Respiratory Therapy. Students focus on therapeutic indications, contraindications, and hazards in this lecture/lab course.   ***Prerequisite: Acceptance into the Respiratory Therapy program.***

RSCR-0225   Cardiopulmonary Care & Diagnostics I
4 hours credit
In this applications oriented class, students put lecture content and lab competencies to use on clinical rounds. Students become familiar with cardiopulmonary diseases and diagnostic symptoms. Bedside testing, patient monitoring, and pharmacologic interventions are key components of this course. ***Prerequisite: Admission to the Respiratory Therapy RRT program.***

RSCR-0229   Therapist Clinical Practice I
3 hours credit
Students make clinical rounds with Respiratory Care Practitioners (RCP) and physicians. Activities are directed so that students gain familiarity with initiating respiratory therapy in a variety of adult-child acute care and rehabilitation settings. Emphasis is placed on professional clinical practice guidelines for basic therapies. Students will practice safe operation of equipment, and appropriate technology selection for desired therapeutic effects. ***Prerequisite: Admission to the Respiratory Therapy program.***

RSCR-0239   Clinic Practice II
4 hours credit
In this clinically focused class, students apply techniques for performing positive pressure breathing, pulmonary hygiene, airway maintenance, and collection of clinical data. Additionally, students require skills for initiating respiratory care in emergent situations. ***Prerequisites: Respiratory Therapy program student.***

RSCR-0240   Therapeutic Devices
2 hours credit
Students become familiar with medical devices used in caring for patients with cardiopulmonary problems. This course requires an understanding of physics to mechanically regulate pressures, gas flow, compliance, resistance elasticity, and conductance. Students learn safe operation of equipment, and equipment troubleshooting, in the treatment of adults, pediatrics and neonates. ***Prerequisite: Respiratory Therapy program sequence.***

RSCR-0244   Therapeutic Interventions II
3 hours credit
Students learn to identify signs and symptoms of respiratory distress and to respond with appropriate technical intervention. Theory and application of physical inspection, airway care, positive pressure breathing, and pulmonary hygiene are covered in this lecture/lab class. ***Prerequisite: Respiratory Therapy program sequence.***

RSCR-0245   Cardiopulmonary Care & Diagnostics II
4 hours credit
This a foundational course beyond the introductory level in Respiratory Therapy clinical information gathering, clinical data analysis, clinical data interpretation, recognition of disease signs and symptoms, and development of therapeutic care plans for cardiopulmonary abnormalities and illnesses. Content from introductory courses in the Respiratory Therapy program sequence is applied, expanded, added to, and extended to clinical scenarios, questions, discussions, and research in this class. Arterial blood gases, pulmonary function tests, electrocardiograms, complete blood counts, electrolytes, radiographs, therapeutic plans and disease management are key content areas of the course. *Prerequisite: Respiratory Therapy program sequence.*

RSCR-0249   Therapist-Clinic Practice II
4 hours credit
This clinic/lab class is designed to develop clinical proficiencies in performing adult, child, and infant cardiopulmonary care. Emphasis is on student learning and participation in critical care monitoring, cardiopulmonary laboratory techniques, airway management, and positive pressure ventilation. Students make rounds with respiratory care practitioners and physicians to develop critical thinking skills related to physical assessment and care plans. *Prerequisite: Respiratory Therapy program sequence.*

RSCR-0270   Technical Case Studies
1 hour credit
The student reviews and presents cardiopulmonary integrating data covering respiratory care technology, applications of medical devices, and patient response to technical intervention. Emphasis is on the student's affective ability to collect data, reference literature, evaluate as well as use equipment, and explain clinical significance of the information compiled.

RSCR-0274   Technical Intervention III
2 hours credit
This is a comprehensive Respiratory Therapy course beyond the introductory and foundational level. Content from previous classes in the Respiratory Therapy program sequence is applied, expanded, added to, and extended to scenarios, questions, discussions, and simulations in this class. Key content areas of the course are mechanical ventilation principles, effects, and modes, initiating mechanical ventilation, as well as monitoring and caring for patients receiving mechanical ventilation. *Prerequisite: Respiratory Therapy program sequence.*

