



Kansas City Kansas  
Community College™

# ACADEMIC CATALOG

2022 - 2023



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# 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 8,400 students annually with its programs and course offerings for both transfer credit and non-credit. 54% of our students reside within the county, 38% come from other Kansas counties; 8% from Missouri, and 1% 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; 21% are African American, 21% are Hispanic; 4% are Asian/Pacific Islander; and 5% are Native American or multi-racial, respectively. Full time students comprise 17 % of the student body; 83% 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 all 4-year degrees. In addition, many 1-year programs and Certificate programs are offered. Students may complete the prerequisites to enroll in pre-professional programs (i.e., pre-pharmacy) and transfer to a four-year university or college or earn a 1-year Certificate or 2-year degree and enter the work force.



## MISSION

*Inspire individuals & enrich our community  
one student at a time.*



## VISION

*Be a national leader in academic excellence &  
partner of choice in the communities we serve.*

# Accreditation

Kansas City Kansas Community College (KCKCC) is accredited by The Higher Learning Commission. In addition, individual programs are accredited by professional organizations: the Business Department by the Accreditation Council for Business Schools and Programs (ACBSP); Paramedic by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP); Medical Assistant and Paramedic by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); Mortuary Science by the American Board of Funeral Service Education (ABFSE); Nursing/Registered Nurse by the Accreditation Commission for Education in Nursing (ACEN); Physical Therapist Assistant by the Commission on Accreditation in Physical Therapy Education (CAPTE); and Respiratory Therapy by the Commission on Accreditation for Respiratory Care (CoARC). The Nursing programs are approved by the Kansas State Board of Nursing (KSBN). The college is approved by the Kansas State Approving Agency for veterans' college training.

# Purpose

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; fully enhances student intellectual and social development; 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 elevated 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.

In 1977, the Performing Arts Center, which houses a 363-seat Little Theatre 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 in the Allied Health Building (AHB) 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 foot 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 degree at KCKCC or can be transferred to other educational institutions. Tuition for current high school students 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 Center. This includes all KCKCC classes, the GED program, financial aid, and career placement assistance.

Centennial Hall, KCKCC's first resident hall, will open in Summer 2022. The four-story facility will allow 248 students to live on campus and be close to both classes and activities. Typical suites will have a shared living space, including a kitchenette with a stove and refrigerator, and private bedrooms for up to four students. The building has been designed to inspire community building and to enhance learning among students.



# President's Message

## Welcome to Kansas City Kansas Community College!

Founded in 1923, Kansas City Kansas Community College (KCKCC) has proudly served the educational needs of Kansas City and Wyandotte County for nearly 100 years. Now, with multiple locations in Kansas City and Leavenworth, KCKCC's outstanding faculty and staff are ready and well-prepared to help you reach your educational goals.

Whether you choose to earn one of our industry-recognized technical certificates, an associate's degree in applied science, STEM sciences, art or general studies to transfer to a four-year institution, KCKCC has a program just right for you. No matter where you are in your educational journey, KCKCC offers accessible, affordable, quality education and has highly educated and caring faculty and staff to help you be successful.

KCKCC offers everything from developmental classes for students who need extra help in reading, writing or math; honors courses that provide additional academic enrichment opportunities; customize training and continuing education for individuals who seek short-term specialized education. The College continues to support students with opportunities to realize their greatness. This past year students have won numerous national awards in debate, athletics, technical education, and music including the continuance of a remarkable run of achievements with DownBeat Magazine earning 15 awards this year alone. KCKCC offers many clubs, activities, and events to explore and attain your highest potential while making life-long friends and gaining an exceptional education.

With 65% of all new jobs requiring some form of higher education, it may be best said by Malcolm X, "Education is the passport to the future, for tomorrow belongs to those who prepare for it today."

We are excited to have you join us! I look forward to meeting you at one of our four locations and offering my congratulations as you walk across the stage at one of Kansas City Kansas Community College's commencement ceremonies in the near future.

SINCERELY,



**DR. GREG MOSIER**  
**PRESIDENT**



# Admissions and Registration

## 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
- A graduate from a secondary school outside of the U.S. whose completion is determined by KCKCC as equivalent to U.S. high school graduation

## Admission Procedures

### New Students

- New students must complete an online application form. An online application can be found on the college home page at [www.kckcc.edu](http://www.kckcc.edu) and click "Apply."
- If pursuing a degree or certificate at KCKCC, or applying for financial aid or VA benefits, students must submit official transcripts.
  - » An official high school transcript is required for applicants with less than 24 hours of college credit.
  - » An official transcript from each college/university attended.
    - Non-degree seeking students must provide a college transcript if the course they are enrolling in requires a prerequisite. 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 if submitted in a sealed envelope. 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.
- 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. To qualify as a Wyandotte County resident, students must provide evidence of residency. Applicants who are U.S. Permanent Residents, Refugees, Asylees, or Citizens of the Freely Associate States or Palau are also required to submit verification of their status as part of the application for admission:
  - Permanent Resident: color copy of the front and back of the applicant's Permanent Resident Card (i.e.: Green Card), or of the applicant's I-551 stamp
    - » Applicants who are Permanent Resident PENDING should follow the application instructions listed on page 22 of this catalog.
  - Refugee: color copy of the applicant's Customs & Border Protection REFUGEE stamp, or of the applicant's I-94
  - Asylee: color copy of the applicant's I-797 Approval Notice showing Asylum status GRANTED, or of an immigration Judge's Orders showing Asylum GRANTED
    - » Applicants who are Asylum PENDING should follow the application instructions listed on page 22 of this catalog.
  - Citizen of the Freely Associate States or Palau: color copy of the biographical page of the applicant's passport from the Federated States of Micronesia, the Marshall Islands or Palau.

## 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.

Recent graduates of KCKCC pursuing an additional degree or certificate must submit a new student record change form declaring a new major.

Students who maintain consecutive enrollment (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 revert to a previous catalog. If a more recent catalog is selected, all the current catalog requirements must be met.

## High School Students

### Concurrent and 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 classes at their high school.
- Courses taught at the high school have identical course content to that of courses offered on campus and are evaluated by an academic dean at the college before being implemented at the high school. Faculty are credentialed 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**. Several types of enrollments 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. Freshman are allowed to enroll with a gifted IEP. The college strongly recommends that high school students limit their enrollment to 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, only if required for the program of interest or specific course.
- Minimum ACT Scores to be exempt from taking the ACCUPLACER:
  - » Math 21
  - » Reading/English 18
- ACCUPLACER, minimum score requirements to enroll in non-developmental courses:
  - » English courses: Reading and Sentence Skills scores of 255
  - » Math courses: Math score of 263
  - » Speech, Psychology and Sociology: Reading and Sentence Skills score of 255
  - » All other courses: Reading score of 242
  - » If minimum scores are not obtained, High School transcript GPA can be considered for placement in courses. See the KCKCC High School Coordinator for more details.

- ACCUPLACER, Career and Technical Education Center and specific program minimum score requirements:
  - » Only the Reading portion of the Accuplacer is required for Cosmetology, Nail Technology, Electrical Technology, and the CNA program. The Accuplacer is not required for all other Career and Technical Education Center programs.
  - » Cosmetology, Nail Technology, and Electrical Technology reading scores of 242.
  - » CNA program Reading score of 243 or 3.0 High School GPA and a minimum of a C in High School English from junior year.
  - » Emergency Medical Responder and Fire Science courses require a minimum 243 Reading score, no exceptions.
  - » If minimum ACCUPLACER scores are not obtained, High School transcript and GPA can be considered for placement in courses. See the KCKCC Career and Technical Education Center Advisor for more details.
- 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 it 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 the application requirements that correspond to their category, no later than the listed application deadline, to be considered for admission to KCKCC.

### F-1 and M-1 Status Students

International applicants who are outside the United States must submit the following application requirements:

- Online Application for admission: <https://kckcc.elluciancrmrecruit.com/Apply>
- \$85.00 nonrefundable International Student Application Fee
  - » The payment platform for this fee is built into the International Student Application through PayPal; International Student Applications cannot be submitted until after the application fee is paid.
- Official upper secondary school transcripts in the native language and accompanied by an official English translation.
- Official upper secondary school Graduation Certificate/Diploma/National Examination Certificate – in the native language and accompanied by an official English translation
  - » Transcript and Certificate requirements vary by country; for specific international credential requirements for a particular country, applicants should contact [international@kckcc.edu](mailto:international@kckcc.edu).
- Official English language proficiency test scores, submitted to KCKCC directly from the testing company, from one (1) of the following tests (minimum required test scores for admission are also as follows):

#### **TOEFL iBT: minimum overall score = 62**

Minimum required section scores:

Reading = 13

Speaking = 12

Listening = 18

Writing = 16

(ETS Reporting Code: 6333)

#### **TOEFL iBT Home Edition: minimum overall score = 62**

Minimum required section scores:

Reading = 13

Speaking = 12

Listening = 18  
Writing = 16  
(ETS Reporting Code: 6333)

**IELTS (Academic): minimum overall band score = 5.5**

Minimum required section scores:  
Reading = 5.0  
Speaking = 5.0  
Listening = 5.0  
Writing = 5.0

**PTE Academic: minimum overall score = 46**

Minimum required section scores:  
Reading = 40  
Speaking = 40  
Listening = 40  
Writing = 40

**PTE Academic Online: minimum overall score = 46**

Minimum required section scores:  
Reading = 40  
Speaking = 40  
Listening = 40  
Writing = 40

**MET 4-Skill Exam: minimum overall score = 50**

Minimum required section scores:  
Reading = 46  
Speaking = 46  
Listening = 46  
Writing = 46

**MET Digital 4-Skill Exam: minimum overall score = 50**

Minimum required section scores:  
Reading = 46  
Speaking = 46  
Listening = 46  
Writing = 46

- Applicants from countries where English is an official language may be exempted from this requirement. To see if you may be exempt from this requirement review the list of [Countries EXEMPT from the English Proficiency Test Requirement](#).
  - » Completion of an ESL (English as a Second Language) program is not acceptable proof of English language proficiency.
    - Students who completed an ESL program must submit English language proficiency test scores from one (1) of the tests listed above.
- Proof of Financial Support
  - » Bank Statement or Bank Letter showing the minimal amount of at least \$24,075.00 USD in readily available funds (real estate, investments, stocks, retirement accounts, etc. cannot be used).
  - » Add \$6,000.00 USD for each accompanying dependent (spouse or child).
    - Detailed information is available as an [online PDF](#).
- Affidavit of Support
  - » Signed and notarized/attested [Affidavit of Support Form](#) from each financial sponsor, indicating their willingness to support the applicant for the duration of their studies in the United States at KCKCC.
    - Detailed information, instructions, and the Affidavit of Support Form are available as an [online PDF](#).
- Color copy of the biographical page of the valid Passport

## Submitting Application Documents

Upload directly to your online application via your [My Account](#) page.

Or mail to:

Kansas City Kansas Community College,  
Office of Admissions  
7250 State Avenue  
Kansas City, KS 66112  
U.S.A.

## Application Deadlines

F-1 and M-1 status international students are eligible for admission to the full 16-week fall and spring semesters at KCKCC. F-1 and M-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 the required supplemental items / documents listed above.

- Fall Semester (classes begin in August): July 1st
- Spring Semester (classes begin in January): October 1st

## Notes

After admission is granted, an Acceptance Packet – that includes the Form I-20 – will be sent to the student at the current home address and email address entered on their application.

- It is illegal to send these documents to an Agent or any other person that is not the student themselves.
- Applicants are required to enter their personal home address and their personal email address on their application.

Immediately upon arrival at KCKCC, accepted students are required to:

- Report to the Admissions Office with the following, compulsory documents:
  - » Official, original (paper/hard-copy) high school/upper secondary school transcripts and/or diploma/certificate – in the native language and accompanied by an official English translation – that is specifically detailed in the Acceptance Letter
  - » Valid passport
  - » Valid F-1 visa
  - » Print-out of the I-94 Admission Record
  - » Retrieval online at <https://i94.cbp.dhs.gov/I94>
  - » Sit for the appropriate Placement Tests. Questions regarding [Placement Testing](#) must be directed to the Placement Testing Center (+1) 913-288-7171, Jewell Building room 3345A).
  - » Meet with a Student Success Advisor and enroll in a full course load.

All F-1 and M-1 status students are required to purchase KCKCC's compulsory International Student Health Insurance – there are no exceptions or waivers to this requirement.

## F-1 SEVIS Transfer-In Students

In addition to all the application requirements listed above, F-1 students who are currently in the United States attending another U.S. college/university must ALSO submit the following application requirements:

- If the applicant has not completed a minimum of at least 24 academic credit hours at a U.S. college/university, official (upper) secondary school credentials are required, as detailed above in the F-1 and M-1 Status Students section.
  - » ATHLETES: to fulfill Athletic Eligibility requirements (regardless of the number of credit hours completed at a U.S. college/university) official upper secondary school credentials are required, as detailed above in the F-1 and M-1 Status Students section.

- Official, final transcripts from EVERY college/university attended in the United States.
  - » An official, final transcript from each, individual college/university must be submitted
    - Transcripts showing the posting of transfer credit from other institutions cannot be accepted in lieu of the official, final transcript(s) from the institution(s) from which credit was transferred.
- Transfer-in applicants must have a minimum Cumulative Grade Point Average (CGPA) from all colleges/universities attended of at least 2.00, and be a student in good standing, to be considered for admission to KCKCC.
- Official English language proficiency test scores, submitted to KCKCC directly from the testing company, as detailed above in the F-1 and M-1 Status Students section.
  - » Applicants from countries where English is an official language may be exempted from this requirement. To see if you may be exempt from this requirement review the list of Countries EXEMPT from the English Proficiency Test Requirement.
  - » Applicants who have completed at least 24 academic credit hours with grades of C or higher, including both English Composition I and English Composition II, at a U.S. college or university may be exempted from this requirement.
- Copies of most recently issued Forms I-20 from each school attended in the United States
- Color copy of the F-1 Visa most recently used to enter the United States
- Color print-out of the most recent I-94 Admission Record
  - » Retrieval online at <https://i94.cbp.dhs.gov/I94>

## Submitting Application Documents

Upload directly to your online application via your [My Account](#) page.

Or mail 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 the required supplemental items / documents listed above in both the F-1 and M-1 Status Students and F-1 SEVIS Transfer-In Students sections.

- Fall Semester (classes begin in August): August 1st
- Spring Semester (classes begin in January): December 1st

## Notes

After admissibility is established, a Conditional Acceptance Letter and Transfer-In Form will be sent to the student; these must be submitted to a (P)DSO at the student's current institution to request the transfer of the SEVIS Record.

- Kansas City Kansas Community College does not accept Terminated or Completed SEVIS records; the SEVIS record must be in Active status to transfer to KCKCC.

After full admission is granted, immediately upon arrival at KCKCC, accepted students are required to:

- Report to the Admissions Office with the following, compulsory documents:
  - » Official, original (paper/hard-copy) high school/upper secondary school transcripts and/or diploma/certificate – in the native language and accompanied by an official English translation – that is specifically detailed in the Acceptance Letter
  - » Valid passport
  - » Valid F-1 visa
  - » Print-out of the I-94 Admission Record

- Retrieval online at <https://i94.cbp.dhs.gov/I94>
- Sit for the appropriate Placement Tests, if required. Questions regarding Placement Testing must be directed to the Placement Testing Center (+1 913-288-7171, Jewell Building room 3345A).
- Meet with a Student Success Advisor and enroll in a full course load.

All F-1 status students are required to purchase KCKCC's compulsory International Student Health Insurance – there are no exceptions or waivers to this requirement.

## F-1 Visiting Students

F-1 status students currently attending another institution in the United States who wish to enroll in a class or two at KCKCC ("Concurrent Enrollment") must submit the following application requirements:

- Online application for admission: <https://kckcc.elluciancrmrecruit.com/Apply>
- \$85.00 nonrefundable International Student Application Fee
  - » The payment platform for this fee is built into the International Student Application through PayPal; International Student Applications cannot be submitted until after the application fee is paid.
- Color copy of the biographical page of the valid Passport
- Copy of most recently issued Form I-20 from the home institution
- Color copy of the F-1 Visa most recently used to enter the United States
- Color print-out of the most recent I-94 Admission Record
  - » Retrieval online at <https://i94.cbp.dhs.gov/I94>
- Completed and signed KCKCC Concurrent Enrollment Form
  - » This form will be attached to the automated email that is sent from the application system to the applicant after the application and application fee are submitted.
  - » This form is only required for enrollment in the fall and spring semesters; this form is not required for enrollment in the summer semester.

## Submitting Application Documents

Upload directly to your online application via your [My Account](#) page.

Or mail to:

Kansas City Kansas Community College,  
Office of Admissions  
7250 State Avenue  
Kansas City, KS 66112  
U.S.A.

## F-1 Visiting Student Application Deadlines

Application deadlines are the last possible day to submit a completed application, which must include all the required supplemental items / documents listed above. Applications that are not complete by the deadlines listed below will be Cancelled / Withdrawn.

- Fall Semester (classes begin in August): August 1st
  - » Fall 2nd 8-Week Term (classes begin in October): October 1st
- Spring Semester (classes begin in January): December 1st
  - » Spring 2nd 8-Week Term (classes begin in March): March 1st
- Summer Semester (classes begin in June): May 15th

## Note

After admission is granted, the student may proceed to the Student Success Center to meet with a Student Success Advisor for enrollment.

The student is required to provide an unofficial copy of their transcript from their home institution to the Student Success Advisor to verify the completion of pre-requisite classes to enroll the student in their desired class(es).

## All Other Visa Status Students

International applicants who are lawfully present in the United States on a nonimmigrant visa are eligible to enroll in classes at KCKCC and must submit the following application requirements:

- Online Application for admission: <https://kckcc.elluciancrmrecruit.com/Apply>
- \$85.00 nonrefundable International Application Fee
  - » The payment platform for this fee is built into the International Student Application through PayPal; International Student Applications cannot be submitted until after the application fee is paid.
- Color copy of the biographical page of the valid Passport
- Color copy of the Visa most recently used to enter the United States
- Color print-out of the most recent I-94 Admission Record
  - » Retrieval online at <https://i94.cbp.dhs.gov/I94>

## Submitting Application Documents

Upload directly to your online application via your [My Account](#) page.

Or mail to:

Kansas City Kansas Community College,  
Office of Admissions  
7250 State Avenue  
Kansas City, KS 66112  
U.S.A.

## All Other Visa Statuses Application Deadlines

Application deadlines are the last possible day to submit a completed application, which must include all the required supplemental items / documents listed above. Applications that are not complete by the deadlines listed below will be Cancelled / Withdrawn.

- Fall Semester (classes begin in August): August 1st
  - » Fall 2nd 8-Week Term (classes begin in October): October 1st
- Spring Semester (classes begin in January): December 1st
  - » Spring 2nd 8-Week Term (classes begin in March): March 1st
- Summer Semester (classes begin in June): May 15th

## Notes

Upon admission, accepted students must submit their official, original (paper/hard copy) high school / upper secondary school transcripts and/or diploma / certificate to KCKCC.

- Transcripts from U.S. High Schools must be submitted to the Registrar's Office.
- Transcripts, diplomas, certificates, etc. from outside of the United States must be submitted to the Admissions Office.
  - » International credential requirements vary by country; for specific transcript/certificate requirements for a particular country, applicants should contact [international@kckcc.edu](mailto:international@kckcc.edu).
  - » International credentials must be submitted in the native language and accompanied by an official English translation, utilizing the [International High School Graduation Verification Request Form](#) and following the instructions detailed on the Registrar's Office's webpage under the [Non-U.S. High School Transcripts](#) heading.

Accepted students may need to sit for the appropriate Placement Tests. Questions regarding Placement Testing must be directed to the [Placement Testing Center](#) (+1 913-288-7171, Jewell Building room 3345A).

All visa holders are required by law to maintain their lawful status in the United States 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 in the United States.

- See USCIS' guide, [How do I Extend My Nonimmigrant Stay in the United States?](#), for information on extending your stay / visa validity.

B-1 and B-2 visa holders (B1/2s) and nonimmigrants present in the United States on the Visa Waiver Program (VWP) are not eligible to enroll in classes or engage in a program of study under federal law.

- Federal law only allows B1/2s and VWPs to enroll in personal enrichment classes with [Community Education](#)

### **Permanent Resident PENDING and Asylum PENDING Students**

International applicants who have applied for Permanent Residence or Asylum – that has not yet been approved / granted – are eligible to enroll in classes at KCKCC and must submit the following application requirements:

- Online Application for admission: <https://kckcc.elluciancrmrecruit.com/Apply>
- \$85.00 nonrefundable International Application Fee
  - » The payment platform for this fee is built into the International Student Application through PayPal; International

Student Applications cannot be submitted until after the application fee is paid.

- Permanent Resident PENDING:
  - » Color copy of the I-797 Receipt Notice confirming the I-485 Application to Register Permanent Residence has been received by USCIS
- Receipts for the I-765 Application for Employment Authorization and/or Employment Authorization Documents (EAD cards) are NOT acceptable.
- Asylum PENDING:
  - » Color copy of the I-797 Receipt Notice confirming the I-589 Application for Asylum has been received by USCIS
    - Receipts for the I-765 Application for Employment Authorization and/or Employment Authorization Documents (EAD cards) are NOT acceptable.

### **Submitting Application Documents**

Upload directly to your online application via your [My Account](#) page.

Or mail to:

Kansas City Kansas Community College,  
Office of Admissions  
7250 State Avenue  
Kansas City, KS 66112  
U.S.A.

### **Permanent Resident PENDING and Asylum PENDING Application Deadlines**

Application deadlines are the last possible day to submit a completed application, which must include all the required supplemental items / documents listed above. Applications that are not complete by the deadlines listed below will be Cancelled / Withdrawn.

- Fall Semester (classes begin in August): August 1st
  - » Fall 2nd 8-Week Term (classes begin in October): October 1st
- Spring Semester (classes begin in January): December 1st
  - » Spring 2nd 8-Week Term (classes begin in March): March 1st
- Summer Semester (classes begin in June): May 15th

### **Notes**

Upon admission, accepted students must submit their official, original (paper/hard copy) high school / upper secondary school transcripts and/or diploma / certificate to KCKCC.

- Transcripts from U.S. High Schools must be submitted to the Registrar's Office.
- Transcripts, diplomas, certificates, etc. from outside of the United States must be submitted to the Admissions Office.
  - » International credential requirements vary by country; for specific transcript/certificate requirements for a particular country, applicants should contact [international@kckcc.edu](mailto:international@kckcc.edu).
  - » International credentials must be submitted in the native language and accompanied by an official English translation, utilizing the [International High School Graduation Verification Request Form](#) and following the instructions detailed on the Registrar's Office's webpage under the [Non-U.S. High School Transcripts](#) heading.

Accepted students may need to sit for the appropriate Placement Tests. Questions regarding [Placement Testing](#) must be directed to the Placement Testing Center (+1 913-288-7171, Jewell Building room 3345A).

## Undocumented And DACA Applicants

Applicants who are Undocumented or who have Deferred Action for Childhood Arrivals (DACA) approval are NOT international students and should NOT apply using the International Application. Undocumented and DACA applicants should submit the standard online application (<https://kckcc.elluciancrmrecruit.com/Apply>).

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/Registered Nurse, Nursing/Practical Nursing, Medical Assistant, Paramedic, Mortuary Science, Respiratory Therapy, Physical Therapist Assistant, Cosmetology, Addiction Counseling, and Nail Technology.

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

Addiction Counseling	913-288-7329	ADCN@kckcc.edu
Cosmetology	913-288-7813	TEC@kckcc.edu
Medical Assistant	913-288-7862	medicalassistant@kckcc.edu
Mortuary Science	913-288-7607	mortuaryscience@kckcc.edu
Nail Technology	913-288-7813	TEC@kckcc.edu
Nursing	913-288-7543	registerednursing@kckcc.edu
Paramedic	913-288-7208	emergencymed@kckcc.edu
Physical Therapist Assistant	913-288-7865	PTA@kckcc.edu
Practical Nursing	913-288-7543	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 to enroll as a regular degree-seeking student.

## Students From Non-Accredited High Schools

See "Special Students" above.

## Transfer 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

### Transfer Credit

Enrolled, degree seeking students who have completed one semester at KCKCC have met the requirements to have transfer credits and grades posted to their KCKCC transcript.

Students seeking to transfer credit earned at another college to Kansas City Kansas Community College must provide an official transcript from all previous colleges to the Registrar's Office.

- Institutions may send official transcripts electronically to Kansas City Kansas Community College through a

secure process (such as Parchment or National Student Clearinghouse). If an email address is used for the electronic transcript, please use: Registrar@kckcc.edu.

- Institutions should mail transcripts to:  
Kansas City Kansas Community College  
Registrar's Office  
7250 State Avenue  
Kansas City, KS 66112
- Students may submit the transcripts in person if the transcripts are delivered in the sealed envelope from the granting institution. They must bear the official seal of the other college. Photocopies and facsimiles are not acceptable as official college transcripts.

The Registrar's Office will evaluate transcripts based on the student's area of interest and will grant transfer credit only to courses that apply to students' program of study or meet degree requirements. Students who change their major program of study or degree plan may request that the Registrar's Office reevaluate their transcripts based on the new program of study.

All transfer credit will be equated to the semester hour system. All credits earned with a D grade or higher will be articulated and calculated in students' cumulative grade point average (GPA), as defined in the Grading System Policy 2.04. Quality points and grade points will be transferred from other colleges and universities and will be averaged into the KCKCC cumulative GPA.

## **U.S Colleges and Universities**

Undergraduate transfer credits will be accepted from colleges and universities that are accredited by, or hold candidacy status with, one of the six regional accrediting bodies listed below. Graduate level coursework will not be evaluated.

- Higher Learning Commission (HLC)
- Accrediting Commission for Schools - Western Association of Schools and Colleges
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- or other institutions approved by KCKCC.

KCKCC follows the American Council on Education's (ACE) published recommendations on the transfer of non-accredited institutions, including military and other training programs.

## **International Transfer Credit**

Enrolled, degree-seeking students who have successfully completed one semester at KCKCC and attended college or university outside of the United States are eligible to have transfer credit and grades from their international college/university posted to their KCKCC transcript. For specific information regarding International Transfer Credit, click on the link below.

## **International Colleges and Universities**

KCKCC follows the guidelines established by National Association of Credit Evaluation Services (NACES) for credits earned from international institutions.

### **APPLYING FOR A COURSE-BY-COURSE EVALUATION**

- Review the websites of the current members of the National Association of Credential Evaluation Services (NACES) for their individual application, documentation, and fee requirements
  - » The list of current NACES members is available online at [www.naces.org/members.html](http://www.naces.org/members.html)
  - » Costs/fees vary, typically ranging between \$150.00 to \$200.00
  - » Processing times vary, typically ranging between 7 to 10 business days; expedited processing is typically available for an additional fee
- Complete your selected agency's application for a course-by-course evaluation, pay the evaluation fee, and submit all required documents
  - » Request that an official evaluation be sent directly to KCKCC at:  
  
Registrar's Office  
Kansas City Kansas Community College  
7250 State Avenue  
Kansas City, KS 66112
- Carefully follow all application instructions on your selected evaluation agency's website

- »Your credentials may be required to be submitted directly from your college/university
- »A Syllabus of university studies may be required in some cases.
- »Credentials not issued in English will require submission of an official English translation.
- Many evaluation agencies also offer translation services for an additional fee
- Contact the credential evaluation agency with all questions.

## 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, Communication, and Humanities Division 913-288-7674 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.

## Multiple Measures Course Placement

KCKCC utilizes multiple measures to determine potential students' readiness for college-level courses. Multiple measures mean that colleges incorporate two or more criteria for assessment and placement. Under a multiple measures approach, standardized testing is not the primary means of assessing if a student is prepared for college-level coursework. Multiple measures used to determine course placement may include the following:

- Placement Exam Scores
- High School or College transcripts
- ACT/SAT Scores
- Highest level of coursework completed in a subject area and corresponding course grade
- Vocational or career aptitude interest inventories
- Specialized certificates or licenses
- Military training and experience
- Education and employment histories
- Interviews
- Number of years between high school completion and college enrollment

Please see the Multiple Measures section of the KCKCC website for further information.

## Course Placement

Information regarding course placement can be found on the KCKCC website:

<https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html>

## Nontraditional Studies

Nontraditional Studies is composed of ten (10) programs:

1. Departmental Credit by Examination
2. Life Experience Learning Program
3. Advanced Standing for Professional Certification/Licensure
4. Independent Study
5. Military
6. Defense Activity for Nontraditional Education Support (DANTES)
7. College Level Examination Program (CLEP)
8. Advanced Placement Examination (AP)
9. Certified Administrative Professional Exam (CAP®)
10. International Baccalaureate Program (IBU).

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, the following guidelines apply to all programs unless otherwise stated:

- 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 have completed one semester at KCKCC and be currently enrolled at KCKCC if they plan to receive Nontraditional academic credit.
- 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.
- 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 C, 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. KCKCC does not grant credit for life or work experience that cannot be translated into an equivalent course at KCKCC.

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. KCKCC does 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 may be used to fulfill curriculum requirements in designated programs.

## **Independent Study**

1. Information regarding Independent Study can be found on the KCKCC website on the Policies and Procedures Homepage, Section 2.09 and 2.09A.

## **Military And Veteran Students**

### **Recruiting**

KCKCC prohibits compensation, bonus, or any other form of payment based directly or indirectly on securing enrollments to any persons or entities engaged in recruiting and enrolling Military and or Veteran Students to KCKCC. Recruiting tactics such as making multiple unsolicited contacts, including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration to secure Service members enrollments is prohibited. Information regarding the application and enrollment process can be found on the KCKCC website at <https://www.kckcc.edu/admissions/>

### **Financial Aid**

Military Service members are entitled to the same consideration for all forms of financial aid that is available to other students at KCKCC. The Financial aid application process and timeline can be found on the KCKCC website at <https://www.kckcc.edu/admissions/financial-aid/>

### **Disability Services**

KCKCC is committed to meeting the needs of all students. Service members with disabilities will be allowed special classroom and testing considerations based on submitted documentation. KCKCC's Student Accessibility and Support Services coordinate services for KCKCC students who have a documents disability in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Services are provided at no cost to enrolled students on an individual basis and concerning confidentiality. Students with disabilities should contact the SASS office as early as possible to receive accommodations promptly. Information regarding services and accommodations as well as guidelines for disability documentation can be found on the KCKCC website at: <https://www.kckcc.edu/academics/resources/student-accessibility-support-services/> .

### **Military Activated Student / Deployment Withdrawal Policy**

KCKCC recognizes that many students serve our country in the Active Duty, Reserve, and National Guard forces. These students are subject to unforeseen mobilization or activation in response to local, regional, national, or international emergencies. Emergency mobilization and activation will seriously disrupt these students' academic careers. It is the policy of the KCKCC Board of Trustees to minimize the effects of this disruption as much as possible. These procedures are established concerning the awarding of academic credit and grades, enrollment, scholarships, loans, and other appropriate matters intended to minimize the disruption of studies for a student and the student's spouse and dependents resulting from a call to active duty.

In the case of a call to Active Duty or training extending more than 14 days, the student must notify the Office of the University Registrar in writing of the activation order. The Military Leave of Absence Request should be completed, and deployment orders submitted once received.

Mobilization or activation during a regular semester or summer sessions will result in the complete withdrawal of the student from the college or university without penalty and a punitive grade. Course fees that have been paid will be refunded 100 percent exclusive of any non-refundable fees. Room and board payments will be refunded on a pro-rated basis.

Mobilization or activation within the last four weeks of the end of a regular semester (three to six class days for a summer session, two weeks for an eight week session), will result as follows with the concurrence of the faculty of the affected courses in which the student is officially enrolled:

1. To receive a final grade in the course based upon the student's work in the course up to the date of mobilization or activation. (Does not refund tuition and fees to the student)
2. The student can request an incomplete for the class and have one year after returning from Active Duty to complete the course. (Does not refund tuition and fees to the student)
3. Withdrawal (backout) from the course. With this option, the student receives a full refund of tuition and fees.

**Military Student Re-enrollment:** When students whose higher education academic careers are interrupted by mobilization or activation re-enroll in the same institution within one year of completion of their term of active service, the college or university will make every possible effort to place these students back into their academic studies track as close as possible to the same place the student occupied when mobilized or activated. Any readmission application fee will be waived for those students. This will allow students to continue their academic studies with as little interruption as possible.

### **Scholarships**

If a student is mobilized or activated while holding a scholarship under the control of the college, he/she should be aware that the scholarship check may have to be returned to the appropriate scholarship account from which it was received. Then, every effort shall be made to award the student this scholarship, an equivalent scholarship, or an alternative grant or grant-in-aid, upon re-enrolling after the student's period of active duty, so long as the student remains otherwise eligible. This provision is contingent upon funding availability and shall lapse if the student does not re-enroll in the college, he/she was attending at the time of mobilization.

**Military Tuition Assistance Policy:** Military Tuition Assistance is a U.S. Department of Defense program. Tuition Assistance rules vary by branch of service and even vary between different units within the same branch depending on whether the unit is active, reserve, or National Guard. Tuition Assistance funds will be applied to tuition costs only.

### **Military Tuition Assistance Recipients**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the U.S. Department of Defense policy, Kansas City Kansas Community College (KCKCC) will return any unearned TA funds on a proportional basis through at least 60% portion of the period for which the funds were provided. If a service member stop attending due to a military service obligation, KCKCC will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

**Withdrawals:** A student's official withdrawal date is used as the last date of attendance and to calculate earned percentage of TA. A student's official withdrawal date is determined by using the last date of attendance that is documented and submitted to the Office of the Registrar. Once the last date of attendance has been determined, KCKCC will recalculate a student's TA eligibility.

### **Tuition Assistance Refund Policy**

The amount of TA funding that is earned is determined on a pro-rata basis. For example, if a student completed 30% of the course, s/he earned 30% of the TA funds that s/he was originally scheduled to receive. The remainder of the unearned funds (70%) would be returned to the TA program. If this results in an unpaid tuition balance, payment would be the responsibility of the student. Once a student has attended at least 60% of the period for which TA funds were approved, the student is considered to have earned 100% of the TA funds.

Utilize the following table for the return of unearned TA funds (this may be different than KCKCC's Tuition Refund Schedule).

#### 8 Week Course Withdraw Submitted

Before or during week 1	During week 2	During weeks 3-4	During week 5	During weeks 6-8
100%	75%	50%	40%	No Return
			60% Completion Point	

#### 16 Week Course Withdraw Submitted

Before or during weeks 1 & 2	During weeks 3-4	During weeks 5-8	During weeks 9-10	During weeks 11-16
100%	75%	50%	40%	No Return
			60% Completion Point	

### 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)

### ADVANCED PLACEMENT EXAMINATION (AP)

### INTERNATIONAL BACCALAUREATE PROGRAM (IB)

KCKCC follows the policy established by Kansas Board of Regents (KBOR), which can be found at: [https://www.kansasregents.org/academic\\_affairs/credit\\_for\\_prior\\_learning/ap-clep-exams?tmpl=component&print=1](https://www.kansasregents.org/academic_affairs/credit_for_prior_learning/ap-clep-exams?tmpl=component&print=1)

### 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 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 decide 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**

<b>CAP® Exams</b>		<b>Credit Hours</b>
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
<b>TOTAL</b>		<b>31</b>

# Registration And Enrollment

## General Policy

Students who attend classes receive grades and academic credit if they are registered for courses at the College. To register for courses, students must enroll during designated enrollment periods. Times and dates are published online. It is strongly recommended that students enroll in their classes early to reserve their classes a semester in advance. Any student who has a financial obligation to the College may not be allowed to enroll in courses.

## Academic Advising

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 Self Service. 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.

## Student I.D.

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

## Parking

Parking stickers are issued in the Admissions Office, Pioneer Center, and Technical Education Center. Students should obtain a parking sticker prior to parking on campus at Main Campus, Pioneer Center, and Technical Education Center.

## KCKCC E-Mail

Students will be assigned student email accounts when admitted to KCKCC. All college communication will be done via this email 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 promptly pay all college financial obligations or payment plan arrangements according to the terms and due dates on their student account. Failure to do so will result in an enrollment hold that will prevent adding/dropping a class or future semester enrollment official transcript requests (current and former students) until the student hold is resolved with the Business Office. According to the college's hold policy, student holds may also be placed on accounts by college departments for non-return of rented materials and college property. The College offers payment plans to assist students with arrangements. Students who elect to a payment plan for the semester must have all tuition and fees paid by the end of that semester.

