

*"Making Life Better"*



**Kansas City Kansas  
Community College**



7250 State Avenue • Kansas City, KS 66112 • 913-334-1100 • [www.kckcc.edu](http://www.kckcc.edu)

*"An Equal Opportunity Educational Institution"*



# Kansas City Kansas Community College GENERAL CATALOG 2011-2013

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# Introduction to KCKCC

You will have made a good decision if you chose Kansas City Kansas Community College 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 centrally 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 225 Cherokee in Leavenworth, Kansas, and at the KCKCC Technical Education Center, 2220 North 59th Street in Kansas City, Kansas, and offers classes at a variety of locations in the metropolitan area and in small towns surrounding Kansas City, Kansas.

Our College serves approximately 9,800 students annually with its programs and course offerings for both transfer credit and non-credit. Fifty-four percent of our students reside within the county, 42 percent come from other Kansas counties; 3 percent from Missouri, and 1 percent from other states.

The average age of students at KCKCC is 30. Sixty-two percent of the student body is female; 38 percent is male. Culturally, 53 percent are Caucasian; 27 percent are African-American, 10 percent are Hispanic; 2 percent are Asian/Pacific Islander; and 1 percent are American Indian or multi-racial, respectively.

Full time students comprise 37 percent of the student body; 63 percent attend part time. Fifty-eight percent attend day classes only; 20 percent attend night only; and 22 percent attend both day and night classes.

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

## Accreditation

Kansas City Kansas Community College (KCKCC) is accredited by The Higher Learning Commission, a commission of the North Central Association and the Kansas Board of Regents. In addition, individual programs are accredited by professional organizations: the Business Division by the Association of Collegiate Business Schools and Programs; Mortuary Science by the American Board of Funeral Service

Education; Nursing Education by the National League for Nursing Accreditation Council and approved by the Kansas State Board of Nursing; Respiratory Therapy by the Commission on Accreditation of Allied Health Education Programs and the Committee on Accreditation for Respiratory Care; and Physical Therapist Assistant Program by the Commission on Accreditation in Physical Therapy Education. The College is approved by the Kansas Veterans Commission and the Veterans Administration for veterans' college training.

## Mission

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

## Purpose

Kansas City Kansas Community College seeks to fulfill its mission by providing:

- **an educational environment** that encourages a strong commitment to high academic standards that sustain and advances excellence in learning and encourages challenging, innovative, and varied programs, teaching methods, and delivery systems; enhances student intellectual and social development to the fullest extent possible; and stresses the attitudes, behaviors, responsibilities, and skills required for effective learning and citizenship in a multicultural democracy.
- **transfer education** in the liberal arts and sciences that enables students to pursue a baccalaureate degree.
- **career education** in a technical or professional field that enables students to achieve a certificate and/or associate degree.
- **general education** and support services that expand students' social, cultural, ethical, and intellectual horizons through the investigation of the liberal arts and sciences.
- **continuing education** that enables students to achieve and maintain workforce credentials, and to enhance personal growth and cultural enrichment.
- **developmental education** that enables students to improve basic learning skills in reading, writing, and mathematics to make satisfactory progress toward educational objectives.
- **community services** that offer cultural and recreational activities, provide access to college facilities, and that serve as a planning, research, and resource center to the college's varied communities.
- **education and support services** that are responsive to the needs of the college's service area, including educational systems, business and industry, community agencies, and other post-secondary institutions.
- **student support services** that assist students in achieving their educational objectives through quality advising, counseling, financial aid, enrollment services, child care, job placement services, and tutoring and access.

## Introduction to KCKCC

- **a 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
- **a 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.
- the development of a caring and concerned community based upon the principles of fair treatment, open communication, and cooperative efforts.
- accessible, affordable, convenient opportunities designed to serve the interests and needs of our students and communities.
- high academic standards and high expectations for faculty and student performance through accountable, value-added experiences.
- alternative support programs and services to assist students in reaching their goals
- an openness to innovation and change at every level and in every unit throughout the college environment.
- an emphasis on quality through efficient, effective, fiscally responsible education and services and on-going professional development.

### Information Center

Students who enter the College at the Jewell Student Center entrance will be standing just a few feet away from the Information Center, which opened in the Spring of 1996.

The Information Center personnel are available to provide students with a general map of the campus, applications, class schedules, program pamphlets and general information.

The Information Center is open:

7:30 a.m. – 7:30 p.m. Monday through Thursday

7:30 a.m. – 4:00 p.m. Friday

### Summer Hours

7:00 a.m. – 7:30 p.m. Monday through Thursday

Friday-Sunday - Closed

### 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. Then in 1979, legislative action created another name change for the two-year colleges in the State of Kansas. The term junior was dropped from their names and replaced with community; at this time the College officially became known as Kansas City Kansas Community College.

### Buildings

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

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

In 1988, the KCKCC-Leavenworth Center was opened in downtown Leavenworth. The Jack Flint Hi-Tech Building was completed and dedicated in the spring of 1992. The Wellness Center, which was opened in the spring of 1992 in the gymnasium, quickly outgrew its space and has been located in the Allied Health Building since 1996.

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.

Renovation to several commercial properties acquired by the College are set to begin in April, 2011. All Technical Education Center programs are housed at Schlagle High School. The Technical Education Center programs in Auto Technology and Auto Collision Repair will move to 6736 State Avenue in August 2011. The remaining programs will move in August, 2012 to 6535 State Avenue.

## Introduction to KCKCC

### 2011-12 ACADEMIC CALENDAR

#### 2011 FALL SEMESTER

#### August

4	<b>Early Payment Deadline for Campus and Leavenworth</b>
8	All Faculty Report/Administrative Welcome 8am/Leavenworth Center Enrollment 2-6pm/Contract Day
9	Provost-Faculty Meeting/Division Meetings/Contract Day
10	Campus Enrollment/Contract Day
11, 12, & 17	Contract Days
15-16	Contract Days/Late Enrollment - 8am-1pm & 3pm-7pm
18	Classwork Begins
18	Schedule Adjustments Only – 8am-7pm
19	Schedule Adjustments Only – 8am-4pm

#### September

5	Labor Day Holiday - College Closed
---	------------------------------------

#### October

5-11	Midterm Enrollment
11	Midterm
27	Advisement/Assessment - No Classes - Offices Open

#### November

1	Early Enrollment for Spring 2012 Begins
18	Last day to officially withdraw from classes
21-27	Thanksgiving Holiday - College Closed

#### December

9	Last Day of Classes
10-16	Finals
19	Grades Due – 9:00 am-Fall Semester Ends
21	Winter Break - College Closed @2:00pm

#### 2012 SPRING SEMESTER

#### December 12-January 10 Early Start Spring Classes

#### January

3	College Offices Reopen – Staff Report
5	Early Payment Deadline for Campus & Leavenworth
9	All Faculty Report/Administrative Welcome 8am/Leavenworth Center Enrollment 2-6pm/Contract Day
10	Provost/Faculty Meeting/ Division Meetings/Contract Day
11	Campus Enrollment/Contract Day
12-13	Contract Days/Late Enrollment - 8am-1pm & 3pm-7pm

16

Martin Luther King Day -  
College Closed  
Classwork Begins  
Schedule Adjustments Only – 8am-7pm  
Schedule Adjustments Only – 8am-4pm  
February  
Presidents' Day Observed -  
College Closed

17

17

18

20

#### March

7-13

Midterm Enrollment

13

Midterm

19-23

Spring Break - No Classes -  
Offices Open

#### April

1

Early Enrollment for Summer and  
Fall 2012 Begins

25

Last day to officially withdraw  
from classes

26

Advisement/Assessment - No Classes -  
Offices Open

#### May

9

Last Day of Classes

10-16

Finals

18

Grades Due 9:00am- Spring  
Semester Ends

21

GED Graduation/Nurses' Pinning

22

GRADUATION ON CAMPUS

#### 2012 SUMMER SESSION

#### May

25

Early Payment Deadline

28

Memorial Day - College Offices Closed

30

Leavenworth Center Enrollment- 2-6pm

#### June

4

Campus Enrollment

5

Classwork Begins/Late Enrollment

6

Schedule Adjustments Only – 8am-7pm

11

Last Day to Drop

#### July

4&5

College Closed-Independence  
Day Holiday

9

Last Day to Withdraw

19

Last Day of Classes

23

Grades Due 9:00am- Summer  
Session Ends

1st Draft October 27, 2009

2nd Draft November 18, 2009

December 1, 2009

December 4, 2009

Approved by BOT December 15, 2009



## Introduction to KCKCC

### 2012-13 ACADEMIC CALENDAR

#### 2012 Fall Semester

#### August

9	Early Payment Deadline for Campus & Leavenworth
13	All Faculty Report/Administrative Welcome 8am/Leavenworth Center Enrollment 2-6pm/Contract Day
14	Provost Faculty Meeting/ Division Meetings/Contract Day
15	Campus Enrollment/Contract Day
16	Contract Day/ Late Enrollment 8am-1pm & 3pm-7pm
17	Contract Day/ Late Enrollment 8am-3pm
20	Classwork Begins
20	Schedule Adjustments Only – 8am-7pm
21	Schedule Adjustments Only – 8am-4pm

#### September

3	Labor Day Holiday - College Closed
---	------------------------------------

#### October

9-15	Midterm Enrollment
15	Midterm
25	Advisement/Assessment - No Classes - Offices Open

#### November

1	Early Enrollment for Spring 2013 Begins
15	Last day to officially withdraw from classes
19-25	Thanksgiving Holiday - College Closed

#### December

11	Last Day of Classes
12-18	Finals
20	Grades Due – 9:00 am-Fall Semester Ends
21	Winter Break - College Closed@2:00pm

### 2013 SPRING SEMESTER

#### December 10 -January 8 Early Start Spring Classes

#### January

3	College Offices Reopen – Staff Report
4	Early Payment Deadline for Campus and Leavenworth
8	All Faculty Report/Administrative Welcome 8am/Leavenworth Center Enrollment 2-6pm/Contract Day
9	Provost-Faculty Meeting/ Division Meetings/Contract Day
10	Campus Enrollment/Contract Day
11	Contract Day
14-15	Contract Days/Late Enrollment 8am-1pm and 3pm-7pm

16

16

17

21

#### February

18

#### March

8-14

14

18-22

#### April

1

18

25

#### May

10

11-17

20

21

22

#### May

23

27

29

#### June

3

4

4

5

11

#### July

4

8

17

18

Classwork Begins

Schedule Adjustments Only – 8am-7pm

Schedule Adjustments Only – 8am-4pm

Martin Luther King Day -

College Closed

Presidents' Day Observed -

College Closed

Midterm Enrollment

Midterm

Spring Break - No Classes -

Offices Open

Early Enrollment for Summer and Fall 2013 Begins

Last day to officially withdraw from classes

Advisement/Assessment - No Classes - Offices Open

Last Day of Classes

Finals

Grades Due 9:00am- Spring

Semester Ends

GED Graduation/Nurses' Pinning

GRADUATION ON CAMPUS

### 2013 SUMMER SESSION

#### May

23

27

29

#### June

3

4

4

5

11

Early Payment Deadline

Memorial Day - College Offices Closed

Leavenworth Center Enrollment- 2-6pm

Campus Enrollment

Classwork Begins

Late Enrollment

Schedule Adjustments Only – 8am-7pm

Last Day to Drop

College Closed-Independence

Day Holiday

Last Day to Withdraw

Last Day of Classes

Grades Due 9:00am- Summer

Session Ends

1st Draft October 27, 2009

2nd Draft November 18, 2009

3rd Draft December 1, 2009

December 4, 2009

Approved by BOT December 15, 2009

# Admissions and Enrollment

## ADMISSIONS POLICIES

Admission to Kansas City Kansas Community College is granted by meeting one of the following requirements:

- 1) A graduate from a regionally accredited high school
- 2) A transfer student in good standing, from a regionally accredited university/college
- 3) A successful completer of the General Education Development (GED) examination
- 4) A student 18 years of age or older, who demonstrates an "ability to benefit" as established through placement testing, provided his/her high school class has graduated.

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

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

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

## ADMISSION PROCEDURES

### New Students

**Students must obtain, complete, and submit the following for admission to the College:**

1. New Students must complete an application form and return it to the Admissions and Records Office. Online application can be found on the college home page at [www.kckcc.edu](http://www.kckcc.edu) and click on Becoming a Student.
2. If pursuing a degree at KCKCC, certificate, or applying for financial aid (including VA benefits), students must submit official transcripts.
  - An official high school transcript that includes a graduation date (if you have completed over 24 hours of college credits, only your college transcript is required).
  - 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.
3. Students are responsible for contacting the institutions they have attended and requesting that their official transcripts be mailed directly to the KCKCC Admissions and Records Office. Hand-carried transcripts will be accepted as official only when the college seal is affixed, the envelope is sealed, and the document is submitted

to the Admissions and Records office. 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 are not considered official for the purpose of evaluation and posting to the KCKCC academic transcript.

4. Proof of residency: Residency status is determined by Kansas statutes. Kansas law generally, requires students to live in the state of Kansas for six consecutive months prior to the first day of the semester with an intent to stay in Kansas.
5. Complete the Required Placement Exam as adopted by the Kansas City Kansas Board of Trustees on June 12, 2001.

## ADMIT STATUS

### Ability to Benefit

The Ability to Benefit (ATB) guidelines are established by the Department of Education and indicate whether or not a prospective student who has not earned a high school diploma or GED has sufficient ability to benefit from post-secondary education. Students determined qualified may be eligible for admissions as a regular student and apply for Federal Financial Aid. Community College recognizes and is approved to use ACCUPLACER test for ATB. Minimum Passing Scores for ATB based on KCKCC policy

ACCUPLACER Elementary Algebra	71
ACCUPLACER Reading Comprehension	75
ACCUPLACER Sentence Skills	70

The ACCUPLACER Test is administered through the Academic Resource Center on the Main Campus, Leavenworth Center, and Technical Education Center. For additional information, contact site of interest.

### Former Students

Former students who have not attended KCKCC for two or more semesters must update student information for readmission in the Admissions and Records Office. Former students are also responsible for providing the Admissions and Records Office with official transcripts from all colleges they have attended while away from KCKCC.

### High School Students

#### Concurrent Enrollment Partnership Program

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

Courses taught at the high school have identical course content to that of courses being offered on campus and are evaluated by an Instructional Dean at the College before being imple-

## Admissions and Enrollment

mented at the high school. Faculty are evaluated and must meet the same criteria as instructors who teach on campus.

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

**Concurrent and Dual Enrollment Defined:** The Kansas Board of Regents (KBOR) encourages high school students to take advantage of postsecondary education opportunities by enrolling in college courses while still in high school. The statute commonly is known as concurrent enrollment of high school students in eligible postsecondary institutions. Different types of enrollment can be included under the statute.