RSCR-0275   Technical Intervention IV
1 hour credit
This is a comprehensive Respiratory Therapy course beyond the introductory and foundational level. Content from previous classes in the Respiratory Therapy program sequence is applied, expanded, added to, and extended to scenarios, questions, discussions, and simulations in this class. Key content areas of the course are; the NBRC Therapist Multiple Choice Exam Detailed Content Outline, critical care, mechanical ventilation, and disease management. *Prerequisite: Respiratory Therapy program sequence.*

RSCR-0279   Clinic Practice III
4 hours credit
Students perform rounds with physicians and therapists in critical care settings. In this applications-oriented class/clinic, students become familiar with mechanical ventilation and other respiratory care responsibilities in life threatening situations. Adult and child applications are covered. *Prerequisite: Respiratory Therapy program sequence.*

RSCR-0284   Clinic Practice IV
4 hours credit
In this therapeutic intervention course the emphasis is advanced cardiopulmonary procedures in the critical care setting. Students learn management of life support systems, including mechanical ventilation, advanced cardiac life support, and difficult airway management. Students establish and develop their clinical competencies on rotations with physicians and therapists. Clinical areas included are: surgery, post anesthesia care unit, intensive care, emergency room, and long-term ventilator weaning unit. *Prerequisite: Respiratory Therapy program sequence.*

RSCR-0285   Cardiopulmonary Care & Diagnostics III
4 hours credit

This is a comprehensive Respiratory Therapy course. Content from previous classes in the Respiratory Therapy program sequence is applied, expanded, added to, and extended to scenarios, questions, discussions, and simulations in this class. The NBRC Therapist Multiple Choice Exam Detailed Content Outline, critical care, mechanical ventilation, and advanced cardiovascular life support are key content areas of the course. ***Prerequisite: Respiratory Therapy program sequence.***

RSCR-0286   Asthma Disease Management
3 hours credit

This course teaches a stepwise approach to asthma disease management. It is designed for health care providers involved in any aspect of asthma prevention, diagnosis, treatment, education, or management. The course correlates to the National Asthma Education and Prevention Program.

RSCR-0290   Perinatal Pediatrics
2 hours credit

Students learn about cardiopulmonary conditions unique to infants and children. Clinical emphasis is on treating airway emergencies and cardiopulmonary life support system. This class covers neonatal and child anatomy, physiology, assessment, diagnosis and treatment. ***Prerequisite: Respiratory Therapy program sequence.***

RSCR-0294   Neonatal Resuscitation
3 hours credit

This course teaches a stepwise approach to neonatal resuscitation. It is designed for health care providers involved in any aspect of neonatal resuscitation. The course correlates to the neonatal resuscitation program (NRP) of the American Academy of Pediatrics and American Heart Association. ***Prerequisite: Health Care Professional, or student involved in any aspect of neonatal resuscitation, or permission of the instructor.***

RSCR-0297   CRT Comprehensive Review Studies
3 hours credit

This respiratory therapy comprehensive review course is intended to assist the student in preparing for the National Board of Respiratory Care (NBRC) Entry-Level Examination. The student must be a maximum of 6 months from completing or has completed a Committee of Accreditation for Respiratory Care (CoArc) accredited program, or is an eligible candidate for the NBRC entry level exam.

In this discussion orientated class the emphasis is placed on presenting an organization approach to examination preparation.   It will provide the student the opportunity to complete a computer-based practiced examination and streamline the credentialing examination preparation process by focusing the student's attention on the entry-level examination matrix. This course will help the student identify the entry level content areas that require remediation. Students will have the opportunity to perform skill sets in the RT lab to help enhance learning concepts. Each student is required to successfully pass a mock Entry level CRT exam to complete this course.

RSCR-0299   Final Project Seminar
1 hour credit

The student develops a case study presentation integrating data collection, patient assessment, therapeutic intervention, and diagnostic components. Emphasis is on the student's affective ability to perform clinical research and explain applications to other health care providers. ***Prerequisite: Respiratory Therapy program sequence.***

SOSC-0103   Introduction to Social Science
3 hours credit

This course is intended to introduce students to the disciplines and methodologies of Social Sciences. Disciplines such as psychology, sociology, political science, geography, economics, anthropology and history comprise the core methodologies concerned with human social life.

SOSC-0107   Sociology
3 hours credit
This course is a general introduction to the field of sociology. It includes both a study of the theoretical aspects, as well as the actual behavior pattern of human groups and associations. Emphasis is placed on scientific evidence to illustrate and illuminate sociological theories and principles.