## 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 to qualify for in-state tuition. 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 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).

## Alternative Course Offerings

KCKCC offers a variety of course types.

- Online courses 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.
- Virtual courses meet virtually at the times noted on the class schedule. There are no face-to-face meetings in a virtual class; all meetings are electronic.
- 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.

## Summer Session

The summer session is an integral part of the College's academic calendar year designed for students who want to take courses(s) in an intensive session. 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.

## Evening Courses

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.

## Online Course Information

All courses 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 assignments, work collaboratively with other students, and many other activities. Face-to-face courses may also use some of these tools with no reduction of classroom time. Please be aware that some computer usage may be required for all courses.

- Online courses require time management skills. Students must log in regularly (three or more times per week). Online courses typically require six or more hours per week for 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. Problems can be solved quickly so that course deadlines can be met.

## Accessibility Information

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

## 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 complies with college policy. Phone or email 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 Self Service and do not have holds on to 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 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.

## **Rights Of Privacy of Student Records**

Information regarding Student Record Privacy (FERPA) can be found on the KCKCC website on the Policies and Procedures Homepage, Section 3.04

## **KCKCC Institutional Review Board**

The primary purpose of the Kansas City Kansas Community College Institutional Review Board (IRB) is the protection of the rights, privacy, and welfare of the students, faculty, and staff of KCKCC recruited to participate in human subjects' research.

According to College Policy 1.02, the (IRB) must approve all research involving human subjects or animals at KCKCC.

## **Media Services**

Media Services is designed to assist faculty, staff, and the community with the production and utilization of non-print media. Services include video and audio production, photography, distance education, teleconferencing, computer animation, audio-visual support, and multimedia. Students sign a Media release form that allows the college to use video, audio, or photographs of them.



# 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 electronic bulletin boards and published on the KCKCC website.

## Student Classification

Information regarding Student Classification can be found on the KCKCC website on the Policies and Procedures Homepage, Section 2.05.

## Academic Integrity

Information regarding Academic Integrity can be found on the KCKCC website on the Policies and Procedures Homepage, Section 2.00.

## Attendance

KCKCC is interested in the educational development of its students, and attendance in class is considered a necessary part of the process. Students are expected to be punctual and attend classes. Students are held responsible for all information and assignments missed due to their absence. The course syllabus will outline the instructor's attendance policy. In the case that an instructor does not arrive within 15 minutes of the scheduled class start time, class is considered cancelled for the day.

## Credit Hour

Information regarding Credit Hour can be found on the KCKCC website on the Policies and Procedures Homepage, Section 2.03

## Student Classification

Information regarding Student Classification can be found on the KCKCC website on the Policies and Procedures Homepage, Section 2.05.

## 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 Self Service . 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.

## 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 or advisor 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 Student Accessibility and Support 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 Self Service.
- 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 handwritten 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: 913-288-7665; email: [student\\_records@kckcc.edu](mailto: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:

- For specific dates for last withdrawal, please check the academic calendar.
- Semester courses (16 weeks): Students may withdraw up to three (3) weeks before the start of final examinations.
- Summer session, (8-week courses): Students may withdraw up to two (2) weeks before final examinations.
- Courses lasting less than 8 weeks do not have a withdrawal period: 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.

- For specific dates for last withdrawal please check the academic calendar
- Semester courses (16 weeks): Instructors may submit Administrative Withdrawal forms up to three (3) weeks before the start of final examinations.
- Summer session (8-week courses): Instructors may submit Administrative Withdrawal forms up to two (2) weeks before final examinations.
- Courses lasting less than 8 weeks do not have a withdrawal period: no withdrawal period.

The Registrar’s Office notifies students that 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 rest 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 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 unusual cases with the approval of the student's instructor and the Academic Dean.

## Grading System

Information regarding Grading System can be found on the KCKCC website on the Policies and Procedures Homepage, Section 2.04

## Repeating Courses

Information regarding repeating courses can be found on the KCKCC website on the Policies and Procedures Homepage, Section 2.11.

## 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.
- With Distinction – Eligible for Certificate completers with cumulative grade point average of 3.40 or higher.

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

### 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 collaborate 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 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 if the course has a theoretical foundation and that the course is not 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 faculty member, 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. 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 joining Phi Theta Kappa, members must maintain a 3.00 grade-point average to remain active.

## **Academic Standing**

Information regarding Academic Standing can be found on the KCKCC website on the Policies and Procedures Homepage, Section 2.08.

## **Academic Forgiveness**

Information regarding Academic Forgiveness can be found on the KCKCC website on the Policies and Procedures Homepage, Section 2.07.

## **Academic Renewal Policy**

Information regarding Academic Renewal can be found on the KCKCC website on the Policies and Procedures Homepage, Section 2.12.

## **Graduation**

Guidelines for Eligibility and Considerations

- Maintain an overall cumulative grade-point average of 2.00.
- 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.
- Completed certificate credit hour may only be used towards one associate degree.

### **Graduation 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/Certificate 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 Director of Student Activities announces the date for cap and gown distribution.

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, reviewing, and utilizing information to improve an institution's programs and/or services. The goal of outcomes assessment is to advance student learning and development through the implementation of evidenced-based interventions.

In its commitment to maintaining quality academic programs and providing dedicated support services, KCKCC participates in a structured, college-wide student assessment effort. The purpose of this assessment effort is to determine a student's achievement of college level expectations and the College's capabilities to meet the needs of students. Assessment is ongoing, occurring every semester in several ways.

Participation in the assessment process is required of all students who enroll in any credit-bearing course. The 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 assignments, standardized tests, portfolios and exit examination. Evidence gathered from assessments will be used to evaluate student achievement, review curriculum effectiveness, improve instruction and learning, enhance campus support services, and assist with student self-evaluation and goal setting.

STUDY ROOM 1



# General Education and Degree Requirements

## College Seminar Class Requirement

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

### EXEMPTIONS:

- A student already has a college degree.
- A student is non-degree seeking and is only taking a course (or courses) for the purpose of transferring to another institution.
- A student is from another institution and is only enrolling 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.
- A student successfully completed a Freshman Orientation course at an accredited college or university.
- Students taking Honors Tutorial I as Presidential Scholarship recipients.
- A student is earning an AAS degree or Certificate in a program from which this course has been exempted.

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.

## General Education

### General Education Vision Statement

To lay a broad foundation for students' education and develop the skills necessary for participation in a free and democratic society, the KCKCC General Education program endeavors to enhance students' understanding of language and communication, to improve the quality of their reading and writing, to develop analytical and critical thinking skills, to deepen their awareness of our national and global heritage and interconnections and foster lifelong learning.

The following General Education Learning Outcomes and Institutional Learning Outcomes have been developed by Kansas City Kansas Community College faculty. All students are expected to be proficient in these learning outcomes with the attainment of a degree.

## General Education Learning Outcomes

### 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 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.

# General Education Core Requirements

General education core requirements vary based on the degree the student is seeking. Please see the degree plan for the desired degree to determine the required general education coursework. Minimum requirements are as follows:

- Associate in Science: 32 hours of general education coursework
- Associate in Arts: 33 hours of general education coursework
- Associate in General Studies: 27 hours of general education coursework
- Associate in Applied Science: 15 hours of general education coursework

Students are sometimes given an opportunity to select a class of interest. In this case, students must make their selection from the list of General Education core courses below. If the student has a question about a course that is not listed here, the student should contact an advisor or program coordinator/director in the major area of interest to determine if the course will satisfy the requirement.

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 general education courses to fulfill accreditation requirements. The student should contact an advisor or program coordinator/director in the major area of interest to determine what courses may be required for degree completion.

# General Education Core Courses

## BASIC SKILLS FOR COMMUNICATION

•ENGL 0101	Composition I - 3
•ENGL 0102	Composition II - 3
SPCH 0151	Public Speaking OR - 3
SPCH 0201	Interpersonal Communication - 3

## MATHEMATICS

MATH 0105	*	College Algebra with Review– 5
MATH 0106		College Algebra - 3
MATH 0108		Pre-Calculus Mathematics – 5
MATH-0111		Contemporary Math – 3
MATH 0115		Statistics - 3
MATH 0120		Calculus I (Non-Engineering) - 3
MATH 0122		Calculus and Analytic Geometry I - 5
*MATH 0103 Business Math & MATH 0104		
Intermediate Algebra – may meet the requirements for certain AAS degrees		

## HUMANITIES

### 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 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 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 0112	Modern Latin America - 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

### Foreign Language

LANG 0101	French I - 5
LANG 0141	Spanish I – 5
LANG-0144	Spanish for Heritage Learners-5

### Music

MUSC 0101	Music Appreciation - 3
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**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 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	Theatre Appreciation - 3
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**NATURAL/PHYSICAL SCIENCES****Biology**

BIOL 0119	Life and The Environment with Lab - 5
BIOL 0121	General Biology - 5
BIOL 0131	Environmental Science – 3 or
BIOL 0131	Environmental Science - 3 and
BIOL 0132	Environmental Science Lab – 2
BIOL 0135	Principles of Cell and Molecular Biology - 4
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 0101	Introduction to Physical Science and Laboratory - 3
NASC 0103	General Physical Science - 5
NASC 0107	Introduction to Astronomy – 3 or
NASC 0107	Introduction to Astronomy – 3 and
NASC 0108	Introduction to Astronomy Lab - 1
NASC 0130	Introductory Physics – 3 or
NASC 0130	Introductory Physics – 3 and
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

**SOCIAL AND BEHAVIORAL 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
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**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
<b>Psychology</b>	
PSYC 0101	Psychology - 3
PSYC 0202	Child Development - 3
PSYC 0203	Human Development - 3
PSYC 0204	Personality – 3
PSYC 0205	Statistics in Social Science Research - 3
PSYC 0206	Research Methods in Psychology - 3
PSYC 0214	Social Psychology – 3
PSYC 0297	Abnormal Psychology - 3
<b>Sociology</b>	
SOSC 0107	Sociology - 3
SOSC 0108	Sociology of the Family - 3
SOSC 0109	Diversity Studies - 3
SOSC 0134	Criminology – 3

## Kansas Board of Regents Transfer and Articulation

The Kansas Board of Regents has approved and faculty representatives from Kansas public postsecondary institutions have agreed upon the learning outcomes for a variety of system wide transfer courses. A full list of these courses may be found at [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation). A student who completes an approved KCKCC course will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course.

### Degree Requirements

To earn an Associate degree, students must complete a minimum of 60 academic credit hours and meet all degree requirement as outlined in the KCKCC catalog.

Students who maintain a consecutive enrollment and successfully complete at least one class during each semester (excluding Summer Sessions) must complete the degree requirements for the academic year they applied to and were accepted at KCKCC.

Students who have interrupted their enrollment for two or more consecutive semesters must re-apply to KCKCC and complete the degree requirements indicated in the current catalog.

With approval of the Program Coordinator or Academic Dean, students may opt to forfeit the degree/certificate requirements associated with their current (older) catalog year; to follow the new degree/certificate requirements outlined a newer catalog. Students are NOT allowed to revert to a previous catalog.

# ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS AND SCIENCES DEGREE

## ANTICIPATED PROGRAM LENGTH FOR A STUDENT 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 33 hours of general education 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 students intending to transfer to a four-year institution consult with the transfer institution and with their respective KCKCC advisor before enrolling 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 observe the requirements of his/her curriculum and the rules governing academic work. Although the student's 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

### MATHEMATICS

3 hours of college-level mathematics (MATH 0105 or higher) - *College Algebra and/or Statistics will be required of transfer students where university curriculum requires it.*

### HUMANITIES

11 hours in at least three different disciplines. This must include 5 hours of Foreign Language

Art\*

History

Literature

Foreign Language

Music\*

Philosophy

Theatre \**Performance courses are excluded.*

### NATURAL AND PHYSICAL SCIENCE

4 hours of lecture with lab

Biology

Chemistry

Natural Science

Physical Science

### SOCIAL AND BEHAVIORAL SCIENCE

6 hours from at least two different disciplines

Anthropology

Economics

Geography

Political Science

Psychology

Sociology

### ADDITIONAL COURSE WORK TO EQUAL A 60-HOUR DEGREE.

# ASSOCIATE IN SCIENCE IN LIBERAL ARTS AND SCIENCES DEGREE

## ANTICIPATED PROGRAM LENGTH FOR A STUDENT 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 32 hours of general education 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 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 students intending to transfer to a four-year institution consult with the transfer institution and with their respective KCKCC advisor before enrolling 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 observe the requirements of his/her curriculum and the rules governing academic work. Although the student 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

## MATHEMATICS

3 hours of college-level mathematics (MATH 0105 or higher)

*College Algebra and/or Statistics will be required of transfer students where university curriculum requires it.*

## HUMANITIES

6 hours from at least two different disciplines

Art\*

History

Literature

Foreign Language

Music\*

Philosophy

Theatre\*

Performance courses are excluded.

## NATURAL AND PHYSICAL SCIENCE

8 hours of lecture with lab (4 hours in either Biology or Chemistry and 4 hours in Physical Science)

Biology

Chemistry

Natural Science

Physical Science

## SOCIAL AND BEHAVIORAL SCIENCE

6 hours from at least two different disciplines

Anthropology

Economics

Geography

Political Science

Psychology

Sociology

## ADDITIONAL COURSE WORK TO EQUAL A 60-HOUR DEGREE.

# ASSOCIATE IN APPLIED SCIENCE DEGREE

## ANTICIPATED PROGRAM LENGTH FOR AN ASSOCIATE DEGREE FOR STUDENTS ATTENDING FULL TIME IS 24 MONTHS.

An Associate in Applied Science 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 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

### MATHEMATICS

3 hours of college-level\* mathematics (MATH 0104 or higher)

*\*MATH 0103 Business Math may be substituted under certain AAS degrees*

### 6 HOURS IN AT LEAST 2 OF 3 AREAS OF HUMANITIES, NATURAL/PHYSICAL SCIENCES OR SOCIAL & BEHAVIORAL SCIENCES

#### HUMANITIES

#### HUMANITIES

Art\*

History

Literature

Foreign Language

Music\*

Philosophy

Theatre\*

*Performance courses are excluded.*

#### NATURAL AND PHYSICAL SCIENCE

8 hours of lecture with lab (4 hours in either Biology or Chemistry and 4 hours in Physical Science)

Biology

Chemistry

Natural Science

Physical Science

#### SOCIAL AND BEHAVIORAL SCIENCE

6 hours from at least two different disciplines

Anthropology

Economics

Geography

Political Science

Psychology

Sociology

### ADDITIONAL COURSE WORK TO EQUAL A 60-HOUR DEGREE.

# ASSOCIATE IN APPLIED SCIENCE IN APPLIED TECHNOLOGIES DEGREE

## ANTICIPATED PROGRAM LENGTH FOR A STUDENT ATTENDING FULL TIME IS 24 MONTHS.

An Associate in Applied Science in Applied Technologies 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 15 hours of general education core requirements.

The primary intent of this degree is to prepare students for employment. 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 must be accompanied by the coordinator/director/lead instructor and approved by the Division Dean and 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 students intending to transfer to a four-year institution consult with the transfer institution and with their respective KCKCC advisor before enrolling 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 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

3 hours of Composition

3 hours of Public Speaking or Interpersonal Communication

## MATHEMATICS

3 hours of college-level\* mathematics

*Intermediate Algebra (MATH0104) may meet this requirement for certain AAS degrees*

## 6 HOURS IN AT LEAST 2 OF 3 AREAS OF HUMANITIES, NATURAL/PHYSICAL SCIENCES OR SOCIAL & BEHAVIORAL SCIENCES

### HUMANITIES

#### HUMANITIES

Art\*

History

Literature

Foreign Language

Music\*

Philosophy

Theatre\*

*Performance courses are excluded.*

#### NATURAL AND PHYSICAL SCIENCE

Biology

Chemistry

Natural Science

Physical Science

#### SOCIAL AND BEHAVIORAL SCIENCE

Anthropology

Economics

Geography

Political Science

Psychology

Sociology

**TECHNICAL REQUIREMENT**

- Complete 45 credit hours from at least 2 disciplines in Career and Technical Education.

**ADDITIONAL COURSE WORK TO EQUAL A 60-HOUR DEGREE.**

# ASSOCIATE IN GENERAL STUDIES IN LIBERAL ARTS AND SCIENCES DEGREE

## **ANTICIPATED PROGRAM LENGTH FOR A STUDENT 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 27 hours of general education 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 students intending to transfer to a four-year institution consult with the transfer institution and with their respective KCKCC advisor before enrolling 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 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

## **MATHEMATICS**

Intermediate Algebra (MATH 0104) or higher may meet this requirement for certain AGS degrees

## **HUMANITIES**

6 hours from at least two different disciplines

Art\*

History

Literature

Foreign Language

Music\*

Philosophy

Theatre\*

*Performance courses are excluded.*

## **NATURAL AND PHYSICAL SCIENCE**

3 hours of lecture with lab

Biology

Chemistry

Natural Science

Physical Science

## **SOCIAL AND BEHAVIORAL SCIENCE**

6 hours from at least two different disciplines

Anthropology

Economics

Geography

Political Science

Psychology

Sociology

## **ADDITIONAL COURSE WORK TO EQUAL A 60-HOUR DEGREE.**

## 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 honor requirements. Students 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 degree will be awarded per semester.

# CERTIFICATE PROGRAMS

## **ANTICIPATED PROGRAM LENGTH FOR A STUDENT ATTENDING FULL TIME IS 11 MONTHS.**

The primary intent of the certificate programs is to prepare students for employment following one year 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 must be accompanied by the coordinator/director/lead instructor and approved by the Division Dean and the Vice President of Academic Affairs.

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.



# Arts, Communications and Humanities



Virtually every student at Kansas City Kansas Community College takes courses in the division of Arts, Communications and Humanities 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 the national recognition of our programs, valuable internships for our students, and superb faculty qualifications. 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

## ASSOCIATE IN ARTS DEGREES (AA)

History  
Journalism  
Music  
Philosophy  
Studio Arts  
Theatre

## PLACEMENT NOTES

English for Speakers of Other Languages  
Foreign Language

# AUDIO ENGINEERING

## Associate of Applied Science

**PROGRAM/CIP CODE:** AENG.AAS/10.0203

**CREDITS REQUIRED:** 62

**DIVISION:** Arts, Communications and Humanities

**CONTACT:** [audioengineering@kckcc.edu](mailto: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 firsthand 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 live sound reinforcement equipment. 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 our students and alumni have won regional and national awards including those from the Audio Engineering Society, Downbeat Magazine, and the Grammys. 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 around the country; 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 or higher	3
PSYC 0101 OR SOSC 0107 OR NASC 0130	Psychology* OR Sociology OR Introductory Physics	3

<b>Total Hours for General Education Requirements</b>	<b>18</b>
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\*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.

# Program 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 0160	Live Sound Practicum 1	1
AUDI 0161	Live Sound Practicum 2	1
AUDI 0170	Lighting and Staging	3
AUDI 0210 OR AUDI 0230 OR AUDI 0240 OR AUDI 0258	Music Technology 2* OR Multimedia Production OR Sound Editing and Synthesis* OR Applied Audio for Media*	6
AUDI 0250	Audio Recording 1*	3
AUDI 0255	Critical Listening 1 *	1
AUDI 0256	Critical Listening 2*	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 2 *	1

<b>Total Hours for Program Requirements</b>	<b>43</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Audio Engineering Degree</b>	<b>62</b>
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\*See course syllabus for prerequisite.

# DIGITAL IMAGING DESIGN

## Associate of Applied Science

**PROGRAM/CIP CODE:** DIGI.AAS/10.0303

**CREDITS REQUIRED:** 61

**DIVISION:** Arts, Communications and Humanities

**CONTACT:** [digitalimaging@kckcc.edu](mailto: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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>18</b>
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\*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.

# Program 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

<b>Total Hours for Program Requirements</b>	<b>42</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate of Applied Science in Digital Imaging Design Degree</b>	<b>61</b>
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\*See course syllabus for prerequisite.

# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

**DIVISION:** Arts, Communications and Humanities

**CONTACT:** [artsandhumanities@kckcc.edu](mailto: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 in the Science Building, Room #3415. Call 913-288-7625, 913-288-7380, or the Arts, Communication and Humanities Division Administrative Assistant at 913-288-7674 for additional information.

# FOREIGN LANGUAGE

**DIVISION:** Arts, Communications and Humanities

**CONTACT:** [artsandhumanities@kckcc.edu](mailto:artsandhumanities@kckcc.edu)

Studying a foreign language is required of most liberal arts majors and recommended in many vocational areas. As 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. 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, childcare 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.

# HISTORY

## Associate in Arts

**PROGRAM/CIP CODE:** HIST.AA/24.0101

**CREDITS REQUIRED:** 60

**DIVISION:** Arts, Communications and Humanities

**CONTACT:** [hist@kckcc.edu](mailto:hist@kckcc.edu)

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 innovative 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 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.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

Course		Credit Hours
	Natural and Physical Science	5
LANG	Elective	5

<b>Total Hours for General Education Requirements</b>	<b>37</b>
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\*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.

## Program Requirements

Course		Credit Hours
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)	
DIGI 0179	Graphic Design: Print Media II *	
DIGI 0180	Publication Design	
DIGI 0191	Internship: Digital Graphics*	
DIGI 0193	Portfolio Production*	

<b>Total Hours for Program Requirements</b>	<b>22</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Arts in History Degree</b>	<b>60</b>
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\*See course syllabus for prerequisite.

# 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>33</b>
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\*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.

## Program Requirements

Course		Credit Hours
JOUR 0175	Introduction to Mass Communications	3

Course		Credit Hours
JOUR 0176	Reporting I	3
JOUR 0277	Production Processes I	2
JOUR 0278	Production Processes II	2
	Electives	16

<b>Total Hours for Program Requirements</b>	<b>26</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Arts in Journalism</b>	<b>60</b>
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*\*See course syllabus for prerequisite.*

# 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR	3
MATH 0104	Interpersonal Communication	3
	Intermediate Algebra** or Higher	6
	Humanities Elective (2 Disciplines)	6
	Social Science Elective ( 2 Disciplines)	3

<b>Total Hours for General Education Requirements</b>	<b>27</b>
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\*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.

## Program 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	24

<b>Total Hours for Program Requirements</b>	<b>34</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in General Studies in Journalism</b>	<b>62</b>
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\*See course syllabus for prerequisite.

# 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](mailto: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 to enhance the technological skills of music students. Academic courses and practical experiences introduce the use of computers in musical and multimedia production, including web design, digital video editing, and audio recording.

The Audio Engineering facilities at KCKCC include three state-of-the-art recording/mixing studios, a computer/MIDI lab, and live sound reinforcement system equipment. 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 our students and alumni have won regional and national awards including those from the Audio Engineering Society, Downbeat Magazine, and Grammys. 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 around the country; 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR	3
MATH 0105	Interpersonal Communication	3
MUSC 0101	Music Appreciation	3
	Humanities Elective	3
	Social Science Elective (2 Disciplines)	6
NASC 0130	Introductory Physics	3

<b>Total Hours for General Education Requirements</b>	<b>27</b>
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\*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.

# Program 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

Course		Credit Hours
AUDI 0210	Music Technology 2 *	3
AUDI 0230	Multimedia Production *	3
AUDI 0240	Sound Editing and Synthesis *	3
AUDI 0250	Audio Recording 1 *	3

<b>Total Hours for Program Requirements</b>	<b>35</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Music Technology Degree</b>	<b>63</b>
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*\*See course syllabus for prerequisite.*

# MUSIC

## Associate in Arts

**PROGRAM/CIP CODE:** MUSC.AA/24.0101

**CREDITS REQUIRED:** 60

**DIVISION:** Arts, Communications and Humanities

**CONTACT:** [music@kckcc.edu](mailto: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 913-288-7137.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>33</b>
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\*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.

# Program 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

<b>Total Hours for Program Requirements</b>	<b>26</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Arts in Music Degree</b>	<b>60</b>
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*\*See course syllabus for prerequisite.*

# PHILOSOPHY

## Associate in Arts

PROGRAM/CIP CODE: PHIL.AA/24.0101

CREDITS REQUIRED: 61

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 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
	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

<b>Total Hours for General Education Requirements</b>	<b>33</b>
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\*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.

# Program Requirements

Course		Credit Hours
EDUC 0262	Education in a Multicultural Society	3
HIST 0112	Modern Latin America	3
HIST 0204	Western Civilization I	3
HIST 0205	Western Civilization II	3
HUMN 0207	Comparative World Religions	3
PHIL 0105	Logic	3
PHIL 0206	Ethics	3
PHIL 0207	Philosophical Foundations of Health Care Ethics	3
PHIL 0200	Philosophy of Religion*	3

<b>Total Hours for Program Requirements</b>	<b>27</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Arts in Philosophy Degree</b>	<b>61-63</b>
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*\*See course syllabus for prerequisite.*

# 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 Associate of Arts in Studio Art curriculum is designed to transfer to University Art Departments and meet the general foundation art courses, typically required in those four-year institutions for a BFA, BA, and BS in Art Ed. Degree. If the program is completed as specified, the General Education courses will transfer to all Kansas Regents universities as a block. The studio art courses available include Drawing, Painting, 2D Design, Ceramic, Sculpture, and Photography. Art majors are required to maintain a portfolio.

A limited number of talent grants and studio intern positions are available to qualified students. Individuals with experience in painting drawing, sculpture, or other visual media should apply directly to the art faculty at 913-288-7383.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 I	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.

## Program Requirements

Course		Credit Hours
ARTS 0103	Art History II	3
ARTS 0111	Drawing I	3
ARTS 0121	Painting I	3
ARTS 0140	Introduction to Photography	3
ARTS 0151	Sculpture I	3
ARTS 0161	Ceramics I	3
DIGI 0131	Two-Dimensional Design I	3
<b>CHOOSE 6 HOURS FROM THE FOLLOWING</b>		
ARTS 0115	Life Drawing (3hrs)	6
ARTS 0144	Screenprinting (3hrs)	
ARTS 0212	Drawing II* (3hrs)	
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 Program Requirements****27**

\*See course syllabus for prerequisite.

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

\*See course syllabus for prerequisite.

# 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 Associate of Arts in Studio Art curriculum is designed to transfer to University Art Departments and meet the general foundation art courses, typically required in those four-year institutions for a BFA, BA, and BS in Art Ed. Degree. If the program is completed as specified, the General Education courses will transfer to all Kansas Regents universities as a block. The studio art courses available include Drawing, Painting, 2D Design, Ceramics, Sculpture, and Photography. Art majors are required to maintain a portfolio.

A limited number of talent grants and studio intern positions 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
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

<b>Total Hours for General Education Requirements</b>	<b>27</b>
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\*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.

# Program Requirements

Course		Credit Hours
ARTS 0103	Art History II	3
ARTS 0111	Drawing I	3
ARTS 0121	Painting I	3
ARTS 0140	Intro to Photography	3
ARTS 0151	Sculpture I	3
ARTS 0161	Ceramics I	3
DIGI 0131	Two-Dimensional Design I	3
Choose 12 hours from the following		
ARTS 0115	Life Drawing (3hrs)	12
ARTS 0144	Screenprinting (3hrs)	
ARTS 0212	Drawing II* (3hrs)	
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)	

<b>Total Hours for Program Requirements</b>	<b>33</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in General Studies in Studio Arts Degree</b>	<b>61</b>
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\*See course syllabus for prerequisite.

# 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 913-288-7305.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>33</b>
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\*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.

# Program Requirements

Course		Credit Hours
THTR 0105	Introduction to Acting	3
THTR 0115	Acting	3
THTR 0150	Stagecraft	3
THTR 0170	Stage Makeup	2
THTR 0185	Stage Management	3
THTR 0151 OR THTR 0175	Tech Theatre Practicum OR Acting Practicum	1

<b>Total Hours for Program Requirements</b>	<b>15</b>
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*\*See course syllabus for prerequisite.*

## Elective Technical Requirements

(Additional 11 hours of Theatre or Audio Engineering courses from below)

Course		Credit Hours
THTR 0110	Improvisation I	1
THTR 0130	Stage Movement I	3
THTR 0210	Improvisation II*	1
THTR 0215	Acting II*	3
THTR/SPCH 0222	Voice and Diction	3
ARTS 0111	Drawing I	3
AUDI 0150	Live Sound Reinforcement I	1
AUDI 0151	Live Sound Reinforcement II*	1
THTR 0160	Stage Lighting I	3
THTR 0220	Costume Production	3
THTR 0255	Stagecraft II*	3
THTR 0260	Stage Lighting II*	3
THTR 0265	Scene Painting	3

<b>Total Hours for Technical Requirements</b>	<b>11</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Arts in Theatre Degree</b>	<b>60</b>
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*\*See course syllabus for prerequisite.*



# Career and Technical Education

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 wide selection of different programs using industry driven instruction, industry-standard equipment, and industry recognized credentials and work-based learning.

## **ASSOCIATE IN APPLIED SCIENCE DEGREES (AAS)**

- Automation Engineer Technology
- Baking
- Computer Software Technology
- Computer System Networking & Telecommunications
- Culinary Arts
- Surveying Technology

## **ASSOCIATE IN SCIENCE DEGREES (AS)**

- Computer Engineering Technology
- Cybersecurity

## **CERTIFICATES**

- Automation Engineer Technology
- Automotive Collision and Refinishing Technology
- Automotive Technology
- Baking
- Building Engineering & Maintenance Technology
- Computer Software Technology
- Computer Support Specialist
- Construction Technology
- Cosmetology
- Culinary Arts
- Cybersecurity
- Electrical Technology
- Heating and Refrigeration
- Machine Technology
- Multimedia Video Production
- Nail Technology
- Surveying Technology
- Welding Technology

*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.*

# AUTOMATION ENGINEER TECHNOLOGY (AAS)

## Associate in Applied Science

**PROGRAM/CIP CODE:** AMFT.AAS/15.0406

**CREDITS REQUIRED:** 65

**DIVISION:** Career and Technical Education

**CONTACT:** TEC@kckcc.edu

This program will teach students to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing, installing, calibrating, modifying, and maintaining automated systems. Includes instruction in computer systems; electronics and instrumentation; programmable logic controllers (PLC's); electric, hydraulic, and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks; and report preparation.

## Requirements for Admission to the Program

- Reading score of 240 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0103	Business Math or higher	3
	Elective – complete 6 hours in 2 of the 3 areas: Humanities, Natural/Physical Science, Social & Behavioral Sciences	6

<b>Total Hours for General Education Requirements</b>	<b>15</b>
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\*See course syllabus for prerequisite.

## Program Requirements

Course		Credit Hours
AMFT0100	Safety OSHA 10	2
AMFT0101	AC/DC Circuits	4
AMFT0108	Machinist I	3
AMFT0112	Industrial Fluid Power	3
AMFT0115	AutoCAD Concepts	4
AMFT0121	Programmable Logic Controllers	3
AMFT0130	GMAW (Gas Metal Arc Welding/Mig Welding)*	3
AMFT0131	Actuator and Sensor Systems	3

Course		Credit Hours
AMFT0141	Industrial Robotics	3
AMFT0150	Electrical Motor Controls	3
AMFT0160	Total Productive Maintenance (TPM)	3
AMFT0170	TQM and Lean Manufacturing Principles	3
AMFT0221	Advanced Programmable Logic Controllers*	4
AMFT0230	Project Design and Documentation (Practicum)*	3
AMFT0240	Industrial Systems Integration*	3
AMFT0250	Automated Manufacturing Systems Capstone*	2

<b>Total Hours for Program Requirements</b>	<b>49</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Automation Engineer Degree</b>	<b>65</b>
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# AUTOMATION ENGINEER TECHNOLOGY (CERT)

## Certificate

PROGRAM/CIP CODE:	AMFT.CERTC/15.0406
CREDITS REQUIRED:	49
DIVISION:	Career and Technical Education
CONTACT:	TEC@kckcc.edu

This program will teach students to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing, installing, calibrating, modifying, and maintaining automated systems. Includes instruction in computer systems; electronics and instrumentation; programmable logic controllers (PLC's); electric, hydraulic, and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks; and report preparation.

## Requirements for Admission to the Program

- Reading score of 240 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## Program Requirements

Course		Credit Hours
AMFT0100	Safety OSHA 10	2
AMFT0101	AC/DC Circuits	4
AMFT0108	Machinist I	3
AMFT0112	Industrial Fluid Power	3
AMFT0115	AutoCAD Concepts	4
AMFT0121	Programmable Logic Controllers	3
AMFT0130	GMAW (Gas Metal Arc Welding/Mig Welding)*	3
AMFT0131	Actuator and Sensor Systems	3
AMFT0141	Industrial Robotics	3
AMFT0150	Electrical Motor Controls	3
AMFT0160	Total Productive Maintenance (TPM)	3
AMFT0170	TQM and Lean Manufacturing Principles	3
AMFT0221	Advanced Programmable Logic Controllers*	4
AMFT0230	Project Design and Documentation (Practicum)*	3
AMFT0240	Industrial Systems Integration*	3
AMFT0250	Automated Manufacturing Systems Capstone*	2

<b>Total Hours for an Automation Engineer Certificate</b>	<b>49</b>
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\*See course syllabus for prerequisite.

# AUTOMOTIVE COLLISION AND REFINISHING TECHNOLOGY

## Certificate

**PROGRAM/CIP CODE:** AURT.CERTA/AURT.CERTB/AURT.CERTC / 47.0603

**CREDITS REQUIRED:** 19/38/47

**DIVISION:** Career and Technical Education

**CONTACT:** TEC@kckcc.edu

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 coordinator for program-specific advising.

## Certificate A Requirements

Course		Credit Hours
ACRT 0100	Safety and Orientation	1
ACRT 0101	OSHA 10	1
ACRT 0110	Cosmetic Auto Body	2
ACRT 0120	Non-Structural Analysis and Damage Repair I	4
ACRT 0160	Paint and Refinishing I*	3
ACRT 0220	Non-Structural Analysis and Damage Repair 2	4
ACRT 0260	Paint and Refinishing 2*	3
BUSN 0250	Obtaining Employment	1

**Total Hours for an Automotive Collision and Refinishing Technology Certificate A** 19

\*See course syllabus for prerequisite.

## Certificate B Requirements

Course		Credit Hours
	Completion of Certificate A Requirements	19
ACRT 0210	Intro to Estimating and Diagnostic Scanning	3
ACRT 0221	Non-Structural Analysis and Damage Repair 3*	3
ACRT 0222	Non-Structural Analysis and Damage Repair 4*	4
ACRT 0261	Paint and Refinishing 3*	2
ACRT 0262	Paint and Refinishing 4*	4

**Total Hours for an Automotive Collision and Refinishing Technology Certificate B** 38

\*See course syllabus for prerequisite.

## Certificate C Requirements

Course		Credit Hours
	Completion of Certificate A and B Requirements	38
ACRT 0140	Structural Analysis and Damage Repair 1	2
ACRT 0180	Mechanical and Electrical Component*	3
ACRT 0215	Advanced Estimating and Blueprinting	2
ACRT 0240	Structural Analysis and Damage Repair 2	2
<b>Total Hours for an Automotive Collision and Refinishing Technology Certificate C</b>		<b>47</b>

\*See course syllabus for prerequisite.

# AUTOMOTIVE TECHNOLOGY

## Certificate

<b>PROGRAM/CIP CODE:</b>	<b>AUTO.TCERTA/AUTO.TCERTB/AUTO.TCERTC / 47.0604</b>
<b>CREDITS REQUIRED:</b>	<b>21/42/53</b>
<b>DIVISION:</b>	<b>Career and Technical Education</b>
<b>CONTACT:</b>	<b>TEC@kckcc.edu</b>
<b>ACCREDITATION:</b>	<b>National Automotive Technicians Educational Foundation (NATEF)</b>

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 Auto Lab which includes modules based on simulator panels, real vehicle component trainers and computer-based simulations. Using the modules, students develop both knowledge and the firsthand 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 coordinator for program-specific advising.

## Certificate A Requirements

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
<b>Total Hours for an Automotive Technology Certificate A</b>		<b>21</b>

\*See course syllabus for prerequisite.

## Certificate B Requirements

Course		Credit Hours
	Completion of Certificate A Requirements	19
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

<b>Total Hours for an Automotive Technology Certificate B</b>	<b>42</b>
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\*See course syllabus for prerequisite.