**Kansas City Kansas Community College Defines Concurrent Enrollment as:** Classes taught at a high school at which approved high school teachers teach college credit during the normal school day. (KBOR 8b 1i)

**Kansas City Kansas Community College Defines Dual Enrollment as:**

- 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)

### Admission Guidelines for High School Students

- High school sophomores, juniors, and seniors are eligible for the concurrent and/or dual enrollment program.
- High school students should first consult with guidance counselors to determine eligibility to enroll in courses at Kansas City Kansas Community College while attending high school.
- Each qualifying student will obtain written permission from the principal to enroll at KCKCC by completing a Concurrent Enrollment/Acceptance Form.
- In order to enroll, each student will complete an application for admission and be admitted to KCKCC.
- Students must take the entire placement test. The placement test is available in the Academic Resource Center, the Leavenworth Center, and at some high schools.
- Students must pay tuition before the semester begins. Tuition for year-long classes will be paid in the fall semester.
- As mandated by the state, students may earn no more than 24 total concurrent enrollment college credit hours. In addition, KCKCC mandates that no students may earn more than 30 KCKCC based credit hours total, prior to graduation from high school (e.g., a student may enroll in 24 credit hours through concurrent enrollment and also enroll in up to 6 more credit hours through dual enrollment, and/or through typical credit—either face-to-face or online).

The college also strongly recommends that high school students should be limited to a credit load of no more than 12 credit hours per semester.

In addition, the Kansas Board of Regents may require guidelines for students to follow that the College must adhere to even though they are not listed in this catalog.

### International Students

International students are welcome at KCKCC. To be considered for admission, international students must follow the procedures outlined below to meet admission requirements. KCKCC offers limited English as a Second Language Program and employment opportunities are limited. International students from countries where English is not the official language must also obtain a TOEFL (Test of English as a Foreign Language) score of at least 520 (paper), or 190 (computer) or 68 (internet based) to take academic classes. For ESL (English as a Second Language), international students need a score of at least 350 (paper), or 63 (computer) or 20 (internet based) to enroll in classes.

International students also need to have graduated from the equivalent of a U.S. high school (12 years of education) and submit the following documents before an I-20 will be issued. International students are classified non-residents and will be charged out-of-state tuition.

International students must submit the following items:

- Complete an international application for admission
- KCKCC requires an \$85.00 application processing fee for all international students. This includes all overseas and transfer students from other U.S. institutions. This payment is non-refundable.
- **Official/Attested High School/Secondary School Transcript and/or Leaving School Certificate** - Applicants must provide official documentation from their home country showing subjects taken, yearly examination results, minimum passing marks, maximum passing marks, and date of graduation. Only the original documents or certified copies sent directly to KCKCC from the school/or National Exam Council are acceptable. (Non-English Language transcripts must include certified English translations). Students, who wish to have their foreign coursework accepted for credit at KCKCC, must have it evaluated by an independent agency. Check with the Admissions and Records Office for more information on foreign transcript evaluations.
- Complete the **Affidavit of Financial Support** and have it Notarized or Attested. Bank statement or certification and official statement of sponsorship for \$18,850.00 stated in U.S. dollars, to verify that the sponsor has sufficient funds for sponsoring one year of study at KCKCC. This includes the

## Admissions and Enrollment

cost of tuition, books, off campus housing and living expenses. Financial information **cannot be more than 2 months old** at the time of the application deadline.

- Medical Insurance is mandatory for all international students who attend KCKCC. Premiums are automatically billed to the student each semester and must be paid in full before you can enroll for the next semester.
- Complete the **health form** and submit a **TB test**. A TB test is required before you can enroll in classes.
- Pay the tuition deposit of **\$1,000.00 deposit**. The deposit is required before an I-20 will be issued. The deposit will be applied to the student's first semester tuition and will be refunded if an F1 Visa is not received.
- Students will also need to pay the SEVIS I-901 fee of \$200.00. This fee should be paid after receiving the KCKCC I-20. The fee must be paid prior to the visa interview at the U.S. Embassy. For more detailed information regarding this requirement, please visit the U.S. Customs and Immigration website at [www.fmjfee.com/index.html](http://www.fmjfee.com/index.html).

Application deadlines for New F1 students are as follows:

Fall semester .....June 1  
Spring semester .....October 1

I-20's are not issued for the summer session.

4. **TOEFL** (Test of English as a Foreign Language) Score. Students whose first language is not English are required to provide an official TOEFL score of 520 or above on the paper test or 190 or above on the computerized test or a 68 on the Internet based test to be admitted to the college to take academic coursework. All TOEFL scores must be **less than two years** old by the expected date of enrollment at KCKCC.

or

have official transcripts documenting 12 hours of college level work with a 2.5 GPA or higher demonstrating English proficiency from an American university or college.

The TOEFL is given worldwide at scheduled times throughout the year. Students who cannot obtain a TOEFL bulletin or registration form locally, or who have general questions, can write or call:

### TOEFL/TSE Services

PO Box 6151        or call  
Princeton, NJ 08541-6151 USA

### General Information

#### Phone Number

(609) 951-1100

#### WEB SITE

<http://www.toefl.org>

The institutional code for Kansas City Kansas County Community College is 6333.

### Students wanting to Transfer their F1 status to KCKCC:

A transfer applicant is any student (on a valid I-20) who has or will have completed one or more semesters at another U.S. college/ university and be in good standing at their present college/university when applying to KCKCC. In addition to the items listed above for new students, students transferring from another college/university in the U.S. must also submit the following:

1. **International Student Transfer Form:** This must be completed by the applicant and signed by the Foreign Student Advisor at the institution of current enrollment.
2. **Official College Transcript:** Transfer students must have a cumulative G.P.A. of at least 2.00 and be in good student standing to be considered for acceptance to KCKCC. Transcripts/grade cards and a copy of your current class schedule are required prior to acceptance and will be part of the review process.

After a I-20 has been issued, transfer students must have **official college/university transcripts** sent directly to the Admissions Office from each U.S. institution. Hand carried copies will not be accepted. Transcripts from foreign universities are not required.

3. Students who wish to have foreign coursework accepted for credit must have a course-by-course evaluation completed by an independent agency such as Educational Credential Evaluators, Inc. ([www.ece.org](http://www.ece.org)). This evaluation will determine if you have credit hours that will transfer to KCKCC. Educational Credential Evaluators, Inc. will send an official copy of your evaluated transcript to both you and Kansas City Kansas Community College. Contact the Director of Admissions for additional information.

**Additional Notes:** Transfer students are required to complete a minimum of 15 hours at KCKCC to be awarded an associate degree.

Application deadlines for Transfer F1 students are as follows:

Fall semester .....August 1  
Spring semester .....December 1

I-20's are not issued for the summer session.

All forms must be completed and returned to the Admissions and Records Office, Kansas City Kansas Community College, 7250 State Avenue, Kansas City, Kansas 66112-9978 U.S.A.

**Students who do not have a TOEFL score of 350 will be admitted to our ESOL program according to the ACCU-PLACER Levels of English Proficiency (LOEP) test scores.**

**For further information, please contact the ESOL coordinator at 913-288-7625.**



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### Procedures for Students Needing English for Speakers of Other Languages - ESOL

English for Speakers of Other Languages (ESOL) is designed for students who have beginning, intermediate, or advanced English skills. For admission into the program, students must provide a high school diploma or GED certificate.

Students needing English for Speakers of Other Languages are required to take the KCKCC English Proficiency Examination before enrolling in academic credit courses. Testing is by appointment. Call the ESOL Coordinator at 913-288-7625, or the Humanities and Fine Arts Division at (913) 288-7134, for an appointment.

Students needing the GED certificate or extra help with English skills should contact Continuing Education for non-credit ESOL at 913-288-7660.

### Visiting F1 Visa students

Guest students may enroll at KCKCC for one or two classes. The student must bring a letter of permission each semester from the college indicated on their current I-20 or a copy of their current I-20 or I-94 card indicating they are at good standing at their current institution before they can enroll in classes. The student must also meet the English proficiency requirement for admission at KCKCC. If a student wishes to enroll in the majority of his/her classes at KCKCC, then he/she should transfer to KCKCC.

### Resident Aliens

Students who have been granted permanent resident status by the U.S. Department of Immigration and Naturalization Services (INS). To qualify for in-state tuition rates, a student must have resided in the state of Kansas for at least six consecutive months and present his/her resident alien card, or I-551 passport stamp for temporary evidence of permanent residence as documentation. If a student cannot provide this documentation, he/she will be required to pay out-of-state tuition.

### Undocumented Immigrants

Effective July 1, 2004, the Kansas Legislature (HB2145) established eligibility regulations for certain undocumented immigrants to qualify for paying resident tuition and fee rates when enrolling in classes after that date. Students are eligible for resident tuition rates if they meet the following criteria:

- The student has attended an accredited Kansas high school for three or more years and either graduated from an accredited high school or earned a GED issued in the state of Kansas
- In the case of a person without lawful immigration status: he/she has filed with the postsecondary educational institution an affidavit stating that the person or the person's parents have filed an application to legalize such person's immigration status, or such person will file such an application as soon as such person is eligible to do so or,
- In the case of a person with a legal, nonpermanent immigration status: he/she has filed with the post-

secondary educational institution an affidavit stating that such person has filed an application to begin the process for citizenship of the United States or will file such application as soon as such person is eligible to do so.

Kansas has no accreditation standards for home schools; therefore, home-schooled students are not eligible for resident rates under this law. Students who are eligible under HB2145 must contact the Admissions and Records Office to complete the necessary requirements.

### Selective Admissions

Admission to KCKCC does not guarantee enrollment into the following programs: Nursing, Practical Nursing, MICT (Mobile Intensive Care Technician/Paramedic) Mortuary Science, Respiratory Therapy, Physical Therapy Assistant, Cosmetology, and Nail Technology.

Selective Admissions for MICT (Mobile Intensive Care Technician/Paramedic) Students Admission to the College does not guarantee acceptance into the MICT/Paramedic Program.

Students seeking admission into the MICT Program must first be admitted to the College and then apply to the MICT Program. Applications to the MICT Program are available from the EMT/MICT Program Director or EMS Lab Supervisor after January 1 of each year. The deadline for submitting applications is April 30. For additional information on entrance requirements, contact the Program Director.

All students accepted into the MICT Program must complete and turn in proof of the following: physical examination, current TB test or chest x-ray, and proof that immunizations are current. For further information, contact EMT/MICT Program Director.

For more information, e-mail [dolafson@kckcc.edu](mailto:dolafson@kckcc.edu).

### Selective Admissions for Nursing Students

Admission to the College does not guarantee acceptance into the Nursing Program.

Students seeking admission into the Nursing Program must first be admitted to the College and then apply to the Nursing Program. Applications to the Nursing Program are available in the Nursing Office. The deadline for submitting Nursing applications is January 31 for Fall classes and August 31 for Spring classes.

Students with transcript grades in physical and biological science courses more than seven years old must repeat these courses before acceptance into the Nursing Program will be granted.

All students accepted into the Nursing Program must complete a health form, physical examination, TB test or chest x-ray, and document current immunizations. For further information, contact the Nursing Education Office.

## Admissions and Enrollment

### Special Students

Individuals are admitted to KCKCC as special students if they are over 18 years of age, do not have a high school diploma or GED certificate cannot meet “ability to benefit” criteria, and are 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 20 academic credit hours. At that point, students must apply for regular status.

### Students from Non-Accredited High Schools

Students who graduate from a non-accredited high school or are home-schooled can be admitted to the College based on their ACT, SAT, or GED scores and a personal interview with the Director of Admissions.

### Transfer Students

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

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

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

KCKCC will grant credit for equivalent courses at KCKCC. Courses for which there are no equivalent courses at KCKCC, but which are determined to be acceptable transfer credit, will be designated with the most appropriate department codes and

listed as elective. All courses posted on the KCKCC transcript will be included for computation into the cumulative grade point average.

### Procedures for Students Needing English for Speakers of Other Languages - ESOL

English for Speakers of Other Languages (ESOL) is designed for students who have beginning, intermediate, or advanced English skills. For admission into the program, students must provide a high school diploma or GED certificate.

Students needing English for Speakers of Other Languages are required to take the KCKCC English Proficiency Examination before enrolling in academic credit courses. Testing is by appointment. Call the ESOL Coordinator at 913-288-7625, or the Humanities and Fine Arts Division at (913) 288-7134, for an appointment.

Students needing the GED certificate or extra help with English skills should contact Continuing Education for non-credit ESOL at 913-288-7660.

### Mandatory Evaluation and Mandatory Placement

Mandatory Evaluation and Mandatory Placement were adopted by the Kansas City Kansas Board of Trustees on June 12, 2001. First-time college students who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in Reading and Writing if their score is ACT 23/SAT 575 or above in Reading and English. First-time college students who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in Math if their score is ACT 23/SAT 575 or above or higher in math.

1. Every first time college student will take the required placement<sup>\*1</sup> evaluation. First time college students include:
  - On campus
  - Online
  - Leavenworth Center
  - Technical Education Center
  - High school partnership/concurrent enrollments

Exceptions are students enrolling:

- Only in Wellness
- Only in a physical activity class from the exercise science curriculum
- Only in contract agreement with KCKCC, OR
- Those students who have earned a two-year or higher degree and whose study included math and English from an accredited post-secondary institution

2. Advisors use placement scores<sup>\*2</sup> in advising all students.
3. The Admissions Office will only process enrollments<sup>\*3</sup> for first-time students with placement scores or those who meet the above exceptions.

## Admissions and Enrollment

\*1Placement includes three tests: reading, writing, and mathematics. ESOL placement tests are given when TESOL scores warrant. Placement scores become part of each student record.

\*2The system will check students who were not placed correctly based on their scores, and/or students who have not successfully completed the course(s) required by placement. These students will return to their advisor.

\*3The system will check students who do not have placement scores on file.

### ACCUPLACER EXAM: RANGE of SCORES and GUIDELINES For **FIRST-TIME** COLLEGE STUDENTS ENROLLING in ENGLISH and/or MATH

#### **Adult Education**

First time college students testing below 39 on the ACCUPLACER Reading comprehension test should enroll in the On TRACK Program through continuing Education.

ESL students testing into the following score ranges should enroll in the Adult Education On TRACK ESOL program through Continuing Education

#### **ACCUPLACER ESL**

Reading Proficiency score between 1 & 28

#### **ACCUPLACER ESL**

Language Proficiency score between 1 & 27

#### **ACCUPLACER ESL**

Sentence Proficiency score between 1 & 30

#### **ACCUPLACER ESL**

Listening Proficiency score between 1 & 23

#### **READING SKILLS**

1 to 39 Enrollment in the Adult Education offered by Continuing Education.

40 to 59 Enrollment in READ0091 is required. Students must select classes from the approved list of courses for READ0091. They should not enroll in more than 12 semester hours (6 in summer). Students should see a developmental advising specialist and/or their developmental instructor for enrollment.

60 to 74 Enrollment in READ0092 is required. Although students are encouraged to select classes from the approved list of courses for READ0091, they are not required to do so. Students should not enroll in more than 12 semester hours (6 in summer). Students should see a developmental advising specialist and/or their developmental instructor for enrollment.