SOSC-0108   Sociology of The Family
3 hours credit
This course promotes understanding of the diverse forms of family through their structural relationships with the larger society. Family study as such is a special area within Sociology and hence a prerequisite course in introductory sociology is helpful but not absolutely necessary for students. The course focuses on the changing nature of families. Although other orientations outside sociology claim that family flux signals problems 'within' the family, sociologists see families as forms of social organization that exist within larger social systems. This social structure and the distribution of resources within it, creates much diversity among families. Individual family experiences and social 'myths' about families often obscure and mystify this structural reality Hence it is the purpose of this course to penetrate these myths and provide the student with the fundamental social science concepts necessary to illuminate real family relations and forms.

SOSC-0109   Diversity Studies
3 hours credit
This course is an examination of the patterns and causes of prejudice and discrimination. It surveys the history and current status of groups in American society that have been subjected to discrimination based on race ethnicity, sex or religion. *Prerequisite: SOSC-0107, Sociology or approval of instructor.*

SOSC-0134   Criminology
3 hours credit
This course is a general introduction to the field of criminology and the sociological perspectives and theories concerning the causes of crime and how society attempts to deal with crime. This course presents an overview of criminological research methods in each category of crime and the laws governing each category.

SOSC-0207   Urban Sociology
3 hours credit
Although humans have only been living in cities for approximately 5,500 years out of our total history, city living has become the norm. In relation to our own society, urbanism has become the American way of life. For the majority of people in America, life will be spent in an urban area. Those rural living environments which remain today are tied to urban areas, culturally, politically and economically. Thus, regardless of where one lives or what occupation one follows the city must be taken into account. Development of the modern city and its functions are emphasized. The influence of urban life on personality, social programs, and social interaction are studied. *Prerequisite: Sociology, SOSC-0107 or consent of the instructor.*

SOSC-0209   Social Problems
3 hours credit
Attention is given to both the theoretical and the practical aspects of such social problems as poverty, unemployment, racism, crime, the aged, youth, and education. *Prerequisite: Sociology, SOSC-0107 or consent of the instructor.*

SOSC-0210   Introduction to Social Work
3 hours credit
This course is designed to provide an introduction to the nature of Social Work as a helping profession within the larger arena of the social service system. As such, it serves three major purposes:
    As one of the required introductory courses for students planning to obtain the Bachelor of Social Work degree, it provides the
        fundamental knowledge about and beginning socialization to the social work profession.
    It serves as a career-testing course for those who are considering Social Work as a profession.
    It provides information for students who would like to know more about Social Work and its activities.

SOSC-0211   Field Project in Social Work
1-3 hours credit
This course is a continuation of Introduction to Social Work, SOSC-0210 and Introduction to Social Welfare, SOSC-0212. This course is available in 1, 2, or 3 credit hour versions. This course provides 30 to 90 hours of actual contact with the profession of Social Work through projects with agencies in the community and provides opportunities for students to observe Social Workers in the field. This course is an exposure course and is not a field practicum. Generally the minimum required credit hours for this course are two. The course may be taken for up to three credit hours in various combinations. Students are urged to check with their prospective college or university for exact requirements. ***Prerequisite: SOSC-0210, Introduction to Social Work or SOSC-0212, Introduction to Social Welfare may be taken concurrently. The student should have a basic knowledge of APA writing format.***

SOSC-0212   Introduction to Social Welfare
3 hours credit
This course examines the history of Social Welfare, the structure of Social Service Agencies, and the problems of welfare in an industrialized society. ***Prerequisite: None. Enrollment is open. Students should have a basic understanding of APA writing style.***

SOSC-0215   Introduction to Human Service
3 hours credit
This course examines the history of Human Service, the structure of Human Service Agencies, and the problems of welfare in an industrialized society. ***Prerequisite: None. Enrollment is open. Students should have a basic understanding of APA writing style.***

SOSC-0216   Field Project in Human Service
3 hours credit
This course is a continuation of SOSC-0215, Introduction to Introduction to Human Services. This course is available in 1, 2, or 3 credit hour versions. This course provides 30 to 90 hours of actual contact with the Human Services profession through projects with agencies in the community. This course is an exposure course and is not a field practicum. Generally the minimum required credit hours for this course are two. The course may be taken for up to three credit hours in various combinations. Students are urged to check with their prospective college or university for exact requirements. ***Prerequisite: Introduction to Human Services, SOSC-0215, may be taken concurrently. The student should have a basic knowledge of American Psychological Association (APA) writing format.***