## Certificate C Requirements

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

<b>Total Hours for an Automotive Technology Certificate C</b>	<b>53</b>
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\*See course syllabus for prerequisite.

# BAKING (AAS)

## Associate in Applied Science

**PROGRAM/CIP CODE:** BAKE.AAS/12.0501

**CREDITS REQUIRED:** 61

**DIVISION:** Career and Technical Education

**CONTACT:** TEC@kckcc.edu

The Baking Program prepares individuals to serve as professional bakers and pastry specialists in restaurants or other commercial baking establishments. Includes instruction in bread and pastry making, bread and pastry handling and storage, cake, and pastry decorating, baking industry operations, product packaging and market operations, and counter display and service.

## Requirements for Admission to the Program

- Reading score of 240 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
BIOL 0145	Nutrition	3
PSYC 0101	Psychology	3
	Elective	3

<b>Total Hours for General Education Requirements</b>	<b>21</b>
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\*See course syllabus for prerequisite.

## Program Requirements

Course		Credit Hours
CULN 0205	ServeSafe	1
BAKE 0250	Workplace Skills	1
BAKE 0100	Bakeshop Principles	3
BAKE 0120	Quick Bread Production*	2
BAKE 0130	Yeast Bread Production*	3

Course		Credit Hours
BAKE 0140	Artisan Bread Production*	2
BAKE 0150	Cookie Production*	2
BAKE 0200	Principles of Pastry Production*	4
CULN 0200	Inventory & Purchasing	2
BAKE 0210	Pies, Tarts, and Specialty Pastries*	3
BAKE 0220	Cakes and Icing Production*	3
BAKE 0230	Advanced Cakes*	2
BAKE 0240	Specialty Desserts*	4
BAKE 0270	Baking Capstone	4
BAKE 0280	Baking Internship	3

<b>Total Hours for Program Requirements</b>	<b>39</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Applied Science in Baking Degree</b>	<b>61</b>
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# BAKING (CERT)

## Certificate

**PROGRAM/CIP CODE:** [BAKE.CERTB/12.0501](#)

**CREDITS REQUIRED:** **39**

**DIVISION:** [Career and Technical Education](#)

**CONTACT:** [TEC@kckcc.edu](mailto:TEC@kckcc.edu)

The Baking Program prepares individuals to serve as professional bakers and pastry specialists in restaurants or other commercial baking establishments. Includes instruction in bread and pastry making, bread and pastry handling and storage, cake, and pastry decorating, baking industry operations, product packaging and market operations, and counter display and service.

## Requirements for Admission to the Program

- Reading score of 240 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## Program Requirements

Course		Credit Hours
CULN 0205	ServeSafe	1
BAKE 0250	Workplace Skills	1
BAKE 0100	Bakeshop Principles	3
BAKE 0120	Quick Bread Production*	2
BAKE 0130	Yeast Bread Production*	3
BAKE 0140	Artisan Bread Production*	2
BAKE 0150	Cookie Production*	2
BAKE 0200	Principles of Pastry Production*	4
CULN 0200	Inventory & Purchasing	2
BAKE 0210	Pies, Tarts, and Specialty Pastries*	3
BAKE 0220	Cakes and Icing Production*	3
BAKE 0230	Advanced Cakes*	2
BAKE 0240	Specialty Desserts*	4
BAKE 0270	Baking Capstone	4
BAKE 0280	Baking Internship	3
<b>Total Hours for a Certificate in Baking</b>		<b>39</b>

# BUILDING ENGINEERING & MAINTENANCE TECHNOLOGY

## Certificate

**PROGRAM/CIP CODE:** BEMT. CERTA/BEMT. CERTB/BEMT.CERTC/46.0401

**CREDITS REQUIRED:** 16/38/50

**DIVISION:** Career and Technical Education

**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 coordinator for program-specific advising.

## Certificate A Requirements

Course		Credit Hours
BEMT 0101	OSHA 30	1
BEMT 0102	Tool Safety, Power, Pneumatic, Hand*	2
BEMT 0108	Carpentry Basics*	4
BEMT 0113	Windows, Doors & Stairs*	2
BEMT 0124	Landscaping*	4
BEMT 0133	Masonry & Concrete*	2
BEMT 0220	EPA 608	1

<b>Total Hours for a Building Engineering &amp; Maintenance Technology Certificate A</b>	<b>16</b>
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\*See course syllabus for prerequisite.

## Certificate B Requirements

Course		Credit Hours
BEMT 0112	Residential Electrical*	4
BEMT 0115	Residential Plumbing	4
BEMT 0130	Drywall	2
BEMT 0200	HVAC – Cooling and Maintenance	3
BEMT 0202	HVAC – Heating and Maintenance	2
	Electives – to be determined by Instructor	7

<b>Total Hours for Building Engineering &amp; Maintenance Technology Certificate B</b>	<b>38</b>
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\*See course syllabus for prerequisite.

## Certificate C Requirements

Course		Credit Hours
	Completion of Certificate A & B	38
	Electives – to be determined by Instructor	12

<b>Total Hours for a Building Engineering &amp; Maintenance Technology Certificate C</b>	<b>50</b>
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*\*See course syllabus for prerequisite.*

## Building Engineering & Maintenance Technology Electives

Course		Credit Hours
BEMT 0280	Alternative Energy Sources (Solar, Water, Wind)	2
BEMT 0255	Basic PLC's	2
BEMT 0253	Motor Controls	2
BEMT 0212	Advanced Electrical Theory*	2
BEMT 0215	Advanced Plumbing*	2
BEMT 0249	Construction Estimating*	3
BEMT 0265	Irrigation	2
BEMT 0185	Residential Roofing*	1
BEMT 0188	Construction Blueprint Reading*	2
BEMT 0190	CAD*	3
BEMT 0110	CNC Operation*	3
BEMT 0145	Residential Painting*	2
BEMT 0221	Basic Household Appliance Repair & Maintenance	3
BEMT 0181	Metal Fabrication & Joinery*	2
BEMT 0282	Advanced Metal Fabrication & Welding*	3

# COMPUTER ENGINEERING TECHNOLOGY

## Associate in Science

**PROGRAM/CIP CODE:** CETE.AS/47.0104

**CREDITS REQUIRED:** 62

**DIVISION:** Career and Technical Education

**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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 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	

<b>Total Hours for General Education Requirements</b>	<b>34-36</b>
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\*See course syllabus for prerequisite.

## Program Requirements

Course		Credit Hours
CIST 0117	Networking I*	3
CIST 0137	HTML Web Page Development *	3
CIST 0120	Programming Fundamentals*	4
CIST 0180	Programming Algorithms*	4
CIST 0214	Home Computer Repair/Maintenance*	4

Course		Credit Hours
CIST	Computer Information Systems Electives	9

<b>Total Hours for Program Requirements</b>	<b>27</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Science in Computer Engineering Technology Degree</b>	<b>62-64</b>
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# COMPUTER SOFTWARE TECHNOLOGY (AAS)

## Associate in Applied Science

**PROGRAM/CIP CODE:** CSTE.AAS/15.1201

**CREDITS REQUIRED:** 66

**DIVISION:** Career and Technical Education

**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 coordinator for program-specific advising

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
ENGR 0104	Applied Math** or Math Elective	3
	Humanities Elective	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
<b>Total Hours for General Education Requirements</b>		<b>21</b>

\*See course syllabus for prerequisite.

## Program 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 I*	3

Course		Credit Hours
CIST 0214	Home Computer Repair/Maintenance*	4
CIST 0232	UNIX Scripting and Utilities*	3
<b>PROGRAMMING SOFTWARE ELECTIVES</b>		
CIST 0166 CIST 0256 CIST 0236 CIST 0240 CIST 0291 CIST 0299	Microcomputer Applications I: Excel Spreadsheets (3hrs)* Object Oriented Programming using JAVA (3 hrs)* Database Management (3 hrs)* Data Structures C++ (4 hrs)* Discrete Structures II (3 hrs)* Industrial Internship: Computer (3 hrs)*	14

<b>Total Hours for Program Requirements</b>	<b>44</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Computer Software Technology Degree</b>	<b>66</b>
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# COMPUTER SOFTWARE TECHNOLOGY (CERT)

## Certificate

PROGRAM/CIP CODE:	CSTE.CERT/15.1204
CREDITS REQUIRED:	36
DIVISION:	Career and Technical Education
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 coordinator for program-specific advising.

## Program Requirements

Course		Credit Hours
CIST 0111	Computer Concepts and Applications	3
CIST 0117	Microcomputer Business Software	3
CIST 0120	Networking I*	3
CIST 0137	Programming Fundamentals*	4
CIST 0166	HTML Web Page Development*	3
CIST 0180	Microcomputer Applications I-II (Excel Spreadsheets)*	3
CIST 0232	Programming Algorithms*	4
CIST 0236	Unix Scripting and Utilities*	3
CIST 0240	Database Management*	3
CIST 0256	Data Structures C++*	4

<b>Total Hours for a Computer Software Technology Certificate</b>	<b>36</b>
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\*See course syllabus for prerequisite.

# COMPUTER SUPPORT SPECIALIST

## Certificate

**PROGRAM/CIP CODE:** CRTE.TCERTA/CRTE.TCERTB/11.1006

**CREDITS REQUIRED:** 21/44

**DIVISION:** Career and Technical Education

**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 coordinator for program-specific advising.

## Certificate A Requirements

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

<b>Total Hours for a Computer Support Specialist Certificate A</b>	<b>21</b>
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*\*See course syllabus for prerequisite.*

## Certificate B Requirements

Course		Credit Hours
CRTE 0115	Applied Networking 1	3
CRTE 0117	Applied Networking 2	3
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*	

<b>Total Hours for a Computer Support Specialist Certificate B</b>	<b>44</b>
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*\*See course syllabus for prerequisite.*

# COMPUTER SYSTEM NETWORKING & TELECOMMUNICATIONS

## Associate in Applied Science

**PROGRAM/CIP CODE:** CSNT.AAS/11.0901

**CREDITS REQUIRED:** 66

**DIVISION:** Career and Technical Education

**CONTACT:** TEC@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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
ENGR 0104	Applied Math** or Math Elective	6
	Humanities Elective	
	Social Science Elective	
	Natural and Physical Science Elective	

<b>Total Hours for General Education Requirements</b>	<b>21</b>
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\*See course syllabus for prerequisite.

## Program 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

Course		Credit Hours
CIST 0180	Programming Algorithms*	4
CIST 0191	Discrete Structures I*	3
CIST 0214	Home Computer Repair/Maintenance*	4
CIST 0232	UNIX Scripting and Utilities*	3
Computer System Networking and Telecommunication Electives		
CIST 0158 CIST 0216 CIST 0250 CIST 0254 CIST 0299	Networking 2 (4hrs)* Networking 3 (4hrs)* Networking 4 (4hrs)* O.S. Security (4hrs)* Industrial Internship: Computer (3hrs)*	14

<b>Total Hours for Program Requirements</b>	<b>44</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Computer System Networking &amp; Telecommunications Degree</b>	<b>66</b>
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# CONSTRUCTION TECHNOLOGY

## Certificate

**PROGRAM/CIP CODE:** [CONS.TCERTA/CONS.TCERTB/CONS.TCERTC/46.0201](#)

**CREDITS REQUIRED:** [18/36/48](#)

**DIVISION:** [Career and Technical Education](#)

**CONTACT:** [TEC@kckcc.edu](mailto: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 final changes (weather permitting) to get the firsthand 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 coordinator for program-specific advising.

## Certificate A Requirements

Course		Credit Hours
CONS 0101	Safety Orientation	1
CONS 0106	Introductory Craft Skills	3
CONS 0108	Carpentry Basics	4
CONS 0109	Floors, Walls & Ceiling Framing	4
CONS 0111	Roof Framing	3
CONS 0113	Windows, Doors & Stairs	3
<b>Total Hours for a Construction Technology Certificate A</b>		<b>18</b>

*\*See course syllabus for prerequisite.*

## Certificate B Requirements

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
<b>Total Hours for a Construction Technology Certificate B</b>		<b>36</b>

*\*See course syllabus for prerequisite.*

## Certificate C Requirements

Course		Credit Hours
	Completion of Certificate A and B Requirements	36
CONS 0208	Masonry (Level 1)	2
Electives (Scheduled by Instructor)		
CONS 0123 CONS 0136 CONS 0151 CONS 0210 CONS 0240	Concrete Finishing (Level 1) Insulating (3hrs) Rigging Fundamentals (3hrs) Scaffolding (2hrs) Concrete Finishing (Level 2) (3hrs) Painting (Level 2) (3hrs)	10
<b>Total Hours for a Construction Technology Certificate C</b>		<b>48</b>

*\*See course syllabus for prerequisite.*

# COSMETOLOGY

## Certificate

**PROGRAM/CIP CODE:** COSM.TCERTC/12.0401

**CREDITS REQUIRED:** 50

**DIVISION:** Career and Technical Education

**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

- No requirements for admission to the program.
- Reading score of 243 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## Certificate 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
<b>Total Hours for a Cosmetology Certificate</b>		<b>50</b>

*\*See course syllabus for prerequisite.*

# CULINARY ARTS (AAS)

## Associate in Applied Science

**PROGRAM/CIP CODE:** CULA.AAS/12.0505

**CREDITS REQUIRED:** 62

**DIVISION:** Career and Technical Education

**CONTACT:** TEC@kckcc.edu

The Culinary Arts AAS instructs students the fundamental and essential skills all foodservice personnel utilize; culminating with a Culinary Capstone where students create a restaurant or bakery concept, design a menu, cost a menu, purchase items, create an employee handbook, create, and cost recipes, and open their concept to serve the public.

## Requirements for Admission to the Program

- Reading score of 240 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
BIOL 0145	Nutrition	3
PSYC 0101	Psychology	3
	Elective	3
<b>Total Hours for General Education Requirements</b>		<b>21</b>

\*See course syllabus for prerequisite.

## Program Requirements

Course		Credit Hours
CULN 0205	ServeSafe	1
CULN 0100	Equipment & the Industry	1
CULN 0120	Cooking Methods*	2
CULN 0130	Food Production I*	4
CULN 0170	Menu Marketing & Planning	2

Course		Credit Hours
CULN 0190	Hospitality & Restaurant Management	3
CULN 0206	Beginning Baking*	3
CULN 0207	Advanced Baking*	3
BUSN 0250	Obtaining Employment	1
CULN 0140	Food Production II*	4
CULN 0150	Food Production III*	4
CULN 0160	International Cooking*	2
CULN 0200	Inventory & Purchasing	2
CULN 0220	Culinary Capstone	5
CULN 0230	Culinary Arts Internship	3

<b>Total Hours for Program Requirements</b>	<b>40</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Culinary Technology Degree</b>	<b>62</b>
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# CULINARY ARTS (CERT)

## Certificate

**PROGRAM/CIP CODE:** CULA.TCERTA/CULA.TCERTB/12.0505

**CREDITS REQUIRED:** 20/40

**DIVISION:** Career and Technical Education

**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 coordinator for program-specific advising.

## Certificate A Requirements

Course		Credit Hours
CULN 0205	ServeSafe	1
CULN 0100	Equipment & The Industry	1
CULN 0120	Cooking Methods*	2
CULN 0130	Food Production I*	4
CULN 0140	Food Production II*	4
CULN 0160	International Cooking*	2
CULN 0206	Beginning Baking*	3
CULN 0207	Advanced Baking*	3

**Total Hours for a Culinary Artst Certificate A**

**20**

*\*See course syllabus for prerequisite.*

## Certificate B 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

Course		Credit Hours
CULN 0207	Advanced Baking*	3
CULN 0220	Culinary Capstone	5
CULN 0230	Culinary Arts Internship	3
BUSN 0250	Obtaining Employment	1

<b>Total Hours for a Culinary Arts Certificate B</b>		<b>40</b>
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\*See course syllabus for prerequisite.

# CYBERSECURITY (AS)

## Associate in Science

**PROGRAM/CIP CODE:** CYBR.AS/11.1003

**CREDITS REQUIRED:** 63-65

**DIVISION:** Career and Technical Education

**CONTACT:** TEC@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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 OR SPCH 0201	Composition II*	3
MATH 0103	Public Speaking OR Interpersonal Communication	3
	Humanities Electives (2 Disciplines)	6
	Social Science Elective (2 Disciplines)	6
	<b>MATH AND NATURAL &amp; PHYSICAL SCIENCES</b> College Algebra (MATH 0105)** or Higher Natural and Physical Science Elective with Lab Math and Natural & Physical Sciences Electives	13-15

<b>Total Hours for General Education Requirements</b>	<b>34-36</b>
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\*See course syllabus for prerequisite.

## Program Requirements

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0117	Networking I*	3
CIST 0125	Network Security *	3
CIST 0135	Ethical Hacking & Penetration Testing*	3
CIST 0155	Digital Forensics *	3

Course		Credit Hours
CIST 0158	Networking 2*	4
CIST 0225	Information Assurance & Data Protection*	3
CIST 0235	Enterprise Security Management*	3
CIST 0245	Advanced Security Practitioner*	3

<b>Total Hours for Program Requirements</b>	<b>28</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Science in Cybersecurity Degree</b>	<b>63-65</b>
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# CYBERSECURITY (CERT)

## Certificate

PROGRAM/CIP CODE:	CYBR.CERTA/11.1003
CREDITS REQUIRED:	28
DIVISION:	Career and Technical Education
CONTACT:	TEC@kckcc.edu

The Cybersecurity certificate prepares students with the entry-level knowledge needed to protect cyberspace against physical and cyber threats. This certificate is designed to enable students to transition to the Cybersecurity AS degree and 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 coordinator for program-specific advising.

## Certificate Requirements

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0117	Networking I*	3
CIST 0125	Network Security *	3
CIST 0135	Ethical Hacking & Penetration Testing*	3
CIST 0155	Digital Forensics *	3
CIST 0158	Networking 2*	4
CIST 0225	Information Assurance & Data Protection*	3
CIST 0235	Enterprise Security Management*	3
CIST 0245	Advanced Security Practitioner*	3
Total Hours for a Cybersecurity Certificate		28

\*See course syllabus for prerequisite.

# ELECTRICAL TECHNOLOGY

## Certificate

**PROGRAM/CIP CODE:** ELEC.TCERTB/46.0302

**CREDITS REQUIRED:** 44

**DIVISION:** Career and Technical Education

**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 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 243 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## Certificate 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
<b>ELECTIVES (SELECTED BY INSTRUCTOR)</b>		
ELET 0203 ELET 0240 ELET 0265	Analog Circuits (2hrs) HVAC Systems (2hrs) Generators and Transformers (2hrs)*	4
<b>Total Hours for an Electrical Technology Certificate</b>		<b>44</b>

\*See course syllabus for prerequisite.

# HEATING & REFRIGERATION

## Certificate

**PROGRAM/CIP CODE:** HVAC.TCERTB/47.0201

**CREDITS REQUIRED:** 44

**DIVISION:** Career and Technical Education

**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 coordinator for program-specific advising.

## Certificate 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
<b>ELECTIVES (SELECTED BY INSTRUCTOR)</b>		
HVAC 0102	Refrigeration Theory I (1hr)	9
HVAC 0104	Refrigeration System Components II (2hrs)	
HVAC 0215	Heating & Refrigeration Internship (3hrs)	
HVAC 0221	R-410A Safety Certification (Green Technology) (1hr)	
HVAC 0227	Cooling 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)	
<b>Total Hours for a Heating &amp; Refrigeration Certificate</b>		<b>44</b>

\*See course syllabus for prerequisite.

# MACHINE TECHNOLOGY

## Certificate

**PROGRAM/CIP CODE:** MACH.TCERTA/MACH.TCERTB/MACH.TCERTC/48.0501

**CREDITS REQUIRED:** 24/36/48

**DIVISION:** Career and Technical Education

**CONTACT:** TEC@kckcc.edu

This program prepares students to be competitive in today's high tech manufacturing industry. Projects are designed to teach an understanding of the manufacturing process from concept to completion with a focus on machining theory and multi-axis CNC machining. Students are given the opportunity to earn NIMS Level 1 credentials.

## Requirements for Admission to the Program

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

## Certificate A Requirements

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
<b>Total Hours for a Machine Technology Certificate A</b>		<b>24</b>

\*See course syllabus for prerequisite.

## Certificate B Requirements

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
<b>Total Hours for a Machine Technology Certificate B</b>		<b>36</b>

\*See course syllabus for prerequisite.

## Certificate C Requirements

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
<b>Total Hours for a Machine Technology Certificate C</b>		<b>48</b>

\*See course syllabus for prerequisite.

# MULTIMEDIA/VIDEO PRODUCTION

## Certificate

**PROGRAM/CIP CODE:** [MMVP.TCERTB/10.0304](#)

**CREDITS REQUIRED:** **30**

**DIVISION:** [Career and Technical Education](#)

**CONTACT:** [multimediami@kckcc.edu](mailto:multimediami@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 coordinator for program-specific advising.

## Certificate 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

<b>Total Hours for a Multimedia/Video Production Technology Certificate</b>	<b>30</b>
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*\*See course syllabus for prerequisite.*

# NAIL TECHNOLOGY

## Certificate

**PROGRAM/CIP CODE:** [NAIL.TCERTA/12.0410](#)

**CREDITS REQUIRED:** **16**

**DIVISION:** [Career and Technical Education](#)

**CONTACT:** [TEC@kckcc.edu](mailto: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 243 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## Certificate 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
<b>Total Hours for a Nail Technology Certificate</b>		<b>16</b>

\*See course syllabus for prerequisite.

# SURVEYING TECHNOLOGY (AAS)

## Associate in Applied Science

**PROGRAM/CIP CODE:** SURV.AAS/15.1102

**CREDITS REQUIRED:** 61

**DIVISION:** Career and Technical Education

**CONTACT:** TEC@kckcc.edu

The Surveying Technology AAS program will teach the students the basic surveying principles, mathematics, and operations of land surveying. Students will learn traverse and other computations used in route surveying, boundary surveying, topographic mapping, and construction surveying. Students will be able to perform land records research and learn the applicable legal principles of property boundary surveying. Upon satisfactory completion of this program, the student will have earned either a certificate B or an AAS in Surveying Technology.

## Requirements for Admission to the Program

- Reading score of 240 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 0112	Trigonometry	3
HIST	Elective	3
PHIL 0206	Ethics	3
NASC 0130 OR NASC 0186	Introductory Physics OR Physical Geology and Lab	3-4

<b>Total Hours for General Education Requirements</b>	<b>21-22</b>
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\*See course syllabus for prerequisite.

## Program Requirements

Course		Credit Hours
SURV 0101	Surveying I*	3
SURV 0102	Surveying II*	3
SURV 0202	Survey CAD*	3
SURV 0104	Global Navigation Satellite Systems (GNSS)*	3
SURV 0106	Geographic Information System (GIS)*	3

Course		Credit Hours
SURV 0108	Boundary Control*	3
SURV 0110	Real Property Law*	3
SURV 0204	Advanced Survey Concepts*	3
ENGR 0106	Computer Aided Drafting (CAD)	3
BUSN 0101	Accounting I*	3
BUSN 0104	Small Business Management	3
BUSN 0108	Human Relations	3
BUSN 0113 OR BUSN 0211	Marketing OR Business Communications*	3

<b>Total Hours for Program Requirements</b>	<b>39</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Surveying Technology Degree</b>	<b>61-62</b>
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# SURVEYING TECHNOLOGY (CERT)

## Certificate

**PROGRAM/CIP CODE:** SURV.CERTB/15.1102

**CREDITS REQUIRED:** 33

**DIVISION:** Career and Technical Education

**CONTACT:** TEC@kckcc.edu

The Surveying Technology certificate program will teach the students the basic surveying principles, mathematics, and operations of land surveying. Students will learn traverse and other computations used in route surveying, boundary surveying, topographic mapping, and construction surveying. Students will be able to perform land records research and learn the applicable legal principles of property boundary surveying. Upon satisfactory completion of this program, the student will have earned either a certificate B or an AAS in Surveying Technology.

## Requirements for Admission to the Program

- Reading score of 240 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## Certificate Requirements

Course		Credit Hours
SURV 0101	Surveying I*	3
SURV 0102	Surveying II*	3
SURV 0202	Survey CAD*	3
SURV 0104	Global Navigation Satellite Systems (GNSS)*	3
SURV 0106	Geographic Information System (GIS)*	3
SURV 0108	Boundary Control*	3
SURV 0110	Real Property Law*	3
SURV 0204	Advanced Survey Concepts*	3
ENGR 0106	Computer Aided Drafting (CAD)	3
BUSN 0101	Accounting I*	3
BUSN 0104	Small Business Management	3

**Total Hours for a Surveying Technology Certificate**

**33**

*\*See course syllabus for prerequisite.*

# WELDING TECHNOLOGY

## Certificate

**PROGRAM/CIP CODE:** WLDG.CERTA/WLDG.CERTB/WLDG.CERTC/48.0508

**CREDITS REQUIRED:** 20/38/46

**DIVISION:** Career and Technical Education

**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 plan for evaluation and testing or review sessions.

## Requirements for Admission to the Program

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

## Certificate A Requirements

Course		Credit Hours
WELD 0100	Welding Safety and OSHA 10	2
WELD 0105	Welding Blueprints	3
WELD 0110	Cutting Process*	3
WELD 0130	GMAW *	3
WELD 0230	Advanced GMAW*	4
WELD 0280	Welding codes and Advance Inspections*	4
BUSN 0250	Obtaining Employment	1

**Total Hours for a Welding Technology Certificate A**

**20**

*\*See course syllabus for prerequisite.*

## Certificate B Requirements

Course		Credit Hours
	Completion of Certificate A Requirements	20
WELD 0140	GTAW*	3
WELD 0120	SMAW*	3
WELD 0240	Advanced GTAW*	4
WELD 0220	Advanced SMAW*	4

Course		Credit Hours
<b>ELECTIVES (SELECTED BY INSTRUCTOR)</b>		
WELD 0201 WELD 0202 WELD 0255 WELD 0260	Oxy-Fuel Welding (1hr)* Intermediate Welding Techniques (1hr)* Aluminum Welding (4hrs)* Stainless Steel Welding (4hrs)*	4

<b>Total Hours for a Welding Technology Certificate B</b>	<b>38</b>
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*\*See course syllabus for prerequisite.*

## Certificate C Requirements

Course		Credit Hours
	Completion of Certificate A & B	38
<b>ELECTIVES (SELECTED BY INSTRUCTOR)</b>		
WELD 0265 WELD 0270 WELD 0275 WELD 0285	Fabrication Welding (4hrs)* Automated Welding and Cutting (4hrs)* Pipe Welding (4hrs)* Internship (4hrs)*	8

<b>Total Hours for a Welding Technology Certificate C</b>	<b>46</b>
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*\*See course syllabus for prerequisite.*



# Health Professions

The KCKCC Division of Health Professions is a collaborative group of multidisciplinary health care education programs committed to educating diverse, competent, and compassionate health care professionals. Our mission is to provide a supportive, state-of-the-art learning environment to prepare students with the integrity, technical, and interpersonal skills needed to pass national board exams and provide the quality health care services for our community.

## **ASSOCIATE IN APPLIED SCIENCE DEGREES (AAS)**

- Fire Science
- Mortuary Science
- Nursing/Registered Nurse (RN)
- Nursing/LPN/Paramedic-RRT to RN Articulation (RN)
- Paramedic
- Physical Therapist Assistant (PTA)
- Respiratory Care (RT)

## **CERTIFICATES**

- Emergency Medical Services (EMS)
- Fire Science/Firefighter
- Medical Assistant
- Nursing/Practical Nurse (LPN)

*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.*

# RESPIRATORY CARE

## Associate of Applied Science

**PROGRAM/CIP CODE:** RESP.RRT.AAS /51.0908

**CREDITS REQUIRED:** 69

**DIVISION:** Health Professions

**CONTACT:** RT@kckcc.edu

**ACCREDITATION:** Commission on Accreditation for Respiratory Care (www.coarc.com)

The Respiratory Care program prepares students to become competent entry-level RRT-AAS graduates as defined by the National Board for Respiratory Care.

CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. Specific information may be found at: <https://coarc.com/students/programmatic-outcomes-data/>.

## 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).

## Requirements for Admission to the Program

- This is a selective admission program. Application 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 coordinator for application, full requirements, and program-specific advising.

## General 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 0261	Microbiology*	3
BIOL 0262	Microbiology Lab*	2

<b>Total Hours for General Education Requirements</b>	<b>17</b>
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\*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.

# Program Requirements

Course		Credit Hours
Anatomy and Physiology Requirement (8 hours from the following)		
BIOL 0141 OR BIOL 0143	Human Anatomy and Laboratory (4) OR Anatomy and Physiology (5)	8
BIOL 0271	Physiology */**(3)	
BIOL 0272	Physiology Lab*(1)	
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

<b>Total Hours for Program Requirements</b>	<b>52</b>
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\*See course syllabi for Respiratory Care course prerequisites.

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

<b>Total Hours for an Associate in Applied Science in Respiratory Care Degree</b>	<b>69</b>
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## Course Sequence

Respiratory Care program sequence is subject to change without notice

### First Semester

Course		Credit Hours
ENGL 0101	Composition I	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate Algebra or higher	3
	Anatomy and Physiology Requirement	3-5

## Second Semester

Course		Credit Hours
	Anatomy and Physiology Requirement	3-5
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
	Social Science Elective	3

## Fourth Semester

Course		Credit Hours
RSCR0240	Therapeutic Devices	2
RSCR0244	Therapeutic Interventions II	3
RSCR0245	Cardiopulmonary Care & Diagnostics II	4
RSCR0249	Therapist Clinical Practice II	4

## Fifth Semester

Course		Credit Hours
RSCR0274	Therapeutic Interventions III	2
RSCR0275	Therapeutic Interventions IV	1
RSCR0279	Clinic Practice III	4
RSCR0290	Perinatal/Pediatrics	2

## Semester Six

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

*Up to three general education classes may be taken concurrently with the Respiratory Therapy classes during the first two semesters of the program. It is best to have all Math and Sciences completed prior to beginning the program.*

# EMERGENCY MEDICAL SERVICES

## Certificate

PROGRAM/CIP CODE:	EMTC.CERTA/51.0904
CREDITS REQUIRED:	16
DIVISION:	Health Professions
CONTACT:	<a href="mailto:emergencymed@kckcc.edu">emergencymed@kckcc.edu</a>
ACCREDITATION:	Approved by the Kansas Board of Emergency Medical Services

The EMS certificate program provides the foundational education for students whose primary focus is a career in EMS. This certificate program is ideal for firefighters, law enforcement personnel, athletic trainers, emergency response team members in the industrial setting, and emergency management personnel.

Students will develop Basic Life Support skills proficiency, learn to work within a team environment, develop effective communication skills across a diverse set of situations and cultures, and develop effective analytical and critical thinking skills to make appropriate decisions in critical and non-critical situations. Upon successful completion of the EMR or EMT course, students will be eligible to sit for the National Registry and State of Kansas certification exam.

## Requirements for Admission to the Program

- Accuplacer score of 243 or above in reading comprehension.
- Contact program coordinator for program-specific advising.

## Certificate Requirements

Course		Credit Hours
ALHT 0120	Medical Terminology	1
EMTC 0105	Emergency Medical Responder	5
EMTC 0128	Emergency Medical Technician*	10
<b>Total Hours for Emergency Medical Services Certificate</b>		<b>16</b>

\*See course syllabus for prerequisite.

# FIRE SCIENCE/FIREFIGHTER TECHNOLOGY

## Certificate

**PROGRAM/CIP CODE:** [FRSC.CERTA/43.0201](#)

**CREDITS REQUIRED:** **24**

**DIVISION:** [Health Professions](#)

**CONTACT:** [FRSC@kckcc.edu](mailto:FRSC@kckcc.edu)

The Firefighter certificate is offered as a catalyst for students who seek employment with a fire department. Students will complete the basic courses required by most fire service industry organizations.

Students must be 18 years of age and successfully complete the KCKCC Fire Academy courses to qualify to take the Kansas Hazardous Materials Awareness & Operations and Firefighter I & II certification tests.

## Requirements for Admission to the Program

- Accuplacer score of 243 or above in reading comprehension.
- Contact program coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## Certificate Requirements

Course		Credit Hours
HZMT 0120	Hazardous Materials Awareness and Operations	3
FRSC 0100	Firefighter I	4
FRSC 0211	Firefighter II*	3
EMTC 0128	Emergency Medical Technician*	10
	Natural & Physical Science elective	3

<b>Total Hours for Fire Science/Firefighter Certificate</b>	<b>24</b>
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\*See course syllabus for prerequisite.

# FIRE SCIENCE

## Associate of Applied Science

PROGRAM/CIP CODE: [FRSC.AAS/43.0203](#)

CREDITS REQUIRED: **66**

DIVISION: [Health Professions](#)

CONTACT: [FRSC@kckcc.edu](mailto:FRSC@kckcc.edu)

## Mission

The Fire Science program at KCKCC provides a venturesome and progressive modern educational experience in all aspects of fire protection and safety.

### NOTE

Students must be 18 years of age and successfully complete the KCKCC Fire Academy courses to qualify to take the Kansas Hazardous Materials Awareness & Operations and Firefighter I & II certification tests.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 0103	Business Math or higher **	3
	Humanities Elective (No Performing Arts accepted)	3
	Social Science Elective	3
	Natural & Physical Science Elective	3

<b>Total Hours for General Education Requirements</b>	<b>21</b>
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\*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.

## Program Requirements

Course		Credit Hours
<b>FIRE ACADEMY</b>		
HZMT 0120	Hazardous Materials Awareness and Operations	3

Course		Credit Hours
FRSC 0100	Firefighter I	4
FRSC 0211	Firefighter II	3
<b>REQUIRED COURSES</b>		
FRSC 0101	Fire Prevention	3
FRSC 0113	Building Construction for Fire Protection	3
FRSC 0114	Fire Behavior and Combustion	3
FRSC 0116	Principles of Emergency Services	3
FRSC 0117	Fire Protection Services	3
FRSC 0204	Principles of Fire and Emergency Services Safety & Survival	3
<b>EMS REQUIREMENT</b>		
EMTC 0128	Emergency Medical Technician	10
<b>ELECTIVES</b>		
FRSC 0107 FRSC 0111 FRSC 0115 FRSC 0170 FRSC0199 FRSC 0201 FRSC 0202 FRSC 0203 FRSC 0272 FRSC-0299	Legal Considerations for Fire & Emergency Services (3) Firefighting Tactics and Strategies (3) Fire Arson Investigation (3) Introduction to Homeland Security (3) Experiential Learning in Fire Science (3) Fire Administration I (3) Fire Hydraulics (3) Fire Administration II (3) Historical Foundations of the Fire Service (3) Experiential Learning in Fire Science (6)	6

**Total Hours for Program Requirements**
**44**

*\*See course syllabus for prerequisite.*

**Total Hours for an Associate in Applied Science in Fire Science Degree**
**66**

# MEDICAL ASSISTANT

## Certificate

**PROGRAM/CIP CODE:** MEDA.TCERTB/51.0801

**CREDITS REQUIRED:** 38

**DIVISION:** Health Professions

**CONTACT:** [medicalassistant@kckcc.edu](mailto:medicalassistant@kckcc.edu)

**ACCREDITATION:** The Commission on Accreditation of Allied Health Education Programs (CAAHEP)

The Medical Assistant program 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.

The program is designed to prepare students with the clinical and administrative skills necessary to succeed in an entry-level position in a medical facility. The program requires both classroom and laboratory activities and culminates in a clinical experience (externship) in a medical office. Upon completion of the program, students will have the opportunity to challenge the Certified Clinical Medical Assistant (CCMA) exam.

## Accreditation

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assisting Education Review Board (MAERB). Contact information for CAAHEP is 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763; 727-210-2350; [www.caahep.org](http://www.caahep.org).

## Requirements for Admission to the Program

- This is a selective admission program. Application to the program does not constitute admission.
- Accuplacer score of 243 or above in reading comprehension.
- Contact program coordinator for application, full requirements, and program-specific advising.

## Certificate 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

**Total Hours for Medical Assistant Certificate**

**38**

*\*See course syllabus for prerequisite.*

# MORTUARY SCIENCE

## Associate of Applied Science

**PROGRAM/CIP CODE:** MTSC.AAS/12.0301

**CREDITS REQUIRED:** 62

**DIVISION:** Health Professions

**CONTACT:** [mortuaryscience@kckcc.edu](mailto:mortuaryscience@kckcc.edu)

**ACCREDITATION:** The Mortuary Science Degree program at Kansas City Kansas Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108. Woodbury Heights, NJ 08097 (816) 233-3747. Web: [www.abfse.org](http://www.abfse.org).