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

#### **Approved Courses for Students**

##### **Enrolled in READ 0091 or READ 0092**

- *Students who test into READ0091 must select classes from this list.*
- *Students who test into READ0092 are encouraged to select classes from this list, but are not required to do so.*
- *READ0091 and READ0092 students should not enroll in more than 12 credit hours (6 during Summer)*

#### **ALLIED HEALTH/NURSING:**

<b>EMTC0123</b>	Emergency Medical Technician I ( <b>NEED SCORE of 65+</b> )
<b>EMTC0124</b>	Emergency Medical Technician I
<b>EXSC0108</b>	Bowling
<b>EXSC0115</b>	First Aid
<b>EXSC0143</b>	Weight Training - Physical Conditioning
<b>EXSC0148-151</b>	Wellness and Fitness Center
<b>EXSC0201</b>	Introduction to Physical Education and Exercise Science
<b>EXSC0210</b>	Sports Officiating
<b>EXSC0290</b>	Cardio-Pulmonary Resuscitation
<b>FRSC0100</b>	Firefighter I
<b>FRSC0211</b>	Firefighter II
<b>HZMT0120</b>	Hazardous Materials Awareness and Operations
<b>NURS0120</b>	Nursing Assistant ( <b>NEED SCORE of 65+</b> )
<b>NURS0100</b>	Orientation to Nursing
<b>PHTR0130</b>	Introduction to Physical Therapy
<b>RSCR0120</b>	Fundamentals of Respiratory Care

#### **BUSINESS:**

<b>BUSN0100</b>	Introduction to Accounting
<b>BUSN0290</b>	Motivational Dynamics
<b>BUSN1151</b>	Basic Keyboarding
<b>BUSN1153</b>	Speedbuilding I
<b>BUSN1163</b>	Speedbuilding II
<b>BUSN0100</b>	Introduction to Accounting
<b>BUSN0290</b>	Motivational Dynamics

#### **HUMANITIES:**

<b>DIGI0115</b>	Beginning Photoshop
<b>DIGI0116</b>	Intermediate PhotoShop
<b>DIGI0117</b>	Advanced PhotoShop
<b>DIGI0174</b>	Beginning Illustrator
<b>DIGI0175</b>	Advanced Illustrator
<b>DIGI0176</b>	Graphic Design: Multi-Media and Web I
<b>DIGI0177</b>	Graphic Design: Multi-Media and Web II
<b>FNAR0111</b>	Drawing I
<b>FNAR0121</b>	Painting I
<b>FNAR0151</b>	Sculpture I
<b>FNAR0161</b>	Ceramics I
<b>MUSC0110</b>	Music Fundamentals
<b>Any</b> of the Bands, Choirs, Ensembles or Private Lessons	
<b>THTR0105</b>	Introduction to Acting
<b>THTR0110</b>	Improvisation
<b>HUMN0150</b>	Introduction to Women's Studies
<b>HUMN0151</b>	Men and Masculinities

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### **MATH/SCIENCE:**

<b>CIST0100</b>	Introduction to the Internet
<b>CIST0101</b>	Computer Concepts and Applications
<b>CIST0111</b>	Microcomputer Business Software
<b>CIST0117</b>	Local Area Networking (with previous computer experience)
<b>CIST0137</b>	HTML: Web Page Development
<b>CIST0166</b>	Microcomputer Applications I (Spreadsheets)
<b>MATH0097</b>	Math Essentials with Reading Comprehension Score of 40+)
<b>MATH0099+</b>	With Reading Comprehension Score of 60+

### **SOCIAL SCIENCE:**

<b>CHLD0114</b>	Infant and Toddler First Aid and CPR
<b>HIST0211</b>	Contemporary Issues
<b>HUDV0100</b>	Freshman Orientation
<b>HUDV0101</b>	Strategies for Academic Excellence/ Lifelong Learning
<b>PSYC0112</b>	Psychology of Personal Adjustment

### **SENTENCE SKILLS**

Students must take the reading test with the sentence skills test to qualify for Composition I.

- |           |   |
|-----------|---|
| 1 to 69   | Enrollment in ENGL0099 (Pre-Composition) is required. Student may not enroll in Composition I at this time.   |
| 70 to 120 | If reading test score is below 75, student must enroll in Pre-Composition and may not enroll in Composition I at this time. If reading test score is 75 or above, student may enroll directly in Composition I. |

### **MATH SKILLS**

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

#### **Elementary Algebra Test Scores**

0 to 40	MATH0097, Math Essentials with Reading Comprehension score of 40 or less,
41 to 70	MATH0099, Elementary Algebra with Reading Comprehension score of 60 or less
71 to 99	MATH0104, Intermediate Algebra +
100 and above	Student may enroll in any math class providing pre-requisites are met. * In order to enroll in MATH099 or higher, students need a reading ACCUPLACER score of 60 or higher

### **NONTRADITIONAL STUDIES**

Nontraditional Studies is composed of ten (10) programs:

- Departmental Credit by Examination
- Life Experience Learning Program
- Advanced Standing for Professional Certification/Licensure

- Independent Study
- Military
- Defense Activity for Nontraditional Education Support (DANTES)
- College Level Examination Program (CLEP)
- Advanced Placement Examination (AP)
- Certified Professional Secretarial Exam (CPS) and the
- International Baccalaureate Program (INBU).

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

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

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

- 1) Students must be high school graduates, or have passed the GED equivalency test, and be 18 years of age or older.
- 2) 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.
- 3) Students must be enrolled and successfully complete other course(s) at the College during the semester they plan to receive Nontraditional academic credit.
- 4) Academic credits granted through Non-traditional Studies count towards graduation but are not calculated in a student's grade-point average. The only exception to this rule is for Independent Study.
- 5) Students can accumulate no more than 30 credit hours of Nontraditional course work.
- 6) To graduate with honors, students can use only 21 hours of Nontraditional academic credit.
- 7) Nontraditional Studies (except for Life Experience Learning) can be used to repeat D, F, or W grades.

Requests for Nontraditional credit should be submitted to the Registrar in the Admissions 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 Provost.



## Admissions and Enrollment

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

- **Life Experience Learning Program**

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

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

- 1) Documentation for Life Experience Learning should be submitted to the Dean of Student Services and approved by the appropriate Academic Dean and Provost.
- 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: workshops, CEU credit, publications, performance evaluations, etc. Each applicant's learning through life experience is different, and the evidence supporting or documenting the learning is evaluated on an individual basis.
- 3) Academic credit is posted on transcripts by the College's course number. The notation on the transcript reads: Life Experience Learning. A grade of **CR** is recorded. Credit will not be posted until the student has completed 15 hours of academic credit in residence.
- 4) Students must be enrolled and successfully complete course(s) at the College during the semester they plan to receive academic credit.
- 5) A total of 15 credit hours can be granted for Life Experience Learning.

- 6) Academic credit is only granted for Life Experience Learning if the College offers an equivalent course.
- 7) Tuition and fees are charged for Life Experience Learning based on the number of credit hours approved for academic credit. Tuition and fees must be paid before credit hours are posted on the transcript.

- **Advanced Standing**

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

Advanced Standing puts emphasis on the application of knowledge and the demonstration of its application through professional certification. An example of such a procedure would be the granting of credit in the LPN Bridge Program for persons who have already passed the Kansas State licensure exam. Specific guidelines are as follows:

- 1) Documentation for Advanced Standing should be submitted to the Program Coordinator and approved by the governing departmental discipline Dean and Provost.
- 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.
- 4) Students must be enrolled and successfully complete course(s) at the College during the semester they plan to receive academic credit.
- 6) Academic credit is only granted for Advanced Standing if the College offers an equivalent course.
- 7) The credit will count toward graduation and may be used to fulfill curriculum requirements in designated programs.

- **Independent Study**

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

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

## Admissions and Enrollment

- **Military**

Academic credit for military service is granted for Military Occupational Specialties (MOS) and Service Schools in accordance with the American Council on Education guidebook. Veterans interested in claiming academic credit through this program should check with the Director of Admissions and Records and active duty military should contact the Executive Director of the Leavenworth Center.

- 1) Military service credits are evaluated after satisfactory completion of one semester or six (6) credit hours at KCKCC.
- 2) Applicants wanting military service credit must be approved by the Director of Admissions and Records or the Executive Director of the Leavenworth Center, the appropriate instructional dean and the Provost, and be currently enrolled in classes at KCKCC.
- 3) Academic credit is posted on transcripts according to the American Council on Education guidebook. It is used as a selective credit hour toward graduation. The notation on the transcript reads: Credit granted for military service. A **CR** grade is recorded on the transcript.
- 4) Students can accumulate a maximum of 15 credit hours for military service credit.
- 5) A flat fee of \$25.00 is charged to post credits to the KCKCC transcript.
- 6) For posting to the KCKCC transcript, the student:
  - Must pay a \$25 fee;
  - Must have completed a minimum of 6 credit hours at KCKCC; and
  - Must be currently enrolled and satisfactorily complete the semester of posting.

### **Military (SOCAD)**

KCKCC participates in the SOCAD program for active duty military personnel and their family members. SOCAD programs reduce the obstacles faced by military personnel and family members in earning a degree. When enrolled in a SOCAD program, students are guaranteed that KCKCC will accept credits from all colleges in the SOCAD program. This prevents students from losing credit when reassigned. A processing fee is charged for evaluation of military service and posting to the transcript. In order for credits to be posted on transcripts, the student must be currently enrolled.

For more information on SOCAD, contact Karalin Alsdurf at the Leavenworth Center (913) 651-2111 or the Army Education Center, Ft. Leavenworth, Kansas, 1-913-684-2496.

### **DANTES (Defense Activity for Nontraditional Education Support)**

DANTES are standardized tests available to all military personnel. KCKCC Veteran Affairs Representative 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

- **College Level Examination Program (CLEP)**

KCKCC recognizes that students in degree programs have unique background experiences and offers students the opportunity to obtain college credit by successfully completing any or all of the CLEP General Examinations in Math, Natural Science, Social Science, and/or the Humanities.

- 1) CLEP scores above the 50th percentile rank for sophomore norms are eligible for academic college credit.
- 2) General exam scores must be submitted before completion of the first semester of attendance at KCKCC. Test scores over two years old are evaluated on an individual basis.
- 3) Academic credit is posted on transcripts for the General Exams as follows: Intermediate College Algebra MATH0104 if student has had Algebra I and II in high school; Pre-Calculus Mathematics MATH0108 if student has had Algebra I and II and a math analysis course or its equivalent in high school; Introduction to Physical Science NASC0103; Art Appreciation FNAR0101; Introduction to Literature ENGL0104 (depending upon sub-score on the exam); and Introduction to Social Science SOSC0103. A grade of **CR** indicates academic credit was awarded for the course.
- 4) Students must be currently enrolled and satisfactorily complete the semester credits are posted to KCKCC transcript.
- 5) A total of 15 credit hours can be granted for CLEP examinations. No single CLEP exam earns more than five (5) academic hours of credit.
- 6) No academic credit can be earned for the CLEP exam in Composition I or in Composition II.
- 7) Students awarded credit hours through the CLEP program are not charged for tuition and fees at KCKCC. They are only required to pay those costs charged by the Educational Testing Service to take the exam(s).
- 8) The appropriate Instructional Dean and Provost approve academic credit for subject exams.

- **Advanced Placement Examination (AP)**

High school students may earn college credit by signing

## Admissions and Enrollment

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

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

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

### ADVANCED PLACEMENT EQUIVALENCY

KCKCC Course	KCKCC Course Title	AP Course	AP Score	Credit Hours
MATH 0122	Calculus and Analytic Geometry I	Calculus A B	3 or better	5
CHEM 0111	College Chemistry I and Lab	Chemistry	3 or better	5
ENGL 0101	Composition I	English Lit/Comp	3 or better	3
ENGL 0102	Composition II	English Lit/Comp	4 or better	3
NASC 0231	General Physics	Physics B & C	3 or better	5
MUSC 0102	Music Literature	Music Listening & Literature	3 or better	3

Students can receive additional credit hours for scores of 4 and 5 on other courses listed below.

KCKCC Course Number	KCKCC Course Title	AP Course	Credit Hours
HIST0104	United States to 1877	5	6
HIST0105	United States Since 1877		
HIST0104	United States to 1877	5	3
HIST0107	Modern Europe	5	3
POSC0111	American Government	5	3

### • Certified Professional Secretarial Exam (CPS®)

Certified Professional Secretary® (CPS®) rating or 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 CPS® and CAP® ratings are accepted for Non-traditional academic credit providing the student makes a score of 70 or better on the exam. Official score reports must be sent directly to the College in order for the student to be awarded credit.
2. Students must be high school graduates, or have passed the GED equivalency test, and be 18 years of age.
3. Students using Nontraditional academic credit to fulfill graduation requirements must complete 15 academic credit hours in residence at the College and maintain a 2.00/4.00 grade-point average.
4. Students must be enrolled at the College during the semester they plan to receive Nontraditional academic credit.
5. Students can receive up to 31 hours of academic credit through the CPS® and CAP® ratings November 2004 and after. Credit hour evaluation for students who achieved CPS® and 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 CPS® exam must make a decision on which courses listed here to use for academic credit. Requirements for graduation should be the prime factor when making this determination.
8. Students awarded academic credits through this program are not charged tuition and fees. They are only required to pay those costs charged by the IAAP® Certification Department.
9. Academic credit is posted on the transcript in terms

## Admissions and Enrollment

of the College's course number. The notation on the transcript will read: Certified Professional Secretaries 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 Professional Secretary® (CPS®) Rating or Certified Administrative Professional® (CAP®) Equivalencies**

#### **Part 1 CPS® and CAP® Exams                      Credit Hours**

<b>Office Systems and Technology</b>	
CIST0101 Computer Concepts and Applications	3
CIST0111 Microcomputer Business Software	3
BUSN0191 Microcomputer Applications I-II: (Word)	1
BUSN2251 Office Simulations	1

#### **Part 2 CPS® and CAP® Exams                      Credit Hours**

<b>Office Administration</b>	
BUSN0126 Office Practicum	3
BUSN0285 Occupational Internship I	3
BUSN2201 Records Management	1
BUSN2202 Business English	1
BUSN2203 Proofreading	1
BUSN2252 Business Etiquette	1
BUSN0211 Business Communications	3

#### **Part 3 CPS® and CAP® Exams**

<b>Management</b>	
BUSN0101 Accounting I	3
BUSN2253 Customer Service	1
BUSN0108 Human Relations in Business	3
BUSN0280 Human Resource Management	3
BUSN0286 Principles of Management	3
<b>TOTAL</b>	<b>34</b>

#### **• International Baccalaureate Program**

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

- 6) Students must be enrolled and satisfactorily complete course(s) at the College during the semester they plan to receive IB credits.

<b>KCKCC Courses</b>	<b>Credit Hours</b>
ENGL0101 Composition I	3
LANG0203 French III	3
LANG0223 German III	3
LANG0243 Spanish III	3
MATH0122 Calculus and Analytic Geometry I	5
CHEM0111 College Chemistry I and Lab	5
NASC0231 General Physics I	5
NASC0232 General Physics II	5
ECON0201 Principles of Macroeconomics	3
ENGL0104 Introduction to Literature	3
MATH0108 Pre-Calculus Mathematics	3
NASC0130 Introductory Physics	3
NASC0131 Introductory Physics Laboratory	1

## REGISTRATION AND ENROLLMENT

### **General Policy**

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

### **Advisement**

Students are assigned a faculty member to serve as their academic advisor while enrolled at the College. Academic advisors are assigned according to the area of interest declared on the student's application for admission.

Students are responsible for making appointments with their advisors and meeting with them to develop a degree program while at KCKCC. Academic advisors also 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.

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

Final responsibility for planning a degree program rests with the student.

### **Early Enrollment**

It is strongly recommended that students take advantage of Early Enrollment to reserve their classes a semester in advance. Early Enrollment for the Fall and Summer semesters begins



## Admissions and Enrollment

the preceding April and for the Spring semester the preceding November. Students who early enroll pay fees and finalize registration on the Payment Deadline prior to the beginning of the semester. Dates for Early Enrollment and Payment Deadline are available at [www.kckcc.edu](http://www.kckcc.edu) through the WebAdvisor™ portal.