SOSC-0250   Introduction to the Political Economy of Globalization
3 hours credit
This course is a multidisciplinary approach to the study of global political economy in general and GLOBALIZATION in particular. It is designed to introduce students to the basic concepts, theories and the history of contemporary globalization. To that end, competing theories and various historical epochs particularly the Post World War II era are discussed. Of particular interests are an examination of the impact of globalization on the nation-states' socio-economic and political structures, the nature and the scope of global capitalist class alliance, capital/ labor relations, war and peace, global inequality, environmental issues, and human rights. ***Prerequisite: ECON-0201 Principles of Macroeconomics or ECON-0202 Principles of Microeconomics or SOSC-0107 Sociology, or GEOG-0 Geography, or POSC-0102 International Relations/Foreign Policy.***

SOSC-0285   Directed Independent Study
**   (Advanced Sociology)**
3 hours credit
This course is designed to enable the interested student to conduct independent research under the supervision of a faculty member on a topic of sociological relevance. ***Prerequisite: SOSC-0107, Sociology, consent of the instructor, and consent of the Honors Education Director.***

SPCH-0151   Public Speaking
3 hours credit
This is a basic speech course dealing with the oral communication process through the study of public speaking. Students will learn to select topics, analyze their audience, organize and gather support for a speech, improve delivery skills and reduce communication apprehension, listen for information and evaluation purposes, and distinguish between different types of speeches. Each student will develop and deliver a minimum of four speeches during the course.

SPCH-0160   Debate
2 hours credit
This course introduces students to the principles of basic argumentation as well as methods of competition in collegiate debate tournaments. Research of a current major national or international controversy, is used as the model for examining the fundamentals of reasoning and evidence. Students are expected to participate in intercollegiate debate competition.

SPCH-0161   Discussion and Debate
2 hours credit
This course expands the study of the principles of basic argumentation and discussion. Students are introduced to higher levels of research techniques including online data bases such as Lexis/Nexis. Research of a current major national or international controversy, is used as the model for gathering the research. Students are expected to participate in intercollegiate debate competition. ***Prerequisites: Debate, SPCH-0160 or permission of instructor.***

SPCH-0162   Advanced Debate
2 hours credit
This course provides students with more experience in traditional argumentation and more argumentation theory, examining contributions by Toulmin, Mill, Burke, and other theorists. Students learn to develop and defend kritiks and alternate proposals as means of analyzing arguments. Students are expected to participate in intercollegiate debate competition. ***Prerequisite: Discussion & Debate, SPCH-0161 or permission of instructor.***

SPCH-0163   Advanced Discussion and Debate
2 hours credit
This course provides students with more experience in debating and using group techniques for resolving conflicts and exerting public influence. Students are taught more advanced theories of conversation, implication, and audience reasoning. This course expands the study of the principles of basic argumentation and discussion. Students are expected to participate in intercollegiate debate competition.

SPCH 0201   Interpersonal Communication
3 hours credit
This is a basic speech course dealing with the oral communication process through the study of interpersonal communication. Interpersonal communication is the study of communication that takes place between two or more persons in day-to day life. This course will help you understand what works and what doesn't in your communication with friends, families, and coworkers. Areas of study include: perception, verbal and nonverbal messages, listening, relationship development, relationship, maintenance, repair, and/or dissolution, and the differences in these things between cultures.

SPCH-0222   Voice and Diction
3 hours credit
This is a course in which students explore, expand, and refine the properties of the human speaking voice, with the assumption that the student is a prospective professional in a field in which control, flexibility, and understanding of the voice are essential skills. Students are instructed in a series of voice and diction exercises and techniques to free the voice and improve projection, resonance, and articulation. The course additionally covers the sounds of the International Phonetic Alphabet employed in American English and standard stage speech.

SPCH-0283   **Oral Interpretation of Literature**

3 hours credit

The student will develop techniques for effective spoken performance of literature. Using poetry, fiction and nonfiction, students will create literary interpretations and then master both the verbal and nonverbal methods necessary for effective spoken expression of those interpretations. This course includes topics such as selecting literacy works for performance, interpretation of literary works, audience analysis and performance. Skills acquired in this course will be essential to actors, broadcast journalists, educators and other public speakers.