## Mission

Provide excellence in funeral service education that prepares graduates to pass the National Board Examination and to deliver quality funeral, cremation, and memorial services with professionalism, integrity, and compassion.

## Program Learning Outcomes

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral service to ensure compliance.
4. Apply principals of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangements, conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org) in the Directory of Accredited Programs.

## Requirements for Admission to the Program

- This is a selective admission program. Application to the program does not constitute admission.
- 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 Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3

Course		Credit Hours
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0103	Business Math** or higher	3
PSYC 0101	Psychology*	3
BIOL 0141 OR BIOL 0143	Human Anatomy and Laboratory*** OR Human Anatomy and Physiology***	4

<b>Total Hours for General Education Requirements</b>	<b>16</b>
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\*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.

\*\*\*BIOL courses completed more than five (5) years prior to admission must be repeated.

## Program Requirements

Course		Credit Hours
BUSN 0101	Accounting I***	3
BUSN 0104 OR BUSN 0210	Small Business Management OR Introduction to Business	3
MTSC 0102	Orientation to Funeral Service & Cremation	3
MTSC 0105	Mortuary Law	3
MTSC 0108 OR CHEM 0109 OR CHEM 0111	Mortuary Chemistry OR General Chemistry OR College Chemistry I and Lab	3
MTSC 0110	Restorative Art for Mortuary Science	4
MTSC 0160 OR BIOL 0261	Mortuary Microbiology OR 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 0239	Mortuary Science Practicum I	4
MTSC 0241	Mortuary Science Practicum II	3

<b>Total Hours for Program Requirements</b>	<b>45</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Mortuary Science Degree</b>	<b>62</b>
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\*See course syllabus for prerequisite.

\*\*\*Accounting courses completed more than five (5) years prior to admission must be repeated.

# Course Sequence

Mortuary Science Program sequence is subject to change without notice

## First Semester

Course		Credit Hours
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
BUSN 0104 OR BUSN 0210	Small Business Management OR Introduction to Business	3

## Second Semester

Course		Credit Hours
BIOL 0141 OR BIOL 0143	Human Anatomy and Laboratory OR Human Anatomy and Physiology	4
BUSN 0101	Accounting I	3
MATH 0103	Business Math or higher	3

## Third Semester

Course		Credit Hours
MTSC 0102	Orientation to Funeral Service & Cremation+	3
MTSC 0105	Mortuary Law	3
MTSC 0108 OR CHEM 0109 OR CHEM 0111	Mortuary Chemistry OR General Chemistry OR College Chemistry	3
MTSC 0201	Pathology	3
MTSC 0210	Mortuary Management	3
MTSC 0239	Mortuary Science Practicum I	4

## Fourth Semester

Course		Credit Hours
MTSC 0110	Restorative Art for Mortuary Science	4
MTSC 0160 OR BIOL 0261	Mortuary Microbiology OR Microbiology	3
MTSC 0205	Embalming Theory	4
MTSC 0212	Funeral Service Merchandising	3
MTSC 0225	Funeral Service Counseling	3
MTSC 0241	Mortuary Science Practicum II	3

+ MTSC 0102 may be completed in the second or third semester.

- With the exception of MTSC 0102, all Mortuary Science classes must be completed within 3 consecutive semesters.

- To reduce semester course load, some classes may be available during the summer session.

# NURSING/LPN/PARAMEDIC/RRT TO RN ARTICULATION

## Associate of Applied Science

**PROGRAM/CIP CODE:** NURS.BRDG.AAS/51.3801

**CREDITS REQUIRED:** 72

**DIVISION:** Health Professions

**CONTACT:** [registerednursing@kckcc.edu](mailto:registerednursing@kckcc.edu)

**ACCREDITATION:** Accreditation Commission for Education in Nursing (ACEN)

The Nursing/Registered Nurse program aims to provide excellence in nursing education inspiring diverse graduates to demonstrate competence in clinical judgment resulting in quality, evidence-based, client-centered care to enrich the health of our community, one student at a time.

The program courses will assist Practical Nurses, Paramedics, and Respiratory Therapists with the knowledge and skills necessary to transition into the nursing profession. Graduates will be prepared to pass the NCLEX-RN®, and to provide and manage safe, cost-effective care to meet client needs.

## Accreditation

The Associate Degree Nursing program at Kansas City Kansas Community College at the Main Campus located in Kansas City, KS is accredited by the:

**Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Road, NE Suite 1400, Atlanta, GA 30326  
404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm>.

## Requirements for Admission to the Program

- This is a selective admission program. Application to the program does not constitute admission.
- Minimum 2.50 GPA and completion of pre-requisites.
- Minimum score of 60.0 on the ATI TEAS test.
- Currently credentialed as a Practical Nurse, Paramedic, or Respiratory Therapist.
- Applications are due January 31st for Fall start and July 31st for Spring start.
- Contact program coordinator for application, full requirements, and program-specific advising.

## General Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
PSYC 0101	Psychology*	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0141 OR BIOL 0143	Human Anatomy and Laboratory*** OR Human Anatomy and Physiology***	4

<b>Total Hours for General Education Requirements</b>	<b>16</b>
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\* 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.

\*\*\* BIOL courses completed more than five (5) years prior to admission must be repeated.

+ Intro to Pathophysiology may be taken prior to admission or concurrent with NURS 0105. It must be completed prior to beginning NURS 0243

## Program Requirements

Course		Credit Hours
PSYC 0203	Human Development*	3
BIOL 0271	Physiology*/***	3
BIOL 0272	Physiology Lab*/***	1
BIOL 0261	Microbiology*/***	3
BIOL 0262	Microbiology Lab*/***	2
NURS 0135 OR BIOL 0284	Basic Concepts of Pathophysiology***/+	3
NURS 0105	Pharmacology in Nursing I	1
NURS 0108	Pharmacology in Nursing II	2
NURS 0243	Pharmacology in Nursing III	1
NURS 0244	Introduction to Professional Nursing Concepts	3
NURS 0245	Foundational Concepts	4

<b>Total Hours for Program Requirements</b>	<b>35</b>
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\*See course syllabus for prerequisite.

## Advanced Standing Credit Awarded\*

Course		Credit Hours
NURS 0106	Pharmacology I	3
NURS 0107	Pharmacology II	3
NURS 0131	Intro to Professional Nursing Concepts	1
NURS 0132	Foundational Concepts	3
NURS 0143	Nursing Concepts for Common Health Problems	2
NURS 0193	Health Assessment for Nurses	3

<b>Total Hours for Advanced Standing Credit Awarded</b>	<b>21</b>
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\* Students admitted to the Articulation Program with Advanced Standing will have these 21 credits added to their transcript following successful completion of NURS-0105.

<b>Total Hours for an Associate in Applied Science in Registered Nursing Degree</b>	<b>72</b>
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# NURSING/PRACTICAL NURSE

## Certificate

<b>PROGRAM/CIP CODE:</b>	<b>KSPN.TCERT/51.3901</b>
<b>CREDITS REQUIRED:</b>	<b>45</b>
<b>DIVISION:</b>	<b>Health Professions</b>
<b>CONTACT:</b>	<b><a href="mailto:practicalnursing@kckcc.edu">practicalnursing@kckcc.edu</a></b>
<b>ACCREDITATION:</b>	<b>Kansas State Board of Nursing (KSBN)</b>

The Practical Nurse program aims to provide excellence in nursing education inspiring diverse graduates to demonstrate competence in clinical judgment resulting in quality, evidence-based, client-centered care to enrich the health of our community, one student at a time.

The program courses will prepare graduates to pass the NCLEX-PN®, and to provide and manage safe, cost-effective care to meet client needs.

## Requirements for Admission to the Program

- This is a selective admission program. Application to the program does not constitute admission.
- Minimum 2.50 GPA and completion of pre-requisites.
- TEAS Score of 58.0 or above (current version)
- Application deadline is April 15th for Fall start and October 15th for Spring start.
- Active status in Kansas as a Certified Nurse Aide.
- Contact program for application, full requirements, and program-specific advising.

## Certificate Requirements

Course		Credit Hours
ALHT0120 OR ALHT 0126 OR ALTH 0127	Medical Terminology OR Medical Terminology OR Medical Terminology	1-3
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 0107	Nursing Care of Adults I	5
KSPN 0108	Nursing Care of Adults I Clinical	2
KSPN 0115	Fundamentals of Pharmacology & Safe Medication Administration	2
KSPN 0121	Nursing Care of Adults II	5
KSPN 0123	Nursing Care of Adults II Clinical	2
KSPN 0124	Maternal Child Nursing	2
KSPN 0126	Maternal Child Nursing Clinical	1
KSPN 0128	Caring of Aging Adults	2
KSPN 0130	Mental Health Nursing	2
KSPN 0132	Leadership, Roles & Issues	2

Course		Credit Hours
NUPN0100	Application of Health Assessment for the PN	1
NUPN0200	Clinical Judgment for the PN*	1
<b>Total Hours for a Practical Nursing Technical Certificate</b>		<b>45-48</b>

\*See course syllabus for prerequisite.

BIOL courses completed more than five (5) years prior to admission must be repeated.

## Course Sequence

Practical Nursing program sequence is subject to change without notice

### Prior to Admission

Course		Credit Hours
ALHT0120 OR ALHT 0126 OR ALHT 0127	Medical Terminology OR Medical Terminology OR Medical Terminology	1-3
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

### Semester 1

Course		Credit Hours
KSPN 0102	Foundations of Nursing	4
KSPN 0104	Foundations of Nursing Clinical	2
KSPN 0115	Fundamentals of Pharmacology & Safe Medication Administration	2
KSPN 0107	Nursing Care of Adults I	5
KSPN 0108	Nursing Care of Adults I Clinical	2
NUPN 0100	Application of Health Assessment for the PN	2

### Semester 2

Course		Credit Hours
KSPN 0121	Nursing Care of Adults II	5
KSPN 0123	Nursing Care of Adults II Clinical	2
KSPN 0124	Maternal Child Nursing	2
KSPN 0126	Maternal Child Clinical	1
KSPN 0128	Caring of Aging Adults	2
KSPN 0130	Mental Health Nursing	2
KSPN 0132	Leadership, Roles & Issues	2
NUPN 0200	Clinical Judgment for the PN	1

# NURSING/REGISTERED NURSE

## Associate of Applied Science

**PROGRAM/CIP CODE:** NURS.AAS/51.3801

**CREDITS REQUIRED:** 68

**DIVISION:** Health Professions

**CONTACT:** [registerednursing@kckcc.edu](mailto:registerednursing@kckcc.edu)

**ACCREDITATION:** Accreditation Commission for Education in Nursing (ACEN)

The Nursing/Registered Nurse program aims to provide excellence in nursing education inspiring diverse graduates to demonstrate competence in clinical judgment resulting in quality, evidence-based, client-centered care to enrich the health of our community, one student at a time.

The program courses will prepare graduates to pass the NCLEX-RN®, and to provide and manage safe, cost-effective care to meet client needs.

## Accreditation

The Associate Degree Nursing program at Kansas City Kansas Community College at the Main Campus located in Kansas City, KS is accredited by the:

**Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Road, NE Suite 1400, Atlanta, GA 30326  
404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm>.

## Requirements for Admission to the Program

- This is a selective admission program. Application to the program does not constitute admission.
- Minimum 2.50 GPA and completion of pre-requisites.
- Minimum score of 60.0 on the ATI TEAS test.
- Applications are due January 31st for Fall start and July 31st for Spring start.
- Contact program coordinator for application, full requirements, and program-specific advising.

## General Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
PSYC 0101	Psychology*	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0141 OR BIOL 0143	Human Anatomy and Laboratory*** OR Human Anatomy and Physiology***	4

<b>Total Hours for General Education Requirements</b>	<b>16</b>
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\* 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.

\*\*\* BIOL courses completed more than five (5) years prior to admission must be repeated.

## Program Requirements

Course		Credit Hours
PSYC 0203	Human Development*	3
BIOL 0271	Physiology*/***	3
BIOL 0272	Physiology Lab*/***	1
BIOL 0261	Microbiology*/***	3
BIOL 0262	Microbiology Lab*/***	2
NURS 0135 OR BIOL 0284	Basic Concepts of Pathophysiology*/***	3
NURS 0106	Pharmacology in Nursing I	1
NURS 0107	Pharmacology in Nursing II	2
NURS 0108	Pharmacology in Nursing III	1
NURS 0131	Introduction to Professional Nursing Concepts	3
NURS 0132	Foundational Concepts	4
NURS 0143	Nursing Concepts/Clients with Common Health Problems	8
NURS 0193	Health Assessment for Nurses	3
NURS 0243	Nursing Concepts/Clients with Complex Health Problems	8
NURS 0244	Nursing Concepts/Clients with Multisystem Emergent Health Problems	4
NURS 0245	Nursing Management of Care Concepts	3

<b>Total Hours for Program Requirements</b>	<b>52</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Registered Nursing Degree</b>	<b>68</b>
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# PARAMEDIC

## Associate of Applied Science

**PROGRAM/CIP CODE:** MICT.AAS/51.0904

**CREDITS REQUIRED:** 60

**DIVISION:** Health Professions

**CONTACT:** [emergencymed@kckcc.edu](mailto:emergencymed@kckcc.edu)

**ACCREDITATION:** Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Develop EMS professionals to serve our community by providing an environment which inspires life-long learning, promote excellence in clinical and field competence, professional accountability, and caring and effective communication skills for a diverse population.

## Accreditation

The KCKCC Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Contact information for CoAEMSP is 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; 234-703-8445; [www.coaemsp.org](http://www.coaemsp.org).

Contact information for CAAHEP is 9355-113 St. N, #7709, Seminole FL 33775; 727-210-2350; [mail@caahep.org](mailto:mail@caahep.org), [www.caahep.org](http://www.caahep.org).

## Requirements for Admission to the Program

- This is a selective admission program. Application to the program does not constitute admission.
- Minimum 2.50 GPA and completion of pre-requisites.
- Application deadline is May 31st for Fall start.
- Contact program coordinator for application, full requirements, and program-specific advising.

## General Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate Algebra or higher	3
	Social Science Elective	3
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

### Total Hours for General Education Requirements

**17-20**

\*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.

# Program 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

<b>Total Hours for Program Requirements</b>	<b>43</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Applied Science in Paramedic Degree</b>	<b>62</b>
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# PHYSICAL THERAPIST ASSISTANT

## Associate of Applied Science

**PROGRAM/CIP CODE:** PTAS.AAS/51.0806

**CREDITS REQUIRED:** 69

**DIVISION:** Health Professions

**CONTACT:** [pta@kckkc.edu](mailto:pta@kckkc.edu)

**ACCREDITATION:** Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE). [www.capteonline.org](http://www.capteonline.org)

The Physical Therapist Assistant program, in accordance with the mission of Kansas City Kansas Community College, is dedicated to providing a student learning environment that will enhance and assess knowledge, clinical skills, and professional behaviors necessary for completion of the national board examination and successful practice as a PTA as outlined by the American Physical Therapy Association's Guide for the Conduct of the Physical Therapist Assistant and Values – Based Behaviors for the Physical Therapist Assistant.

## Requirements for Admission to the Program

- This is a selective admission program. Application 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 15th for Fall start and October 15th for Spring start.
- Contact program coordinator for application, full requirements, and program-specific advising.

## General Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
PSYC 0101	Psychology*	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0143 OR BIOL 0141 AND BIOL 0271	Human Anatomy and Physiology*** OR Human Anatomy and Lab *** AND Physiology***	5-7
<b>Total Hours for General Education Requirements</b>		<b>17-19</b>

\*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.

## Program Requirements

Course		Credit Hours
PSYC 0202 OR PSYC 0203	Child Development* OR Human Development*	3
PHTR 0160	Musculoskeletal I	5
PHTR 0165	Clinical Skills I	2
PHTR 0170	Fundamentals of Treatment Procedures	5
PHTR 0180	Clinical Skills II	2

Course		Credit Hours
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

<b>Total Hours for Program Requirements</b>	<b>52</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Applied Science in Physical Therapist Assistant Degree</b>	<b>69</b>
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*\*See course syllabus for prerequisite.*

## Course Sequence

PTA program sequence is subject to change without notice

### Prior to Admission

Course		Credit Hours
ENGL 0101	Composition I	3
PSYC 0101	Psychology	3
MATH 0104	Intermediate Algebra or higher	3
BIOL 0143 OR BIOL 0141 AND BIOL 0271	Human Anatomy and Physiology OR Human Anatomy and Lab AND Physiology	5-7

### Semester II

Course		Credit Hours
PHTR 0165	Clinical Skills I	2
PHTR 0170	Fundamentals of Treatment Procedures	5
PHTR 0230	Musculoskeletal: Spine and Special Topics	5

### Semester III

Course		Credit Hours
PHTR 0160	Musculoskeletal: Lower Extremity	5
PHTR 0180	Clinical Skills II	2
PHTR 0250	Musculoskeletal II	5
PSYC 0202 OR PSYC 0203	Child Development OR Human Development	3

## Semester IV

Course		Credit Hours
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

Course		Credit Hours
PHTR 0240	Clinical Skills IV	6
PHTR 0245	Clinical Skills V	6



# Math, Science and Business Technology

The Academic Division of Math, Science and Business Technology is committed to excellence in all 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
- Electronics Engineering Technology
- Marketing

## **ASSOCIATE IN SCIENCE DEGREES (AS)**

- Biology
- Business
- Chemistry
- Environmental Studies
- Forensic Chemistry
- Physics
- Pre-Engineering
- Pre-Exercise Science
- Pre-Pharmacy

## **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-Engineering
- Pre-Pharmacy

## **CERTIFICATES**

- Administrative Office Professional
- Biomanufacturing
- Electronics Engineering Technology
- Exercise Leader
- Legal Administrative Assistant - PENDING
- Office Assistant

## **CERTIFICATES OF COMPLETION**

- Customer Service
- Entrepreneurship
- Human Resources
- Management
- 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/CIP CODE:** ACCT.AAS/52.0305

**CREDITS REQUIRED:** 61

**DIVISION:** Math, Science and Business Technology

**CONTACT:** [businessprograms@kckcc.edu](mailto:businessprograms@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. While many of the courses listed below will transfer to several four-year colleges and universities, 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 Business program coordinator 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, and Business Technology.

## Requirements for Admission to the Program

No requirements for admission to the program.

Contact program coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 0103	Business Math**	3
	Humanities Elective	3
ECON 0201 OR PSYC 0101	Principles of Macroeconomics OR Psychology*	3
	Natural & Physical Science Elective	3-5

<b>Total Hours for General Education Requirements</b>	<b>21</b>
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\*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.

## Program Requirements

Course	Credit Hours
Business Core Requirement	

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0204	Business Law I	3
BUSN 0210	Introduction to Business	3
BUSN 211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
Total Hours for Business Requirements		15
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 BUSN 0167	Volunteer Income Tax Assistance (VITA) Tax Preparation AND Volunteer Income Tax Assistance (VITA)	
BUSN 0286	Principles of Management	
BUSN 0298	Business/Marketing/Accounting Internship*	
<b>Total Hours for Accounting Specialization Requirement</b>		<b>24</b>

<b>Total Hours for Program Requirements</b>	<b>39</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Accounting Degree</b>	<b>61</b>
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# ADMINISTRATIVE OFFICE PROFESSIONAL (AAS)

## Associate in Applied Science

**PROGRAM/CIP CODE:** ADOP.AAS/52.0401

**CREDITS REQUIRED:** 63

**DIVISION:** Math, Science and Business Technology

**CONTACT:** [businessprograms@kckcc.edu](mailto:businessprograms@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 proficiency in office skills, the administrative office professional must know about business organization and policies which are included during 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, and Business Technology.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 0103	Business Math**	3
PSYC 0101 OR ECON 0201	Six (6) hours from the following: Psychology* OR Principles of Macroeconomics OR Humanities Elective OR Natural and Physical Science Elective	6

<b>Total Hours for General Education Requirements</b>	<b>18</b>
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\*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.

## Program Requirements

Course		Credit Hours
BUSN 0124	Accounting Software Application	3

Course		Credit Hours
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	Meeting and 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

<b>Total Hours for Program Requirements</b>
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<b>44</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Administrative Office Professional Degree</b>
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<b>63</b>
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# ADMINISTRATIVE OFFICE PROFESSIONAL (CERT)

## Certificate

PROGRAM/CIP CODE:	ADOP.TCERTB/52.0401
CREDITS REQUIRED:	34
DIVISION:	Math, Science and Business Technology
CONTACT:	businessprograms@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 twenty-nine credit hours. Any deviation from the program must be approved by the Dean of Math, Science and Business Technology.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## Program 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

Course		Credit Hours
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets*	3
<b>Total Hours for an Administrative Office Professional Certificate</b>		<b>34</b>

*\*See course syllabus for prerequisite.*

# BIOLOGY

## Associate in General Studies

**PROGRAM/CIP CODE:** BIOL.AGS/24.0101

**CREDITS REQUIRED:** 63

**DIVISION:** Math, Science and 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 firsthand 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
	Social Science Elective (2 disciplines)	6
BIOL 0135	Principles of Cell and Molecular Biology	4

<b>Total Hours for General Education Requirements</b>	<b>28</b>
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\*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.

## Program Requirements

Course		Credit Hours
BIOL 0225	Microbiology	5
BIOL 0240	Microbiology Lab	4

Course		Credit Hours
BIOL 0261	Physiology	3
BIOL 0262	Physiology Lab	2
CHEM 0111	College Chemistry II and Lab	5
CHEM 0112	Organic Chemistry I	5
CHEM 0211	Organic Chemistry Lab	3
CHEM 0213	Organic Chemistry II	2
NASC 0231	Organic Chemistry II Lab	5

<b>Total Hours for Program Requirements</b>	<b>34</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Biology Degree</b>	<b>63</b>
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# BIOLOGY

## Associate in Science

Program/CIP Code:	<b>BIOL.AS/24.0101</b>
Credits Required:	<b>63</b>
Division:	<b>Math, Science and Business Technology</b>
Contact:	<b>MSBT@kckcc.edu</b>

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 firsthand 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
CHEM 0111	College Chemistry I and Lab*	5
<b>Total Hours for General Education Requirements</b>		<b>33</b>

\*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.

## Program Requirements

Course		Credit Hours
BIOL 0225	Diversity of Organisms	5
BIOL 0240	Introduction to Genetics	4

Course		Credit Hours
BIOL 0261	Microbiology	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

<b>Total Hours for Program Requirements</b>	<b>29</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Science in Biology Degree</b>	<b>63</b>
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# BIOMANUFACTURING

## Certificate

PROGRAM/CIP CODE:	BMFR.CERTA/41.0303
CREDITS REQUIRED:	16
DIVISION:	Math, Science and Business Technology
CONTACT:	businessprograms@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 includes 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 on the Accuplacer.
- Contact program coordinator for program-specific advising.

## Program 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
Total Hours for an Administrative Office Professional Certificate		16

\*See course syllabus for prerequisite.

# BUSINESS ADMINISTRATION

## Associate in Applied Science

**PROGRAM/CIP CODE:** **BADM.AAS/52.0201**

**CREDITS REQUIRED:** **60**

**DIVISION:** **Math, Science and Business Technology**

**CONTACT:** **businessprograms@kckcc.edu**

**ACCREDITATION:** **Accreditation Council for Business Schools and Programs (ACBSP)**

The AAS in Business Administration program prepares graduates to start or advance their careers in the competitive world of business. Students in the program attain a solid foundation in business knowledge, fundamental principles, and professional communication skills. Students interested in a transfer program should follow the suggested listing of courses for the Associate in Science in Liberal Arts and Sciences 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.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
MATH0103	Business Math**	3
	Humanities Elective	3
ECON0201 OR PSYC0101	Principles of Macroeconomics OR Psychology*	3
	Natural and Physical Science Elective	3-5
<b>Total Hours for General Education Requirements</b>		<b>21</b>

\*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.

## Program Requirements

Course		Credit Hours
BUSN 0101	Accounting I	3

Course		Credit Hours
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	Small Business Management	3
BUSN 0108	Human Relations in Business	3
BUSN 0206	Business Law II	3
BUSN 0280	Human Resource Management	3
BUSN 0286	Principles of Management	3
<b>ELECTIVES: CHOOSE 3-5 CREDITS FROM THE FOLLOWING:</b>		
BUSN 0105	Personal Finance	3
BUSN 0113	Marketing	3
BUSN 0166 AND BUSN 0167	Volunteer Income Tax Assistance (VITA) Tax Preparation AND Volun-ter Income Tax Assistance (VITA) Tax Preparation Internship	2
		1
BUSN 0124	Accounting Software Applications	3
BUSN 0150	Supervision Techniques	3
BUSN 0164	Income Tax Procedures	3
BUSN 0203	Managerial Accounting*	3
BUSN 0209	Computerized Accounting*	3
BUSN 0216	E-Marketing	3
BUSN 0262	Introduction to Entrepreneurship	3
BUSN 0263	Consumer Behavior	3
BUSN 0266	Principles of Selling	3
BUSN 0267	Supervision Skills	2
BUSN 0285	Occupational Skills	3
BUSN 0292	Meeting and Event Planning	3
BUSN 0298	Business/Marketing/Accounting Internship*	3
BUSN 2253	Customer Service	2
<b>Total Hours for Program Requirements</b>		<b>36-38</b>
*See course syllabus for prerequisite.		
<b>Total Hours for an Associate in Applied Science in Business Administration Degree</b>		<b>60</b>

# BUSINESS

## Associate in Science

**Program/CIP Code:** BUSN.AS/24.0101

**CREDITS REQUIRED:** 60

**DIVISION:** Math, Science and Business Technology

**CONTACT:** [businessprograms@kckcc.edu](mailto:businessprograms@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 Business program coordinator 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 and Business Technology.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
<b>Total Hours for General Education Requirements</b>		<b>32</b>

\*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.

## Program Requirements

Course		Credit Hours
BUSN 0101	Accounting I*	3

Course		Credit Hours
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

<b>Total Hours for Program Requirements</b>	<b>27</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Science in Business Degree</b>	<b>60</b>
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# CHEMISTRY (AGS)

## Associate in General Studies

Program/CIP Code: CHEM.AGS/24.0101

CREDITS REQUIRED: 62

DIVISION: Math, Science and 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
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.

## Program Requirements

Course		Credit Hours
CHEM 0112	College Chemistry II and Lab*	5

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
NASC 0231	General Physics I & Lab	5
NASC 0232	General Physics II & Lab	5

<b>Total Hours for Program Requirements</b>	<b>30</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Chemistry Degree</b>	<b>62</b>
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# CHEMISTRY (AS)

## Associate in Science

Program/CIP Code: **BUSN.AS/24.0101**

CREDITS REQUIRED: **62**

DIVISION: **Math, Science and 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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	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.

# Program 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
NASC 0231 AND NASC 0232	General Physics I & Lab and General Physics II & Lab OR	5 5 OR
NASC 0245 AND NASC 0246	Engineering Physics I and Engineering Physics II	5 5

<b>Total Hours for Program Requirements</b>	<b>25</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Science in Chemistry Degree</b>	<b>62</b>
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# CUSTOMER SERVICE

## Certificate of Completion

<b>CREDITS REQUIRED:</b>	<b>7</b>
<b>DIVISION:</b>	<b>Math, Science and Business Technology</b>
<b>CONTACT:</b>	<b><a href="mailto:businessprograms@kckcc.edu">businessprograms@kckcc.edu</a></b>

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 coordinator for program-specific advising.

## Certificate Requirements

Course		Credit Hours
BUSN 0108	Human Relations in Business	3
BUSN 0267	Supervision Skills	2
BUSN 2253	Customer Service	2
<b>Total Hours for a Customer Service Certificate of Completion</b>		<b>7</b>

*\*See course syllabus for prerequisite.*

# ELECTRONICS ENGINEERING TECHNOLOGY (AAS)

## Associate in Applied Science

**PROGRAM/CIP CODE:** ELEC.AAS/15.0303

**CREDITS REQUIRED:** 60-62

**DIVISION:** Math, Science and Business Technology

**CONTACT:** MSBT@kckcc.edu

This program is designed to prepare students to work in the field of electronics. The program provides a solid foundation in electronics theory, applications, and a view into emerging technologies. Core courses focus on fundamentals of electrical theory, electronic theory, and digital electronics. Emphasis is placed on firsthand experiential learning and general lab skills. Students will be prepared to operate, install, troubleshoot, repair, maintain, and service electronic equipment and systems. Courses in this program emphasize proficiency in theory and the attainment of skills and competencies vital to workforce needs.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
NASC 0130 OR BIOL 0141	Introductory Physics* OR Human Anatomy	3-4
	Humanities Elective OR Social Science Elective	3
<b>Total Hours for General Education Requirements</b>		<b>18</b>

\*See course syllabus for prerequisite.

## Program Requirements

Course		Credit Hours
ENGR 0108	Electronic Circuit Fundamentals	3
ELEC 0120	DC Circuits*	4
ELEC 0210	AC Circuits*	4
ELEC 0212	Semiconductor Devices*	4

Course		Credit Hours
ELEC 0225	Electronic Communication Systems*	4
ELEC 0115	Digital Electronics I*	4
ELEC 0215	Digital Electronics II*	4
CIST 0101	Computer Concepts	3
CIST 0120	Programming Fundamentals*	4
ELEC 0220	Microcontrollers*	4
<b>Technical Electives (3-4)</b>		
ELEC 0250 CIST 0117 CIST 0180 ALHT 0127	Electronics Internship* (3) Networking I* (3) Programming Algorithms* (4) Medical Terminology (3)	3-4
<b>Total Hours for Program Requirements</b>		<b>41-42</b>

\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Electronics Engineering Technology Degree</b>	<b>60-61</b>
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# ELECTRONICS ENGINEERING TECHNOLOGY (CERT)

## Certificate

PROGRAM/CIP CODE:	ELEC.CERTA/ELEC.CERTB/15.0303
CREDITS REQUIRED:	18/33
DIVISION:	Math, Science and Business Technology
CONTACT:	MSBT@kckcc.edu

This program is designed to prepare students to work in the field of electronics. The program provides a solid foundation in electronics theory, applications, and a view into emerging technologies. Core courses focus on fundamentals of electrical theory, electronic theory, and digital electronics. Emphasis is placed on firsthand experiential learning and general lab skills. Students will be prepared to operate, install, troubleshoot, repair, maintain, and service electronic equipment and systems. Courses in this program emphasize proficiency in theory and the attainment of skills and competencies vital to workforce needs.

## Requirements for Admission to the Program

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

## Certificate A Requirements

Course		Credit Hours
ENGR 0108	Electronic Circuit Fundamentals	3
ELEC 0120	DC Circuits*	4
ELEC 0115	Digital Electronics I*	4
ELEC 0215	Digital Electronics II*	4
MATH 0105	College Algebra or higher*	3

<b>Total Hours for an Electronics Engineering Technology Certificate A</b>
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<b>18</b>
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\*See course syllabus for prerequisite.

## Certificate B Requirements

Course		Credit Hours
	Completion of Certificate A Requirements	18
ELEC 0212	Semiconductor Devices*	4
ELEC 0210	AC Circuits*	4
CIST 0101	Computer Concepts	3
CIST 0120	Programming Fundamentals*	4
<b>Total Hours for an Electronics Engineering Technology Certificate B</b>		<b>33</b>

\*See course syllabus for prerequisite.

# ENTREPRENEURSHIP

## Certificate of Completion

<b>CREDITS REQUIRED:</b>	<b>6</b>
<b>DIVISION:</b>	<b>Math, Science and Business Technology</b>
<b>CONTACT:</b>	<b><a href="mailto:businessprograms@kckcc.edu">businessprograms@kckcc.edu</a></b>

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, firsthand business development courses are designed to help entrepreneurs hone the skills needed to create, manage, and grow successful businesses.

## Requirements for Admission to the Program

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

## Certificate Requirements

Course		Credit Hours
BUSN 0104	Small Business Management	3
BUSN 0262	Introduction to Entrepreneurship	3
<b>Total Hours for an Entrepreneurship Certificate of Completion</b>		<b>6</b>

*\*See course syllabus for prerequisite.*

# ENVIRONMENTAL STUDIES (AGS)

## Associate in General Studies

PROGRAM/CIP CODE: ENST.AGS/24.0101

CREDITS REQUIRED: 62

DIVISION: Math, Science and Business Technology

CONTACT: MSBT@kckcc.edu

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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, SOSOC)	3
MATH 0120	Calculus I (Non-Engineering)**	3
CHEM 0111	College Chemistry I and Lab*	5

<b>Total Hours for General Education Requirements</b>	<b>29</b>
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\*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.

## Program 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

Course		Credit Hours
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
<b>Total Hours for Program Requirements</b>		<b>32</b>

*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Environmental Studies Degree</b>	<b>62</b>
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# ENVIRONMENTAL STUDIES (AS)

## Associate in Science

PROGRAM/CIP CODE: ENST.AS/24.0101

CREDITS REQUIRED: 62

DIVISION: Math, Science and Business Technology

CONTACT: MSBT@kckcc.edu

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>34</b>
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\*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.

## Program Requirements

Course		Credit Hours
BIOL 0135	Principles of Cell and Molecular Biology	4
BIOL 0225	Diversity of Organisms	5
BIOL	Elective	3

Course		Credit Hours
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

<b>Total Hours for Program Requirements</b>	<b>27</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Science in in Environmental Studies Degree</b>	<b>62</b>
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# EXERCISE LEADER

## Certificate

**PROGRAM/CIP CODE:** EXER.CERT/24.0101

**CREDITS REQUIRED:** 32

**DIVISION:** Math, Science and Business Technology

**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.

## Requirements for Admission to the Program

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

## Certificate Requirements

Course		Credit Hours
BIOL 0143	Human Anatomy and Physiology	5
BIOL 0145	Nutrition	3
EXSC 0115	First Aid	2
EXSC 0157 OR EXSC 0158	Personal Trainer Review Exam OR Group Fitness Instructor Exam Review	2
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
<b>Total Hours for an Exercise Leader Certificate</b>		<b>32</b>

*\*See course syllabus for prerequisite.*

# EXERCISE SCIENCE-ATHLETIC TRAINER

## Associate in General Studies

**PROGRAM/CIP CODE:** EXSC.ATHTRAIN.AGS/24.0101

**CREDITS REQUIRED:** 62

**DIVISION:** Math, Science and 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>32</b>
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\*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.

## Program 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

<b>Total Hours for Program Requirements</b>	<b>29</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Exercise Science – Athletic Trainer Degree</b>	<b>62</b>
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# EXERCISE SCIENCE-COACHING

## Associate in General Studies

**PROGRAM/CIP CODE:** EXSC.COACH.AGS/24.0101

**CREDITS REQUIRED:** 61

**DIVISION:** Math, Science and 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>32</b>
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\*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.

## Program 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

<b>Total Hours for Program Requirements</b>	<b>28</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Exercise Science - Coaching</b>	<b>61</b>
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# EXERCISE SCIENCE-HEALTH/FITNESS

## Associate in General Studies

**PROGRAM/CIP CODE:** EXSC.HLTH.AGS/24.0101

**CREDITS REQUIRED:** 64

**DIVISION:** Math, Science and 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>32</b>
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\*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.

## Program 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

<b>Total Hours for Program Requirements</b>	<b>31</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Exercise Science – Health/Fitness</b>	<b>64</b>
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# EXERCISE SCIENCE-PHYSICAL EDUCATION

## Associate in General Studies

**PROGRAM/CIP CODE:** EXSC.PHYSED.AGS/24.0101

**CREDITS REQUIRED:** 61

**DIVISION:** Math, Science and 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>32</b>
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\*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.

# Program 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

<b>Total Hours for Program Requirements</b>	<b>28</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Exercise Science – Physical Education</b>	<b>61</b>
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# EXERCISE SCIENCE-SPORTS MANAGEMENT

## Associate in General Studies

**PROGRAM/CIP CODE:** EXSC.SPTSMGMT.AGS/24.0101

**CREDITS REQUIRED:** 60

**DIVISION:** Math, Science and 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>32</b>
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\*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.