### Enrollment

Designated enrollment days are held on announced dates at the beginning of each semester and Summer Session. Students who do not early enroll can register for classes at this time. Semester and Summer Session registration and enrollment information is printed in the Class Schedule. The Class Schedule is available in April for the Summer and Fall semesters and in November for the Spring Semester. All enrollment is available at [www.kckcc.edu](http://www.kckcc.edu).

### WebAdvisor™

#### Enrollment Information

##### Notice of Student's Responsibility

**Current, New, Returning, and Transfer students** will need their username and password to enroll online. Students will be able to enroll and/or make schedule adjustments in any course that has not already started, provided seats are still available. Refer to the campus web site for class schedules, start dates, and times. It is highly recommended that students contact their assigned advisors prior to enrolling. The College catalog will help you find an advisor for a specific area of interest or major.

**New students:** An application to the college must be on file. Applications can be submitted electronically at [www.kckcc.edu/](http://www.kckcc.edu/) click on Becoming A Student and follow the prompts. For information about the application process, contact the Admissions and Records Office at Main Campus: 913-288-7226, Leavenworth Center: 913-651-2111, Technical Education Center 913 627-4100 or [admiss@kckcc.edu](mailto:admiss@kckcc.edu). After the application is processed, confirmation will be sent to the student. You will use your User ID and Password to login to WebAdvisor™. To initiate the WebAdvisor process, click on **"I'm new to Web Advisor"** and follow the four steps outlined.

Placement testing is required for all first-time college students. For information about the ACCUPLACER placement test, contact the Placement Coordinator in the Academic Resource Center, (913) 288-7171 or [fmoody@kckcc.edu](mailto:fmoody@kckcc.edu).

**Returning students:** Students who have attended one semester or more with KCKCC are considered returning students. Your User ID and password will remain the same, and in some instances, it may be necessary to re-apply to the college to have a User ID and password. If you have completed classes at other colleges, you may experience difficulty enrolling on WebAdvisor™ due to the system not recognizing pre-requisite courses completed at other colleges. If you experience this restriction, please contact (913) 288-7110 for assistance with enrolling.

**Transfer Students:** An application to the college must be on file. Applications can be submitted in the Admissions and

Records Office, at the Leavenworth Center, at the Technical Education Center or electronically at [www.kckcc.edu/admissions/applying](http://www.kckcc.edu/admissions/applying). After the application is processed, a letter will be sent to the student's address on record. A User ID and Password will be needed to initiate the WebAdvisor™ login process. Placement testing is required for all transfer students who have not completed English Composition and College Algebra. For information about the placement test, contact Faith Moody at the Academic Resource Center, (913) 288-7171 or [fmoody@kckcc.edu](mailto:fmoody@kckcc.edu). Transfer students may experience difficulty enrolling on WebAdvisor™ due to the system not recognizing pre-requisite courses completed at other colleges. If you experience this restriction, please contact 913-288-7110 for assistance with enrolling.

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

If you have questions concerning this process, please contact the Admissions and Records office by e-mail [admissions@kckcc.edu](mailto:admissions@kckcc.edu) or call 913-288-7601.

### College Orientation Class Requirement

*All first time degree-seeking students who score 75 or above on the Accuplacer reading exam will take HUDV0100, Freshman College Orientation.*

*All degree-seeking students who score below 75 on the Accuplacer reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning.*

#### Exemptions:

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

If a student does not meet one of the exemptions listed above and wishes to appeal the requirement of completing the course, the student will need to obtain the approval of the chief academic officer.

### Student I.D.

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

### Payment

Students are expected to make prompt payment of financial obligations, such as parking fines, library fines, graduation fees, special fees, and loans at the College. Students with unpaid accounts will have a hold placed on their records and

## Admissions and Enrollment

are not allowed to enroll, cannot receive academic transcripts or diplomas, or have academic information released from the College until their outstanding accounts have been paid.

### **Residency**

Residency of students is determined at the time of enrollment. Determination of residency is made in accordance with Kansas Statutes 71-406. A copy of these statutes is available from the Registrar or the College library.

A student must be a resident of Kansas for six (6) consecutive months prior to enrollment in order to qualify for in-state tuition. In order to prove their residency, students will need to fill out the Affidavit of Residency form and provide three (3) of the following items.

- Receipt for purchase of Kansas license tags dated at least 6 months prior to their enrollment;
- Receipt for payment of Kansas property taxes dated at least 6 months prior to their enrollment;
- 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 their enrollment in the fall, spring and summer semester;
- Copy of voter registration in the State of Kansas dated six (6) months prior to their enrollment;
- Copy of Kansas driver's license dated at least six (6) months prior to their enrollment;
- Utility Receipt and/or rent receipts continuously for the prior six (6) months; or
- Verification from a Kansas resident that the above named student has resided with her/him/them for six (6) months prior to their enrollment.

# Tuition and Fees

## Student Fees

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

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

## Payment of Financial Obligations

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

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

In-State Kansas Resident	\$66.00 per credit hour (includes \$13 student fees)
TEC In-State Students:	\$60.00 per credit hour (plus \$75 student fee per course for most courses)
Out-of-State Students	\$160.00 per credit hour (includes \$13 student fees)
TEC Out-of-State Students:	\$262.00 per credit hour (plus \$75 student fee per course for most courses)
On-Line Access Fee	\$30.00 per course
Telecourse Fee	\$20.00 per course
Web-Enhanced Course Fee	\$15.00 per course

Tuition and fees are determined by the KCKCC Board of Trustees and are subject to change. Contact the Admissions and Records Office for more specific information. Money generated from fees is used to finance the Jewell Student Center, student activities on campus, scholarships, broadband access on campus, computer lab access and upgrades, transcripts, and excess graduation costs. After paying tuition and fees, students are issued I.D. cards which entitle them to attend all athletic events, drama productions, and most student activities free of charge.

## Refund of Tuition and Fees

To obtain a refund for tuition and fees, students must officially drop their class (es) in the Admissions and Records Office within the time frames listed below. Exact dates for refunds are published in the Class Schedule each semester. Refunds are not allowed after the published dates. In case of a course cancellation or a class schedule revision made by the College, a 100 percent refund of tuition and fees is issued. Refunds are processed by the Business Office in approximately two weeks.

- **100% refund** for tuition and fees if classes are dropped and processed in the Admissions and Records Office before - but not on - the first day of the semester, session, or class. This includes semester, summer, 4 to 8 week, late starting, and mini-courses.
- **90% refund** for tuition and fees if classes are dropped and processed in the Admissions and Records Office within the first week of classes (five working days) for semester courses, summer courses, 4 to 8 week courses, and late starting courses.
- **50% refund** for tuition and fees if classes are dropped and processed by the Admissions and Records Office within the second week of classes (10 working days) for semester courses only.
- **100% refund** for courses less than four (4) weeks in length if students withdraw (drop) prior to the start of the first class period. No refund will be issued after the class begins. Refunds are calculated based on the day the student officially drops a class in the Admissions and Records Office, not when the student stops attending class.

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

## Financial Aid

### General Information

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

Federal and state aid is awarded to students who demonstrate financial need. Students must complete the "Free Application for Federal Student Aid" (FAFSA) each academic year. The application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students should list Kansas City Kansas Community College (Code: 001925) as the college they plan to attend.

Information reported on the FAFSA is sent to a federal processor where eligibility is determined. The results are sent by the federal processor to KCKCC. After receiving eligibility information, the Financial Aid Office will send the student an award letter listing the amount of funds available from the various aid programs. Students must apply for admission to the

## Tuition and Fees

College in order to receive a financial aid award. Financial aid applications should be made prior to April 1 to receive maximum funding.

### Eligibility

In order to be eligible for federal financial aid, the student must:

- (1) Have a high school diploma or a General Education Development (GED) Certificate;
- (2) Be a U.S. citizen or eligible non-citizen;
- (3) Be registered with the Selective Service (if required);
- (4) Demonstrate financial need (Determined by the results of the FAFSA Application);
- (5) Be working toward a degree or certificate at KCKCC;
- (6) Be making satisfactory academic progress; and
- (7) Not be in default of any federal student loan.

## Federal Aid Programs

**Federal Pell Grants** are awarded to undergraduate students working toward their first Bachelor's Degree. The amount is determined by the Expected Family Contribution (EFC), the student's enrollment status, and the length of the enrollment period.

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

**Federal Academic Competitiveness Grants (ACG)** are awarded to recent high school graduates who have completed a rigorous high school program of study, are first-time college students, are enrolled as full-time students, and are eligible to receive the Federal Pell Grant.

**Federal College Work-Study** provides financial assistance through part-time (15 Hours per week) temporary employment either on campus or off campus in a community service position.

**Federal Subsidized Stafford Loans** are low-interest loans made to students enrolled at least half-time and are based on financial need. Loans are made by a participating lender, insured by a guaranty agency, and reinsured by the federal government. Interest is paid by the federal government as long as the student is in school. Loan amounts range from \$500-\$4,500 per academic year. Applications are available in the Financial Aid Office.

**A Federal Unsubsidized Stafford Loan** is the same as a subsidized loan except financial need is not a consideration. The government does not pay the interest which begins to accrue at the time of disbursement. Loan amounts range from \$100-\$4,000 per academic year. Applications are available in the Financial Aid Office.

**A Federal Parent Loan for Undergraduate Students** is a low-interest loan made to the parent of a dependent student who is enrolled in at least six (6) credit hours. The loan amount is based on the cost of education minus any financial aid the student is awarded. Applications are available in the Financial Aid Office.

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

### State of Kansas Financial Aid Programs

Students who are residents of the State of Kansas may be eligible for scholarship and grant funds awarded by the State of Kansas. Information about the various state awards can be found at [www.kansasregents.org/financial\\_aid](http://www.kansasregents.org/financial_aid).

## Satisfactory Academic Progress Policy For Federal Financial Aid Recipients

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

Satisfactory academic progress evaluation is based on the total KCKCC and transfer credit course work as it appears on the student's official academic transcript. Progress will be reviewed twice a year: at the end of December and at the end of May.

The minimum standards of satisfactory academic progress are evaluated by the following criteria:

### Grade Point Average (GPA):

Students must attain a minimum cumulative GPA based on the total number of credit hours attempted (KCKCC and transfer hours are considered) as follows:

<u>Number of Attempted Hours</u>	<u>Minimum Cumulative GPA</u>
1- 45	1.8
46 – 97	2.0

### Percentage of Completion:

Students must successfully complete 66% of all credit hours attempted (Grade A, B, C, D, P, C, R) as appearing on their official academic transcript, up to a maximum of 97 attempted credit hours.

Courses in which students receive a grade of "F", "I", "W", or "WA" are counted as hours attempted, but not completed. Of these grades, the "F" is the only one included in the calculation



## Tuition and Fees

of the cumulative GPA. If course work is not completed within a year's time, the grade of "I" will change to a grade of "F".

### **Credit Hour Limit (97 Attempted Hours Maximum):**

Students attempting more than 97 credit hours (including KCKCC and transfer credit hours) will not be eligible to receive federal financial aid. This includes all enrollment periods whether or not federal aid was requested or received. Students reaching this maximum attempted credit hour total will not be given a "warning" semester to continue to receive federal financial aid.

### **FINANCIAL AID WARNING**

Students who are deficient in either percentage of hours completed and/or cumulative grade points earned will automatically be placed on Financial Aid Warning for the next enrollment period. Students may continue to receive financial assistance during the warning period.

At the end of a warning semester, the student's academic progress will be reviewed again. At that time, one of the following actions will occur:

1. If standards have been met, the student will be reinstated back to satisfactory academic standing.
2. If the student is not yet meeting the minimum standards of progress but did complete a minimum of 66% of all attempted hours with grades of "C" or above, the "warning" status will continue for the next enrollment period.
3. If neither of the preceding terms is met, the student will be placed on Financial Aid Exclusion.

### **FINANCIAL AID EXCLUSION**

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

1. The student meets the minimum standards of satisfactory progress after transfer credit hours are posted on the student's academic record. The student should contact the Student Financial Aid Office with a written request to review academic progress.
2. The student completes all attempted hours (minimum of 6 hours), which the student pays for and earns a "C" or better grade. The student should contact the Student Financial Aid Office with a written request to review academic progress.
3. The student files an appeal and the appeal is approved.

### **FINANCIAL AID APPEALS**

Students may appeal their satisfactory progress status by completing and submitting a written appeal form to the KCKCC Student Financial Aid Office. Forms are available from the KCKCC Student Financial Aid Office and the

Leavenworth Center. Appeal forms must be submitted with appropriate documentation and include an explanation of unusual circumstances which have affected the student's academic performance. Additionally, the appeals process requires that the student schedule an appointment with an academic counselor to draw up a degree plan to be submitted with the appeal form.

Appeals must be submitted to the Student Financial Aid Office prior to the deadline date printed on the appeal form.

Appeals are reviewed by the Satisfactory Academic Progress Appeal Committee with its decision or recommendation being final. If the appeal is approved, the student's financial aid status will be reinstated to a "warning" status. If the appeal is denied, the student will remain ineligible for federal financial aid.

Appeals for attendance at the summer session will not be considered.

## **HONORS EDUCATION PROGRAM**

**Program Director: Stacy Tucker**

### **MISSION STATEMENT**

The KCKCC Honors Program aspires to become one of the leading community college Honors Programs in the nation characterized by

its students, who are highly motivated and eager to learn and to become socially responsible members of the global society;

its curriculum, that is integrated, interdisciplinary, and team-taught;

its faculty, who are theoretically innovative and engaged in the scholarship of interdisciplinary teaching and learning;

its pedagogy, that enables the students to critically analyze, comprehend, and explain the complexity of the human and natural worlds;

its staff, who are willing and able to help students successfully graduate and transfer to prestigious universities.

### **VISION STATEMENT**

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

### **Honors Courses**

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

Specific course offerings in Honors Education are listed separately each semester in the class schedule. Students work

with the Director of Honors Education to select the honors courses which best meet their academic needs.

### Honors Contracts

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

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

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

### Honors Scholar Distinction

A student can earn Honors Scholar Distinction on his/her transcript by completing four Honors core courses and five Honors elective courses as one of the following Honors Education Program participants:

1. a recipient of KCKCC's Presidential Scholarship
2. a recipient of KCKCC's Deans' Scholarship
3. have a 3.3 or higher KCKCC cumulative G.P.A. and approved admission to the Honors Program by the Director of Honors Education

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

### PHI THETA KAPPA HONORS SOCIETY

Phi Theta Kappa International Honors Society for two-year colleges acknowledges students for their efforts in the hallmarks of scholarship, leadership, and service to the community. KCKCC's Mu Delta Chapter students have been ranked by Phi Theta Kappa in the top 25 colleges internationally. Each year, Phi Theta Kappa students work on projects to present at regional and international conferences.

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

## INSTITUTIONAL FINANCIAL AID

### Academic Scholarships

Academic scholarships are awarded to students of Wyandotte County who have demonstrated excellent academic performance. Applicants must possess a minimum cumulative 3.00 GPA based on enrollment in at least 9 credit hours in order to be considered. Students must apply prior to April 15 by completing a KCKCC Scholarship Application available in the Financial Aid Office in Room 3321 of the Jewell Student Center.

The KCKCC Academic Scholarship Committee awards these scholarships according to funding availability. This scholarship includes the amount of tuition and fees for a maximum of 18 hours per semester and will be renewed for three consecutive semesters if the student completes the minimum 9 semester hours and maintains a 3.00 GPA.