SPED0221   **Behavior and Classroom Management for Paraeducators**

3 hours credit

This course is designed to provide the paraprofessional with practical knowledge of positive behavior management strategies. Emphasized is the use of nonaversive intervention to teach replacement skills and to support behavior change. Data collection, analysis, and monitoring student progress are included. Within the classroom or community setting, paraprofessionals assist various support personnel. Also addressed are strategies for including communication and self-care, community, recreation, and vocational skills, along with the role to assist the support personnel.

SPED0251   **Inclusive Education for Paraprofessionals**

3 hours credit

The purpose of this inclusive course is to inform and prepare paraprofessionals for working in settings with students with disabilities. This curriculum will provide assistance to meet the present needs and priorities of the paraprofessional in the area of including students with disabilities into general education classrooms.

THTR-0101   **Theatre Appreciation**

3 hours credit

Theatre Appreciation is a survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism.

THTR-0105   **Introduction to Acting**

3 hours credit

This is an introduction to the theory and practice of acting, including improvisation, storytelling, puppetry, and script and program development in drama.

THTR-0110   **Improvisation**

1 hour credit

Students experience an introduction to the art of performing without a script. Various creative forms of impromptu acting are explored throughout the semester to enhance student creativity and confidence performing before an audience.

THTR-0112   **Dance History**

3 hours credit

This course is an overview of the history of dance from earliest societies to present. Dance as an art form and as a reflection of historical events, cultural factors, and controversies will be examined. An evolution of various forms of dance will be observed through readings, research, and video recordings.

THTR-0115   **Acting I**

3 hours credit

Fundamental techniques and terminology of acting through physical and vocal expression are learned. Emphasis is placed on characterization as developed through improvisation, vocal exercises, intention exercises, and awareness of body acting centers.

THTR-0120   **Vocal Production for the Stage**

3 hours credit

This is a course in which students explore, expand, and refine the properties of the human speaking voice, with the assumption that the student is a prospective professional in a field in which control, flexibility, and understanding of the voice are essential skills.

Students are instructed in a series of voice and diction exercises and techniques to free the voice and improve projection, resonance, and articulation.   The course additionally covers the sounds of the International Phonetic Alphabet employed in American English and standard stage speech.

THTR-0122   Introduction to Dance
1 hour credit
An introduction to the fundamentals of dance technique, including but not limited to ballet, modern, and jazz dance. Students will learn the basic principles of technical dance vocabulary and sequences with an emphasis on placement, weight, and control, while developing flexibility, strength, musicality, and basic performance skills.

THTR-0125   Introduction to Tap Dance
1 hour credit
This is an introduction to tap dance techniques emphasizing fundamentals of body placement, vocabulary, and styles in tap. Students will develop dance combinations to enhance technical skills, memory, and performance qualities.

THTR-0126   Tap Dance II
1 hour credit
An intermediate level of instruction in tap dance techniques emphasizing advanced body placement, vocabulary, and styles in tap. Students will develop advanced dance combinations to enhance technical skills, memory, and performance qualities. *Prerequisite: THTR-0125 Introduction to Tap Dance or permission of Instructor.*

THTR-0130   Stage Movement I
3 hours credit
This course is an introduction to the theory and practice of modern stage movement and performance skills at the beginning level.

THTR-0131   Stage Movement II
3 hours credit
This course includes the theory and practice of modern stage
movement at the advanced beginning level and the development of movement quality and performance skills. *Prerequisite: THTR-0130 Stage Movement I or permission of the instructor.*

THTR-0133   Introduction to Ballroom Dancing
1 hour credit
This course is an introduction to basic ballroom/social dancing including ballroom, Latin, country, and swing dances. Basic dance positions will be introduced, as well as etiquette, history, characteristics, lead/follow technique, terminology, amalgamations, and styles.

THTR-0140   Ballet
1 hour credit
This progressive ballet system is designed to produce muscular strength, flexibility, and a working knowledge of anatomy, plus the aesthetic satisfaction of expressing yourself through a classical art form. This course is offered to students of all ages and experience, both beginners as well as those who have had some training.