## Program 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

<b>Total Hours for Program Requirements</b>	<b>27</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Exercise Science – Sports Management</b>	<b>60</b>
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# FORENSIC CHEMISTRY

## Associate in General Studies

PROGRAM/CIP CODE: CHEM.FOR.AGS/24.0101

CREDITS REQUIRED: 62

DIVISION: Math, Science and Business Technology

CONTACT: CHEM@kckcc.edu

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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.

## Program 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

Course		Credit Hours
CHEM 0214	Organic Chemistry II Lab	2
CHEM 0201	Forensic Science Analytical Techniques	3
	Biology Elective	3
NASC 0231 OR NASC 0245 OR NASC 0246	General Physics I and Lab OR General Physics II and Lab OR Engineering Physics II and Lab	4

<b>Total Hours for Program Requirements</b>	<b>30</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Forensic Chemistry Degree</b>	<b>62</b>
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# FORENSIC CHEMISTRY

## Associate in Science

**PROGRAM/CIP CODE:** CHEM.FOR.AS/24.0101

**CREDITS REQUIRED:** 64-65

**DIVISION:** Math, Science and Business Technology

**CONTACT:** MSBT@kckcc.edu

The program of Forensic Chemistry supports the mission of the college and of the Division of Math, Science and 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
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)*	4-5

<b>Total Hours for General Education Requirements</b>	<b>35-36</b>
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\*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.

## Program 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 0131 OR NASC 0245	Introductory Physics Lab OR Engineering Physics I & Lab	5

<b>Total Hours for Program Requirements</b>	<b>28</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Science in Forensic Chemistry Degree</b>	<b>64-65</b>
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# HUMAN RESOURCE MANAGEMENT

## Certificate of Completion

<b>CREDITS REQUIRED:</b>	<b>9</b>
<b>DIVISION:</b>	<b>Math, Science and Business Technology</b>
<b>CONTACT:</b>	<b><a href="mailto:businessprograms@kckcc.edu">businessprograms@kckcc.edu</a></b>

Respond to the needs of employers with a Certificate of Completion in Human Resources. This nine (9) credit- hour certificate will provide you with the skills necessary to move into a role in Human Resources by giving you a solid foundation in current business practices, the major activities of human resource management, critical thinking, problem-solving, the legal regulation of business activity and the legal rules governing agency and employment.

## Requirements for Admission to the Program

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

## Certificate Requirements

Course		Credit Hours
BUSN 0204	Business Law 1	3
BUSN 0210	Introduction to Business	3
BUSN 0280	Human Resource Management	3
<b>Total Hours for a Human Resources Certificate of Completion</b>		<b>9</b>

*\*See course syllabus for prerequisite.*

# LEGAL ADMINISTRATIVE ASSISTANT

## Certificate

PROGRAM/CIP CODE:	LAAS.CERTB/22.0301
CREDITS REQUIRED:	33
DIVISION:	Math, Science and Business Technology
CONTACT:	businessprograms@kckcc.edu

Students wishing to further their education may transfer their Office Assistant certificate to the AOP Legal Administrative Assistant (LAAS) certificate. This certificate prepares students for work in the legal field with such classes as Business Law and Legal Terminology and Document Preparation. The AOP LAAS certificate may be seamlessly transferred into the AOP AAS degree, which can be completed by adding an additional twenty-nine credit hours. Any deviation from the program must be approved by the Dean of Math, Science and Business Technology.

## Requirements for Admission to the Program

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

## Certificate Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Apps I-II: Advanced Word*	2
BUSN 0204	Business Law	3
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	2
BUSN 2204	Legal Terminology and Document Preparation	3
BUSN 2253	Customer Service	2
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets*	3
Total Hours for a Legal Administrative Assistant Certificate		33

\*See course syllabus for prerequisite.

# MANAGEMENT

## Certificate of Completion

<b>CREDITS REQUIRED:</b>	<b>9</b>
<b>DIVISION:</b>	<b>Math, Science and Business Technology</b>
<b>CONTACT:</b>	<b><a href="mailto:businessprograms@kckcc.edu">businessprograms@kckcc.edu</a></b>

Respond to the needs of employers with a Certificate in Management. This nine (9) credit-hour certificate will provide you with the skills necessary to move into a managerial role by giving you a solid foundation in current business practices, communication, motivation, decision-making, organizational skills, management planning, staffing, the legal regulation of business activity and the legal rules governing agency and employment.

## Requirements for Admission to the Program

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

## Certificate Requirements

Course		Credit Hours
BUSN 0204	Business Law 1	3
BUSN 0210	Introduction to Business	3
BUSN 0286	Principles of Management	3
<b>Total Hours for a Management Certificate of Completion</b>		<b>9</b>

*\*See course syllabus for prerequisite.*

# MARKETING

## Associate in Applied Science

**PROGRAM/CIP CODE:** MKTG.AAS/52.0201

**CREDITS REQUIRED:** 61

**DIVISION:** Math, Science and Business Technology

**CONTACT:** [businessprograms@kckcc.edu](mailto:businessprograms@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 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 several 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, and Business Technology.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
MATH0103	Business Math**	3
	Humanities Elective OR Natural and Physical Science Elective	3-5
ECON0201 OR PSYC0101	Principles of Macroeconomics OR Psychology*	3

<b>Total Hours for General Education Requirements</b>	<b>15-17</b>
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\*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.

# Program 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 0260	Principles of Advertising	3
BUSN 0263	Consumer Behavior	3
BUSN 0266	Principles of Selling	3
BUSN 0262 OR BUSN 0104	Introduction to Entrepreneurship OR Small Business Management	3
<b>ELECTIVES</b>		
BUSN 0102 BUSN 0105 BUSN 0108 BUSN 0206 BUSN 0209 BUSN 0214 BUSN 0280 BUSN 0286 BUSN 0298 CIST 0137 CIST 0166 DIGI 0115	Accounting II (3) Personal Finance (3) Human Relations in Business (3) Business Law II (3) Computerized Accounting* (3) International Business Cultures (3) Human Resource Management (3) Principles of Management (3) Business/Marketing/Accounting Internship*(3) HTML Web Page Development* (3) Microcomputer Applications: (Spreadsheets)* (3) Beginning Photoshop (3)	12

## Total Hours for Program Requirements

**45**

*\*See course syllabus for prerequisite.*

## Total Hours for an Associate in Applied Science in Marketing Degree

**61-63**

# MARKETING

## Certificate of Completion

<b>CREDITS REQUIRED:</b>	<b>9</b>
<b>DIVISION:</b>	<b>Math, Science and Business Technology</b>
<b>CONTACT:</b>	<b><a href="mailto:businessprograms@kckcc.edu">businessprograms@kckcc.edu</a></b>

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 9-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 coordinator for program-specific advising.

## Certificate Requirements

Course		Credit Hours
BUSN 0113	Marketing	3
<b>CHOOSE TWO OF THE FOLLOWING COURSES</b>		
BUSN 0216	E-Marketing	3
BUSN 0263	Consumer Behavior	3
BUSN 0266	Principles of Selling	3
<b>Total Hours for a Marketing Certificate of Completion</b>		<b>9</b>

*\*See course syllabus for prerequisite.*

# OFFICE ASSISTANT

## Certificate

PROGRAM/CIP CODE:	OFFA.TCERTA/52.0401
CREDITS REQUIRED:	18
DIVISION:	Math, Science and Business Technology
CONTACT:	businessprograms@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 and Business Technology.

## Requirements for Admission to the Program

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

## Certificate 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

<b>Total Hours for an Office Assistant Certificate</b>	<b>18</b>
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\*See course syllabus for prerequisite.

# PHYSICS/PHYSICAL SCIENCE

## Associate in General Studies

PROGRAM/CIP CODE: [NASC.AGS/24.0101](#)

CREDITS REQUIRED: **63**

DIVISION: [Math, Science and Business Technology](#)

CONTACT: [CHEM@kckcc.edu](mailto:CHEM@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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>31</b>
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\*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.

## Program 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	3

Course		Credit Hours
MATH 0227	Differential Equations	2
NASC 0245	Engineering Physics I	3
NASC 0246	Engineering Physics II	2
NASC 0248 OR NASC0249	Statics OR Dynamics	3
NASC 0231 OR NASC 0245 OR NASC 0246	General Physics I and Lab OR General Physics II and Lab OR Engineering Physics II and Lab	4

<b>Total Hours for Program Requirements</b>
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<b>31</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Physics/ Physical Science Degree</b>
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<b>63</b>
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# PHYSICS/PHYSICAL SCIENCE

## Associate in Science

**PROGRAM/CIP CODE:** NASC.AS/24.0101

**CREDITS REQUIRED:** 66

**DIVISION:** Math, Science and 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>41</b>
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\*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.

## Program Requirements

Course		Credit Hours
MATH 0224	Calculus and Analytic Geometry III	5
MATH 0227	Differential Equations	3

Course		Credit Hours
NASC 0245	Engineering Physics I	5
NASC 0246	Engineering Physics II	5
NASC 0248	Statics	3
NASC 0249	Dynamics	3

<b>Total Hours for Program Requirements</b>	<b>24</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Science in Physics/Physical Science Degree</b>	<b>66</b>
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# PRE-ENGINEERING (AGS)

## Associate in Science

PROGRAM/CIP CODE: PRE.ENGR.AGS/24.0101

CREDITS REQUIRED: 62

DIVISION: Math, Science and Business Technology

CONTACT: MSBT@kckcc.edu

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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, SOSOC)	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.

## Program 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

<b>Total Hours for Program Requirements</b>	<b>30</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Pre-Engineering Degree</b>	<b>62</b>
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# PRE-ENGINEERING (AS)

## Associate in Science

**PROGRAM/CIP CODE:** PRE.ENGR.AS/24.0101

**CREDITS REQUIRED:** 66

**DIVISION:** Math, Science and 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 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
<b>Total Hours for General Education Requirements</b>		<b>41</b>

\*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.

# Program 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

<b>Total Hours for Program Requirements</b>	<b>24</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Science in Pre-Engineering Degree</b>	<b>66</b>
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# PRE-EXERCISE SCIENCE

## Associate in Science

**PROGRAM/CIP CODE:** PRE.EXSC.AS/24.0101

**CREDITS REQUIRED:** 61

**DIVISION:** Math, Science and 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>33</b>
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\*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.

## Program Requirements

Course		Credit Hours
BIOL 0121	General Biology	5

Course		Credit Hours
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

<b>Total Hours for Program Requirements</b>	<b>27</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Science in Pre-Exercise Science Degree</b>	<b>61</b>
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# PRE-PHARMACY (AGS)

## Associate in Science

**PROGRAM/CIP CODE:** PRE.PHARM.AGS/24.0101

**CREDITS REQUIRED:** 62

**DIVISION:** Math, Science and Business Technology

**CONTACT:** MSBT@kckcc.edu

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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
<b>Total Hours for General Education Requirements</b>		<b>29</b>

\*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.

## Program Requirements

Course		Credit Hours
BIOL 0135	Principles of Cell and Molecular Biology	4
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2

Course		Credit Hours
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	5
	Elective	3

<b>Total Hours for Program Requirements</b>	<b>32</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in General Studies in Pre-Pharmacy Degree</b>	<b>62</b>
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# PRE-PHARMACY (AS)

## Associate in Science

PROGRAM/CIP CODE: PRE.PHARM.AS/24.0101

CREDITS REQUIRED: 62

DIVISION: Math, Science and Business Technology

CONTACT: MSBT@kckcc.edu

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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>33</b>
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\*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.

## Program Requirements

Course		Credit Hours
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
BIOL 0271	Physiology	3

Course		Credit Hours
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

<b>Total Hours for Program Requirements</b>	<b>28</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Science in Pre-Pharmacy Degree</b>	<b>62</b>
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# Social and Behavioral Sciences and Public Services



Our mission is to prepare tomorrow's difference makers today, by offering students an exceptionally rich and rewarding educational experience that cultivates a culturally knowledgeable, self-reflective, empirically minded, service-oriented individual through a critical approach to scholarship.

## **ASSOCIATE IN APPLIED SCIENCE DEGREES (AAS)**

- Corrections
- Early Childhood Education and Development
- Paralegal
- Police Science

## **ASSOCIATE IN SCIENCE DEGREES (AA)**

- Economics
- Elementary Education
- Police Science
- Political Science
- Pre-Social Work
- Psychology
- Secondary Education
- Sociology

## **ASSOCIATE IN SCIENCE DEGREES (AS)**

- Addiction Counselor
- Early Childhood Education and Development
- Unified Early Childhood Education

## **CERTIFICATES**

- Addiction Counselor
- Corrections
- Early Childhood Education and Development
- Homeland Security
- Police Science

*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 Science

**PROGRAM/CIP CODE:** ADCN.AS/51.1501

**CREDITS REQUIRED:** 61

**DIVISION:** Social and Behavioral Sciences and Public Services

**CONTACT:** [adcn@kckcc.edu](mailto:adcn@kckcc.edu)

**Accreditation/  
Certification** National Association of Addiction Professionals (NAADAC)

The Addiction Counselor training program at Kansas City Kansas Community College (KCKCC) provides coursework designed to prepare individuals to become professionals in the field of Substance Use Disorder (SUD) treatment. Combining traditional theoretical and experiential learning, the training program offers students the opportunity to grow personally and professionally. KCKCC works to provide an open and flexible learning environment. Scheduling and advising are tailored to the students be they working professional, traditional students, or nontraditional students.

Upon satisfactory completion of all degree requirements, students gain knowledge, skills and develop the attitudes needed to pursue work in the behavioral health fields, specifically, the substance use disorder treatment profession. Coursework is geared to nationally standardized best practices in the SUD field. Coursework prepares students to continue to their bachelor's degree as well as develop the knowledge needed for successful completion of the national exams established as standards for credentialing/licensure at state and national levels.

To be licensed as an addiction counselor in the state of Kansas, applicants must earn a bachelor's degree from an appropriately accredited institution and complete specific coursework related to addiction counseling as outlined in state statute and regulation. (See: Kansas Behavioral Sciences Regulatory Board (KS-BSRB). Students are encouraged to seek out the relevant credentialing/licensure requirements of the state in which they plan to work. Advisors at KCKCC work to assist, but it is the students' responsibility to ensure they understand the requirements of the regulating body for the profession.

KCKCC works with other 4-year institutions for transfer agreements. KCKCC is positioned well with its lower fees, smaller class sizes and flexible scheduling to assist students to fulfill many of the Kansas Behavioral Science Regulatory Board's academic requirements. Coursework at KCKCC has also been recognized by the state of Missouri Credentialing Board toward their requirements (See: Missouri Credentialing Board for specific requirements). As with Kansas or any state, students are encouraged to explore and understand the regulatory requirements of the state in which they are pursuing a credential.

## Accreditation / Certification

The Addiction Counseling Program is currently recognized as an approved educational provider with the National Association of Addiction Professionals (NAADAC). (Only the courses specific to Addiction Counseling are under this approval, general education courses are not).

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 0106	College Algebra** or higher	3
HUMN	6 hours of Core Humanities (THTR-0105 Introduction to Acting recommended)	6
PSYC 0101	Psychology *	3
SOSC	3 hours of Core Social Science	3
BIOL/NASC/CHEM	Core Science with lab (BIOL-0121 recommended)	5

<b>Total Hours for General Education Requirements</b>	<b>29</b>
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\*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.

## Program Requirements

Course		Credit Hours
ADCN 0101	Introduction to Addiction++	3
ADCN 0106	Individual Counseling and Assessment Skills++	3
ADCN 0204	Family Therapy ***	3
ADCN 0205	Ethics: Addiction Counseling++	3
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

<b>Total Hours for Program Requirements</b>	<b>30</b>
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\*Indicates prerequisites required

++indicates course required for state licensure (KS)

\*\*\*Field practicum prerequisites required, minimum of 21 hours of technical hours completed. Also, must have enrolled in ADCN course within the last 4 semesters.

<b>Total Hours for an Associate in Science in Addiction Counselor Degree</b>	<b>61</b>
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# ADDICTION COUNSELOR

## Certificate

PROGRAM/CIP CODE:	ADCN.CERTA/ADCN.CERTB/51.1501
CREDITS REQUIRED:	18/33
DIVISION:	Social and Behavioral Sciences and Public Services
CONTACT:	adc@kckcc.edu
Accreditation/ Certification	National Association of Addiction Professionals (NAADAC)

The Addiction Counselor training program at Kansas City Kansas Community College (KCKCC) provides coursework designed to prepare individuals to become professionals in the field of Substance Use Disorder (SUD) treatment. Combining traditional theoretical and experiential learning, the training program offers students the opportunity to grow personally and professionally. KCKCC works to provide an open and flexible learning environment. Scheduling and advising are tailored to the students be they working professional, traditional students, or nontraditional students.

Upon satisfactory completion of all degree requirements, students gain knowledge, skills and develop the attitudes needed to pursue work in the behavioral health fields, specifically, the substance use disorder treatment profession. Coursework is geared to nationally standardized best practices in the SUD field. Coursework prepares students to continue to their bachelor's degree as well as develop the knowledge needed for successful completion of the national exams established as standards for credentialing/licensure at state and national levels.

To be licensed as an addiction counselor in the state of Kansas, applicants must earn a bachelor's degree from an appropriately accredited institution and complete specific coursework related to addiction counseling as outlined in state statute and regulation. (See: Kansas Behavioral Sciences Regulatory Board (KS-BSRB). Students are encouraged to seek out the relevant credentialing/licensure requirements of the state in which they plan to work. Advisors at KCKCC work to assist, but it is the students' responsibility to ensure they understand the requirements of the regulating body for the profession.

KCKCC works with other 4-year institutions for transfer agreements. KCKCC is positioned well with its lower fees, smaller class sizes and flexible scheduling to assist students to fulfill many of the Kansas Behavioral Science Regulatory Board's academic requirements. Coursework at KCKCC has also been recognized by the state of Missouri Credentialing Board toward their requirements (See: Missouri Credentialing Board for specific requirements). As with Kansas or any state, students are encouraged to explore and understand the regulatory requirements of the state in which they are pursuing a credential.

## Accreditation / Certification

The Addiction Counseling Program is currently recognized as an approved educational provider with the National Association of Addiction Professionals (NAADAC). (Only the courses specific to Addiction Counseling are under this approval, general education courses are not).

## Requirements for Admission to the Program

- Admission to the college.
- Completion of an Associate Degree or bachelor's degree (consult with program specific advisor)

## Certificate A Requirements

(Must hold a Bachelor's in Social Work)

Course		Credit Hours
ADCN 0101	Introduction to Addictions++	3

Course		Credit Hours
ADCN 0209	Pharmacology: Addiction Counseling++	3
ADCN 0250	Field Practicum I***	3
ADCN 0251	Field Practicum II***	3
PSYC 0297 OR ADCN 0106 OR ADCN0204 OR ADCN 0205 OR ADCN 0210 OR ADCN 0221	Abnormal Psychology *++ OR Individual Counseling and Assessment Skills++ OR Family Therapy*++ OR Ethics: Addiction Counseling ++ OR Group Dynamics and Addic-tions++ OR Counseling and Services Coordination++	6

<b>Total Hours for Certificate A</b>	<b>18</b>
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\*See course syllabus for prerequisite.

## Certificate B Requirements

(Must hold a Bachelor's in Social Work)

Course		Credit Hours
ADCN 0101	Introduction to Addictions++	3
ADCN 0106	Individual Counseling and Assessment Skills++	3
ADCN 0204	Family Therapy*++	3
ADCN 0205	Ethics: Addiction Counseling ++	3
ADCN 0209	Pharmacology: Addiction Counseling++	3
ADCN 0210	Group Dynamics and Addictions++	3
ADCN 0221	Counseling and Services Coordination ++	3
ADCN 0250	Field Practicum I***	3
ADCN 0251	Field Practicum II***	3
PSYC 0205 OR PSYC 0206	Statistics in Social Science Research OR Research Meth-ods in Psychology	3
PSYC 0297	Abnormal Psychology *++	3

<b>Total Hours for Certificate B</b>	<b>33</b>
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\*See course syllabus for prerequisite. \*Indicates prerequisites required

++indicates course required for state licensure (KS)

\*\*\*Field practicum prerequisites required, minimum of 21 hours of technical courses completed. Also, must have completed ADCN-0221 within the last four semesters.

# CORRECTIONS

## Associate in Applied Science

**PROGRAM/CIP CODE:** CORR.AAS/43.0102

**CREDITS REQUIRED:** 64

**DIVISION:** Social and Behavioral Sciences and Public Services

**CONTACT:** CRJS@kckcc.edu

The emphasis in the corrections curriculum is to integrate practice with theory and theory vs. practice. Students are educated in the various skills required to perform detailed corrections work as defined by general educational theories and principles, procedures, and the expertise of the faculty. In this way, they are exposed to many theories and practical techniques in the form of academic learning and practical experience scenarios, designed to enhance their placement possibilities within this Field, 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
HIST 0105	United States Since 1877	3
SOSC 0107 OR SOSC 0134	Sociology OR Criminology	3
PSYC 0101	Psychology	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.

## Program 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

Course		Credit Hours
CRJS 0115	Probation and Parole	3
CRJS 0116	Juvenile Delinquency and Justice	3
CRJS 0117	Professional Responsibility in Criminal Justice (Ethics)	3
CRJS 0119	Agency Administration (Corrections)	3
CRJS 0120	Special Populations in Corrections	3
CRJS 0204	Criminal Procedure	3
CRJS 0206	Criminal Justice Interview and Report Writing	3
CRJS 0207	Understanding Terrorism & Homeland Security	3
CRJS 0209	Community Corrections	3
CRJS 0223	Capstone	3

<b>Total Hours for Program Requirements</b>	<b>39</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Applied Science in Corrections Degree</b>	<b>64</b>
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*\*See course syllabus for prerequisite.*

# CORRECTIONS

## Certificate

**PROGRAM/CIP CODE:** CORR.CERT/43.0102

**CREDITS REQUIRED:** 18

**DIVISION:** Social and Behavioral Sciences and Public Services

**CONTACT:** CRJS@kckcc.edu

The Certificate in Corrections provides the student with an introduction to the basic corrections, juvenile justice, and probation and parole disciplines. All the courses within this Program meet some of the requirements for the Associate in Applied Science Degree in Corrections. Certification can be a suitable alternative for those currently employed in a criminal justice occupation that wants to upgrade their knowledge level in their respective profession.

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 coordinator for program-specific advising.

## Certificate Requirements

Course		Credit Hours
CRJS 0102	Introduction to Corrections	3
CRJS 0115	Probation and Parole	3
CRJS 0119	Agency Administration (Corrections)	3
CRJS 0120	Special Populations in Corrections	3
CRJS 0206	Interview and Report Writing	3
CRJS 0209	Community Corrections	3
<b>Total Hours for Certificate in Corrections</b>		<b>18</b>

*\*See course syllabus for prerequisite.*

# EARLY CHILDHOOD EDUCATION & DEVELOPMENT (AS)

## 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."

Students seeking a degree that leads to employment should review Associate in Applied Science in Early Childhood Education or Certificate A and B. Students seeking to transfer into a bachelor's degree program and to earn State of Kansas certification as a classroom teacher should review Associate in Science in Early Childhood Education and Development – Unified Early Childhood.

## Requirements for Admission to the Program

- Reading and Writing scores of 250 on the Accuplacer tests.
- Contact program coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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-0105	College Algebra** or higher	3-5
	Natural Science Elective with Lab	5

Course		Credit Hours
	Physical Sciences Electives with Lab	5

<b>Total Hours for General Education Requirements</b>	<b>37-39</b>
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\*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.

## Program Requirements

Course		Credit Hours
ECED 0100	Introduction to Early Childhood Education	3
EARLY CHILDHOOD ELECTIVES – CHOOSE TWO		
ECED 0110	Family Therapy *++	6
ECED 0111	Ethics: Addiction Counseling++	
ECED 0113	Pharmacology: Addiction Counseling++	
ECED 0150	Group Dynamics and Addictions 1++	
ECED 0170	Counseling and Services Coordination++	
ECED 0220	Addiction Counseling Field Practicum 1***++	
ECED 0250	Addiction Counseling Field Practicum II ****++	
ELECTIVES - CHOOSE SIX		
BUSN 0101	Accounting I (3hrs)	18
BUSN 0108	Human Relations in Business (3hrs)	
BIOL 0145	Nutrition (3hrs)	
ECED 0295	Survey of Exceptionalities (3hrs)	
EDUC 0161	Studying Children and Adolescents in School (3hrs)	
HUDV 0268	Human Sexuality (3hrs)	
SOSC 0108	Sociology of Families (3hrs)	
SOSC 0215	Introduction to Human Service (3hrs)	

<b>Total Hours for Program Requirements</b>	<b>27</b>
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\*See course syllabi for Early Childhood Education and Development course prerequisites.

<b>Total Hours for an Associate in Science in Early Childhood Education &amp; Development Degree</b>	<b>65-67</b>
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# EARLY CHILDHOOD EDUCATION & DEVELOPMENT (AAS)

## Associate in Applied Science

**PROGRAM/CIP 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.

Students seeking to transfer into a bachelor's degree should review Associate in Science in Early Childhood Education and Development-Child Development. Students seeking to transfer into a bachelor's degree program and to earn State of Kansas certification as a classroom teacher should review Associate in Science in Early Childhood Education and Development-Unified Early Childhood.

## Requirements for Admission to the Program

- Reading and Writing scores of 250 on the Accuplacer tests.
- Contact program coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 0103	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
<b>Total Hours for General Education Requirements</b>		<b>21</b>

\*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.

# Program 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

<b>Total Hours for Program Requirements</b>	<b>43</b>
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\*See course syllabus for prerequisite.

<b>Total Hours for an Associate in Applied Science in Early Childhood Education &amp; Development Degree</b>	<b>65</b>
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\*See course syllabus for prerequisite.

# EARLY CHILDHOOD EDUCATION & DEVELOPMENT (CERT)

## 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. Knowledge, skills, and techniques gained in this program will assist you in becoming competent in the field of Early Childhood professions. Successful completion of this program will enable you to gain employment in educational and social service settings serving young children and their families. 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, the Associate in Applied Science-Early Childhood Education & Development.

Students seeking to transfer into a bachelor's degree should review Associate in Science in Early Childhood Education and Development-Child Development.

Student seeking to transfer into a bachelor's degree program and to earn State of Kansas certification as a classroom teacher should review Associate in Science in Early Childhood Education and Development-Unified Early Childhood

## Requirements for Admission to the Program

- Reading and Writing scores of 250 on the Accuplacer tests
- Contact program coordinator for program-specific advising.

## Certificate A Requirements

Course		Credit Hours
ECED 0100	Introduction to Early Childhood Education	3
ECED 0110 OR ECED 0112	Infant, Toddler I OR Preschool Child I	3
ECED 0111 OR ECED 0113	Infant, Toddler II OR Preschool Child II	3
ECED 0120	Portfolio Development in Early Childhood	4
ECED 0150	Health, Safety & Nutrition in Early Childhood	3

<b>Total Hours for Certificate A</b>	<b>16</b>
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\*See course syllabus for prerequisite.

## Certificate B 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

Course		Credit Hours
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

<b>Total Hours for Certificate B</b>	<b>31</b>
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*\*See course syllabus for prerequisite.*

# 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 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 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 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
MATH0105 OR MATH0108	College Algebra** OR Pre-Calculus Mathematics**	3-5
HIST0104 OR HIST0105	United States to 1877 OR United 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

<b>Total Hours for General Education Requirements</b>	<b>37-39</b>
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\*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.

## Program Requirements

<b>Course</b>		<b>Credit Hours</b>
<b>CHOOSE 20-22 HOURS FROM THE FOLLOWING</b>		
ECON0201	Principles of Macroeconomics (3hrs)	20-22
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)	
SOSC0107	Sociology (3hrs)	
SOSC0109	Diversity Studies* (3hrs)	
SOSC0207	Urban Sociology* (3hrs)	
SOSC0209	Social Problems* (3hrs)	

<b>Total Hours for Program Requirements</b>	<b>20-22</b>
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\*See course syllabus for prerequisite

<b>Total Hours for an Associate in Arts in Economics Degree</b>	<b>60</b>
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\*See course syllabus for prerequisite.

# 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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.

## Program 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

Course		Credit Hours
ENGL 0107	Children's Literature	3
EXSC 0205	Personal School Community Health	3
PSYC 0202	Child Development*	3
	Electives	1-3

<b>Total Hours for Program Requirements</b>	<b>22-24</b>
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*\*See course syllabus for prerequisite*

<b>Total Hours for an Associate in Arts in Elementary Education Degree</b>	<b>60-62</b>
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*\*See course syllabus for prerequisite.*

# HOMELAND SECURITY

## Certificate

PROGRAM/CIP CODE:	HMSE.CERTA/43.0302
CREDITS REQUIRED:	18
DIVISION:	Social and Behavioral Sciences and Public Services
CONTACT:	cwiggins@kckcc.edu

The Homeland Security Technical Certificate is structured in a manner that allows for the development of knowledge in terrorism awareness and disaster prevention. It integrates language, science, history, culture, and logic into a deconstructive process, which enables the students to deal with the threat of terrorism and disasters in the United States. At the completion of these courses, students can interact with prevention and response agencies that deal with these catastrophic events.

## Requirements for Admission to the Program

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

## Certificate Requirements

Course		Credit Hours
CRJS 0101	Introduction to Criminal Justice	3
CRJS 0121	Introduction to Homeland Security	3
CRJS 0122	Emergency Management and Disaster Response and Recovery	3
CRJS 0201	Criminal Investigations	3
CRJS 0206	Criminal Justice Interview and Report Writing	3
CRJS 0207	Understanding Terrorism and Homeland Security	3
Total Hours for Certificate in Homeland Security		18

\*See course syllabus for prerequisite.

# PARALEGAL

## Associate in Applied Science

**PROGRAM/CIP CODE:** PRLG.AAS/22.0302

**CREDITS REQUIRED:** 60

**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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 0103	Business Math	3
	Humanities Elective	3
PSYC 0101	Psychology*	3
	Natural and Physical Science Elective	3

<b>Total Hours for General Education Requirements</b>	<b>18</b>
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\*See course syllabus for prerequisite.

## Program Requirements

Course		Credit Hours
BUSN 0204	Business Law I	3
BUSN 0206	Business Law II	3
CIST 0111	Microcomputer Business Software	3
PRLG 0121	Introduction to Law	3
PRLG 0131	Legal Research	3
PRLG 0132	Litigation I	3
PRLG 0152	Real Estate Law	3

Course		Credit Hours
PRLG 0162	Family Law	3
PRLG 0205	Legal Writing	3
PRLG 0207	Criminal Law for the Paralegal	3
PRLG 0232	Litigation II	3
PRLG 0241	Wills, Trusts, and Probate	3
PRLG 0272	Legal Ethics, Interviewing & Investigation	3
PRLG 0275	Paralegal Internship I	1
PRLG 0276	Paralegal Internship II	1

<b>Total Hours for Program Requirements</b>	<b>41</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Applied Science in Paralegal Degree</b>	<b>60</b>
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*\*See course syllabus for prerequisite.*

# POLICE SCIENCE (CERT)

## Certificate

**PROGRAM/CIP CODE:** POLI.CERTA/43.0107

**CREDITS REQUIRED:** 18

**DIVISION:** Social and Behavioral Sciences and Public Services

**CONTACT:** CRJS@kckcc.edu

The Certificate in policing provides the student with an introduction to the basic policing theories, concepts, and practices of the policing discipline. All courses within this Program meet some of the requirements for the Associate in Applied Science Degree in policing and the Associate in Arts Degree in policing. However, this Certificate is not an actual associate degree in any of the above areas of study.

Certification can be a suitable alternative for those that are currently employed in a criminal justice occupation that wants to upgrade their knowledge level in their respective profession.

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 coordinator for program-specific advising.

## Certificate Requirements

Course		Credit Hours
CRJS 0101	Introduction to Criminal Justice*	3
CRJS 0118	Law Enforcement Operations and Procedures*	3
CRJS 0201	Criminal Investigation*	3
CRJS 0204	Criminal Procedures*	3
CRJS 0206	Criminal Justice Interview and Report Writing*	3
CRJS 0207	Understanding Terrorism & Homeland Security	3
<b>Total Hours for Certificate in Police Science</b>		<b>18</b>

\*See course syllabus for prerequisite.

# POLICE SCIENCE (AA)

## 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

The emphasis in the police science, associate in arts transfer degree curriculum, is to integrate the theory of criminal justice and all its components: corrections, policing, the application of the criminal law, etc., into understandable concepts that the student can utilize in their pursuit of a bachelor's degree. Students are educated in the various theories of the not only the police profession, but the entire criminal justice profession as defined by general educational theories and principles, procedures, and the expertise of the faculty. In this way, they are exposed to many theories and practical techniques in the form of academic learning and practical application scenarios, designed to enhance their understanding of all entities within the criminal justice system, be that corrections, policing, probation/parole, victim assistance, or the criminal law, for transfer of this degree to a bachelor's level degree program.

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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
HIST 0105	United States Since 1877	3
PHIL	Elective (Logic recommended)	3
	Humanities Elective	3
SOSC 0107 OR SOSC 0134	Sociology OR Criminology	3
PSYC 0101	Psychology*	3
CHEM 0101	Introduction to Forensic Science	5
LANG	Elective	5
<b>Total Hours for General Education Requirements</b>		<b>37</b>

\*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.

# Program 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 0112	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

<b>Total Hours for Program Requirements</b>	<b>27</b>
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*\*See course syllabus for prerequisite*

<b>Total Hours for an Associate in Arts in Police Science Degree</b>	<b>65</b>
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*\*See course syllabus for prerequisite.*

# POLICE SCIENCE (AAS)

## Associate in Applied Science

PROGRAM/CIP CODE: POLI.AAS/43.0107

CREDITS REQUIRED: 64

DIVISION: Social and Behavioral Sciences and Public Services

CONTACT: CRJS@kckcc.edu

The emphasis in the police curriculum is to integrate practice with theory, and theory vs. practice. Students are educated in the various skills required to perform detailed police work as defined by general educational theories and principles, procedures, and the expertise of the faculty. In this way, they are exposed to many theories and practical techniques in the form of academic learning and practical application scenarios, designed to enhance their placement possibilities within this Field, 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
HIST 0105	United States Since 1877	3
SOSC 0107 OR SOSC 0134	Sociology OR Criminology	3
	Natural & 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.

## Program 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

Course		Credit Hours
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
<b>KLETC OR EQUIVLENT LAW ENFORCEMENT ACADEMY</b>		
CRJS 0104	Communication + Crisis	3
CRJS 0205	Traffic Administration and Control	3
CRJS 0207	Introduction to Terrorism & Homeland Security	3
CRJS 0221	Criminal Justice Practicum	3
<b>Total Hours for Program Requirements</b>		<b>39</b>
<i>*See course syllabus for prerequisite.</i>		
<b>Total Hours for an Associate in Applied Science in Police Science Degree</b>		<b>64</b>
<i>*See course syllabus for prerequisite.</i>		

# 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](mailto: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 concentrated in the wrong hands can be detrimental to democracy, thus it must be respected and carefully guarded. 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 OR SOSC 0107	Psychology* OR Sociology	3
	Natural and Physical Science Elective	5
	Foreign Language Elective	5
<b>Total Hours for General Education Requirements</b>		<b>37-39</b>

\*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.

# Program Requirements

Course		Credit Hours
<b>CHOOSE 20-22 HOURS FROM THE FOLLOWING</b>		
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)	
<b>Total Hours for Program Requirements</b>		<b>20-22</b>

*\*See course syllabus for prerequisite*

<b>Total Hours for an Associate in Arts in Political Science Degree</b>	<b>60</b>
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*\*See course syllabus for prerequisite.*

# 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](mailto:sosc@kckcc.edu)

Students planning a career in social work can 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 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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

<b>Total Hours for General Education Requirements</b>	<b>37-39</b>
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\*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.