### College Funded Work-Study

College funded work-study is part-time temporary employment (15 hours per week) on campus designed for students not eligible for federal assistance. Students must complete the FAFSA (Free Application for Federal Student Aid) as part of the application process ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

### Honors Education Program Scholarships

#### Presidential Scholarship

The Presidential Scholarship is intended to recognize the academic achievements of graduating high school seniors who are Wyandotte or Leavenworth county residents. It covers up to 86 credit hours of in-state tuition and fees toward an approved program for full-time, degree-seeking students enrolling at KCKCC. A cumulative graduating high school G.P.A. of at least 3.3 and specific ACT or SAT and KCKCC's Accuplacer Placement exam scores are required. Contact the office of Honors Education for more information, room 3502, or 913-288-7108, or visit the Honors Program webpage at <http://www.kckcc.edu/academics/honors>.

Students accepting the Presidential Scholarship are required to complete four Honors core courses and five Honors elective courses to earn Honors Scholar distinction upon graduation or transfer from KCKCC. KCKCC On Track Program (G.E.D.) graduates *may* also qualify for the Presidential scholarship.

#### Deans' Scholarship

The Deans' Scholarship is intended to recognize the academic achievements of KCKCC students who are Wyandotte County residents. It covers tuition and fees for Honors designated courses.

Applicants for the Deans' Scholarship

- are already enrolled as degree-seeking students at KCKCC,
- are Wyandotte County residents,
- have completed 12 credit hours at KCKCC and earned a cumulative G.P.A. of at least 3.3.

## Tuition and Fees

The Deans' Scholarship recipient can choose to fulfill the requirements of the Honors Education Program, (the four Honors core courses and five Honors elective courses), which will earn him/her the distinction of "Honors Scholar" on their permanent transcript upon graduation and/or transfer to a four-year program.

### Performance Grants

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

### Schlagle Scholarships

This scholarship covers a minimum of 6 to a maximum of 15 credit hours of tuition, fees, and required course books per semester. This scholarship does not cover supplies or non-required books. Qualifying Criteria: (1) Applicant must have an established GPA of 3.5 from High School or College and/or meet established standardized test requirements (i.e., ACT, ASSET, SAL, GED); (2) Applicant must be a Kansas Resident with preference to Wyandotte/Leavenworth County students. This scholarship pays for In-State tuition only; (3) Applicant must have no more than \$1,000-\$1,050 PELL Eligibility based on full-time status and accept NO OTHER gift aid [i.e., scholarship, tuition reimbursement, etc.]; (4) Applicant must be enrolled in a Degree/Certificate program at KCKCC. The Frank and Doris scholarship is renewable. In order to renew, recipient must have a cumulative 3.5 GPA, must have completed 100% of classes paid for by this scholarship, and must have completed a Free Application for Federal Student Aid and have no more than \$1,000-\$1,050 in Pell Eligibility per semester based on full-time status. Applicant cannot be receiving any other free gift aid [i.e., tuition reimbursement, other scholarships, etc.] Application process: Complete and return/file (1) application for Admission to Admissions Office, (2) Complete the Free Application for Federal Student Aid to the Financial Aid Office (FAFSA) (3) scholarship application-return to the Financial Aid Office with all necessary transcripts attached to be forwarded to the Endowment Association by June 15. Scholarships are awarded in July.

### Transcript Fee

Transcript requests must be signed, dated, and submitted in writing to the Admissions and Records Office. Phone requests are not accepted. Transcripts are not released to students with financial, disciplinary or other holds on records at KCKCC. Students who have access to WebAdvisor® and portal and do not have holds on their accounts can retrieve an unofficial transcript.

Transcripts 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 will be made only in extreme emergencies and with the Registrar's permission.

Enrolled, degree seeking students who have submitted official transcripts from regionally accredited colleges and universities to the Admissions and Records Office, and upon successful completion of one semester at KCKCC notice transfer credits and grades have not been posted; such concerns should be directed to the Coordinator of the Transcript Services by email: [review@kckcc.edu](mailto:review@kckcc.edu) for appropriate action.

### Fees for Copies of Records

The fee for complying with legal requests will be a flat fee of \$25.00.

### Graduation Fee

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

### Special Class Fees

Certain courses in some programs have special fees. Current fees are listed on the intranet. Check with the program coordinator before enrolling to verify any fee changes. Fees are subject to change.

### Special Class Fees 2011-2012

*Note: All online courses will have a \$30.00 fee in addition to Special Class Fee, if any.*

Course Number	Course Title	Fee
<b>Addiction Counseling</b>		
ADCN0250	Addiction Counseling Field Practicum I	\$20.00
<b>Allied Health</b>		
ALHT0104	Nursing Assistant	\$90.00 (Includes Exam)
ALHT0105	Certified Nurse Aide Refresher	\$25.00
ALHT0106	Certified Medication Aide	\$90.00
ALHT0107	Certified Medication Aide Update	\$20.00
ALHT0114	Infant and Toddler First Aid and CPR	\$15.00
ALHT0115	First Aid	\$15.00
ALHT0160	Sleep Studies	\$15.00
ALHT0250	Sports Safety	\$15.00
ALHT0286	Asthma Disease Management	\$15.00
ALHT0290-0293	Cardio-Pulmonary Resuscitation	\$15.00
ALHT0294	Neonatal Resuscitation	\$20.00
<b>Art</b>		
FNAR0111	Drawing I	\$35.00
FNAR0112	Drawing II	\$35.00
FNAR0113	Drawing III	\$35.00
FNAR0121	Painting I	\$35.00
FNAR0122	Painting II	\$35.00
FNAR0123	Painting III	\$35.00
FNAR0140	Introduction to Photography	\$35.00
FNAR0151	Sculpture I	\$35.00
FNAR0152	Sculpture II	\$35.00
FNAR0153	Sculpture III	\$35.00
FNAR0161	Ceramics I	\$35.00

## Tuition and Fees

FNAR0162	Ceramics II	\$35.00	AUTT0284	Advanced Engine Performance	\$75.00
FNAR0163	Ceramics III	\$35.00	AUTT0296	Hybrid and Electric Vehicles	\$75.00
<b>Audio Engineering</b>			<b>Biology</b>		
AUDI0106	Music Applications for Computers	\$35.00	BIOL0119	Life and The Environment with Lab*	\$20.00
AUDI0107	Advanced Music Computing	\$35.00	BIOL0121	General Biology*	\$20.00
AUDI/ENGR0115	Circuit Analysis II	\$20.00	BIOL0125	Human Biology	\$20.00
AUDI0157	Live Sound Reinforcement I	\$35.00	BIOL0132	Environmental Science Lab	\$20.00
AUDI0158	Live Sound Reinforcement II	\$35.00	BIOL0141	Human Anatomy and Laboratory*	\$20.00
AUDI0230	Music and Multimedia	\$35.00	BIOL0143	Human Anatomy and Physiology*	\$20.00
AUDI0233	Music Video Practicum	\$35.00	BIOL0172	Trees and Shrubs Laboratory	\$20.00
AUDI0240	Sound Editing and Synthesis	\$35.00	BIOL0222	Plant Biology Laboratory	\$20.00
AUDI0250	Audio and Recording Techniques	\$35.00	BIOL0225	Diversity of Organisms	\$20.00
AUDI0260	Advanced Recording Techniques I	\$35.00	BIOL0232	Animal Biology Laboratory	\$20.00
AUDI0261	Advanced Recording Techniques II	\$35.00	BIOL0262	Microbiology Laboratory	\$20.00
AUDI0262	Recording Practicum and Portfolio	\$35.00	BIOL0272	Physiology Laboratory*	\$20.00
AUDI0263	Recording Practicum and Portfolio	\$35.00	BIOL0291	Introduction to Bioinformatics*	\$20.00
<b>Automotive Collision Repair Technology (TEC)</b>			*Lab Courses that are taught online will not be charged a lab fee.		
ACRT0100	Technical Safety and Tools	\$75.00	<b>Building and Property Maintenance (TEC)</b>		
ACRT0110	Cosmetic Auto Body	\$75.00	BPMT0104	Custodial Training	\$75.00
ACRT0120	Non-Structural Analysis and Damage Repair 1	\$75.00	BPMT0110	Tech Math	\$75.00
ACRT0140	Structural Analysis and Damage Repair 1	\$75.00	BPMT0112	Residential Electrical	\$75.00
ACRT0160	Paint and Refinishing 1	\$75.00	BPMT0115	Residential Plumbing and Repair	\$75.00
ACRT0175	Paintless Dent Repair	\$75.00	BPMT0121	Remodel Painting	\$75.00
ACRT0180	Mechanical and Electrical Component	\$75.00	BPMT0124	Landscaping	\$75.00
ACRT0181	Mechanical and Electrical Component 2	\$75.00	BPMT0130	Drywall Repair	\$75.00
ACRT0220	Non-Structural Analysis and Damage Repair 2	\$75.00	BPMT0133	Masonry Repair	\$75.00
ACRT0221	Non-Structural Analysis and Damage Repair 3	\$75.00	BPMT0136	Roof Covering and Gutter Repair	\$75.00
ACRT0222	Non-Structural Analysis and Damage Repair 4	\$75.00	<b>Chemistry</b>		
ACRT0240	Structural Analysis and Damage Repair 2	\$75.00	CHEM0101	Introduction to Forensic Science and Lab*	\$20.00
ACRT0241	Structural Analysis and Damage Repair 3	\$75.00	CHEM0109	General Chemistry*	\$20.00
ACRT0242	Structural Analysis and Damage Repair 4	\$75.00	CHEM0111	College Chemistry I and Lab*	\$20.00
ACRT0260	Paint and Refinishing 2	\$75.00	CHEM0112	College Chemistry II and Lab	\$20.00
ACRT0261	Paint and Refinishing 3	\$75.00	CHEM0201	Forensic Science Analytical Techniques	\$40.00
ACRT0262	Paint and Refinishing 4	\$75.00	CHEM0203	General Organic Chemistry	\$40.00
ACRT0290	Estimating/Damage Analysis	\$75.00	CHEM0213	Organic Chemistry I Lab	\$40.00
<b>Auto Technology (TEC)</b>			CHEM0214	Organic Chemistry II Lab	\$40.00
AUTT 0101	Automotive Math	\$75.00	CHEM0251	Biochemistry Lab	\$40.00
AUTT0102	Automotive Safety	\$75.00	*Lab Courses that are taught online will not be charged a lab fee.		
AUTT0106	Basic Automotive Care	\$75.00	<b>Computer Information Systems Technology</b>		
AUTT0107	Light Truck Power Equipment	\$75.00	All CIST courses have a \$20.00 fee		
AUTT0141	Steering and Suspension 1	\$75.00	<b>Computer Repair Technology (TEC)</b>		
AUTT0151	Brakes 1	\$75.00	CRTE0102	Introduction to the Personal Computer, Safety and Tool Usage for PC Technicians	\$75.00
AUTT0161	Electrical 1	\$75.00	CRTE0104	Computer Assembly and Troubleshooting for PC Technicians	\$75.00
AUTT0162	Electrical 2	\$75.00	CRTE0106	Operating Systems for PC Technicians	\$75.00
AUTT0181	Engine Performance 1	\$75.00	CRTE0108	Laptops and Portable Devices for PC Technicians	\$75.00
AUTT0212	Engine Repair	\$75.00	CRTE0110	Printers and Scanners for PC Technicians	\$75.00
AUTT0214	Advance Engine Repair	\$75.00	CRTE0112	Networking for PC Technicians	\$75.00
AUTT0221	Automatic Transmission	\$75.00	CRTE0114	Security for PC Technicians	\$75.00
AUTT0231	Manual Drive Trains and Axles	\$75.00	CRTE0116	Advanced Topics and Customer Skills for PC Technicians	\$75.00
AUTT0241	Steering and Suspension 2	\$75.00	CRTE0204	Operating System Fundamentals for Server+	\$75.00
AUTT0251	Brakes 2	\$75.00	CRTE0205	Introduction to Networking for Server+	\$75.00
AUTT0262	Electrical 3	\$75.00			
AUTT0271	Heating and Air Conditioning	\$75.00			
AUTT0282	Engine Performance 2	\$75.00			



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CRTE0206	Physical Components of a Network for Server+	\$75.00	DIGI0116	Intermediate Photoshop	\$30.00
CRTE0207	TCP/IP Networking for Server+	\$75.00	DIGI0117	Advanced Photoshop	\$30.00
CRTE0208	Overview of Network Services for Server+	\$75.00	DIGI0131	Two Dimensional Design I	\$30.00
CRTE0209	Introduction to Network Operating Systems for Server+	\$75.00	DIGI0132	Two Dimensional Design II	\$30.00
CRTE0211	NOS Installation and Boot Process for Server+	\$75.00	DIGI0137	3D Design and 3D Graphics Modeling	\$30.00
CRTE0212	Windows 2000 Professional for Server+	\$75.00	DIGI0174	Beginning Illustrator	\$30.00
CRTE0214	Linux Installation Procedures for Server+	\$75.00	DIGI0175	Advanced Illustrator	\$30.00
CRTE0215	Linux Administration for Server+	\$75.00	DIGI0176	Graphic Design: Multi-Media and Web I	\$30.00
CRTE0217	Advanced NOS Administration for Server +	\$75.00	DIGI0177	Graphic Design: Multi-Media and Web II	\$30.00
CRTE0218	Installing and Maintaining Hardware in Linux for Server+	\$75.00	DIGI0178	Graphic Design: Print Media I	\$30.00
CRTE0220	Troubleshooting the Operating System for Server+	\$75.00	DIGI0179	Graphic Design: Print Media II	\$30.00
CRTE0221	Network Security for Server+	\$75.00	DIGI0180	Publication Design (Quark)	\$30.00
CRTE0223	Workplace Skills for PC Technicians	\$75.00			
CRTE0224	Workplace Skills for Server+	\$75.00			
<b>Construction Technology (TEC)</b>			<b>Drafting/CAD</b>		
CONS0101	Safety Orientation	\$75.00	ENGR0103	Descriptive Geometry	\$20.00
CONS0106	Introductory Craft Skills	\$75.00	ENGR0104	Applied Math I	\$20.00
CONS0107	Masonry (Level 1)	\$75.00	ENGR0106	Computer Aided Drafting	\$20.00
CONS0108	Carpentry Basics	\$75.00	ENGR0108	Electronic Circuit Fundamentals	\$20.00
CONS0109	Floors, Walls and Ceiling Framing	\$75.00	ENGR/AUDI0115	Circuit Analysis I	\$20.00
CONS0110	Concrete Finishing (Level 1)	\$75.00	ENGR0131	Introduction to Geographic Information Systems	\$20.00
CONS0111	Roof Framing	\$75.00	ENGR0140	Introduction to Global Positioning Systems	\$20.00
CONS0112	Drywall (Level 1-2)	\$75.00	ENGR0151	Basic Drafting Technology	\$20.00
CONS0113	Windows, Doors and Stairs	\$75.00	ENGR0152	Elements of Machine Drafting	\$20.00
CONS0115	Electrical (Level 1)	\$75.00	ENGR0154	Pictorial Drawing	\$20.00
CONS0123	Insulating	\$75.00	ENGR0195	Fundamentals of Arcview GIS	\$20.00
CONS0136	Rigging Fundamentals	\$75.00	ENGR0204	Applied Calculus I	\$20.00
CONS0140	Painting (Level 1)	\$75.00	ENGR0206	Advanced Computer Aided Drafting	\$20.00
CONS0142	Plumbing (Level 1)	\$75.00	ENGR0216	CAD-MicroStation*	\$20.00
CONS0151	Scaffolding	\$75.00	ENGR0251	Building Planning	\$20.00
CONS0155	Sprinkler Fitting (Level 1)	\$75.00	ENGR0253	Structural Steel Drawing	\$20.00
CONS0208	Carpentry (Level 2)	\$75.00	ENGR0257	CAD Systems	\$20.00
CONS0209	Masonry (Level 2)	\$75.00	ENGR0260	Advanced Machine Drafting	\$20.00
CONS0210	Concrete Finishing (Level 2)	\$75.00	ENGR0262	Commercial Building Planning	\$20.00
CONS0215	Electrical (Level 2)	\$75.00	ENGR0264	Industrial Illustration	\$20.00
CONS0240	Painting (Level 2)	\$75.00	ENGR0266	Structural Steel Drafting	\$20.00
CONS0242	Plumbing (Level 2)	\$75.00	ENGR0281	Drafting Field Project I-II	\$20.00
CONS 0259	Sprinkler Fitting (Level 2)	\$75.00			
<b>Cosmetology (TEC)</b>			<b>Early Childhood Education</b>		
COSM0101	Scientific Concepts	\$75.00	CHLD0101	Early Childhood Substitute Teacher Training	\$15.00
COSM0101	Physical Services I	\$75.00	CHLD0114	Infant and Toddler First Aid and CPR	\$15.00
COSM0106	Physical Service II	\$75.00	CHLD0143	Creative Experience I	\$15.00
COSM0107	Physical Service III	\$75.00	CHLD0144	Creative Experience II	\$15.00
COSM0110	Chemical Services I	\$75.00	CHLD0152	Spanish for Childcare	\$40.00
COSM0111	Chemical Services II	\$75.00	CHLD0244	Facility Personnel	
COSM0112	Chemical Services III	\$75.00	CHLD0245	Child Care Internship I	\$15.00
COSM0115	Hair Designing I	\$75.00		Child Care Internship II	\$15.00
COSM0116	Hair Designing II	\$75.00			
COSM0117	Hair Designing III	\$75.00			
COSM0120	Business Practices I	\$75.00			
COSM0121	Business Practices II	\$75.00			
COSM0125	Kansas State Law	\$75.00			
<b>Digital Imaging Design</b>			<b>Electrical Technology (TEC)</b>		
DIGI0115	Beginning Photoshop	\$30.00	ELET0100	Electrical Safety	\$75.00
			ELET0101	Electromechanical Systems	\$75.00
			ELET0104	Electrical Print Reading	\$75.00
			ELET0105	Workplace Skills	\$75.00
			ELET0110	National Electric Code 1	\$75.00
			ELET0120	Electrical Math	\$75.00
			ELET0130	Basic Electricity	\$75.00
			ELET0150	Basic Residential Wiring 1	\$75.00
			ELET0151	Basic Residential Wiring 2	\$75.00
			ELET0200	Commercial Wiring	\$75.00
			ELET0203	Analog Circuits	\$75.00
			ELET0206	Communication Fundamentals	\$75.00