THTR-0145   Jazz Dance
1 hour credit
This course is an introduction to the concepts and motor skills involved with jazz dance. Basic body position will be introduced, as well as basic terminology, jazz history, various jazz styles and the basic techniques involved, isolations, combinations, choreography and musical/rhythmic influences. *Prerequisite: No Text Required.*

THTR-0148   Modern Dance I
1 hour credit
An introduction to the theory and practice of modern dance movement for the stage and performance skills at the beginning level.

THTR-0150   Stagecraft
3 hours credit
Course emphasis is placed upon the procedures of technical theatre production in a laboratory/demonstration atmosphere. Topics include the design and construction of scenery, lighting, costuming, and properties.

THTR-0151   Technical Theatre Practicum
1 hour credit
This course is designed to give college credit to the technical production crews of college theatre productions.

THTR-0155   Dance Practicum
1 hour credit
This course is designed to give college credit to members of the college dance ensemble to technically prepare students to perform at various events, including college dance productions and community outreach events. Admittance to the dance ensemble is by audition only. Participants must commit to rehearsals, performances, fundraisers, outreach projects, and group events. Students must also be enrolled in a dance technique class. *Prerequisite: Enrollment in a dance technique class.*

THTR-0160   Stage Lighting I
3 hours credit
This course examines basic theories and methods of stage lighting for all production types. Emphasis on technical/theoretical facts, artistic/design concept development, and "teamwork" structure of theatre. This course also examines stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design.

THTR-0170   Stage Make Up
2 hours credit
This course is an introduction to the basic techniques and philosophies concerning the effective application of theatrical makeup. The objective of the course is to give the student a practical, working knowledge of the principles of highlighting, shadowing, and contouring the human face with makeup in a laboratory environment. Explorations into the basic techniques involved in working with crepe hair, and various three-dimensional processes shall also be undertaken as time permits.

THTR-0175   Acting Practicum
1 hour credit
This course is designed to give college credit to the cast of college theatre productions using the fundamental techniques and terminology of acting through physical and vocal expression in a practical production/laboratory setting. Emphasis is placed on characterization as developed through the rehearsal process from audition to final performance utilizing improvisation, vocal exercises, intention exercises, and awareness of body acting centers.

THTR-0185   Stage Management
3 hours credit
The course is designed to enable students to understand and apply the fundamental methods, techniques and responsibilities of the Stage Manager in Theatrical Production, from pre-production to auditions and from the first rehearsal through closing night and strike.

THTR-0210   Improvisation
1 hour credit
Students experience advanced training in the art of performing without a script. Various creative forms of impromptu acting are explored throughout the semester to enhance student creativity and confidence performing before an audience. *Prerequisite: THTR-0115 Acting I or permission of instructor.*

THTR-0215   Acting II: (Play Production)
3 hours credit
Scene work, vocal exercise, and selected stage movement techniques are the focus of this course. Progressive exercises are designed and applied to the principles of characterization. *Prerequisite: THTR-0115, Acting I.*

THTR-0216   Acting III
3 hours credit
This course includes study of theory and practice in advanced acting techniques employed in film and video presentations. *Prerequisite: THTR-0215, Acting II or permission of instructor.*

THTR-0220   Costume Production
3 hours credit
Costume Production is an introduction to the processes and the techniques employed in the creation of costumes for theatrical performances and film. The focus of the class is the processes involved in building costumes, not costume design. Topics will include construction techniques, materials, fabrics, sewing, equipment, patterning, and cutting.

THTR-0222   Voice and Diction
3 hours credit
This is a course in which students explore, expand, and refine the properties of the human speaking voice, with the assumption that the student is a prospective professional in a field in which control, flexibility, and understanding of the voice are essential skills. Students are instructed in a series of voice and diction exercises and techniques to free the voice and improve projection, resonance, and articulation.   The course additionally covers the sounds of the International Phonetic Alphabet employed in American English and standard stage speech.