## Program Requirements

Course		Credit Hours
SOSC 0108	Sociology of the Family	3
SOSC 0109	Diversity Studies *	3
SOSC 0207	Urban Sociology *	3

Course		Credit Hours
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

<b>Total Hours for Program Requirements</b>	<b>22-24</b>
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*\*See course syllabus for prerequisite*

<b>Total Hours for an Associates in Arts in Pre-Social Work Degree</b>	<b>62</b>
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*\*See course syllabus for prerequisite.*

# PSYCHOLOGY

## Associate in Arts

**PROGRAM/CIP CODE:** PSYC.AA/24.0101

**CREDITS REQUIRED:** 60-62

**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 everyone 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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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 (ART, ENGL, HUMN, JOUR, MUSC, THTR)	3
<b>Social &amp; Behavioral Science – 6 Hrs from 2 disciplines:</b>		
SOSC 0107 OR SOSC 0108	Sociology (3) OR Sociology of the Family (3)	6
POSC 0101 OR POSC 0102 OR POSC 0111 OR POSC 0112	Introduction to Political Science (3) OR International Relations/Foreign Policy (3) OR American Government (3) OR State and Local Government (3)	
ECON 0201 OR ECON 0202	Principles of Macroeconomics (3) OR Principles of Microeconomics (3)	
BIOL 0121	General Biology	5
	Physical Science Elective	4
LANG 0101 OR LANG 0141	French 1 OR Spanish 1	5
	Elective	3
<b>Total Hours for General Education Requirements</b>		<b>44-46</b>

\*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.

# Program Requirements

Course		Credit Hours
PSYC 0101	Psychology	3
PSYC 0202 OR PSYC 0203	Child Development OR Human Development	3
PSYC 0205	Statistics in Social Science Research	3
PSYC 0206	Research Methods in Psychology	3
<b>ELECTIVES - 3 HOURS FROM THE FOLLOWING</b>		
PSYC 0204	Personality	3
PSYC 0214	Social Psychology	3
PSYC 0297	Abnormal Psychology	3
<b>Total Hours for Program Requirements</b>		<b>15</b>

*\*See course syllabus for prerequisite*

<b>Total Hours for an Associate in Arts in Psychology Degree</b>	<b>60-62</b>
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*\*See course syllabus for prerequisite.*

# SECONDARY EDUCATION

## Associate in Applied Science

**PROGRAM/CIP CODE:** EDUC.SE.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 coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
NASC 0103	General Physical Science (Lecture with Lab)	4
LANG 0143	Spanish I (for Teachers)	5

<b>Total Hours for General Education Requirements</b>	<b>36-38</b>
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\*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.

## Program Requirements

Course		Credit Hours
ECON 0201 OR ECON 0202	Principles of Macroeconomics OR Principles of Microeconomics	3
EDUC 0160	Introduction to Teachings: Career Awareness	3
EDUC 0161	Studying Children & Adolescents in the Schools	3

Course		Credit Hours
EDUC 0262	Education in a Multicultural Society	3
EXSC 0205	Personal School Community Health	3
	Electives	8

<b>Total Hours for Program Requirements</b>	<b>23</b>
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*\*See course syllabus for prerequisite.*

<b>Total Hours for an Associate in Arts in Secondary Education Degree</b>	<b>60-62</b>
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*\*See course syllabus for prerequisite*

*Note: Social Studies majors should take Principles of Microeconomics ECON 0202..*

# SOCIOLOGY

## Associate in Applied Science

**PROGRAM/CIP CODE:** SOSOC.AA.24.0101

**CREDITS REQUIRED:** 60

**DIVISION:** Social and Behavioral Sciences and Public Services

**CONTACT:** [sosc@kckcc.edu](mailto: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 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 to function properly and for the good of all. To study sociology is to study all the histories, complexities, intricacies of society in general and the interaction between people and these institutions. Sociologists and those utilizing sociological knowledge and methodologies can 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, childcare, and law.

## Requirements for Admission to the Program

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

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General 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
<b>Total Hours for General Education Requirements</b>		<b>37-39</b>

\*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.

# Program Requirements

Course		Credit Hours
<b>CHOOSE 20-22 HOURS FROM THE FOLLOWING</b>		
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)	
SOSC 0285	Directed Independent Study (Advanced Sociology)(3)	
<b>Total Hours for Program Requirements</b>		<b>20-22</b>
<i>*See course syllabus for prerequisite.</i>		
<b>Total Hours for an Associate in Arts in Sociology Degree</b>		<b>60</b>

# 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

Students seeking to transfer into a bachelor's degree should review Associate in Science in Early Childhood Education and Development-Child Development. Students seeking a degree that leads to immediate employment go to Associate in Applied Science in Early Childhood Education or Certificate A and B.

## Requirements for Admission to the Program

- Reading and Writing scores of 250 on the Accuplacer tests.
- Contact program coordinator for program-specific advising.

## College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

## General Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3

Course		Credit Hours
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
MATH 0105	College Algebra** or Higher	5
	Humanities Elective	3-5
	Natural Science Elective with Lab	5
	Physical Sciences Elective with Lab	5

<b>Total Hours for General Education Requirements</b>	<b>2337-39</b>
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\*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.

## Program 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

<b>Total Hours for Program Requirements</b>	<b>23</b>
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\*See course syllabi for Early Childhood Education and Development course prerequisites.

<b>Total Hours for an Associate in Science in Unified Early Childhood Education Degree</b>	<b>61-63</b>
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# Course Descriptions

## Key for Abbreviations

ACRT	Automotive Collision and Refinishing Technology
ADCN	Addiction Counselor
ALHT	Allied Health
AMFT	Automation Engineer
ANTH	Anthropology
ARTS	Studio Arts
AUDI	Audio Engineering
AUTT	Automotive Technology
BAKE	Baking
BIOL	Biology
BEMT	Building Engineering & Maintenance Technology
BLUE	Bettering Life Utilizing Education
BMFR	Biomanufacturing
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
ELEC	Electronics Engineering Technology
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
INRW	Integrated Reading and Writing
JOUR	Journalism
KSPN	Kansas Practical Nursing
LANG	Language Arts
MACH	Machine Technology
MATH	Mathematics
MEDA	Medical Technology
MMVP	Multimedia/Video Production
MTSC	Mortuary Science
MUSC	Music
NAIL	Nail Technology
NASC	Physical Science
NUPN	Practical Nursing
NURS	Nursing
PHIL	Philosophy
PHTR	Physical Therapy
PMED	Paramedic
POSC	Political Science
PRLG	Paralegal
PSYC	Psychology
READ	Reading
RSCR	Respiratory Care
SOSC	Social Science
SPCH	Speech
SURV	Surveying Technology
THTR	Theatre
WELD	Welding Technology

# AUTOMOTIVE COLLISION AND REFINISHING TECHNOLOGY - ACRT

## **ACRT-0100 SAFETY AND ORIENTATION**

**1 hour credit**

Upon completion of this course the student is introduced to the collision repair occupation. Personal safety is emphasized. 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-0101 OSHA 10**

**1 hour 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).

## **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**

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

*Pre-requisite: ACRT-0100 Safety and Orientation and ACRT-0101 OSHA 10.*

## **ACRT-0140 STRUCTURAL ANALYSIS AND DAMAGE REPAIR 1**

**2 hours credit**

Through a variety of classroom and/or lab/shop learning and assessment activities, students in this course will: identify measuring procedures, analyze the basic structural damage conditions; identify the safety requirements pertaining to structural damage repair; analyze frame repair methods; analyze unibody inspection and measurement and identify procedures of welding for structural repair. Pre-requisite: ACRT-0100 Safety and Orientation and ACRT-0101 OSHA 10.

## **ACRT-0160 PAINT AND REFINISHING 1**

**3 hours credit**

Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: identify safety and personal health hazards according to OSHA guidelines; determine the different types of substrates and sanding materials relevant to auto body surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacturer specifications of metal treatments and primers; distinguish among the various types of spray guns and equipment; explore various paint codes and specifications for use; Identify the

various paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify final detail procedures.

*Pre-requisite: ACRT-0100 Safety and Orientation and ACRT-0101 OSHA 10.*

## **ACRT-0180 MECHANICAL AND ELECTRICAL COMPONENT**

**3 hours credit**

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

*Pre-requisite: ACRT-0100 Safety and Orientation and ACRT-0101 OSHA 10.*

## **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.

*Pre-requisites: ACRT0100 Safety and Orientation, ACRT0180 Mechanical and Electrical Component.*

## **ACRT-0210 INTRO TO ESTIMATING AND DIAGNOSTIC SCANNING**

**3 hours credit**

Through a variety of classroom and/or lab/shop learning and assessment activities, students will explore the components of damage analysis. Upon completion they will be able to demonstrate basic estimating to identify structural repairs required, part design, construction materials, and manufacturing process. Pre-requisites: ACRT-0100 Safety and Orientation and ACRT-0101 OSHA 10.

## **ACRT-0215 ADVANCED ESTIMATING AND BLUEPRINTING**

**2 hours credit**

In this course the students will expand their knowledge and performance to explore the advanced components of analyzing damage pertaining to auto collision and repair, demonstrate a complete estimate to identify structural repairs required, part design, construction materials, and manufacturing processes. Pre-requisites: ACRT-0100 Safety and Orientation, ACRT-0101 OSHA 10 and ACRT-0210 Intro to Estimating and Diagnostic Scanning.

## **ACRT-0220 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR 2**

**4 hours credit**

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

Pre-requisites: ACRT-0100 Safety and Orientation, ACRT-0101 OSHA 10 and ACRT-0120 Non-Structural Analysis and Damage Repair 1.

### **ACRT-0221 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR 3**

4 hours credit

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

Pre-requisites: ACRT-0100 Safety and Orientation, ACRT-0101 OSHA 10, ACRT-0120 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

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

Pre-requisites: ACRT-0100 Safety and Orientation, ACRT-0101 OSHA10, ACRT-0120 Non-Structural Analysis and Damage Repair 1, ACRT-0220 Non-Structural Analysis and Damage Repair 2, ACRT-0221 Non-Structural Analysis and Damage Repair 3.

### **ACRT-0240 STRUCTURAL ANALYSIS AND DAMAGE REPAIR 2**

2 hours credit

Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: apply safety requirements pertaining to structural damage repair; analyze frame inspection and repair procedures; determine direct and indirect damage for structural repair analyze unibody inspection, measurement and repair procedures; perform welding techniques for structural repair; and identify cutting procedures for structural repair.

Pre-requisites: ACRT-0100 Safety and Orientation, ACRT-0101 OSHA 10, ACRT-0140 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.

Pre-requisites: ACRT0100 Safety and Orientation, 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.

Pre-requisites: ACRT0100 Safety and Orientation, 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. Pre-requisites: ACRT-0100 Safety and Orientation, ACRT-0101 OSHA 10 and ACRT-0160 Paint and Refinishing 1.

### **ACRT-0261 PAINT AND REFINISHING 3**

3 hours credit

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

Pre-requisites: ACRT0100 Safety and Orientation, ACRT-0101 OSHA 10, ACRT0160 Paint and Refinishing 1 and ACRT-0260 Paint and Refinishing 2.

### **ACRT-0262 PAINT AND REFINISHING 4**

4 hours credit

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

Pre-requisites: ACRT-0100 Safety and Orientation, ACRT-0101 OSHA 10, ACRT-0160 Paint and Refinishing 1, ACRT-0260 Paint and Refinishing 2 and ACRT-0261 Paint and Refinishing 3.

### **ACRT-0290 ESTIMATING/DAMAGE ANALYSIS AND CUSTOMER SERVICE**

2 hours 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.

# ADDICTION COUNSELOR - ADCN

## **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 AND ASSESSMENT SKILLS**

**3 hours credit**

The student is introduced to methods and theories of individual counseling, with special focus on the substance use disorder client which includes the study of culturally informed, ethical, evidence-based models and approaches to individual counseling, methods of 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.

## **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 emphasized 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. The student will experience didactic learning that is related to substance use disorders with face-to-face, direct counseling experience that includes intake and assessment, counselling treatment planning discharge planning, documentation, and case management activities. 2 5/10/2018 Supervision of one hour for every 10 hours of practice provide a student the opportunity to apply knowledge from prerequisite courses. The student will meet on a regular basis for supervision, both with Clinical Supervisor and Academic Supervisor. Students will learn about agency philosophy, funding, and gain initial exposure to the eight practice dimensions 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 to be eligible for a grade change.

*Prerequisites: Degree seeking students: All general education and technical courses must be passed with a grade of "C" or above. A minimum of 21 hours of ADCN courses completed for Associates degree and Certificate B; A minimum of 9-hour hours of ADCN courses for Certificate A; ADCN 0101; ADCN 0106; ADCN 205; ADCN 0209; ADCN 0210; ADCN 0221 and PSYC 0297 should all be completed prior to enrollment. Approval from course instructor is also required for ADCN 0250 and ADCN 0251. And enrollment in an ADCN course within the last 4 semesters. 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 to eligible for a grade change.*

## **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 Pre-requisite 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.

*Prerequisites: Degree seeking students: All general education and technical courses must be passed with a grade of "C" or above. A minimum of 21 hours of ADCN courses completed for Associates degree and Certificate B; A minimum of 9-hour hours of ADCN courses for Certificate A; ADCN 0101; ADCN 0106; ADCN 205; ADCN 0209; ADCN 0210; ADCN 0221 and PSYC 0297 should all be completed prior to enrollment. Approval from course instructor is also required for ADCN 0250 and ADCN 0251. And enrollment in an ADCN course within the last 4 semesters. 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.*

# ALLIED HEALTH – ALHT

## **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. Students must pass a background check to complete the clinical portion of the course.

## **ALHT-0106 CERTIFIED MEDICATION AIDE**

**4 hours credit**

This course is designed that through academic training the student will be able to pass certain medications in the long-term care (LTC) community under the supervision of a Licensed Nurse. While in training, the certified medication aide student will pass medication in the LTC under the supervision of the instructor, who is a Registered Nurse. Once all academic and clinical training are completed, the student will take the state certification test. Kansas Department on Aging and Disability Services requires 75 hours for CMA. KCKCC requires 90 hours due to college credit requirements. Certified medication aides must complete 10 hours of continuing education every two years, per Kansas Department on Aging and Disability Services guidelines to continue passing medication. Students must pass a background check to complete the clinical portion of the course.

*Pre-requisite: High school diploma and 18 years old. Active status as a Kansas CNA for duration of the course.*

## **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-0114 INFANT AND TODDLER FIRST AID AND CPR**

**1 hour credit**

This course is designed for the childcare 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-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-0201 EXPERIENTIAL LEARNING IN HEALTH PROFESSIONS**

**1 hour credit**

This course provides the student an opportunity to gain knowledge and skills from a planned work experience in the chosen career field. Experiential learning placements are directly related to the student's program of study and provide opportunities not available in the classroom setting. Learning activities will be selected and evaluated by the assigned faculty mentor and on-site supervisor in collaboration with the student.

*Prerequisite: Students must be within one (1) academic year of completing a program, and minimum 2.5 GPA, and approval from a faculty mentor in Health Professions.*

## **ALHT-0202 EXPERIENTIAL LEARNING IN HEALTH PROFESSIONS**

**2 hours credit**

This course provides the student an opportunity to gain knowledge and skills from a planned work experience in the chosen career field. Experiential learning placements are directly related to the student's program of study and provide opportunities not available in the classroom setting. Learning activities will be selected and evaluated by the assigned faculty mentor and on-site supervisor in collaboration with the student.

*Prerequisite: Students must be within one (1) academic year of completing a program, and minimum 2.5 GPA, and approval from a faculty mentor in Health Professions.*

## **ALHT-0203 EXPERIENTIAL LEARNING IN HEALTH PROFESSIONS**

**3 hours credit**

This course provides the student an opportunity to gain knowledge and skills from a planned work experience in the chosen career field. Experiential learning placements are directly related to the student's program of study and provide opportunities not available in the classroom setting. Learning activities will be selected and evaluated by the assigned faculty mentor and on-site supervisor in collaboration with the student.

*Prerequisite: Students must be within one (1) academic year of completing a program, and minimum 2.5 GPA, and approval from a faculty mentor in Health Professions.*

## **ALHT-0204 EXPERIENTIAL LEARNING IN HEALTH PROFESSIONS**

**4 hours credit**

This course provides the student an opportunity to gain knowledge and skills from a planned work experience in the chosen career field. Experiential learning placements are directly related to the student's program of study and provide opportunities not available in the classroom setting. Learning activities will be selected and evaluated by the assigned faculty mentor and on-site supervisor in collaboration with the student.

*Prerequisite: Students must be within one (1) academic year of completing a program, and minimum 2.5 GPA, and approval from a faculty mentor in*

**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.

*Pre-requisite: Health Care Professional, or student involved in any aspect of neonatal resuscitation, or permission from the instructor.*

# AUTOMATION ENGINEER – AMFT

## **AMFT-0100 SAFETY OSHA 10**

**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).

## **AMFT-0101 AC/DC CIRCUITS**

**4 hours credit**

AC/DC circuits addresses the basics of direct and alternating current circuits. (KBOR ALIGNED)

## **AMFT-0108 MACHINIST 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.

## **AMFT-0112 INDUSTRIAL FLUID POWER**

**3 hours credit**

The course examines theory, applications and operation of industrial hydraulic and pneumatic systems. The inspection, maintenance and repair of the various components are covered in this course. Interpretation of the various schematic symbols used in hydraulic and pneumatic circuit diagrams will be discussed. (KBOR aligned)

## **AMFT-0115 AUTOCAD CONCEPTS**

**4 hours credit**

The purpose of this class is to use AutoCAD as a means of learning fundamental 2D computer aided drafting design and modification. This course will cover opening and saving CAD files according to standard CAD Library methodologies. This course will show how to navigate tools to create and modify drawing files. The course will cover layer and object properties, Hatching, Attributes, as well as creating and importing from black libraries. Several trade specific and engineering CAD files will be created and modified such as electrical, mechanical and architectural. This course will instruct how to move from model space to paper space and utilize viewports to create drawings to specification that will be printed. Instruction will be provided on the various styles and approaches of adding dimensions to CAD files.

## **AMFT-0121 PROGRAMMABLE LOGIC CONTROLLERS (PLC)**

**3 hours credit**

This course examines types, installation and troubleshooting of programmable logic controllers (PLC). Hardware and programming aspects, as well as ladder logic symbols and operations necessary to develop a PLC program are covered in this course. (KBOR aligned)

## **AMFT-0130 GMAW**

**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.

*Pre-requisite: AMFT-0100 Safety OSHA 10.*

## **AMFT-0131 ACTUATOR AND SENSOR SYSTEMS**

**3 hours credit**

This course examines types, installation and troubleshooting of industrial actuators and sensors. Contemporary control methods in process control and proportional-integral-derivative (PID) process loops are covered in this course. (KBOR aligned)

## **AMFT-0141 INDUSTRIAL ROBOTICS**

**3 hours credit**

This course examines types, applications and troubleshooting of industrial robots and subsystems. Included in this course is the programming of industrial robotic control software. (KBOR aligned)

## **AMFT-0150 ELECTRIC MOTOR CONTROLS**

**3 hours credit**

This class examines the principles and theory of AC and DC electrical motors as well as electrical controls circuitry. Utilizing wiring principles and wiring from Schematic Diagrams to controls operational specification will be covered in this course. Wiring electrical components for control such as switches, relays, contactors, motor starters and variable frequency drives will be utilized to create and troubleshoot Motor Control systems. This class will cover controls components and wiring to disable, enable Motor Control as well as changing speed on variable frequency drives. The students will create useful schematic from specification and test in lab for correct operation.

## **AMFT-0160 TOTAL PRODUCTIVE MAINTENANCE (TPM)**

**3 hours credit**

The purpose of this course is to introduce Process tools and software to map machine reliability and downtime cost effects on manufacturing operations and production success. This course will introduce TPM methodologies and principles and utilize them in course labs. Process tools with focus on machine troubleshooting will be utilized to do root cause analysis and continuous improvement to cure problems rather than adapting to them. (CMMS) Computer Maintenance Management Software will be used as a process tool to discover and implement changes regarding both Predictive and Preventative Maintenance. The students will analyze the labs manufacturing equipment and create and close work orders, build preventative Maintenance schedules and preventative maintenance schedules in the CMMS software. The students will do projects to calculate lost revenue due to an individual piece of equipment.

## **AMFT-0170 TQM AND LEAN MANUFACTURING PRINCIPLES**

**3 hours credit**

The purpose of the course is to discover process improvement methodologies using Total Quality Management (TQM) and Lean Manufacturing. Discover the history of process development in global manufacturing. Identify the different characteristics of Quality Assurance versus Quality Control. Introduce process tools such as 5S, Six-Sigma, Kaizen as well as value stream mapping for overall continuous improvement and quality standards. Best practice modeling and implementation will be used in real world examples using working manufacturing lab equipment. Process tools will be covered for the machine side as well with Process tools such as Ishikawa fishbone diagram for root cause analysis, downtime and resource management. And finally, the class will explore the fundamental differences between Process Management and Project Management.

**AMFT-0221      ADVANCED PROGRAMMABLE LOGIC  
CONTROLLERS (PLC)**

**4 hours credit**

This class will involve an introduction to networking and communications, complex programming instructions, coordinating control with different control systems and different programming methodologies. This course will require students design programs from specification and download to real world manufacturing equipment to test and troubleshoot for proper operation. Topics covered will include HMI (Human Machine Interface) coordinating control of PLC controlled equipment.

*Prerequisite: AMFT-0121 Programmable Logic Controllers.*

**AMFT-0230      PROJECT DESIGN AND DOCUMENTATION  
(PRACTICUM)**

**3 hours credit**

This course will integrate Project design using AutoCAD to create construction specifications and utilize software to implement, monitor and complete the project. Topics covered include creating a project management file in software to set timelines with other teams, task management and coordination, milestone meetings and time management. The course offers real world experience developing a project from a team perspective and assigning different departments to handle different parts of the project and come together to assess the results. The project will be designed in AutoCAD, electrical wired, PLC Programmed, Bracket to be built in the Machine shop and welded to the conveyor and test to see if it meets its intended outcome. The course includes documentation and saving all project CAD files to a CAD Library with a determined naming convention the project team decides. The course will then cover how a 360-degree evaluation can be used to do an analysis of the completed project to build a best practice model for future projects.

*Prerequisite: AMFT-0115 AutoCAD Concepts, AMFT-0160 Total Productive Maintenance (TPM), AMFT-0170 TQM and Lean Manufacturing Principles.*

**AMFT-0240      INDUSTRIAL SYSTEMS INTEGRATION**

**3 hours credit**

The purpose of this program is to be introduced to how automated machine processes can be integrated with other systems within a manufacturing environment to control equipment and share its data information with other systems. This course will introduce networking fundamentals and layout diagrams of both industrial networking and business networking. This course will cover (IIoT) Industrial Ethernets of Things. This course will cover using networking signals rather than electrical handshakes to manipulate electromechanical controls such as Variable Frequency Drives. Also covered will be communication enable and disable of processes within shared systems. This course will discuss SAP systems to gain an understanding of how modern manufacturing utilized their sites main operating database to interact with and control machine processes. Finally, the course will discuss utilizing the lab to introduce change machine process thought information received from a database management system.

*Prerequisite: AMFT-0141 Industrial Robotics, AMFT-0150 Electrical Motor Controls, AMFT-0221 Advanced Programmable Logic Controllers.*

**AMFT-0250      AUTOMATED MANUFACTURING SYSTEMS  
CAPSTONE**

**2 hours credit**

The purpose of this course is to design a system utilizing as many of the areas of learning in the AMT Program as possible. The students will create needed CAD files, wire, fabricate, machine, weld, Program Programmable equipment and analyze processes, continuously improve toward repeatability. The student will update all documentation as well as test their system to assess if it meets the specification they wrote. The instructor will then ask for modifications and make it operate to new specifications. All skills learned in the AMT program may be utilized to make the lab equipment run according to the new specifications and all documentation must be updated to be turned in for grade. This course offers the student the opportunity to create their own project portfolio including as many of the skills learned in the AMT program as they wish

to achieve.

*Prerequisite: AMFT-0230 Project Design and Documentation (Practicum), AMFT-0240 Industrial Systems Integration.*

# ANTHROPOLOGY – ANTH

## **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 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-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.

# STUDIO ARTS – ARTS

## **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. Hands-on studio exercises are included in the on-ground course offering. 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: NEOLITHIC-MEDIEVAL**

**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 Pre-requisite for this course. Art history courses do not have to be taken in sequence.

## **ARTS -0103      ART HISTORY II: RENAISSANCE-CONTEMPORARY**

**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 Pre-requisite for this course. Art history courses do not have to be taken in sequence. Art history courses do not have to be taken in sequence.

## **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-0115      LIFE DRAWING**

**3 hours credit**

This course is an introduction to drawing the human figure with an emphasis on the development of drawing skills, and increased power of observation. Advanced Art students will learn how to focus and understand the techniques needed to develop in exploring space and shape.

## **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. Pre-requisite: 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.

*Pre-requisites: 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.

*Pre-requisite: 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-0144      SCREEN-PRINTING**

**3 hours credit**

Printmaking is an important discipline of art history, and the contemporary art world screen-printing specifically is a vital and modern approach. Students will learn to incorporate technology with traditional craft and learn practical skills that could translate into a career. Students will learn to use the medium to create unique and original works of art as well as designs for t-shirts and other merchandise that inspire the students' entrepreneurial spirit.

## **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.

*Pre-requisite: 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.

*Pre-requisites: 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.

*Pre-requisite: 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.

*Pre-requisite: ARTS-0116 and 0262, Ceramics II.*

# AUDIO ENGINEERING – AUDI

## **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 which will be 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 the student to use music production software more effectively and efficiently, 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 keyboard skills necessary for music sequencing and digital audio workstation music production 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 gives an understanding of voltage, current, resistance, and power in electronic circuits. It covers the fundamentals of Ohm's Law, Joule's Law, and Kirchhoff's Laws. Additionally, an introductory survey of simple transistor circuits and digital circuits will offer students a preview of more advanced material in electronics. Students will learn to read and draw schematic diagrams of electronic circuits and will learn how to construct circuits based on those schematics. Students will learn to operate standard electronics test equipment to make quantitative measurements of and will become familiar with electronic components. All topics will have an associated laboratory experiment to demonstrate real electronics operation in conjunction with theory.

*Pre-requisite: 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, Thevenin's Theorem, Norton's Theorem, and 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.

*Pre-requisites: AUDI/ENGR-0108 Electronic Circuit Fundamentals with a grade of C or above.*

## **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, digital mixers, wiring and soldering techniques, and sound reinforcement applications in the concert and theatre setting. Students will set up and operate the equipment at the monitor mix position and at the front of house position for public events. Students will learn how to identify and correct technical and aural problems and to communicate and discuss system requirements and demands.

*Pre-requisite: AUDI-0150-Live Sound Reinforcement 1 with a grade of C or better.*

## **AUDI-0160      LIVE SOUND PRACTICUM I**

**1 hour credit**

This course will provide experiential training and practice in concert and live sound event set-up, production, and mixing/operation. Students will work on a mixture of college events and production assignments in a lab setting.

*Co-requisite: AUDI-0150.*

## **AUDI-0161      LIVE SOUND PRACTICUM 2**

**1 hour credit**

This course will provide further experiential training and practice in concert and live sound event set-up, production, and mixing/operation. Students will work on a mixture of college events and production assignments in a lab setting.

*Co-requisite: AUDI-0151.*

## **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. Pre-requisites: MUSC 111 Music Theory I, or permission of instructor.

### **AUDI-0205-207      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.

*Pre-requisites: AUDI 260 Audio 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 110, Music Technology I for Computers, with emphasis on MIDI and audio equipment and set-up, and creative use of music production software (audio, sequencing, performance applications and DAWs). 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 and production techniques.

*Pre-requisite: Music Technology I, 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 websites containing sound, graphics, and video files.

*Pre-requisite: Music Technology I, AUDI-0110 with a grade of C or better.*

### **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.

*Pre-requisite: Music Technology I, 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.

*Pre-requisite: AUDI-0110 with a grade of C or better.*

### **AUDI-0255              CRITICAL LISTENING 1**

#### **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.

*Pre-requisite: AUDI-0250 with a grade of C or better.*

### **AUDI-0256              CRITICAL LISTENING 2**

#### **1 hour credit**

This course will further 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.

*Pre-requisite: AUDI-0255 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 effects and sound, long form audio projects, design sound for theatre, dialog replacement, voice-overs, audio restoration and editing, corporate audio, audio networking, and game audio are some of the topics that will be studied.

*Pre-requisite: 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, dynamics processing, time-based effects small room recording techniques, introductory studio acoustics and design considerations, location recording, and essential audio theory. An emphasis is placed on gaining skill at using industry specific hardware equipment.

*Pre-requisite: 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 music production, large room recording and microphone techniques, monitor and headphone mixers, control surface operation, pitch and time correction, drum replacement, and mastering. An emphasis will be placed on gaining skill at using industry specific computer-based recording and editing software.

*Pre-requisite: 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 ambiences, audio for picture projects.

*Pre-requisite: 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 ambiences, audio for picture projects.

*Pre-requisite: AUDI-0270 with a grade of C or better. AUDI-0280 is a co-requisite requirement.*

# AUTOMOTIVE TECHNOLOGY – AUTT

## **AUTT-0103      AUTOMOTIVE SHOP OPERATIONS AND SAFETY**

**2 hours credit**

This class is a prerequisite for the Automotive Technology Program. 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 be introduced to automotive technology, careers in automotive, safety, service information, tools and equipment, maintenance procedures, and communication. All students will successfully complete each element of personal safety training before working in the Automotive Laboratory.

## **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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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) Program. 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: AUTT0103, AUTT0182, AUTT0284, or approval by the instructor.*

# BAKING - BAKE

## **BAKE – 0100 BAKESHOP PRINCIPLES**

**3 hours credit**

Students will explore the historical background and careers in baking and pastry. Students will learn bakeshop principles and skills, such as: math; recipe reading; recipe conversion; equipment uses and care of; ingredients and their specific functions; and the various elements/techniques used to create baked goods. This course provides students with the foundation and skills necessary that will be utilized and expanded on throughout the program.

## **BAKE -0120 QUICK BREAD PRODUCTION**

**2 hours credit**

Throughout this course, students will learn about the different mixing and production methods involved in creating a variety of quick breads. Students will then produce a variety of quick breads such as: muffins, loaf breads, coffee cakes, biscuits, pancake, waffles, crepes, fritters, cake doughnuts and other international quick breads.

*Prerequisites: CULN-0205 and BAKE-0100.*

## **BAKE-0130 YEAST BREAD PRODUCTION**

**3 hours credit**

This course takes an in-depth look in the production of yeast dough, types of production that are made with yeast, mixing methods, various doughs, faults and how they are caused when a poor product is produced. Students will create a variety of yeast products such as pan bread, soft rolls, French bread, croissants and Danish to name a few.

*Prerequisites: CULN-0205 and BAKE-0100.*

## **BAKE-0140 ARTISAN BREAD PRODUCTION**

**2 hours credit**

Students will fine tune their yeast bread making skills and learn to make more distinctive, handcrafted yeast products. They will learn advanced techniques that have been around generations in Europe and becoming more popular in the United States. Students will prepare doughs using a pre-ferment and/or sourdough starter such as a traditional Sourdough Bread.

*Prerequisites: CULN-0205, BAKE-0100 and BAKE-0130.*

## **BAKE-0150 COOKIE PRODUCTION**

**2 hours credit**

During this course, students will learn about the characteristics of what makes a cookie, a cookie. They will gain an understanding of what causes cookies to fail. Also, students will prepare recipes using different mixing methods, variations, makeup and panning techniques.

*Prerequisites: CULN-0205 and BAKE-0100.*

## **BAKE-0200 PRINCIPLES OF PASTRY PRODUCTION**

**4 hours credit**

This course will guide the students through the process of pastry creation. Students will be exposed to the various types of doughs used for pastries; meringues; syrups, creams, and dessert sauces. Basic plating procedures for desserts will be taught as well.

*Prerequisites: CULN-0205.*

## **BAKE-0210 PIES, TARTS AND SPECIALTY PASTRIES**

**3 hours credit**

This course is designed to teach students the ins and outs of preparing pies and the different fillings that can be used in them. Information from Introduction to Pastry will be expanded on in more detail by creating more elaborate and advanced pastries.

*Prerequisites: CULN-0205 and BAKE-0100.*

## **BAKE-0220 CAKES & ICING PRODUCTION**

**3 hours credit**

Students will learn the dynamics of producing cakes that are light and delicate. The ingredients and how they are put together to produce quality products will be gone over in details. Icings that accommodate various cakes will be discussed and produced. Basic cake decorating techniques will be taught throughout the course.

*Prerequisites: CULN-0205 and BAKE-0100.*

## **BAKE-0230 ADVANCED CAKES**

**2 hours credit**

Students will advance their knowledge of cakes and frostings by learning more in-depth skills and techniques. Students will produce a variety of specialty cakes, specialty coverings and decorating techniques. By the end of the course, students will work in teams to produce a tiered cake.

*Prerequisites: CULN-0205, BAKE-0100 and BAKE-0220.*

## **BAKE-0240 SPECIALTY DESSERTS**

**4 hours credit**

Specialty Desserts will provide the students with a look into other desserts that are produced within the industry and bakeshops. Students will learn about and produce custards, puddings, mousses, souffles, frozen desserts, fruit desserts and creating desserts for people with special dietary needs.

*Prerequisites: CULN-0205 and BAKE-0200.*

## **BAKE-0250 WORKPLACE SKILLS**

**1 hour credit**

This course explains the techniques used to successfully obtain a job.

Area covered include locating job openings; completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

## **BAKE-0270 BAKING CAPSTONE**

**4 hours credit**

Students will apply all knowledge gained from previous courses taken in the baking program by creating, planning and executing a mock bakery. Students will work with others in the program to execute their concept and, in turn, be employed by others to execute their concept. By applying all knowledge gained within the program, students will demonstrate their ability to be gainfully employed in the industry.

*Prerequisite – pass all courses in the baking program.*

## **BAKE-0280 BAKING INTERNSHIP**

**3 hours credit**

Through an internship at a local company and/or participating in catering event opportunities at KCKCC, students will experience what it is like to work in a baking and/or pastry operation. Students will complete 120 hours in an approved Bakeshop entity to enhance the skills and methodology learned in class, as well as day-to-day responsibilities in the field. Students will be evaluated by their immediate supervisor and reflect and assess their experience.

*Prerequisite – pass all courses in the baking program.*

# BUILDING ENGINEERING & MAINTENANCE TECHNOLOGY - BEMT

## **BEMT-0101 OSHA 30**

### **1 hour credit**

This course is an intensive introduction to Occupational Safety and Health. The student will be required to attend 30 hours of OSHA training, in required subjects of Fall Protection, Electrical Safety, Caught-in-or-between, Struck by, Stairways and Ladders, Scaffolds, Managing Safety and Health, and Personal Protective Equipment.

## **BEMT-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.

*Pre-requisite: BEMT-0101 OSHA 30.*

## **BEMT-0108 Carpentry Basics**

### **4 hours credit**

This course 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 Engineering and Maintenance Technology 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.

*Pre-requisites: BEMT-0101 OSHA 30, Math Level 3 Recommended.*

## **BEMT-0110 CNC OPERATIONS**

### **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. Also covered are common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes.

*Prerequisite: BEMT-0108 Carpentry Basics.*

## **BEMT-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.

*Pre-requisites: KBOR approved Core Curriculum. BEMT-0101 OSHA 30. Math Level 3 Recommended.*

## **BEMT-0113 WINDOWS, DOORS & STAIRS**

### **2 hours credit**

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 Engineering and Maintenance Technology program. The course topics include Environmental sustainability, Hand and Power Tools, Windows and Exterior Doors, and Basic Stair Layout.

*Pre-requisites: BEMT-0101 OSHA 30. Math Level 3 Recommended.*

## **BEMT-0115 RESIDENTIAL PLUMBING AND REPAIR**

### **4 hours credit**

Residential plumbing and repair 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.

## **BEMT-0124 Landscaping**

### **4 hours credit**

Landscaping topics include Environmental sustainability, landscaping tools, equipment and supplies. It will cover landscaping planning, methods, and procedures. 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.

*Pre-requisites: BEMT-0101 OSHA 30. Math Level 3 Recommended.*

## **BEMT-0130 DRYWALL**

### **2 hours credit**

Drywall repair 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 and paint matching will be covered.

## **BEMT-0133 MASONRY & CONCRETE**

### **2 hours credit**

Masonry repair topics include Environmental sustainability, concrete mix preparation, placing and finishing small jobs, edging, curing, repairing, computing volumes, and types of masonry mortars. Also covered: stone repair, bricklaying, fireplace repair and cleaning, and layout.

*Pre-requisites: BEMT-0101 OSHA 30. Math Level 3 Recommended.*

## **BEMT-0145 Residential Painting**

### **2 hours credit**

This is a technical course on interior and exterior painting. The student will learn 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. Training is required 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.