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ELET0210	National Electric Code 2	\$75.00	<b>Heating and Refrigeration (TEC)</b>	
ELET0232	Electrical Circuits, Instruments and Measurements	\$75.00	HVAC0101	Refrigeration Theory (Introduction Safety and Tools) 1 \$75.00
ELET0240	HVAC Systems	\$75.00	HVAC0102	Refrigeration Theory 2 \$75.00
ELET0245	Troubleshooting Techniques	\$75.00	HVAC0103	Refrigeration System Components 1 \$75.00
ELET0250	Industrial Wiring	\$75.00	HVAC0104	Refrigeration System Components 2 \$75.00
ELET0253	Motor Controls	\$75.00	HVAC0105	Electrical Theory 1 \$75.00
ELET0255	Programmable Controllers	\$75.00	HVAC0106	Electrical Theory \$75.00 (Electricity and Components) 2
ELET0260	Digital Circuits	\$75.00	HVAC0107	Basic Sheet Metal \$75.00
ELET0265	Generators and Transformers	\$75.00	HVAC0108	Basic Sheet Metal Layout/ Fabrication \$75.00
ELET0280	Electrical Internship	\$75.00	HVAC0109	Customer Relations \$75.00
<b>Emergency Medical Technician</b>			HVAC0110	Wiring I \$75.00
EMTC0105	Emergency Medical Responder	\$20.00	HVAC0111	Tubing, Piping, Soldering and Brazing \$75.00
EMTC0123	Emergency Medical Technician	\$90.00	HVAC0203	Heat Pump Systems \$75.00
EMTC0128	Emergency Medical Technician (EMT) Accelerated	\$90.00	HVAC0204	System Servicing and Troubleshooting \$75.00
EMTC0140	EMT Review	\$40.00	HVAC0210	Wiring 2 \$75.00
EMTC0227	Mobile Intensive Care Technician I	\$150.00	HVAC0211	Refrigerant Transition and Recovery \$75.00
EMTC0228	Mobile Intensive Care Technician II	\$150.00	HVAC0212	Beginning Heating and Refrigeration \$75.00
EMTC0229	Mobile Intensive Care Technician III	\$150.00	HVAC0213	Advance Heating and Refrigeration \$75.00
EMTC0230	Mobile Intensive Care Technician IV	\$150.00	HVAC0215	Heating and Refrigeration Internship \$75.00
<b>Exercise Science</b>			HVAC0221	R-410A Safety Certification (Green Technology) \$75.00
EXSC0101, 0102, 0103, 0104	Aerobics	\$15.00	HVAC0224	Heating (Gas) \$75.00
EXSC0108	Bowling	\$50.00	HVAC0225	Heating (Electric) \$75.00
EXSC0114	Infant and Toddler First Aid and CPR	\$15.00	HVAC0226	Cooling 1 \$75.00
EXSC0115	First Aid	\$15.00	HVAC0227	Cooling 2 \$75.00
EXSC0132	Beginning Swimming	\$15.00	HVAC0228	Refrigeration 1 \$75.00
EXSC0133	Intermediate Swimming	\$15.00	HVAC0229	Refrigeration 2 \$75.00
EXSC0134	Advanced Swimming and Lifesaving	\$15.00	HVAC0230	Special Projects 1 \$75.00
EXSC0143	Weight Training-Physical Conditioning	\$15.00	HVAC0231	Special Projects 2 \$75.00
EXSC0147	Employee Wellness	\$15.00	HVAC0232	Electrical Controls (Motors) 1 \$75.00
EXSC0148-0151	Wellness and Fitness Center	\$15.00	HVAC0233	Electrical Controls (Motors) 2 \$75.00
EXSC0152-0155	Personal Fitness	\$15.00	HVAC0235	Heating (Other) Geothermal (Green Technology) \$75.00
EXSC0175	Fieldwork I	\$15.00	HVAC0260	How to Start Your Own Home-Based Business \$75.00
EXSC0211	Care and Prevention of Athletic Injuries	\$15.00	<b>Journalism</b>	
EXSC0213	Exercise Testing and Prescription	\$15.00	JOUR0180	Modern Publication Design \$25.00
EXSC0290-293	Cardio-Pulmonary Resuscitation	\$15.00	<b>Machine Technology (TEC)</b>	
<b>Foreign Language</b>			MACH0101	OSHA 10~30 \$75.00
LANG0150	Command Spanish for Nurses	\$40.00	MACH0102	Workplace Ethics \$75.00
LANG0151	Spanish for School Administrator, Teacher, paraprofessional and Support Staff	\$40.00	MACH0103	Bench Work \$75.00
LANG0152	Spanish for Childcare	\$40.00	MACH0104	Industrial Print Reading \$75.00
	Facility Personnel		MACH0105	Quality Control and Inspection \$75.00
			MACH0106	Metallurgy \$75.00
			MACH0107	Machine Tool Processes \$75.00
			MACH0108	Machining Fundamentals I \$75.00
			MACH0109	Machining Fundamentals II \$75.00
			MACH0110	CNC Operations I \$75.00
			MACH0111	Mathematics for Manufacturing \$75.00
			MACH0201	Machining Fundamentals III \$75.00
			MACH0202	Machining Fundamentals IV \$75.00
			MACH0203	CNC Operations II \$75.00
			MACH0204	CAD/CAM I \$75.00
			MACH0205	CAD/CAM II \$75.00
			MACH0206	CAD/CAM III \$75.00
<b>Fire Science</b>				
FRSC0100	Firefighter I	\$60.00		
FRSC0211	Firefighter II	\$60.00		
All other Fire Science courses will carry a \$30 course fee.				
<b>Hazardous Materials</b>				
All Hazardous Materials courses will carry a \$20 course fee				

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<b>Major Appliance Technology (TEC)</b>			MMVP0201	Macintosh Digital	\$75.00
MAPR0100	Electrical and Mechanical Safety	\$75.00			
MAPR0103	Tools of the Trade	\$75.00	<b>Music</b>		
MAPR 0108	Basic Electricity	\$75.00	MUSC0169	Applied Voice	\$35.00
MAPR 0112	Fundamentals of Refrigeration	\$75.00	MUSC0170	Applied Voice	\$35.00
MAPR 0115	Parts Research and	\$75.00	MUSC0171	Applied Voice	\$35.00
	Ordering Systems		MUSC0172	Applied Voice	\$35.00
MAPR0120	Principles of Combustion	\$75.00	MUSC0173	Applied Voice	\$35.00
MAPR0135	Oxy/Acetylene Safety/Usage	\$75.00	MUSC0174	Applied Voice	\$35.00
MAPR0140	Brazing/Swaging/Silver and	\$75.00	MUSC0175	Applied Piano	\$35.00
	Soft Soldering		MUSC0176	Applied Piano	\$35.00
MAPR0160	Workplace Skills/	\$75.00	MUSC0177	Applied Piano	\$35.00
	Customer Relations		MUSC0178	Applied Piano	\$35.00
MAPR0205	Gas and Electric Wall Ovens	\$75.00	MUSC0179	Applied Piano	\$35.00
	(Domestic and Professional)		MUSC0180	Applied Piano	\$35.00
MAPR0210	Gas and Electric Ranges/	\$75.00	MUSC0181	Applied Strings	\$35.00
	Cook Tops (Domestic and Professional)		MUSC0182	Applied Strings	\$35.00
MAPR0215	Ventilation Hoods/Make-Up	\$75.00	MUSC0183	Applied Strings	\$35.00
	Air Blowers (Domestic/Commercial)		MUSC0184	Applied Strings	\$35.00
MAPR0220	Dishwashers	\$75.00	MUSC0181	Applied Strings (Bass)	\$35.00
	(Domestic/Professional/Commercial)		MUSC0182	Applied Strings (Bass)	\$35.00
MAPR0222	Advanced Refrigeration	\$75.00	MUSC0183	Applied Strings (Bass)	\$35.00
MAPR0230	Refrigerators/Freezers	\$75.00	MUSC0184	Applied Strings (Bass)	\$35.00
	(Domestic and Professional)		MUSC0181	Applied Strings (Cello)	\$35.00
MAPR0233	Ice Makers (Domestic	\$75.00	MUSC0182	Applied Strings (Cello)	\$35.00
	Clear Ice and Commercial Ice)		MUSC0183	Applied Strings (Cello)	\$35.00
MAPR0235	Commercial Walk-in/Reach-in	\$75.00	MUSC0184	Applied Strings (Cello)	\$35.00
	Freezers/Coolers		MUSC0181	Applied Strings (Guitar)	\$35.00
MAPR0240	Steam Ovens/Proffers/Deep	\$75.00	MUSC0182	Applied Strings (Guitar)	\$35.00
	Fryers (Domestic and Professional)		MUSC0183	Applied Strings (Guitar)	\$35.00
MAPR0243	Microwave Ovens	\$75.00	MUSC0184	Applied Strings (Guitar)	\$35.00
	(Domestic/Commercial)		MUSC0181	Applied Strings (Violin)	\$35.00
MAPR0245	Top and Front Load Clothes	\$75.00	MUSC0182	Applied Strings (Violin)	\$35.00
	Washers (Domestic/Commercial)		MUSC0183	Applied Strings (Violin)	\$35.00
MAPR0247	Gas and Electric Clothes	\$75.00	MUSC0184	Applied Strings (Violin)	\$35.00
	Dryers/Stack Laundry		MUSC0185	Applied Woodwinds	\$35.00
MAPR0284	Special Projects	\$75.00	MUSC0186	Applied Woodwinds	\$35.00
MAPR0290	Internship I	\$75.00	MUSC0187	Applied Woodwinds	\$35.00
MAPR0291	Internship II	\$75.00	MUSC0188	Applied Woodwinds	\$35.00
			MUSC0189	Applied Woodwinds	\$35.00
<b>Mathematics</b>			MUSC0190	Applied Woodwinds	\$35.00
MATH0097	Math Essentials	\$75.00	MUSC0191	Applied Brass	\$35.00
	(Computer Assisted)		MUSC0192	Applied Brass	\$35.00
MATH0099	Elementary Algebra	\$75.00	MUSC0193	Applied Brass	\$35.00
	(Computer Assisted)		MUSC0194	Applied Brass	\$35.00
MATH0104	Intermediate College Algebra	\$75.00	MUSC0195	Applied Percussion	\$35.00
	(Computer Assisted)		MUSC0196	Applied Percussion	\$35.00
MATH0105	College Algebra	\$75.00	MUSC0197	Applied Percussion	\$35.00
	(Computer Assisted)		MUSC0198	Applied Percussion	\$35.00
<b>Medical Assistant (TEC)</b>			<b>Nail Technology (TEC)</b>		
MEDA0120	Patient Care I	\$75.00	NAIL0101	Scientific Concepts	\$75.00
MEDA0125	Patient Care II	\$75.00	NAIL0105	Manicuring Skills	\$75.00
			NAIL0110	Artificial Nails	\$75.00
<b>Mortuary Science</b>			NAIL0115	Business Practices	\$75.00
MTSC0110	Restorative Art	\$65.00	NAIL0120	Kansas State Law Nail Technology	\$75.00
MTSC0205	Embalming Theory	\$25.00			
<b>Multimedia Video Production</b>			<b>Networking Technology (TEC)</b>		
MMVP0110	Introduction to Multimedia	\$75.00	NETW0140	Home and Small	\$75.00
MMVP0130	Introduction to Digital Imaging	\$75.00		Business Networking	
MMVP0140	Introduction to Video Production	\$75.00	NETW0142	Voice and Data Cabling	\$75.00
MMVP0150	Introduction to Animation	\$75.00	NETW0144	Small-to-Medium Business or ISP	\$75.00
MMVP0160	Introduction to 3D Modeling	\$75.00	NETW0146	Routing and Switching	\$75.00
MMVP0166	Introduction to Web Animation	\$75.00		in the Enterprise	
MMVP0170	Introduction to Game Design	\$75.00	NETW0148	Designing and Supporting	\$75.00
MMVP0180	Audio for Video Production	\$75.00		Computer Networks	
MMVP0190	Digital Video Production	\$75.00	NETW0150	Workplace Skills	\$75.00