THTR-0255   Stagecraft II
3 hours credit
This course is a continuation of Stagecraft I, with an emphasis on more advanced construction techniques and problems. Students will serve in supervisory capacities on productions. Practical work outside of class is required on productions. This is a project-oriented course that allows a student to devote extended time to exploration in a particular area of interest utilizing skills gained in Stagecraft I. Specific projects are designed by the students and approved by the instructor. *Prerequisite: THTR-0150, Stagecraft I.*

THTR-0260   Stage Lighting II
3 hours credit
This course examines advanced theories and methods of stage lighting for all production types. An in-depth study of technical/theoretical facts, the artistic/design concept development, and the "teamwork" structure of theatre. Advanced work in stage lighting optics, instrument selection and application, color theory, circuiting and computerized control systems, special effects, and production design. *Prerequisite: THTR-0160, Stage Lighting I.*

THTR-0265   Scene Painting
3 hours credit
This course is an exploration and application of the techniques and materials used in creating character in the various elements of set design—walls, floors, furniture, beaches, rocks, trees, etc. Methods to include set preparation, coating, mixing, palette preparation, spraying, transfer, texturing, finishing, and wallpapering are studied. *Prerequisite: THTR-0255, Stagecraft II.*

VTSP-0102   Victim Services
3 hours credit
Victim Services is an overview of community services dealing with victims, including social welfare services, crisis centers, medical services, criminal justice, and others. The course focuses on the role of a victim service agency as a new subsystem, with special emphasis on services.

WELD-0100   Welding Safety/OSHA 10 or 30
2 hours credit
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; and explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

WELD-0105   Welding Blueprints
3 hours credit
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: identify basic lines, views and abbreviations used in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a bill of materials; and identify standard AWS weld symbols.

WELD-0110   Cutting Processes
3 hours credit
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. ***Prerequisite: WELD-0100 Welding Safety.***

WELD-0120   SMAW I
3 hours credit
Through classroom and/or lab/shop 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. ***Prerequisite: WELD- 0100 Welding Safety.***

WELD-0130   GMAW I
3 hours credit
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. ***Prerequisite: WELD-0100 Welding Safety.***

WELD-0140   GTAW I
3 hours credit
Through classroom and/or lab/shop 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 vertical position; build pads of weld beads with selected electrodes and filler material in the overhead position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. ***Prerequisite: WELD-0100 Welding Safety.***

WELD-0201   Oxy-fuel Welding
1 hour credit
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn to set up, operate, and shut down OFW equipment, and learn to perform basic welds with the OFW and TB processes. ***Prerequisite: WELD-0100 Welding Safety.***

WELD-0202   Intermediate Welding Techniques
1 hour credit
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: develop skills

in areas that have been difficult to them. If students have no trouble areas they will use this class to explore the basics of advanced classes they may have an interest in to help decide on welding electives. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0220   SMAW II
4 hours credit
Through classroom and/or lab/shop 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 Vertical position; build pads of weld beads with selected electrodes in the Over Head position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. *Prerequisite: WELD-0120 SMAW I.*

WELD-0230   GMAW II
4 hours credit
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 vertical position; build pads of weld beads with selected electrodes in the overhead position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. *Prerequisite: WELD-0130 GMAW I.*

WELD-0240   GTAW II
4 hours credit
Through classroom and/or lab/shop 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. *Prerequisite: WELD-0140 GTAW I.*

WELD-0255   Aluminum Welding
4 hours credit
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn metal preparation, GMAW, GTAW, safety and metallurgy as they apply to aluminum welding. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0260   Stainless Steel Welding
4 hours credit
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will learn metal preparation, GMAW, GTAW, safety and metallurgy as they apply to Stainless Steel welding. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0265   Fabrication Welding
4 hours credit
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn to weld as in a shop setting. This includes project planning, layout, tacking, welding, and dealing with distortion of weldments. Students will end the class with a project that they may take home. Students will be required to supply materials for project. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0270   Automated Welding and Cutting
4 hours credit
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn set up and operation of various automated welding and cutting procedures including programming, weld settings, troubleshooting, and

maintenance of equipment. *Prerequisite: WELD-0100 Welding Safety*   .

WELD-0275   Pipe Welding
4 hours credit
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: Set up, weld and test weld coupons in various pipe positions and materials. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0280   Welding Codes and Advanced Inspection
4 hours credit
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn destructive and non-destructive testing methods, how to interpret them to code, and how to use a code to set up welding procedures and qualification tests. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0285   Internship
4 hours credit
Through an internship at a local company students will learn what it is like to work in a manufacturing plant or welding related field. Student must be working at a welding or welding related job. *Prerequisite: BUSN-0250 Obtaining Employment.*