*Pre-requisite: BEMT 0101-OSHA-30.*

## **BEMT-0181 Metal Fabrication and Joinery**

### **2 hours credit**

Through classroom and/or shop/lab learning and assessment activities, students in the 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.

*Pre-requisite: BEMT-0115 Residential Plumbing and Repair.*

## **BEMT-0185 RESIDENTIAL ROOFING**

### **1 hour 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.

Pre-requisite: BEMT-0108 Carpentry Basics.

### **BEMT-0188 CONSTRUCTION BLUEPRINT READING**

2 hours credit

Students will learn the basic architecture print symbols, legends, line segments, scales, and be able to read elevations, finish schedules, design, and structural details, identify sheet sections and materials, locate specifications, and identify sheets sections to CSI master format.

Pre-requisites: BEMT-0108 Carpentry Basics, BEMT-0112 Residential Electrical, BEMT-0113 Windows, Doors and Stairs, BEMT-0115 – Residential Plumbing and Repair.

### **BEMT-0190 FUNDAMENTALS OF CAD TECHNOLOGIES**

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, 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.

Pre-requisites: BEMT-0108-Carpentry Basics, BMPT-0188 Construction Blueprint Reading.

### **BEMT-0200 HVAC COOLING AND 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.

### **BEMT-0202 HVAC Heating and Maintenance**

2 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.

### **BEMT-0212 ADVANCED ELECTRICAL CIRCUITS/THEORY**

2 hours credit

This course is the continuation of BEMT 0112 – Residential Electrical. 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 Electrical Technology program and the KCKCC Building Engineering and Maintenance Technology program. The course topics include Environmental sustainability, OHMS law, Print Reading (Electrical Sections), Sizing conductors for circuits, OCP's for circuits, AMP loads for circuits, OHMS calculations for circuits, Basic NEC applications.

Pre-requisites: BEMT 0101-OSHA-30, BEMT-0112 Residential Electrical and math Level 3 recommended.

### **BEMT-0215 Advanced Plumbing**

2 hours credit

This is the advanced course in residential plumbing. The course topics include Environmental sustainability, plumbing codes application (ICC) for, waster, piping, drain, waste and vent systems, drain fixture units, drain waste vent sizing and volume, supply water systems and sizing. The course will focus on applying the code requirements to design systems. Students will learn the proper sizing by calculation of, fixture vent and drain size, Gallons per minute (GPM) for both supply and drain, waste, vent (DWV).

Pre-requisites: BEMT-0101-OSHA 30 and BEMT-0115-Residential Plumbing

and Repair.

### **BEMT-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 required class to work around refrigerants. There is no expiration on this certification.

### **BEMT-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.

### **BEMT-0249 CONSTRUCTION ESTIMATING**

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 Building Engineering and Maintenance Technology program. The course topics include Estimating the construction project from start to finish, building a complete project schedule for each phase of the project, and each trade for the project, cost and scope analysis of trade/contractor bids. Students will complete several project estimates, with sample contractor bids, and build their complete estimate for each project. Environmentally sustainability, Orientation to the construction process.

Pre-requisites: BEMT-0108-Carpentry Basics, BEMT-0188-Construction Blueprint Reading.

### **BEMT-0253 MOTOR CONTROLS**

2 hours credit

This course provides the opportunity to test and troubleshoot single phase motors. The student will gain knowledge of how single-phase motors operate, and the essential function motors provide to several industry applications.

### **BEMT-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 are necessary to interpret and write ladder logic programs are taught in this class. Students will enter, edit and test controller programs through assisted assigned laboratory projects.

### **BEMT-0265 IRRIGATION**

2 hours credit

This is an introductory course that will require the student to complete the design and install, of residential irrigation systems. Students will design, install, and service, irrigation piping, irrigation spray heads, backflow assemblies, control valves, and master service valves. Students will calculate the water volume needed per zone, design the zones within the supply volume, design the system of operation, and install per local code, and water purveyor compliance.

### **BEMT-0280 ALTERNATIVE ENERGY SOURCES (SOLAR, WIND)**

2 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.

### **BEMT-0282 ADVANCED METAL FABRICATION & WELDING**

3 hour 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 bead 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.

*Pre-requisite: BEMT-0181 Metal Fabrication and Joinery.*

# BIOLOGY - BIOL

## **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-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.

*Pre-requisite: None.*

*Note: Students may not receive credit for both BIOL-0119 and BIOL-0121*

## **BIOL-0121 GENERAL BIOLOGY**

**5 hours credit**

General Biology is an introductory course in biology for non-majors. In this class students will explore fundamental biological principles characteristic of all living things. The course consists of lecture and laboratory components that together introduce the student to 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 through the lens of everyday life.

*Pre-requisites: None. A prior course in chemistry is recommended.*

## **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.

*Pre-requisite: None.*

## **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. *Pre-requisite: 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. *Pre-requisite: None.*

## **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 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.

*Pre-requisites: None.*

## **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. In the lab 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 the six classes of nutrients in food. Students study how nutrients are used by the body, their relation to the myplate.gov, and how to read a food label. The social, economic, and environmental impact of our food selections, and production, is a highlight of this class (food sustainability). Proper nutrition for each stage of the human life cycle will be examined, as well as good nutrition for exercise. The focus is on how to reduce the risk for heart disease, stroke, cancer and diabetes.

*Pre-requisite: Minimum score of 75 on Accuplacer Reading exam.*

## **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 help the student locate, palpate, and analyze movement. When abnormal changes occur, the information presented explores other issues which may cause the dysfunction.

*Pre-requisites: Human Anatomy and Laboratory, BIOL-0141, Physiology, BIOL-0271/Physiology Laboratory, BIOL-0272, English Composition I, ENGL-0101.*

## **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.

*Pre-requisite: BIOL0121, General Biology, or BIOL0135, Cell and Molecular Biology.*

## **BIOL-0240 Introduction to Genetics**

**4 hours credit**

This course provides an introduction to basic genetic principles from classical Mendelian inheritance to modern molecular biotechnology. 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.

Pre-requisites: BIOL-0135, Cell & Molecular Biology and MATH-0105, College Algebra.

### **BIOL-0261                      MICROBIOLOGY**

**3 hours credit**

Microbiology is a basic inquiry into the significance of microbes in our environment, featuring sustainability issues, with emphasis on pathogenesis in humans. Students will investigate the cell structure of bacteria, the chemical nature of viruses, and the genetic flow of information within and between microbes. They will discover how infectious diseases are developed and transmitted and how the human immune system is designed to protect us from disease.

*Pre-requisites: One of the following is required as a prerequisite for this course: CHEM0109, General Chemistry and Lab, or CHEM0111, College Chemistry I and Lab, or BIOL0121 General Biology or BIOL-0135 Cell and Molecular Biology; or BIOL0271 Physiology.*

*Note: BIOL0262, Microbiology Lab is a recommended co-requisite.*

### **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.

*Pre-requisites: Any one of the following will serve as the prerequisite for this course: CHEM0109, General Chemistry and Lab, or CHEM0111, College Chemistry I and Lab, or BIOL0121 General Biology or BIOL-0135 Cell and Molecular Biology; or BIOL0271 Physiology. In addition, BIOL0261, Microbiology is a co-requisite or prerequisite.*

### **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**

Physiology provides an introduction to the dynamic functions of the human organism from the chemical and molecular mechanisms which sustain cellular processes through the control systems responsible for homeostasis and the influence of these systems on the cellular function of organ and system operation.

*Pre-requisites: One of the following courses is required as a prerequisite for this course: CHEM0109, General Chemistry, or CHEM0111, College Chemistry, or BIOL0141 Human Anatomy and Laboratory, or BIOL0143 Human Anatomy & Physiology, or BIOL0121, General Biology.*

### **BIOL-0272                      PHYSIOLOGY LABORATORY**

**1 hour credit**

Using scientific procedures, students investigate and perform laboratory work dealing with basic physiological processes.

*Pre-requisite: Concurrent or previous enrollment in Physiology, BIOL-0271.*

### **BIOL-0284                      BASIC CONCEPTS OF PATHOPHYSIOLOGY**

**3 hours credit**

This course is designed to enhance the understanding of common disease processes that occur in diverse individuals across the lifespan. Alterations in physiological functions of the human body and general concepts of disease processes, including the etiology, pathophysiology, and clinical manifestations, are discussed. Altered physiological functions are described at a basic cellular, organ, and systemic level. Students are encouraged to take BIOL-0261 before or at the same time at this course.

*Pre-requisites: BIOL-0141, BIOL-0271 and BIOL-0272.*

# BETTERING LIFE UTILIZING EDUCATION – BLUE

## **BLUE-0101      FRESHMAN SEMINAR – BETTERING LIFE UTILIZING EDUCATION**

**1 hour credit**

This course will include topics designed to acquaint the student with KCKCC resources and the campus community, classroom expectations, goal setting, time management, and other experiences incidental to a successful adjustment to college life. Also covered are study skills, note-taking, stress management, and personal/interpersonal development.

BLUE 0101 Freshman Seminar is a required course for all freshmen except those who meet one of the six (6) exemptions listed in the KCKCC catalog. BLUE 0101 Freshman Seminar is a Graduation requirement.

Should a student not pass this one-hour orientation course, they assume the responsibility to re-enroll each semester until the course is satisfactorily completed.

# BIOMANUFACTURING - BMFR

## **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 bioprocess requirements in a biomanufacturing facility. Upon completion of this course, the students will earn an OSHA-10 Safety card.

*Pre-requisites: Meet qualifying scores on Accuplacer, Accuplacer Reading score of 240.*

## **BMFR-0145      MANUFACTURING TECHNICIAN TRAINING**

**3 hours credit**

The Manufacturing Technician Training course will provide students an understanding of industrial Lean manufacturing, Safety, and some of the physics of behind machines. These include levers, pulley systems, hydraulics, and electricity. Students will also learn to interpret two dimensional drawings into three dimensional structures.

*Prerequisite: Accuplacer Reading score of 240.*

## **BMFR-0146      TECHNIQUES AND INSTRUMENTATION FOR BIOMANUFACTURING**

**3 hours credit**

The Techniques and Instrumentation course provides students with exposure to various instruments. Students will learn the importance of equipment maintenance and calibration of pipette, pH meters, and balances. They will be able to maintain and use different types of centrifuges and their applications, cell culture incubator, bioreactor, HPLC, and gel systems. Students will also learn about safety, good documentation practices, and practice aseptic techniques.

*Prerequisite: Accuplacer Reading score of 240.*

# BUSINESS - BUSN

## **BUSN-0101 ACCOUNTING I**

**3 hours credit**

The course introduces the principles of accounting, analyzing and recording events, and preparing financial statements for service providers and merchandisers with emphasis on sole proprietorship. It focuses on the accounting cycle, inventory valuation, accounting systems and internal controls, and accounting for current assets, plant assets, natural resources, and intangible assets. A grade of C or better in BUSN-0101 is needed for advanced work in accounting. Pre-requisite: Student needs to meet the correct placement measure to test out of READ-0092 or complete READ-0092 with a grade of "C" or higher and meet the correct placement measure sufficient to test out of MATH-0099 or complete MATH-0099 with a grade of "C" or higher. 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**

The course covers the treatment of current liabilities and payroll taxes, ownership for partnerships and corporations, long-term debt, securities, and an introduction to product costing in managerial accounting. There is a strong emphasis on the preparation and analysis of financial statements to include ratio analysis for a corporation. The course is designed to satisfy students who desire a terminal course and those who need a preparatory course to taking more advanced accounting courses.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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-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.

*Pre-requisite: 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-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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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 I**

**2 hours 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 at a low to moderate income level.

*Pre-requisite: 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 II**

**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 at a low to moderate income level.

*Pre-requisite: Grade of "C" or higher in BUSN-0166 VITA Tax Preparation Internship I 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 programs.

**BUSN-0191 MICROCOMPUTER APPLICATIONS I-II:  
(ADVANCED WORD)**

2 hours 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.

*Pre-requisites:* 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-0203 MANAGERIAL ACCOUNTING**

3 hours credit

The course focuses on cost behavior and the contribution format income statement to include cost flow and product costing, budgeting and control, and operational and capital decision making. The course is designed to satisfy students who desire a terminal course and those who need a preparatory course to taking more advanced accounting courses.

*Pre-requisite:* Completion of BUSN-0101 Accounting I, BUSN-0102 Accounting II, and CIST-0111 Microcomputer Business Software with a grade of "C" or higher 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 programs.

**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.

*Pre-requisite:* Placement score sufficient to test out of READ-0092 or READ-0092 with a grade of "C" or higher. 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

The course covers the history of standards setting and the conceptual framework in accounting to include solving of problems that arise in the presentation of cash, receivables, inventories, and tangible and intangible assets on the balance sheet and its impact on the statement of earnings in accordance with the generally accepted accounting principles and the international financial reporting standards.

*Prerequisites:* Completion of BUSN-0101 Accounting I and BUSN-0102 Accounting II with a grade of "C" or higher 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 programs.

**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. A continuation of Business Law I (BUSN204), this course introduces students to the legal rules governing commercial papers, credit, sales, property (both real and personal), bailments, secured transactions and bankruptcy. Business Law II covers chapters 9-24, and 28-32 in the required text as well as additional material provided by the instructor.

*Pre-requisites:* Placement Score sufficient to test out of READ-0092 or READ-0092 with a grade of "C" or higher and BUSN-0204 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 setting up a company, recording accounting events, troubleshooting entry errors, and preparing reports within an accounting software. Students will relate the workings of the journals and ledgers to the behind-the-scenes functions and structure of an accounting software.

*Prerequisite:* Grade of "C" or higher in BUSN-0101 Accounting 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 programs.

**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.

*Pre-requisite:* None. KBOR approved Core Curriculum. 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 business communication.

*Pre-requisite:* 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-0215 INTRODUCTION TO SPORTS 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.

*Pre-requisite:* 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-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. *Pre-requisite:* 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. *Pre-requisites:* 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-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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisites: 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 ensuring workplace skills meet the needs of the student's career goals and the needs of the employer. This course offers work experience under instructional supervision in an approved training situation designed to provide practical experience in administrative office professional. A minimum of 15 hours per week on-the-job training is required.

*Pre-requisite: 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, leading, and controlling. Other areas of consideration are communication, motivation, dealing with change, decision making, quantitative tools, and production.

*Pre-requisites: 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 MEETING AND EVENT PLANNING****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.

*Pre-requisites: 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-0298 BUSINESS/MARKETING/ACCOUNTING INTERNSHIP****3 hours credit**

The purpose of the business/marketing/accounting internship is to bridge the gap between work and school by ensuring workplace skills meet the needs of the student's career goals. This internship provides practical, hands-on experience and learning in business, marketing, and/or accounting. A minimum of 15 hours per week on-the-job training is required.

*Pre-requisites: BUSN-0101 Accounting I, BUSN-0113 Marketing, BUSN-0210 Intro to Business and BUSN-0211 Business Communication. 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 accuracy level. Topics include home keys, space bar, keyboarding numbers and the alphabet. The goal is a minimum of 28 wpm with 4 or less errors.

*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 tables.

*Pre-requisite: BUSN-1151 and BUSN-1153. 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-1153 SPEEDBUILDING I****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 with 4 or less errors.

*Pre-requisite: BUSN-1151 Keyboarding 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-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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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-2204      LEGAL TERMINOLOGY AND DOCUMENT PREPARATION**

#### **3 hours credit**

Legal Terminology and Document Preparation is a course which is designed to prepare students to create and maintain legal documents and to use legal terminology in the proper context. Students will acquire a working knowledge of the language and documents most commonly used in the legal profession. Course contents include definitions, spellings and pronunciations of legal terms, and sample copies of routine legal documents and their uses. The course will emphasize using legal research resources to create professional legal documents.

*Pre-requisite: BUSN-0204 Business Law. 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 students simulated practice with real world application of various office skills. The course is designed to give the student a working knowledge of the administrative assistant's duties and responsibilities. The students follow a self-directed, individualized set of instructions.

*Pre-requisites: BUSN1153 Speedbuilding and BUSN-0191 Microcomputer Apps I-II: Advanced Word. 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.

*Pre-requisites: 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.*

# CHEMISTRY – CHEM

## **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.

*Pre-requisites: 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 Pre-requisite for CHEM-0112.

*Pre-requisites: Algebra Score sufficient to test out of MATH-0104, Intermediate Algebra or MATH-0104 with a grade of "C" or better.*

## **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.

*Pre-requisites: 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.

*Pre-requisite: 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. Pre-requisite: CHEM-0112, College Chemistry II and Lab or concurrent enrollment.

## **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. Students should enroll in Organic Chemistry Laboratory, CHEM-0213 at the same time.

*Pre-requisites: 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.

*Pre-requisite: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: Organic Chemistry I, CHEM-0211 and Organic Chemistry I Lab, CHEM-0213, or General Organic Chemistry, CHEM-0203.*

# COMPUTER INFORMATION SYSTEMS – CIST

## **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.

*Pre-requisites: 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.

*Co-requisites: 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.

*Co-requisite(s): CIST-0101 Computer Concepts and Applications.*

## **CIST-0125      NETWORK SECURITY**

**3 hours credit**

This course provides the skills necessary to apply and implement technical knowledge of network security concepts in a diverse information technology environment. Students will gain a depth knowledge of systems security across multiple vendor products and network communications from a security standpoint. Students will be given real world scenarios to reinforce the material covered in this course and they will learn how to apply hardware and software security solutions.

*Pre-requisite: CIST-0101 Computer Concepts and Applications.*

## **CIST-0135      ETHICAL HACKING & PENETRATION TESTING**

**3 hours credit**

This course provides students with valuable skills, knowledge and practice needed in ethical hacking and penetration testing. Students will understand the importance of vulnerability assessments and gain industry knowledge and skills in penetration testing. The course helps students learn how to attack and assess different types of systems and networks. Upon completing the course, students will learn how to secure information systems against attacks such as viruses, worms, and other system weaknesses that pose significant danger to organizational data.

*Pre-requisite: CIST-0125 Network Security.*

## **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.

*Co-requisite(s): 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-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.

*Pre-requisites: CIST-0137, HTML Web Page Development.*

## **CIST-0151      STRUCTURED QUERY LANGUAGE (SQL)**

**3 hours credit**

Structured Query Language (SQL) is a current computer language that is used by diverse individuals such as home computer owners, owners of small businesses, end users in large organizations and programmers. This introductory course will teach the theoretical and practical foundation concepts of databases and SQL. Upon completion of the course, students will be able to define database structure, construct database tables, set up constraints, make queries, manipulate and access data from a database. Students will acquire an extensive knowledge of building database tables and using SQL commands to manipulate data for report generation. New features from Oracle and Microsoft SQL Server database programs will also be discussed. Students will use a Client/Server Laboratory to practice the theory discussed in class.

## **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.

*Pre-requisites: CIST-0137, HTML Web Page Development.*

## **CIST-0155      DIGITAL FORENSICS**

**3 hours credit**

This course provides students with the fundamentals of digital forensics and the methods used in the investigation of computer crimes. Students will understand and implement principles and procedures of data forensics. 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 digital forensics, volume and file system analysis, proper equipment seizure methodology, confiscated materials analysis, follow up processes relating to an incident and computer forensics investigations.

*Pre-requisite: CIST-0101 Computer Concepts and Applications.*

## **CIST-0158      NETWORKING II**

**4 hours credit**

This course examines how routers relay data on Local Area Networks. It covers installation, configuration, and troubleshooting 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.

*Pre-requisites: CIST-0117 Networking I.*

**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.

*Pre-requisites: 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. *Pre-requisites: 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.

*Pre-requisites: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

**CIST-0180 PROGRAMMING ALGORITHMS**

*4 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.

*Pre-requisites: CIST-0120 Programming Fundamentals.*

**CIST 0191 DISCRETE STRUCTURES I**

*3 hours credit*

Logic and discrete computing are essential in computer science, and they also can be utilized in many other disciplines. This course provides the fundamentals of this topic where the student will learn how to use discrete mathematics as it relates to computers and computer applications. The student will experiment with a variety of fundamental mathematical principles including but not limited to: Sets, Functions, Mathematics Induction, Graphs, Trees and Combinatorial Circuits.

*Pre-requisite: CIST-0120 – Elements of Programming.*

**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.

*Pre-requisites: 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 troubleshooting 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.

*Pre-requisites: CIST-0158 Networking II*

**CIST-0225 INFORMATION ASSURANCE & DATA PROTECTION**

*3 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.

*Pre-requisite – CIST-0101 Computer Concepts and Applications.*

**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.

*Pre-requisite: CIST-0137, HTML Web Page Development.*

**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.

*Pre-requisite: CIST-0117, Networking I.*

**CIST-0235 ENTERPRISE SECURITY MANAGEMENT**

*3 hours credit*

Enterprise security management is an approach to integrating guidelines, policies and proactive measures for various threats. This course will provide the necessary skills for the students to understand and implement principles of risk management. The student will learn about security architectures, secure systems administration, incident handling and disaster recovery. Students will be able to understand all the risks that may affect the core business of an organization and how to handle those risks.

*Pre-requisite: CIST-125 Network Security.*

**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.

*Pre-requisites: 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.

*Pre-requisite: CIST-0180, Programming Algorithms.*

### **CIST-0245 ADVANCED SECURITY PRACTITIONER**

**3 hours credit**

This course provides the skills necessary to apply critical thinking and judgment to a broad spectrum of security disciplines. Students will be able create and implement strategist security solutions, analyze risk impact, respond to security incidents, and provide business with suggestions for needed security requirements. Students will be able to prepare contingency strategies for incident response, disaster response, and business continuity.

*Pre-requisite: CIST-0125 Network Security.*

### **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.

*Pre-requisites: CIST-0216 Networking III.*

### **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.

*Pre-requisite: CIST-0180, Programming Algorithms.*

### **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, friend 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 scenes" work that is involved in programming that uses GUI.

*Pre-requisites: CIST-0240, C++ Programming.*

### **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.

*Pre-requisites: CIST-0137, HTML Web Page Development.*

### **CIST 0291 DISCRETE STRUCTURES II**

**3 hours credit**

By the end of this course, the student should be able to understand the fundamentals of discrete mathematics and its relation to computer systems and computer applications. The student will experiment with a variety of fundamental mathematical principles including but not limited to fundamental mathematical principles, combinatorial analysis, mathematical reasoning, graphs and trees and Boolean logic circuits.

*Pre-requisite: CIST-0191, Discrete Structures I.*

### **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.

*Pre-requisites: CIST-0117, Networking I. Students should be enrolled in either 3rd or 4th Semester. Students should get advanced approval of internship project.*

# CONSTRUCTION – CONS

## **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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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. **Pre-requisites:**

*KBOR approved Core Curriculum. OSHA 10, 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.

*Pre-requisites: KBOR approved Core Curriculum. OSHA 10, 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).

*Pre-requisites: KBOR approved Core Curriculum. OSHA 10, Painting 1, Math Level 3 Recommended.*

# COSMETOLOGY – COSM

## **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.

*Pre-requisites: 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

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

# CRIMINAL JUSTICE – CRJS

## **CRJS-0101 INTRODUCTION TO CRIMINAL JUSTICE**

**3 hours credit**

This is an introductory course in the philosophical and historical backgrounds of criminal justice. Students examine the organization, purpose, and function of law enforcement and other agencies involved in the administration of criminal justice.

## **CRJS-0102 INTRODUCTION TO CORRECTIONS**

**3 hours credit**

With a focus on the origins, processes, organization, and contemporary trends of corrections in America, the course examines the total spectrum of management, control, and treatment of juveniles and adult offenders. Students examine programs, practices, institutions, and philosophies in order to see corrections as a whole process.

## **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.

*Note: 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-0108 ORAL COMMUNICATIONS IN THE CORRECTIONAL ENVIRONMENT**

**3 hours credit**

This course deals with verbal and non-verbal communication between sender and receiver in a Corrections Environment. Focus is on the necessary skills to defuse and arbitrate institutional disturbances so that enforcement action is not necessary. Special attention to problem areas of race, religion, criminal history, special needs and gang affiliations, are explored.

## **CRJS-0109 CORRECTIONS REPORT WRITING**

**3 hours credit**

Focuses on unique type of writing required in a prison/jail institution. The student will be required to prepare varied reports required by Institutions such as incident reports, criminal training reports, inmate complaint reports and other technical reports that may be used in a jail or prison type of setting.

## **CRJS-0111 SPANISH FOR THE WORKPLACE**

**2 hours credit**

This course provides a study of workplace Spanish for non-Spanish speaking individuals employed in the corrections industry. The curriculum utilizes phonetic encoding to address Spanish commands, questions, and phrases critical to the Corrections workplace.

## **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.

## **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.

*Pre-requisite: 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-0121 INTRODUCTION TO HOMELAND SECURITY**

**3 hours credit**

This course introduces a brief history and development of Homeland Security and the organizational structure. Topics included addressing threats of terrorism both domestic and international, anti-terrorism measures, risk assessment, mitigation, and prevention and preparedness response mechanisms (National Incident Management Systems (NIMS), along with the future of Homeland Security.

**CRJS-0122 EMERGENCY MANAGEMENT AND DISASTER RESPONSE RECOVERY**

**3 hours credit**

This course explores the management and coordination of resources in response to all levels of natural and man-made disasters by local, state, and federal governments and the private sector. Topics include the prevention and mitigations techniques, risk assessment, evacuation, and advanced preparedness measures.

**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.

*Pre-requisite: Criminal Investigation I, CRJS-0201.*

**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 placed on using examples based on actual court cases. The nature, sources and typed of criminal law will be examined.

**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.

*Pre-requisites: CRJS-0203 Criminal Law I.*

**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.

*Pre-requisite: None.*

**CRJS-0207 UNDERSTANDING TERRORISM & HOMELAND SECURITY**

**3 hours credit**

This course is designed to provide the student a basic understanding of the underlying conditions and issues surrounding extremism and terrorism on an international, and national level, and a law enforcement agency's response to perceived threat conditions. Additionally, the course explores the concept of homeland security to include domestic preparedness to respond to natural and human disasters, including terrorist attacks.

**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-0221 CRIMINAL JUSTICE PRACTICUM**

**3 hours credit**

Students are required to observe (on site) and participate with each of these entities: a law enforcement agency, correctional agency, police dispatch, courthouse, and probation and parole. The Program Coordinator and the agency must mutually agree to the practicum. Students will also complete online classroom instructions. Arrangements must be made for this practicum in the semester prior to enrollment.

*Pre-requisite: Completion of the first three semesters of the criminal justice program (45 credit hours), a C grade average or better.*

**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.

**CRJS-0223 CAPSTONE**

**3 hours credit**

A culminating experience where students integrate and synthesize their academic knowledge in corrections in conjunction with an

applied project exemplifying the mastery of their scholarly work in this discipline. In addition, this course provides an instrument for future work and study by applying critical thinking and problem-solving skills to real-world issues in the correctional field.

*NOTE: should be taken the semester the student graduates.*

# COMPUTER SUPPORT SPECIALIST – CRTE

## **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-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-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-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.

# CULINARY ARTS – CULN

## **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.

*Pre-requisites: ServSafe Certification, Cooking Methods.*

## **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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: Pass all required Culinary Arts classes.*

# DIGITAL IMAGING DESIGN – DIGI

## **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.

*Pre-requisite: 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.

*Pre-requisite: 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 introduce 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.

*Pre-requisites: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisites: 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 Pre-requisite 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.

*Pre-requisites: 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.

*Pre-requisites: 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.**

*Pre-requisites: DIGI0176, Graphic Design: Multimedia and Web I; DIGI078, Graphic Design: Print Media I; DIGI0180, Publication Design; DIGI0174, Beginning Illustrator.*

# EARLY CHILDHOOD EDUCATION AND DEVELOPMENT- ECED

## **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.

## **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).

## **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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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).

# ECONOMICS - ECON

## **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.

*Pre-requisite: 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.

*Pre-requisite: None.*

# EDUCATION - EDUC

## **EDUC-0160 INTRODUCTION TO TEACHING: CAREER**

### **AWARENESS**

**3 hours credit**

The goal of the course is increased 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.

# ELECTRONICS ENGINEERING TECHNOLOGY – ELEC

## **ELEC-0115      DIGITAL ELECTRONICS I**

**4 hours credit**

This course covers the operation, application, and troubleshooting of electronic logic devices, the design and construction of combination and sequential logic circuits, and the interface between digital and analog devices. Topics include number systems, Boolean logic, digital arithmetic, logic gates, flip-flops, counters, and registers. Co-requisite: ENGR-0108 Electronic Circuit Fundamentals.

## **ELEC-0120      DC CIRCUITS**

**4 hours credit**

This course covers the fundamentals of direct current (DC) as applied to resistive circuits. Emphasis is placed on the study and application of network theorems interrelating voltage, current, and resistance. Laboratory work will emphasize practical application of the mathematical principles developed in class. Pre-requisites: ENGR-0108 Electronic Circuit Fundamentals.

**Pre-requisite:** ENGR-0108 Electronic Circuit Fundamentals.

## **ELEC-0210      AC CIRCUITS**

**4 hours credit**

This course applies circuit analysis to Alternating Current (AC) circuits. The response of circuits that have resistance, capacitive and inductive reactance, and impedance in series, parallel, and series-parallel circuits will be analyzed. Topics will also include filters, resonance, and transformers.

*Pre-requisite:* ELEC-0120 DC Circuits.

## **ELEC-0212      SEMICONDUCTOR DEVICES**

**4 hours credit**

This course is an introduction to semiconductor materials, the concept of junction and biasing, diodes, transistors, and some integrated circuits. Topics will include special purpose diodes, bipolar junction transistors (BJT), field effect transistors (FET), operational amplifiers (Op-Amps), voltage regulators, and four-layer semiconductors. Both circuit analysis and understanding, and circuit construction and troubleshooting will be emphasized.

*Co-requisite:* ENGR-0210 AC Circuits.

## **ELEC-0215      DIGITAL ELECTRONICS II**

**4 hours credit**

This course is a continuation of Digital Electronics I. More complex digital logic circuits constructed from integrated circuits. Basic concepts of computer architecture and organization are covered. Emphasis is placed on logic circuit design and construction, fault-testing, and repair.

*Pre-requisite:* ENGR-0115 Digital Electronics I.

## **ELEC-0220      MICROCONTROLLERS**

**4 hours credit**

This course is an introduction to the basic principles and fundamental concepts of microprocessor systems. This course is a continuation of topics introduced in Digital Electronics I and II. Included are hardware and software topics in operating systems, peripherals, displays, processors, storage media, maintenance, diagnostics, and troubleshooting. Analog and digital data acquisition and processing will also be covered.

*Pre-requisites:* ELEC-0215 Digital Electronics II, CIST-0120 Programming Fundamentals.

## **ELEC-0225      ELECTRONIC COMMUNICATION SYSTEMS**

**4 hours credit**

This course explores how information signal is transmitted and received in communication systems. The emphasis throughout the

course is on developing the ability to describe and analyze the various aspects of communication systems.

*Pre-requisites:* ELEC-0210 AC Circuits, ELEC-0212 Semiconductor Devices.

## **ELEC-0250      ELECTRONICS INTERNSHIP**

**3 hours credit**

This course affords the student the opportunity to gain practical professional experience in concordance with academic experience. The student is responsible for organizing the internship opportunity, which must be approved in advance to receive credit.

*Pre-requisite:* ELEC-0215 Digital Electronics II.

# ELECTRICAL TECHNOLOGY – ELET

## **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 different 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.

*Pre-requisites: 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.

*Pre-requisites: ELET-0101 Electromechanical Systems or ELET-0110 National Electric Code 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.

*Pre-requisites: 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-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.

*Pre-requisites: 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.

*Pre-requisites: 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-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-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.

*Pre-requisites: ELET-0101 Electromechanical Systems.*

# EMERGENCY MEDICAL TECHNICIAN – EMTC

## **EMTC-0105      EMERGENCY MEDICAL RESPONDER**

5 hours credit

This course provides the opportunity to gain the knowledge and develop the skills necessary to administer basic life support care to ill or injured patients. Upon completion with a grade of "C" or better, students are able to apply for certification as an Emergency Medical Responder in the state of Kansas. Due to State of Kansas requirements discussed at the first class, attendance of the first-class session is mandatory.

## **EMTC-0128      EMERGENCY MEDICAL TECHNICIAN (EMT)**

10 hours credit

This course provides the opportunity to gain the knowledge and skills necessary to administer basic life support care to ill or injured patients. Upon completion with a grade of "C" or better, students are able 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 internship hours (or equivalent contrived experiences) are required for successful completion of the course. Due to State of Kansas requirements discussed at the first class, attendance of the first-class session is mandatory.

*Prerequisite: Meet the placement score required for this course or complete Emergency Medical Responder (EMTC 0105) with a minimum "C" grade or higher. Director approval may be given in place of course completion requirement.*

# ENGLISH – ENGL

## **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.

*Pre-requisite: 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.

*Pre-requisite: Accuplacer scores of 75 in reading and 70 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.

*Pre-requisite: 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-0107 CHILDREN'S LITERATURE**

### **3 hours credit**

Children's Literature is a course designed to engage students with literature for young readers in ways that demonstrate the complexity and significance of these texts. It is especially useful for students going into Education (Early Childhood and K-12 Education), library sciences, English, or design students interested in picture books and illustrated literature. Students will be introduced to how ideas about children and books have changed over time and continue to change. Students will read, examine, and critique a variety of children's literature in order to understand how complex and exciting these often-underestimated books really are.

## **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-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-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-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.

# ENGINEERING - ENGR

## **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-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 introductory course in electronics technology provides an overview of electronic principles and theory. It is designed to introduce students to standard laboratory equipment, components, and the fabrication of select electronic circuits. This course is appropriate for both electronics technology majors and non-majors.

## **ENGR-0115      CIRCUIT ANALYSIS I**

**3 hours credit**

This course primarily concentrates on small signal analysis of circuits. It introduces Superposition Theorem, Thevenin's Theorem and Norton's Theorem as circuit analysis tools. Students will learn how voltage, current, and power interact with resistance, capacitance, and inductance for time-varying signals. Students will learn to do small signal analysis of amplification circuits. All concepts will be reinforced with associated laboratory work so that students see both theory and practical applications related to their fields of interest.

**Pre-requisites:** ENGR-0108 Electronic Circuit Fundamentals.

## **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.

**Pre-requisite:** ENGR-0131, Introduction to Geographic Information Systems.

## **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.

**Pre-requisite:** 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.

**Pre-requisite(s):** Completion of ENGR-0108, Electronic Circuit Fundamentals.

## **ENGR-0216      FUNDAMENTALS OF 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-0251      FUNDAMENTALS OF BUILDING PLANNING**

**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      FUNDAMENTALS OF STRUCTURAL STEEL DESIGN**

**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.

**Pre-requisite:** ENGR-0106, Computer Aided Drafting.

#### **ENGR-0257      FUNDAMENTALS OF CAD TECHNOLOGIES**

**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.

*Pre-requisites:* 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-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      DRAFTING FIELD PROJECT I**

**3 hours credit each**

This course is 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.

**Pre-requisite:** ENGR-0206, ENGR-0152.

# ENGLISH AS A SECOND LANGUAGE - ESOL

## **ESOL-0011 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 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**

**3 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**

**3 hours credit**

Level 4 Academic Listening and Speaking is designed to introduce and develop the lecture notetaking, 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-0020 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**

**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**

**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.

## **LEVEL 1 LISTENING AND SPEAKING FOR ENGLISH**

## **LEVEL 2 LISTENING AND SPEAKING FOR ENGLISH**

## **LEVEL 3 ACADEMIC LISTENING AND SPEAKING**

## **LEVEL 4 ACADEMIC LISTENING AND SPEAKING**

## **INTRODUCTORY WRITING AND GRAMMAR FOR**

## **LEVEL 1 WRITING AND GRAMMAR FOR ENGLISH**

## **LEVEL 2 WRITING AND GRAMMAR FOR ENGLISH**

## **ESOL-0023**

**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**

**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-0030**

## **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**

**3 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**

**3 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-0051**

**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**

**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**

**3 hours credit**

Level 3 Reading for Academic Purposes is designed to expand students'

## **LEVEL 3 WRITING FOR ACADEMIC PURPOSES**

## **LEVEL 4 WRITING FOR ACADEMIC PURPOSES**

## **IMPROVING PRONUNCIATION – A CLASS FOR**

## **LEVEL 3 FOCUSED GRAMMAR**

## **LEVEL 4 FOCUSED GRAMMAR**

## **LEVEL 1 READING FOR ENGLISH LEARNERS**

## **LEVEL 2 READING FOR ENGLISH LEARNERS**

## **LEVEL 3 READING FOR ACADEMIC PURPOSES**

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-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.