## Tuition and Fees

<b><i>Nursing/Practical Nurse (Campus and TEC)</i></b>			<b><i>Respiratory Therapy</i></b>		
ALHT0106	Certified Medication Aide	\$90.00	RSCR0120	Fundamentals of Respiratory Care	\$50.00
ALHT0105	Certified Nurse Aide Refresher	\$25.00	RSCR0124	Technical Interventions I	\$50.00
ALHT0104	Nursing Assistant \$90.00 (Includes Exam)		RSCR0125	Cardiopulmonary Care I	\$65.00
KSPN0102	Foundation of Nursing	\$263.00	RSCR0129	Clinic Practice I	\$50.00
KSPN0120	KSPN Medical Surgical Nursing II	\$263.00	RSCR0160	Sleep Studies	\$20.00
NURS0121	Nursing Care Techniques	\$65.00	RSCR0220	Introduction to Respiratory Care	\$50.00
NURS0122	Foundations of Nursing Care I	\$100.00	RSCR0224	Therapeutic Interventions I	\$35.00
NURS0123	Foundations of Nursing Care II	\$105.00	RSCR0225	Cardiopulmonary Care and Diagnostics I	\$65.00
NURS0124	Concepts of Care I	\$105.00	RSCR0229	Therapist Clinical Practice I	\$50.00
NURS0126	Concepts of Mental Health/Illness	\$105.00	RSCR0230	Technical Devices	\$35.00
NURS0193	Health Assessment for Nurses	\$25.00	RSCR0234	Technical Intervention II	\$50.00
NURS0144	MICT/RRT to RN	\$105.00	RSCR0235	Cardiopulmonary Care II	\$65.00
NURS0145	Concepts of Care		RSCR0239	Clinic Practice II	\$65.00
	MICT/RRT to RN	\$30.00	RSCR0240	Therapeutic Devices	\$35.00
	Transition Concepts		RSCR0244	Therapeutic Interventions II	\$50.00
NURS0147	Concepts for MICT/RRT Articulation	\$35.00	RSCR0245	Cardiopulmonary Care and Diagnostics II	\$65.00
NURS0210	Women and Neonates	\$115.00	RSCR0249	Therapist-Clinic Practice II	\$65.00
NURS0212	Children and Families	\$115.00	RSCR0270	Technical Case Studies	\$20.00
NURS0224	Concepts of Care II	\$115.00	RSCR0274	Technical Intervention III	\$50.00
NURS0226	Nursing Care Coordinators	\$180.00	RSCR0275	Technical Interventions IV	\$20.00
<b><i>Online Education</i></b>			RSCR0279	-Clinic Practice III	\$65.00
ONED0110	Microsoft Applications I-II: (Online Teaching)	\$30.00	RSCR0284	Clinic Practice IV	\$65.00
<b><i>All Online Courses</i></b>			RSCR0285	Cardiopulmonary Care and Diagnostics III	\$50.00
	Online Access Fee	\$30.00	RSCR0286	Asthma Disease Management	\$20.00
	Web Enhanced Courses	\$15.00	RSCR0288	Introduction to Pulmonary Function	\$20.00
<b><i>Physical Science</i></b>			RSCR0290	Perinatal Pediatrics	\$35.00
NASC0103	General Physical Science	\$20.00	RSCR0294	Neonatal Resuscitation	\$20.00
NASC0108	Introduction to Astronomy Lab	\$20.00	RSCR0299	Final Project Seminar	\$20.00
NASC0131	Introductory Physics Laboratory	\$20.00	<b><i>Telecourse Courses</i></b>		
NASC0175	Introduction to Meteorology (Lab)	\$20.00		Telecourse Fees	\$20.00
NASC0231	General Physics I	\$20.00	<b><i>Welding Technology</i></b>		
NASC0232	General Physics II	\$20.00	WELD0100	Welding Safety	\$75.00
NASC0245	Engineering Physics I	\$20.00	WELD0105	Welding Blueprints	\$75.00
NASC0246	Engineering Physics II	\$20.00	WELD0110	Cutting Processes	\$75.00
*Lab Courses that are taught online will not be charged a lab fee.			WELD0120	SMAW I	\$75.00
<b><i>Physical Therapist Assistant</i></b>			WELD0130	GMAW I	\$75.00
PHTR0160	Musculoskeletal I	\$150.00	WELD0140	GTAW I	\$75.00
PHTR0170	Fundamentals of Treatment Procedures	\$150.00	WELD0201	Oxy-Fuel Welding	\$75.00
PHTR0220	Pathophysiology for Rehabilitation	\$150.00	WELD0202	Intermediate Welding Techniques	\$75.00
PHTR0230	Musculoskeletal III	\$150.00	WELD0220	SMAW II	\$75.00
PHTR0250	Musculoskeletal II	\$150.00	WELD0230	GMAW II	\$75.00
PHTR0275	Neuromuscular Rehabilitation	\$150.00	WELD0240	GTAW II	\$75.00
<b><i>Professional Cooking (TEC)</i></b>			WELD0255	Aluminum Welding	\$75.00
CULN0100	Equipment and the Industry	\$75.00	WELD0260	Stainless Steel Welding	\$75.00
CULN0120	Cooking Methods	\$75.00	WELD0265	Fabrication Welding	\$75.00
CULN0130	Food Production I	\$75.00	WELD0270	Automated Welding and Cutting	\$75.00
CULN0140	Food Production II	\$75.00	WELD0275	Pipe Welding	\$75.00
CULN0150	Food Production III	\$75.00	WELD0280	Welding Codes and Advanced Inspection	\$75.00
CULN0170	Menu Marketing and Planning	\$75.00	WELD0285	Internship	\$75.00
CULN0180	Customer Service	\$75.00	<b>Approved by BOT 3/15/2011</b>		
CULN0190	Hospitality and Restaurant Management	\$75.00			
CULN0200	Inventory and Purchasing	\$75.00			
CULN0205	ServSafe	\$75.00			
CULN0210	Bakery and Pastry	\$75.00			
CULN0220	Culinary Capstone	\$75.00			
CULN0230	Culinary Arts Internship	\$75.00			



# Student Rights and Procedures Under the Family Educational Rights and Privacy ACT (FERPA)

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

### STUDENT RIGHTS TO ACADEMIC RECORDS

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

For the purposes of this policy, KCKCC has used the following definitions of terms:

Student - any person who attends or has attended KCKCC.

Education Records - any record (in handwriting, print, tapes, film, other medium) maintained by KCKCC or an agent of the College which is directly related to a student, except:

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

### ANNUAL FERPA NOTIFICATION

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

### ANNUAL FERPA NOTIFICATION

*Notice of Privacy Practices*

FERPA (the Family Educational Rights and Privacy Act) is a federal law and its sole purpose is to afford certain rights to students concerning their educational records. The primary

rights afforded include:

1. The right to inspect and review your educational records by advanced request.
2. The right to seek to have your records amended if you suspect a discrepancy.
3. The right to have some control over the disclosure of information from your records.
4. The right to file a complaint concerning alleged failures to comply with FERPA.

Please contact the Dean of Enrollment Services/Registrar at (913) 288-7694 if you have any questions or feel that KCKCC employees have not handled information about you properly.

OR

The Family Policy Compliance Office,  
U.S. Department of Education,  
Washington, DC 20202-4605  
1-202-260-3887

### WHO IS COVERED BY FERPA?

1. Students who have reached the age of 18 or
2. Students who attend a postsecondary institution. This includes high school students who are dual enrolled or who participate in the high school partnership program.

### WHAT IS CONSIDERED DIRECTORY INFORMATION?

KCKCC has the right to disclose certain information about you. It is called "Directory Information". KCKCC has designated the following items as Directory Information:

- Name, address, telephone number and e-mail address
- Date and place of birth
- College major field of study, year in KCKCC
- Dates of Attendance at KCKCC
- Awards and academic honors
- Degree and dates awarded
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Height and weight of members on athletic teams

### EXCEPTIONS TO DISCLOSURE

KCKCC will disclose information from a student's educational record only with the written consent of the student. Except: To school officials who have a legitimate educational interest. A school official is:

- A person employed by the college in administrative, supervisory, academic/research, or support staff positions.
- A person serving on an institutional governing board
- A person employed by or under contract to the institution to perform a special task, such as an attorney or auditor.

KCKCC employees (including student workers) are bound by policy that requires confidential treatment of student

## Student Rights and Procedures Under the Family Educational Rights and Privacy ACT (FERPA)

information. Non-compliance with the policy is a FERPA violation and may be grounds for termination of employment.

### CAN I PREVENT DISCLOSURE?

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

### RELEASE OF INFORMATION FORM

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

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

### WAYS TO PROTECT YOUR OWN PRIVACY:

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

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

### PROCEDURE TO INSPECT EDUCATION RECORDS

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

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

### RIGHT OF THE COLLEGE TO REFUSE ACCESS

KCKCC reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.
3. Records connected with an application to attend KCKCC if that application was denied.

### REFUSAL TO PROVIDE COPIES

KCKCC reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of KCKCC.
2. The student has an unpaid financial obligation to KCKCC.
3. There is an unresolved disciplinary action against the student.

**Fees for Copies of Records.** The fee for copies complying with legal requests will be \$5.00 per page.

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

<b>Admission Records</b>	Registrar's Office - Jewell
<b>Cumulative Academic Records</b>	Student Center Registrar Registrar's Office - Jewell
<b>Financial Aid Records</b>	Student Center Registrar Financial Aid Office - Jewell Student Center Director of Financial Aid
<b>Health Records</b>	Health Clinic - Jewell Student Center College Nurse
<b>Disability Records</b>	Academic Resource Center - Jewell Student Center Director of the ARC
<b>Financial Records</b>	Business Office -/Administration Building Comptroller
<b>Counseling Records</b>	Counseling Office - Jewell Student Center Director of Counseling
<b>Progress Records</b>	Appropriate Academic Dean Division Office
<b>Disciplinary Records</b>	Student Services - Jewell Student Center Dean of Student Services
<b>Occasional Records</b>	The appropriate College Staff
<b>Veterans' Educational Records</b>	Veterans' Certifying Official's Office, Leavenworth Center

### DISCLOSURE OF EDUCATION RECORDS

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

1. To college officials who have a legitimate educational interest in the records, defining these terms as follows:

## Student Rights and Procedures Under the Family Educational Rights and Privacy ACT (FERPA)

A college official is:

- A person employed by the College in an administrative, supervisory, academic research, or support staff position.
- A person elected to the Board of Trustees.
- A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.
- A college official has a legitimate educational interest if the official is:
  - Performing a task that is specified in his or her position description or by a contract agreement.
  - Performing a task related to a student's education.
  - Performing a task related to the discipline of a student.
  - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

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

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

### RECORD OF REQUEST FOR DISCLOSURE

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

### DIRECTORY INFORMATION

Certain information, called Directory Information, is considered to be open to the public upon inquiry. KCKCC has designated the following items as Directory Information:

- Name, address, telephone number, e-mail address
- Date and place of birth
- College, major field of study, year in KCKCC
- Dates of attendance at KCKCC
- Awards and academic honors

- Degrees and dates awarded
- Most recent educational institution attended
- Participation in officially recognized activities and sports.
- Height and weight of members on athletic teams

KCKCC may disclose any of these items without prior written consent, unless notified in writing to the contrary by the student by the end of the second week of each semester or by the end of the second day of a shorter session.

### CORRECTION OF EDUCATION RECORDS

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

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

## **Student Rights and Procedures Under the Family Educational Rights and Privacy ACT (FERPA)**

### **STUDENT GRIEVANCE POLICY**

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

The intent of the Student Grievance Policy is to accommodate a fair and mutually satisfactory resolution of any grievance at the lowest possible level. In fairness to the staff members against whom a grievance is brought, the student must attempt to resolve the grievance directly with the staff member. In the case of a racial/sexual harassment grievance, the student must contact the Dean of Human Resources and Affirmative Action.

If a non-racial/sexual harassment grievance cannot be resolved to the student's satisfaction through the informal discussion process with the staff member involved, the student should seek additional information on the policies and procedures for filing a student grievance through the Dean of Student Services.



# Academic Policies and Procedures

## ACADEMIC INFORMATION

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

## STUDENT CLASSIFICATION

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

## CREDIT TRANSFERRED

Transfer credits taken at regionally accredited colleges and universities or other institutions approved by the Registrar are evaluated and listed on the KCKCC transcript after the student enrolls and completes one semester. All accepted and posted transfer credit hours and grades are calculated with KCKCC course work to determine cumulative grade point average.

## ACADEMIC HONESTY

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

## ATTENDANCE

Students are expected to have regular and punctual attendance in class and other college activities. The College is interested in the educational development of its students, and attendance in class is considered a necessary part of the process. When absent, a student misses material covered in class that may not be covered in the reading assignments. Students are held responsible for all information and assignments missed due to their absence. Each instructor informs the class of his/her attendance policy in a written format at the beginning of the semester. The College Nurse should be notified of a death in the immediate family or a serious illness that requires students to be absent from class for an extended period of time. If a student is gone due to illness, a doctor's release may be requested before reinstatement in classes(es) is permitted.

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

## PLANNING CLASS SCHEDULES

When planning class schedules, students should keep in mind 1) vocational goals; 2) graduation requirements at KCKCC; and 3) graduation requirements at four-year institutions. Students who intend to continue their studies beyond the community college level should select their courses to meet the requirements of the department and institution from which they expect to receive their degree.

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

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

## CREDIT HOUR

The term *credit hour* is a unit of credit given for a course that meets for one hour per week for 15 weeks or 750 minutes. Thus, a three-hour class meets for three hours each week. Similarly, a five-hour class meets five hours per week. For courses which include a lab, biology, for example - students spend from five to seven hours in class each week for four to five hours credit. Each week, students should plan to devote three hours of study for each hour of credit in which they are enrolled.

## COURSE LOAD

The normal course load for students is 15 to 16 credit hours during the Fall and Spring semesters and 6 credit hours in the Summer Session (mid-term and late start courses are the same as Summer). Students are not permitted to enroll in more than 18 credit hours during a regular semester without special permission from the Division Dean in which the overload occurs. If the Academic Dean is not available, the overload may be approved by the Dean of Enrollment Management/Registrar. The judgment to grant an overload is based on but not limited to past academic performance, demands on time, such as extracurricular activities, employment over 20 hours a week, and family obligations.

## COURSE NUMBERS

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

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

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

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

## DROP/ADD

Courses may be dropped or added during the drop/add period published in the Class Schedule each semester. No class changes are allowed after those published times, except for mini- and late- starting courses. All appeals to the stated policy must be directed to the Registrar.

## Academic Policies and Procedures

### FINAL EXAMINATIONS

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

### GRADES

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

<b>A</b>	Superior	<b>NP</b>	Not Passed
<b>B</b>	Good	<b>CR</b>	Credit
<b>C</b>	Average	<b>I</b>	Incomplete
<b>D</b>	Inferior	<b>W</b>	Withdrawal
<b>F</b>	Failure	<b>WA</b>	Administrative Withdrawal
<b>P</b>	Pass	<b>AUD</b>	Audit

### ADDITIONAL EXPLANATION OF GRADES

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

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

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

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

**Withdrawal** is a grade that indicates a student either withdrew from a course **W** or was withdrawn **WA** by the instructor or Registrar prior to the completion of the class. The **W** is not used as a substitution for an **F** grade. A grade of **W** or **WA** is recorded on the transcript but does not affect the GPA.