# EXERCISE SCIENCE - EXSC

## **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.

*Pre-requisite: 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**

There are no on ground meetings with this class. 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-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.

*Pre-requisite: Completion of EXSC-0132, Beginning Swimming, or current Red Cross beginning swimming certification.*

## **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. 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. 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 hours per semester. Students will 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 is a bi-weekly course designed to provide theoretical knowledge and practical skills in preparation for a 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.

*Pre-requisite: Exercise Physiology, Anatomy & Physiology, & Exercise Testing and Prescription.*

## **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-0186 TECHNIQUES IN STRENGTH TRAINING (ATHLETICS)**

**2 hours credit**

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-0186-10 TECHNIQUES IN STRENGTH TRAINING (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**

**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. 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-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 sports. 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 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 a minimum of 22 hours at a Fitness Center to improve their physical wellness. If you live in the area the KCKCC Wellness & Fitness Center is available to you; otherwise, it is your responsibility find a Fitness Center in your area to meet this requirement. The Fitness Center MUST have staff that is certified in exercise to answer your fitness questions. Absolutely NO exercise is to be done on your own and out of your house. On-ground meetings for this course are not required. If you miss any 3 weeks in succession of submitting weekly assignments and/or discussion

topics, you may be subject to an administrative withdrawal from this course. Weekly assignments and discussion topics do have due dates and points can be deducted for late submission at the discretion of the instructor.

**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**

Statement pertaining to the course of study: the rules of baseball, softball, basketball, football, soccer, and volleyball. 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.

*Pre-requisite: 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.

*Pre-requisites: BIOL-0121, General Biology or BIOL-0143, Human Anatomy and Physiology.*

**EXSC/ BUSN-0215      INTRODUCTION TO SPORTS  
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.

*Pre-requisites: 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.

# FIRE SCIENCE – FRSC

## **FRSC-0100      FIREFIGHTER I**

**4 hours credit**

This course meets all requirements for Firefighter I certification. Students will be provided the opportunity to take the third-party certification test.

## **FRSC-0101      FIRE PREVENTION**

**3 hours credit**

This course provides fundamental knowledge relating to the field of fire prevention. Topics include history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.

## **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, OSHA 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 PROTECTION**

**3 hours credit**

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

## **FRSC-0114      FIRE BEHAVIOR AND COMBUSTION**

**3 hours credit**

An introduction to the broad range of phenomena that, together make up a fire. It covers the fundamentals of fire chemistry and physics, ignition, fire growth and spread, smoke generation and movement, safety hazards, fire suppression, and computer modeling of fires.

## **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-0116      PRINCIPLES OF EMERGENCY SERVICES**

**3 credit hours**

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

## **FRSC-0117      Fire Protection Systems**

**3 hours credit**

Comprehensive and concise overview of the design and operation of the various types of fire protection systems, including fire alarm and detection systems, automatic fire sprinkler system, Special hazard fire protection systems, smoke control and management systems, and security and emergency response systems.

## **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-0199      EXPERIENTIAL LEARNING IN FIRE SCIENCE**

**3 hours credit**

This course provides the student an opportunity to gain knowledge and skills from a planned work experience in the field of Fire Science. Experiential learning placements are directly related to the student's program of study and provide opportunities not available in the classroom setting. Learning activities will be selected and evaluated by the assigned faculty mentor and on-site supervisor in collaboration with the student.

*Prerequisite: Students must be within one (1) academic year of completing a program, and minimum 2.5 GPA, and approval from a faculty mentor in Fire Science.*

## **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-0204      PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY & SURVIVAL**

**3 hours credit**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior changes throughout the emergency services.

## **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.

*Pre-requisite: FRSC-0100.*

**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.

**FRSC-0299                      EXPERIENTIAL LEARNING IN FIRE SCIENCE**  
**6 hours credit**

This course provides the student an opportunity to gain knowledge and skills from a planned work experience in the field of Fire Science. Experiential learning placements are directly related to the student's program of study and provide opportunities not available in the classroom setting. Learning activities will be selected and evaluated by the assigned faculty mentor and on-site supervisor in collaboration with the student.

*Prerequisite: Students must be within one (1) academic year of completing a program, and minimum 2.5 GPA, and approval from a faculty mentor in Fire Science.*

# GEOGRAPHY - GEOG

## **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.

# HISTORY – HIST

## **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 EUROPEAN HISTORY**

**3 hours credit**

Students examine various changes and events in the history of Europe from 1870 until the early twenty-first century.

## **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-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.

# HONORS – HONR

## **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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: Completion of Honors Seminar I.*

# HUMAN DEVELOPMENT - HUDV

## **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.

*Pre-requisites: American Sign Language I, HUDV-0263 .*

## **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.

# HUMANITIES– HUMN

## **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, theatre, 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-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.

# HEATING AND REFRIGERATION – HVAC

## **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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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 blueprint reading. Students will learn the safe and proper methods of sheet metal work.

*Pre-requisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

## **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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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 lifetime.

**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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0203 Heat Pump Systems.*

# HAZARDOUS MATERIAL -HZMT

## **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.

# INTEGRATED READING AND WRITING – INRW

## **INRW 0099            INTEGRATED READING AND WRITING**

### **3 hours credit**

This course integrates reading and writing skills preparation, allowing students to bypass READ-0092 and ENGL-0099. Students in this course will read and respond to a variety of college-level texts while receiving supplemental support. Students will simultaneously complete the expected learner outcomes for this course and ENGL-101 while developing academic reading and writing proficiency and critical thinking skills.

*NOTE: Students must also enroll in a corresponding section of ENGL-0101 while taking this course. Students will complete INRW-0099 and ENGL-0101 with the same instructor during the same semester. Prerequisite: Placement is based on multiple measures, including standardized test scores. Students who score between 227 and 255 in either the Reading or Writing sections on the Accuplacer will take INRW-0099 and ENGL-101 concurrently.*

# JOURNALISM - JOUR

## **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-0178      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.

## **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.

# KANSAS PRACTICAL NURSING – KSPN

## **KSPN-0102 KSPN FOUNDATIONS OF NURSING**

**4 hours credit**

This course provides an introduction to practical nursing and roles of the practical nurse as well as profession- and client-related care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic data collection and nursing skills are presented and an introduction to the nursing process provides the student with a framework for decision making.

## **KSPN-0104 KSPN FOUNDATIONS OF NURSING CLINICAL**

**2 hours credit**

This course provides an introduction to the skills required to practice nursing. The theoretical foundation for basic data collection and nursing skills are presented and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting. Students are also given the opportunity to apply the nursing process to client-related situations.

## **KSPN-0107 KSPN NURSING CARE OF ADULTS I**

**5 hours credit**

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cardiac output and tissue perfusion, oxygenation, regulation and metabolism, and integument. Principles of pre-and post-operative care and IV therapy are also addressed.

## **KSPN-0108 KSPN NURSING CARE OF ADULTS I CLINICAL**

**2 hours credit**

This course focuses on the care of adult clients with common medical/surgical health alterations. The clinical laboratory experience gives students the opportunity to apply theoretical concepts from Nursing Care of Adults I and implement safe client care in selected settings.

## **KSPN-0115 FUNDAMENTALS OF PHARMACOLOGY AND SAFE MEDICATION ADMINISTRATION**

**2 hours credit**

This course provides an introduction to the principles of pharmacology. Emphasis is placed on nursing care related to the safe calculation and administration of medications to clients across the life span.

## **KSPN-0121 KSPN NURSING CARE OF ADULTS II**

**5 hours credit**

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed.

## **KSPN-0123 KSPN NURSING CARE OF ADULTS II CLINICAL**

**2 hours credit**

This course focuses on the care of adult clients with common medical/surgical health problems. The clinical laboratory experience gives students the opportunity to apply theoretical concepts from Nursing Care of Adults I and II and implement safe client care in selected settings. Students are also given the opportunity to practice leadership skills while managing a caseload of clients.

## **KSPN-0124 KSPN MATERNAL CHILD NURSING**

**2 hours credit**

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on care of the pregnant woman and newborn, normal growth and development, and common pediatric disorders.

## **KSPN-0126 KSPN MATERNAL CHILD NURSING - CLINICAL**

**1 hour credit**

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Students observe the uncomplicated birth process and practice postpartum care as well as care of the newborn in the clinical laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences.

## **KSPN-0128 KSPN CARE OF AGING ADULTS**

**2 hours credit**

This course is designed to explore issues related to aging adults. Course content addresses the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care.

## **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 client with a mental health disorder.

## **KSPN-0132 KSPN LEADERSHIP, ROLES, AND ISSUES**

**2 hours credit**

This course provides orientation to leadership roles of the LPN and related responsibilities. It also introduces issues to students that they will encounter in the workplace.

# LANGUAGE ARTS – LANG

## **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.

*Pre-requisite: French I, LANG-0101 or consent of the instructor.*

## **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.

*Pre-requisite: LANG 141, Spanish I with grade of "C" or better.*

## **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-0144 SPANISH FOR HERITAGE LEARNERS**

**5 hours credit**

The main purpose of the Spanish for Heritage Learners course is to help students become familiar with a variety of Spanish registers and to develop learning strategies that will allow them to move with increasing confidence in multiple socio-linguistic contexts beyond the classroom. Projects, readings and class discussions are used to explore, reflect, and gain practical understanding on two levels of cultural knowledge: self and intercultural. Taught exclusively in Spanish, this course seeks to explore and analyze topics that are relevant to understanding the Spanish heritage students' culture.

## **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-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.

*Pre-requisite: Spanish II, LANG-0142.*

# MACHINE TECHNOLOGY – MACH

## **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.

*Pre-requisites: 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 workplace skills. The course topics include Resume writing, cover letters, applications, personal data sheets, portfolios, interviewing tactics, workplace ethics and basic workplace 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.

*Pre-requisites: 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 on 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.

*Pre-requisites: 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.

*Pre-requisites: 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 brainstorm cost analysis and tool geometry.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.*

*Pre-requisites: MACH-0204 CAD/CAM I, MACH-0205 CAD/CAM II.*

## **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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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 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.

# MATHEMATICS – MATH

## **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, percent's, 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.

*Pre-requisite: Students need to meet the correct placement measure for this course.*

## **MATH-0099 ELEMENTARY ALGEBRA**

**3 hours credit**

Elementary Algebra is an introductory course for students 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.

*Pre-requisite: Students need to meet the correct placement measure for this course or have completed MATH-0097 Math Essentials with a grade of "C" or higher.*

## **MATH-0103 BUSINESS MATH**

**3 hours credit**

Fundamentals of math as they relate to accounting, banking, finance, merchandising, and business are studied. Students develop computational knowledge and applied skills in areas including arithmetical operations, price setting, simple and compound interest, time value of money, banking, payroll, insurance, budgeting, and other consumer-related topics.

*Pre-requisites: Students need to meet the correct placement measure for this course or have completed MATH0099 Elementary Algebra with a grade of "C" or better.*

## **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. Students will be expected to use appropriate technology as one tool to achieve competency in Intermediate Algebra.

*Pre-requisites: Students need to meet the correct placement measure for this course or have completed MATH-0099 Elementary Algebra with a grade of "C" or higher.*

## **MATH-0105 COLLEGE ALGEBRA WITH REVIEW**

**5 hours credit**

College Algebra includes an 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. Pre-requisites: Students need to meet the correct placement measure for this course or have completed MATH-0104 Intermediate Algebra with a grade of "C" or higher.

## **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.

*Pre-requisites: Students need to meet the correct placement measure for this course or have completed MATH-0104 Intermediate Algebra with a grade of "C" or higher.*

## **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.

*Pre-requisite: Students need to meet the correct placement measure for this course or have completed MATH-0104 Intermediate Algebra with a grade of "C" or higher.*

## **MATH-0111 CONTEMPORARY MATH**

**3 hours credit**

Contemporary Math is designed for students not planning to major in a field that required advanced mathematical skills. Problem-solving, critical-thinking, and quantitative reasoning skills needed to understand issues in work, life, and society are developed using interesting and unique mathematical problems and topics such as voting theory, apportionment, fair division, scheduling, growth models, finance, probability, statistics, historical counting systems, cryptography, and logic.

*Pre-requisite: Students need to meet the correct placement measure for this course or have completed MATH-0103 Business Math or MATH-0104 Intermediate Algebra with a grade of "C" or higher. NOTE: This course does not meet the prerequisite requirement for MATH-0115 Statistics.*

## **MATH-0112 TRIGONOMETRY**

**3 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.

*Pre-requisite: Students need to meet the correct placement measure for this course or have completed MATH-0105/0106 College Algebra with a grade of "C" or higher. NOTE: This course does not meet the prerequisite requirement for MATH-0115 Statistics.*

## **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.

*Pre-requisite: Students need to meet the correct placement measure for this course or have completed Math-0104 Intermediate Algebra or MATH-0105/0106 College Algebra or MATH-0108 Pre-Calculus with a grade of "C" or higher. MATH-0111 Contemporary Math or MATH-0112 Trigonometry do not satisfy the prerequisite.*

**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.

*Pre-requisites: Students need to meet the correct placement measure for this course or have completed MATH-0105/0106 College Algebra with a grade of "C" or higher or completed MATH-0108 Pre-Calculus with a grade of "C" or higher.*

**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.

*Pre-requisites: Students need to meet the correct placement measure for this course or have completed MATH-0120 Calculus I (Non-Engineering) with a grade of "C" or higher.*

**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.

*Pre-requisites: Students need to meet the correct placement measure for this course or have completed MATH-0105/0106 College Algebra and MATH-0112 Trigonometry with a grade of "C" or higher or completed MATH-0108 Pre-Calculus with a grade of "C" or higher.*

**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.

*Pre-requisite: Students need to meet the correct placement measure for this course or have completed MATH-0122 Calculus and Analytic Geometry I with a grade of "C" or higher.*

**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.

*Pre-requisites: Students need to meet the correct placement measure for this course or have completed MATH-0123 Calculus and Analytic Geometry II with a grade of "C" or higher. May be taken concurrently with MATH-0227 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.

*Pre-requisites: Students need to meet the correct placement measure for this course or have completed MATH-0123 Calculus and Analytic Geometry II with a grade of "C" or higher. May be taken concurrently with MATH-0224 Calculus and Analytic Geometry III.*

# MEDICAL TECHNOLOGY – MEDA

## **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).

# MULTIMEDIA/VIDEO PRODUCTION - MMVP

## **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. Pre-requisites: 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 Scalable 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. Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: MMVP-0190 Digital Video Production*

# MORTUARY SCIENCE – MTSC

## **MTSC-0102      ORIENTATION TO FUNERAL SERVICE & CREMATION**

**3 hours credit**

This course surveys the history of funeral service with emphasis on the individuals, events, and forces that have influenced contemporary funeral principles and practices as well as the progression of associations and education within funeral service. The cremation curriculum focuses on the important considerations when working with those that choose cremation as a form of disposition.

## **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-0239      FUNERAL RITES PRACTICUM I**

**4 credit hours**

Students work in a local funeral home under the direct supervision of a licensed funeral director. Combines (8-9 hours) per week in an approved funeral home to learn procedures and perform duties relating to the practice of funeral service, as assigned by the preceptor, licensed funeral home staff and faculty members.

## **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.

# MUSIC – MUSC

## **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-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 sight singing, 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 sight singing, dictation, rhythm, and keyboard skills.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: Consent of the instructor.*

## **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. Pre-requisites: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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 sight singing, dictation, rhythm, and keyboard skills.

*Pre-requisites: 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 sight singing, dictation, rhythm, and keyboard skills.

*Pre-requisite: 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 all style periods including jazz or classical repertoire, depending on the course section number.

*Pre-requisites: Audition or consent of the instructor.*

# NAIL TECHNOLOGY – NAIL

## **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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: 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.

# PHYSICAL SCIENCE – NASC

## **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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: College Algebra, MATH-0105/0106 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.

*Pre-requisite: College Algebra, MATH-0105/0106 is recommended.*

## **NASC-0175 INTRODUCTION TO METEOROLOGY & LAB**

**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.

*Pre-requisite: College Algebra, MATH-0105/0106 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.

*Pre-requisite: College Algebra, MATH-0105 is recommended.*

## **NASC-0231 GENERAL PHYSICS I AND LAB**

**5 hours credit**

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry.

*Pre-requisites: College Algebra, MATH-0105 is required; Trigonometry, MATH-0112 is strongly recommended.*

## **NASC-0232 GENERAL PHYSICS II WITH LAB**

**5 hours credit**

Physics II is the continuation of Physics I using the tools of algebra and trigonometry. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics. Schedule: five hours of lectures and two hours of lab work per week. The course is currently being offered during spring semester only.

*Pre-requisite: General Physics I, NASC-0231.*

## **NASC-0245 ENGINEERING PHYSICS I**

**5 hours credit**

Engineering Physics I (and associated laboratory experience) is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, mechanical waves, and fluid mechanics 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.

*Pre-requisites: 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**

Engineering Physics II (and associated laboratory experience) is the continuation of Engineering Physics I (NASC-0245) using the tools of algebra, trigonometry, and calculus. Topics covered in this course will include electricity and magnetism, electromagnetic waves, and optics. Schedule: five hours of lectures and two hours of lab work per week. This course is currently being offered during spring semester only.

*Pre-requisites: 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.

*Pre-requisites: 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.

*Pre-requisites: Engineering Physics I, NASC-0245 and Calculus and Analytic Geometry II, MATH-0123.*

# PRACTICAL NURSING – NUPN

## **NUPN-0100      APPLICATION OF HEALTH ASSESSMENT FOR THE PN**

**1 hour credit**

This course will give practical nursing students the opportunity to apply their knowledge of assessment skills to providing care for clients of all ages and cultures. Students will recognize and interpret normal findings of the client across the lifespan to lay the foundation for recognizing abnormal client presentation.

## **NUPN-0200      CLINICAL JUDGMENT FOR THE PN**

**1 hour credit**

Students will apply a selected clinical judgment model (ex: NCSBN Clinical Judgment Measurement Model) to various patient scenarios in order to develop clinical judgment skills necessary for practice. Students will also learn how clinical judgment can improve their ability to answer questions on the NCLEX-PN®.

*Pre-requisite: KSPN-0102 KSPN Foundations of Nursing and KSPN-0104 KSPN Foundations of Nursing Clinical.*

# NURSING – NURS

## **NURS-0105      TRANSITION TO RN FOR LPN, PARAMEDIC, AND RT**

**4 hours credit**

This course is designed to facilitate successful entry of LPN/Paramedic/RRT students into the associate degree nursing program. This course will expand on the common content from LPN/Paramedic/RRT programs and introduce new theories, processes and skills specific to the role of the professional nurse. It provides an overview of content from the first two semesters of the program to allow students to transition into the second year of program coursework.

*Pre-requisite:* Admission in the Registered Nursing Program as an articulation student.

## **NURS-0106      PHARMACOLOGY IN NURSING I**

**1 hour credit**

This course provides students with an introduction to medication delivery across the lifespan as it relates to the registered nurse's role in the patient care team. Dosage calculation for oral, topical, subcutaneous and intramuscular delivery will be introduced and the student will learn to implement the technique of dimensional analysis. The mechanism of action, side effects, and nursing management of clients taking common medications will be covered.

*Pre-requisite:* Admission in the Registered Nursing Program.

## **NURS-0107      PHARMACOLOGY IN NURSING II**

**2 hours credit**

This course is an advancement of the role of the professional nurse in the safe administration of medications across the lifespan. Advanced dosage calculation will be taught for intravenous medication delivery. The mechanism of action, side effects, and nursing management of clients taking common medications will be covered.

*Pre-requisite:* NURS-0106.

## **NURS-0108      PHARMACOLOGY IN NURSING III**

**1 hour credit**

This course is a culmination of the role of the professional nurse in the safe administration of medications across the lifespan. Specialized methods of medication administration will be covered. This course covers the mechanism of action, side effects, and nursing management of clients taking common medications. Students will plan appropriate health teaching for clients across the lifespan.

*Pre-requisite:* NURS-0107.

## **NURS-0131      INTRODUCTION TO PROFESSIONAL NURSING CONCEPTS**

**3 hours credit**

This foundational course introduces the student to the role of the professional nurse and the nursing process as a tool for clinical judgment and evidence-based practice. Students have the opportunity in the campus laboratory to demonstrate safe performance of basic psychomotor skills and beginning communication techniques.

*Pre-requisite:* Admission to the ADN program and completion of NURS-0193.

## **NURS-0132      FOUNDATIONAL CONCEPTS**

**4 hours credit**

This course allows the student to apply the nursing process to meet basic health and safety needs of older adults in a variety of clinical settings. Emphasis is on health promotion, adult development, and wellness while providing culturally appropriate care. Elements of teaching and learning principles for client education are also introduced.

*Pre-requisite:* NURS-0131.

## **NURS-0135      BASIC CONCEPTS OF PATHOPHYSIOLOGY**

**3 hours credit**

This course is designed to enhance the understanding of common

disease processes that occur in diverse individuals across the lifespan. Alterations in physiological functions of the human body and general concepts of disease processes, including the etiology, pathophysiology, and clinical manifestations, are discussed. Altered physiological functions are described at a basic cellular, organ, and systemic level. Students are encouraged to take BIOL-0261 before or at the same time at this course.

*Pre-requisite:* BIOL-0141, BIOL-0271 and BIOL-0272.

## **NURS-0143      NURSING CONCEPTS FOR CLIENTS WITH COMMON HEALTH PROBLEMS**

**8 hours credit**

This course focuses on concepts associated with evidence-based care of diverse clients who have common acute and chronic physical and mental health problems with predictable outcomes. Nursing care of the childbearing family will also be introduced with an emphasis on health promotion and growth and development from newborn through adolescence. Students have the opportunity to utilize the nursing process and perform invasive psychomotor skills when caring for individuals across the lifespan in a variety of clinical and community-based settings.

*Pre-requisite:* NURS-0131, NURS-0132.

## **NURS-0193      HEALTH ASSESSMENT**

**3 hours credit**

This course provides an overview of assessment as part of effectively implementing the nursing process. Students have the opportunity to develop and apply the cognitive and psychomotor health assessment skills necessary to perform a systematic, holistic, and culturally competent health assessment for individuals across the lifespan. Introduction to the role of the professional nurse in identifying and communicating normal findings and common deviations from normal will also be discussed.

*Pre-requisite:* Admission to the Registered Nursing Program.

## **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.

*Pre-requisites:* Final semester of the KCKCC Registered Nursing program or graduate from an accredited Registered Nursing program.

## **NURS-0243      NURSING CONCEPTS FOR CLIENTS WITH COMPLEX HEALTH PROBLEMS**

**8 hours credit**

This course focuses on concepts associated with evidence-based care of diverse clients across the lifespan who have complex physical and mental health problems with unpredictable outcomes. Students have the opportunity to demonstrate reasoning to make effective nursing judgments when providing care for patients across the lifespan in a variety of health care and community-based settings. Concepts of prioritization, delegation and supervision, and global health are emphasized as students continue to demonstrate professional standards and adhere to legal and ethical guidelines.

*Pre-requisite:* NURS-0131, NURS-0132, NURS-0143.

## **NURS-0244      NURSING CONCEPTS FOR CLIENTS WITH MULTISYSTEM AND EMERGENT HEALTH PROBLEMS**

**4 hours credit**

This course focuses on concepts associated with evidence-based care of diverse clients who have multisystem and emergent health problems, including the role of the nurse in mass casualty events. Students will have the opportunity to collaborate with members of the interprofessional health care team to coordinate care to meet optimal client outcomes in a variety of health care settings.

*Pre-requisite: NURS-0131, NURS-0132, NURS-0143, NURS-0243.*

**NURS-0245            NURSING MANAGEMENT OF CARE CONCEPTS**

**3 hours credit**

This course assists the student in the transition from the student role to the role of the professional nurse. The focus of the course is on concepts of leadership as students have the opportunity to manage collaborative evidence-based care for groups of clients in a variety of clinical settings. Students are able to refine their clinical judgment and prioritization skills to promote health and ensure safe quality care.

*Pre-requisite: NURS-0131, NURS-0132, NURS-0143, NURS-0243, NURS-0244.*

# PHILOSOPHY – PHIL

## **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-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.

*Pre-requisite: 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.

# PHYSICAL THERAPY - PHTR

## **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 statutes, 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.

# PARAMEDIC – PMED

## **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.

*Pre-requisite:* 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 patients will be addressed. Students will also expand knowledge, use and interpretation of ECGs, 12-Lead, ETC02 and other monitoring/diagnostic equipment into their care plan. Students will participate in multiple patient simulations of various medical emergency scenarios.

*Pre-requisite:* 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.

*Pre-requisite:* 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.

*Pre-requisite:* 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.

*Pre-requisite:* 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.

*Pre-requisite:* 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.

*Pre-requisite:* Completed PMED 0228 with a grade "C" of higher.

# POLITICAL SCIENCE – POSC

## **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.

# PARALEGAL – PRLG

## **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**

**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.

*Pre-requisites: 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.

*Pre-requisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131.*

## **PRLG-0162 FAMILY LAW**

**3 hours credit**

Specific topics covered include adoption, guardianship, child custody and support, divorce, and separation.

*Pre-requisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

## **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.

*Pre-requisites: 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.

*Pre-requisites: 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:

*Pre-requisite: 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.

*Pre-requisites: 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.

*Pre-requisites: 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. *Pre-requisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

## **PRLG-0272 LEGAL ETHICS, INTERVIEWING AND INVESTIGATION**

**3 hours credit**

Upon successful completion of this course, the student should be able to explain ethical rules and standards governing the legal profession, interview clients and witnesses, and investigate the facts as part of a legal analysis or proceedings. A major emphasis will be on recognition of ethical problems commonly encountered and the development of interviewing and investigating skills.

*Pre-requisite: Introduction to Law PRLG-0121.*

## **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.

*Pre-requisite: 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.

*Pre-requisite: Paralegal Internship I, PRLG-0275.*

# PSYCHOLOGY - PSYC

## **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.

*Pre-requisite: Take ENGL-0099 and READ-0092 with grade of C or better OR test out of developmental reading and writing courses.*

## **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      DEATH AND DYING**

**3 hours credit**

Students examine the psychological, cultural, legal and ethical issues inherent in the process of death and dying, in order to understand the complex activities and expectations that occur at the end of life. 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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. *Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: Psychology, PSYC-0101.*

## **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.

*Pre-requisites: PSYC-0101, Psychology.*

# READING – READ

## **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. PRE-REQUISITE: Assessment score of 40-59 on the Accuplacer Classic or 227-239 on the Accuplacer Next Generation for 16-233k sections. Assessment score of 233 on the Accuplacer Next Generation is required for enrollment in 8 week-section.

*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. Completion of READ-0091 with a grade of "C" or better, or an assessment score of 60-74 on the Accuplacer Classic, or a score of 240-255 on the Accuplacer Next Generation test. Assessment score of 247 on the Accuplacer Next Generation is required for enrollment in online sections.

*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.*

# RESPIRATORY CARE – RSCR

## **RSCR-0220 INTRODUCTION TO RESPIRATORY CARE**

**3 hours credit**

This course introduces the student to topics related to the role of an entry-level Respiratory Care Practitioner (RCP). This class covers health care organizations and structures, health care communications, medical ethics, medical-legal documentation, quality and evidenced-based respiratory care, electronic medical records, patient education and health promotion, and medical terms and symbols. In addition, students will investigate the areas of specialization within Respiratory Care.

## **RSCR-0224 THERAPEUTIC INTERVENTIONS I**

**3 hours credit**

Typically, 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.

*Pre-requisite: Acceptance into the Respiratory Therapy program.*

## **RSCR-0225 CARDIOPULMONARY CARE & DIAGNOSTICS I**

**4 hours credit**

This is an introductory overview course in which students engage content on cardiopulmonary anatomy, physiology, and disease states. Students become familiar with patient assessment concepts, evaluate diagnostic data, recognize cardiopulmonary diseases, and identify initial interventions. Course material is applied to clinically focused scenarios and discussion questions.

## **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.

*Pre-requisite: 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.

*Pre-requisites: 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.

*Pre-requisite: 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.

*Pre-requisite: Respiratory Therapy program sequence.*

## **RSCR-0245 CARDIOPULMONARY CARE & DIAGNOSTICS II**

**4 hours credit**

This is 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.

*Pre-requisite: 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.

*Pre-requisite: Respiratory Therapy program sequence.*

## **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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: Respiratory Therapy program sequence.*

### **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 perinatal and child anatomy, physiology, assessment, diagnosis, and treatment. Evidence-based disease management concepts are utilized.

### **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.

*Pre-requisite: Health Care Professional, or student involved in any aspect of neonatal resuscitation, or permission of the instructor.*

### **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.

*Pre-requisite: Respiratory Therapy program sequence.*

# SOCIAL SCIENCE – SOSC

## **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.

*Pre-requisite: Successfully complete ENGL-0099 and READ-0092 grade of C or better or test out of developmental reading and writing courses.*

## **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 Pre-requisite 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.

*Pre-requisite: SOSC-0107, Sociology.*

## **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.

*Pre-requisite: 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.

*Pre-requisite: Sociology, SOSC-0107.*

## **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**

A continuation of Introduction to Social Work, SOSC0210 and Introduction to Social Welfare, SOSC0212. This course is available in 1, 2, or 3 credit hour versions. Each course credit hour requires 45 contact hours in the field. This course provides 45 to 135 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 and Social Work Agencies in the field setting. This course is an exposure course. Some Colleges and Universities do accept this course as a practicum. Generally the minimum required transfer credit hours for this course are two. The course may be taken for up to three credit hours in various combinations of 1, 2 or 3 credit hours. The course may not be taken for more than 3 credit hours total. Students are urged to check with their prospective college or university for exact transfer requirements.

*Pre-requisite: 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 American Psychological Association (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.

## **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.

## **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.

# SPEECH – SPCH

## **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.

*Pre-requisites: 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.

*Pre-requisite: 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.

*Pre-requisite: Discussion & Debate, SPCH-0161 or permission of instructor.*

## **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.

# SURVEYING TECHNOLOGY – SURV

## **SURV-0101 SURVEYING I**

**3 hours credit**

This course teaches basic surveying principles, mathematics, and operations with emphasis on basic computations and operation of equipment including the surveyor's tape, level, and total station. This course has a laboratory component where the student learns basic instrument use and elementary surveying operations through a variety of field exercises.

*Co-requisite: MATH-0112 Trigonometry and ENGL-0101 Composition I.*

## **SURV-0102 SURVEYING II**

**3 hours credit**

This course teaches the theory and practice of traverse computation. Topics introduced include mathematics and concepts used in route surveying, elementary concepts of project boundary surveying, topographic mapping, and volume calculations and construction surveying. Elementary concepts of Geographic Information Systems (GIS) and Global Positioning Systems (GPS) are also introduced. This class has a laboratory component where the student builds on the instrument use and surveying operations learned in Surveying I.

*Pre-requisite: SURV-0101 Surveying I with a grade of "C" or better.*

## **SURV-0104 GLOBAL NAVIGATION SATELLITE SYSTEMS (GNSS)**

**3 hours credit**

This course teaches fundamental concepts in the use of global navigation satellite systems (GNSS) to students preparing for work in the geospatial industries and professions. Students will understand spatial referencing concepts, and the similarities and differences between the leading global systems. Topics include introduction to GNSS receivers and GNSS software systems that are used to collect, correct, map, and analyze geospatial data. Elementary geophysical applications of GNSS will be learned. It also includes a discussion of and application of meter level, sub-meter level, and cm-level technologies and the results that can be generated from them in various surveying and mapping situations. Exercises using static, and kinematic surveying will be done, including design and processing. Students will learn to use the National Geodetic Survey's (NGS's) OPUS system to perform and deliver networked observation results. In all cases, there is a concentration on the fundamental issues so that students will gain an understanding of the basic limitations of the system and how to extend them application to areas not yet fully explored. *Pre-requisite SURV-0102 Surveying II, with a grade of "C" or better.*

## **SURV-0106 GEOGRAPHIC INFORMATION SYSTEM (GIS)**

**3 hours credit**

This course teaches fundamental concepts in the use of geographic information systems (GIS) to students preparing for work in the geospatial professions. This course will enable the student to understand spatial referencing concepts, in the use and application of Geographic Information Systems. Students will be introduced to GIS software systems that are used to collect, correct, map, and analyze geospatial data. Advanced topics in the use of GIS including spatial referencing concepts and data display concepts will be covered extensively, including surveying applications as well as other GIS applications in engineering, construction, and related industries. Students will create projects in several areas of applications in surveying and mapping.

*Pre-requisite: SURV-0102 Surveying II and SURV-0104 GNSS, with a grade of "C" or better.*

## **SURV-0108 BOUNDARY CONTROL**

**3 hours credit**

This course teaches the fundamental knowledge required to perform land records research with deeds and other related records, survey

records, and other land records preparatory to conducting property boundary surveys. The student will examine evidence of ownership, historical information, property descriptions, and legal requirements for reviewing and recording documents. Applications of the applicable portions of the Kansas Minimum Standards for Property Boundary Surveys as well as of the standards for land title surveys of the American Land Title Association (ALTA)/National Society of Professional Surveyors (NSPS) will be discussed. Various aspects of professional practice and ethics are also included.

*Pre-requisite: SURV-0102 Surveying II, with a grade of "C" or better.*

## **SURV-0110 REAL PROPERTY LAW**

**3 hours credit**

This course teaches the legal principles of surveying including topics in boundaries, property law as applied to surveying, monumentation, deed interpretation, professional liability, and ethics. Also discussed are various principles of Kansas survey law, regulations such as Kansas Minimum Standards for Property Boundary Surveys, and the applicable portions of the standards for land title surveys of the American Land Title Association (ALTA)/National Society of Professional Surveyors (NSPS). *Pre-requisite: SURV-0102 Surveying II, with a grade of "C" or better.*

## **SURV-0202 SURVEY CAD**

**3 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.

*Pre-requisite: ENGR-0106 Computer Aided Drafting.*

## **SURV-0204 ADVANCED SURVEY CONCEPTS**

**3 hours credit**

This course covers various aspects of surveying that are covered in other courses, but which advances those topics to make the student ready for professional practice. The material covers writing and interpreting legal descriptions, principles of subdivision design, use of plane coordinate systems including understanding the theory of plane projection systems, and advanced error analysis.

*Pre-requisite: SURV-0104 Global Navigation Satellite Systems and SURV-0202 Survey CAD – Survey emphasis courses with a grade of "C" or better.*

# THEATRE - THTR

## **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-0115 ACTING I**

**3 hours credit**

Fundamental techniques and terminology of acting through physical and vocal expression. Emphasis is placed on characterization as developed through improvisation, vocal exercises, intention exercises, and awareness of body acting centers.

## **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-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-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 II**

**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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: THTR-0255, Stagecraft II.

# VICTIM SERVICES – VTSP

## **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.

# WELDING TECHNOLOGY–WELD

## **WELD-0100      WELDING SAFETY AND OSHA 10**

**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.

*Pre-requisite: WELD-0100 Welding Safety.*

## **WELD-0120      SMAW**

**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.

*Pre-requisite: WELD- 0100 Welding Safety.*

## **WELD-0130      GMAW**

**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.

*Pre-requisite: WELD-0100 Welding Safety.*

## **WELD-0140      GTAW**

**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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: WELD-0100 Welding Safety.*

## **WELD-0220      ADVANCED SMAW**

**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.

*Pre-requisite: WELD-0100 Welding Safety, WELD-0120 SMAW.*

## **WELD-0230      ADVANCED GMAW**

**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.

*Pre-requisite: WELD-0100 Welding Safety, WELD-0130 GMAW.*

## **WELD-0240      ADVANCED GTAW**

**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.

*Pre-requisite: WELD-0100 Welding Safety, WELD-0140 GTAW.*

### **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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: 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.

*Pre-requisite: WELD-0100 Welding Safety, WELD-0130 GMAW.*

### **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.

*Pre-requisite: 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 nondestructive testing methods, how to interpret them to code, and how to use a code to set up welding procedures and qualification tests.

*Pre-requisite: 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.

*Pre-requisite: BUSN-0250 Obtaining Employment.*



# Kansas City Kansas Community College

7250 State Ave | Kansas City, Kansas 66112 | 913-334-1100  
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