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

### WITHDRAWALS

#### A. Course Withdrawal

Instructors are responsible for providing students with a course syllabus at the beginning of the semester stating their attendance policy and administrative withdrawal procedures. Instructors have the option to 'Administrative Withdraw' students from classes for reasons of excessive absences.

#### B. Administrative Withdrawals

Students can be administratively withdrawn from a course by their instructors for excessive absences. Instructors provide students with a course syllabus at the beginning of the semester stating their attendance policy and administrative withdrawal procedures. The Registrar is allowed to administratively withdraw students who have not met financial obligations to the College. Administrative withdrawals are processed up to three weeks before the start of final examinations.

The Admissions and Records Office notifies students by mail if they have been administratively withdrawn. If students wish to remain in the course, they need to contact the instructor within three days to be reinstated. If the withdrawal is financial, the business office must be contacted to make payment arrangements. Instructors are not required to provide make-up work or reinstate students who have been administratively withdrawn from class.

Students who have been withdrawn and are not reinstated receive a **WA** on their transcript. Re-enrollment in a subsequent semester is required to achieve a grade for the course. Students are required to pay for these courses.

#### C. Student Withdrawals

Students may have a **W** posted on their transcript instead of a letter grade by officially withdrawing from a course. Students are required to pay for withdrawn courses. To officially withdraw, students must submit a withdrawal form to the Admissions and Records Office. Students may withdraw using written notification to the Admissions and Records Office postmarked by the published final withdrawal date. 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:

1. Semester courses (16 weeks): Students may withdraw up to three (3) weeks before the start of final examinations.
2. Summer session, mid-term, and block courses: Students may withdraw up to two (2) weeks before final examinations.
3. Mini-courses: Withdrawals are not allowed after classes start.

### REPEATING COURSES

Students can repeat courses for the purpose of raising their grade-point average only if a grade of **D** or **F** is earned in a class. However, repeating a course with a grade of **C** or better is not allowed merely for GPA enhancement. Repeating a course with a grade of **C** or better eliminates students from graduating with honors.

## Academic Policies and Procedures

When a course is repeated, the newly earned grade cancels, but does not remove, the previous grade recorded on the transcript. The new grade is used to figure the cumulative grade-point average. A course may not be repeated more than twice.

If a grade of C or better is earned in the class, students need special permission from the Registrar to repeat the course, unless the student's plans are to audit the course. The following criteria are used in the judgment of granting permission to repeat a course for which a grade of "C" or better was earned.

- Occasionally, at the instructor's discretion, a student is required to repeat a course in its entirety if an incomplete grade was earned in the class.
- Specialized programs may require students to re-enroll in a course if it was taken more than seven years ago in science fields.
- A Program Coordinator requires repeating a course for refresher purposes to follow a industry sequence of program requirements

### Grade Changes

Only the instructor of a course can initiate a grade change. The instructor must make this change in the Admissions and Records Office. All grade changes must be made within two semesters of a student's initial enrollment. Any deviation from this policy must be authorized by the Provost.

### Grade Appeal Policy

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

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

Capricious grading, as that term is used here, consists only of the following:

1. The assignment of a grade to a particular student on some basis other than performance in the course;
2. The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course; or
3. The assignment of a grade by substantial departure from the instructor's previously announced standards.

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

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

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

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

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

**Step 4:** If the matter is not resolved to the satisfaction of both the instructor and the student, the Dean will establish an ad hoc departmental committee for that purpose. The committee will consist of 3-5 members of that department. Should a department not have 3-5 members, the Dean will appoint 3-5 members from other departments within that same division. The departmental committee may recommend:

- a. That the grade stands.
- b. That the instructor reevaluate the evidence of the student's performance.
- c. Other remedies which, under the circumstances of the particular case, seem more likely to produce an equitable resolution.

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

**Step 5:** If the result of the departmental review is a recommendation that the original grade stand, the student may appeal to the Provost. The Provost may:

- a. Accept the results of the departmental review and confirm that the grade be allowed to stand.
- b. Ask the department to reconsider the case citing errors, inconsistencies, omissions, etc.,

## Academic Policies and Procedures

which may have influenced the departmental recommendation.

- c. Take personal responsibility as academic head of the college for asking the Registrar to alter the course grade on the student's permanent record.

The decision of the Provost will be communicated to the student, the instructor, and the department.

### Grade Points and Grade-Point Average

Grade points are assigned to letter grades as follows:

- A 4 points per credit hour
- B 3 points per credit hour
- C 2 points per credit hour
- D 1 point per credit hour
- F 0 points per credit hour

**P, NP, W, WA, I, AUD** No grade points are given

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

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

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

### TRANSCRIPT REQUESTS

The college transcript is a student's permanent academic record. It contains confidential information, which cannot be released to anyone except the student, unless a specific request has been signed by the student. Transcript requests must be in writing and be submitted to the Admissions and Records Office. Phone or e-mail requests are not accepted.

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 without student signature will not be processed.

Transcripts 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. Students who have access to the WebAdvisor™ portal and do not have holds on their account can retrieve an unofficial transcript.

Transcripts are not released to students with financial obligations to KCKCC.

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.

### 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.**

**Honor Roll** requires a 3.0-3.49 GPA for the semester.

**Provost's Honor Roll** requires a 3.50-3.99 GPA for the semester.

**President's Honor Roll** requires a 4.0 GPA for the semester.

**Honor Society (Phi Theta Kappa)** - Phi Theta Kappa International Honors Society for two-year colleges acknowledges students for their efforts in the hallmarks of scholarship, leadership, fellowship, and service to the community. KCKCC's Mu Delta Chapter students have been ranked by Phi Theta Kappa in the top 25 colleges internationally. Each year Phi Theta Kappa students work on projects to present at regional and international conferences. The Mu Delta Chapter of Phi Theta Kappa is open to students who have proven themselves capable of academic excellence. To join, students must have achieved a minimum 3.50 cumulative grade-point average and must have completed a minimum of 12 credit hours at KCKCC. Potential members are invited to join each semester. After induction, members must maintain a 3.00 grade-point average to remain active.

**Honors at Graduation**-Students with outstanding grades are eligible to graduate with honors if they meet the following requirements:

1. **Cum Laude** - achievement of a cumulative grade-point average of 3.40-3.69.
2. **Magna Cum Laude** - achievement of a cumulative grade-point average of 3.70 to 3.99.
3. **Summa Cum Laude** - achievement of a cumulative grade-point average of 4.00.

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 the graduation breakfast with the presentation of a medallion, and receive "Honors Education Graduate" distinction on their transcript. For more information, contact the Honors Education Program office at 913-288.7108.



## Academic Policies and Procedures

### ACADEMIC PROBATION AND DISMISSAL POLICY

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

### ACADEMIC PROBATION

This is a warning to students that their grade-point average has fallen below college standards. Academic probation is determined by the number of hours attempted and the cumulative grade-point average. Consult the Summary Chart for Academic Probation and Dismissal for exact information. Students can continue to enroll at the College as long as their GPA does not fall below the probation requirements. In an effort to repair the student's grade point average, students with a GPA below 2.0 are strongly advised to limit credit hour to 9 during fall and spring semesters and 6 credit hours during midterm and summer sessions.

### ACADEMIC DISMISSAL

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

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

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

Students will be permitted to enroll on probation as long as their cumulative G.P.A. does not fall below the probation requirements. Once a student's cumulative G.P.A. falls below probation requirements, the student will be academically dismissed for one semester. After sitting out for one semester, students may petition for reinstatement. Reinstatement forms are available in the Admissions Office.

Restrictions are enforced if a student is allowed to re-enroll after their third academic dismissal.

### SUMMARY CHART OF ACADEMIC PROBATION AND DISMISS

Cumulative Hours Attempted	Hours Attempted 1 - 15	Hours Attempted 16 - 30	Hours Attempted 31 - 45	Hours Attempted 46 - 64
<b>In Good Standing</b>	1.80 and Above	1.80 and Above	1.80 and Above	2.00 and Above
<b>Probation</b>	1.79	1.00 - 1.79	1.50 - 1.79	1.60 - 1.99
<b>Dismissal</b>		.99 and Below	1.49 and Below	1.59 and Below

### TRANSFER STUDENTS

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

### FORGIVENESS POLICY

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

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

After obtaining a Petition for Forgiveness form in the Admissions and Records Office, the student must meet with a counselor or academic advisor to discuss the petition and obtain his/her signature on the form. The student then signs to indicate acceptance of the terms and conditions of the forgiveness policy and submits the completed form to the Registrar by September 1 for the Spring semester or February 1 for the Fall semester. Each petition is considered individually by the Committee for Academic Progress. Students who have college work forgiven are not eligible for graduation with honors.

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

### ACADEMIC RENEWAL POLICY

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

## Academic Policies and Procedures

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

After obtaining a Petition for Academic Renewal form in the Admissions and Records Office, the student must meet with a counselor or academic advisor to discuss the petition and obtain his/her signature on the form. The student then signs to indicate acceptance of the terms and conditions of the renewal policy and submits the completed form to the Registrar by September 1 for the Spring Semester or February 1 for the Fall Semester.

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

### ACADEMIC ADVISING

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

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

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

### COLLEGE WIDE STUDENT OUTCOMES ASSESSMENT

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

In its commitment to maintaining quality academic programs and providing strong support services, KCKCC is involved in a college-wide student assessment program. The purpose of this assessment is to determine 1) student's achievement of college level expectations, and 2) college capabilities to meet

the needs of students. Assessment is on-going, occurring every semester in various ways.

Participation in the assessment process is required of all students who enroll in any credit course.

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

# General Education and Graduation Requirements

## ORIENTATION CLASS REQUIREMENT

*All first time degree-seeking students who score 75 or above on the Accuplacer reading exam will take HUDV0100, Freshman Orientation.*

*All degree-seeking students who score below 75 on the Accuplacer reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning.*

### Exemptions:

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

**If a student does not meet one of the exemptions listed above and wishes to appeal the requirement of completing the course, the student will need to obtain the approval of the chief academic officer.**

All students working towards an Associate in Arts, an Associate in Science, and an Associate in General Studies are required to complete Composition I and II, Public Speaking, and Freshman Orientation or Strategies for Academic Excellence/Lifelong Learning. Students working toward an Associate in Applied Science may substitute Technical Writing as specified in certain degree requirements. Proper prerequisites must be observed unless they are waived by the Provost.

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

- 1) maintain an overall cumulative grade-point average of 2.00;
- 2) complete 12 of the last 24 credit hours of their degree at KCKCC
- 3) complete the 15 credit hours in residency requirement at KCKCC;
- 4) apply no more than 30 credit hours of nontraditional studies credit to graduation requirements;
- 5) earn only one degree or certificate in a semester; and
- 6) approved programs completed at a Kansas Area Vocational Technical School apply as credit hours only toward an one associate degree at KCKCC and cannot be applied toward a second degree.

## GENERAL EDUCATION STATEMENT

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

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

## GENERAL EDUCATION CORE COMPETENCIES

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

## General Education Learning Outcomes

### COMMUNICATION LEARNING OUTCOMES

The learner will have the ability to express, interpret, and modify ideas/information effectively (both written and oral), including but not limited to reading text accurately and correctly; writing with a clear purpose and effective organization; speaking effectively using appropriate styles that suit the message, purpose, and content; and employing active listening techniques.

### COMPUTATION LEARNING OUTCOMES

The learner will have the ability to understand and apply mathematical concepts and reasoning using numerical data.

### CRITICAL REASONING LEARNING OUTCOMES

The learner will understand inductive and deductive reasoning and have the ability to define problems and use data (qualitative and quantitative) to make complex decisions utilizing analysis, synthesis, and evaluation skills.

### TECHNOLOGY AND INFORMATION MANAGEMENT LEARNING OUTCOMES

The learner will have the ability to define, collect, organize, analyze, and evaluate information from a variety of sources. The learner will also have the ability to understand basic technology concepts and functionality in order to use technology as a tool to locate and retrieve information.

### COMMUNITY AND CIVIC RESPONSIBILITY LEARNING OUTCOMES

The learner will demonstrate knowledge, awareness, and understanding of diverse ideas, values, and perspectives of a culturally diverse world; an understanding of the ethical issues and values that are prerequisites for making sound judgments and decisions; a recognition of the obligation to become actively involved as a contributing member of the community; and a sensitivity to and awareness of aesthetic expression.

### PERSONAL AND INTERPERSONAL SKILLS LEARNING OUTCOMES

The learner will have the ability to work cooperatively and productively with others; to understand and evaluate his/her capabilities; to manage his/her personal growth by setting realistic and appropriate goals.

## General Education and Graduation Requirements

### CAREER PROGRAMS

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

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

#### Kansas Career Development Competencies

##### 1. Listening Skills

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

##### 2. Oral Communication

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

##### 3. Mathematics

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

##### 4. Writing

- A. Use language, organization, and format appropriate to the subject matter, purpose, and audience.
- B. Check, edit, and revise for correct information, spelling, and punctuation.
- C. Create and present technical information in common graphs and charts.

##### 5. Computer Competency

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

- H. Apply ethical consideration to the operation and management of information systems common to organizations.

##### 6. Human Relations

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

##### 7. Decision Making/Problem Solving

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

##### 8. Teamwork

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

##### 9. Resource Management

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

##### 10. Time Management

- A. Set priorities or the order in which several tasks will be accomplished.
- B. Estimate the time required to perform activities needed to accomplish a specific task.
- C. Create a time plan for solving a problem.

##### 11. Work Ethic

- A. Interpret standard workplace policies related to:
  - 1. Safety
  - 2. Personal hygiene
  - 3. Personal discipline (personal absence)
  - 4. Substance abuse
  - 5. Employee theft
  - 6. Sexual harassment
  - 7. Causes for termination/legal action



## General Education and Graduation Requirements

- B. Apply employee rules, regulations, and policies in a given occupational area including:
    - 1. Punctuality and dependability
    - 2. Responsibility for position
    - 3. Accuracy
    - 4. Cost effectiveness
  - C. Understand and value effective work attitudes and behavior such as,
    - 1. Acceptance of the job requirements
    - 2. A willingness to take initiative on new challenges
    - 3. Take responsibility for decisions and actions
  - D. Create a portfolio or other means to display academic and technical skills.
12. Career Planning
- A. Access and use information to develop educational and career options.
  - B. Participate in career exploration activities.

### GENERAL EDUCATION CORE REQUIREMENTS

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

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

#### Basic Skills courses, including:

- 6 hours of English composition I and II;
  - 3 hours of Public Speaking or Interpersonal Communication; and
- |          |                             |
|----------|-----------------------------|
| ENGL0101 | Composition I               |
| ENGL0102 | Composition II              |
| SPCH0151 | Public Speaking <b>or</b>   |
| SPCH0153 | Interpersonal Communication |
- (ENGL0206 - Technical Writing may be substituted for ENGL0102 under certain AAS degrees)*

#### Mathematics and Natural and Physical Science courses:

*3 hours of college level mathematics; College Algebra and/or Statistics will be required of transfer students where University curriculum requires it.*

#### Mathematics

MATH	0105	College Algebra
MATH	0108	Pre-Calculus Mathematics
MATH	0112	Trigonometry
MATH	0115	Statistics

MATH	0120	Calculus I (Non-Engineering)
MATH	0121	Calculus II (Non-Engineering)
MATH	0122	Calculus and Analytic Geometry I
MATH	0123	Calculus and Analytic Geometry II
MATH	0224	Calculus and Analytic Geometry III
MATH	0227	Differential Equations

#### Biology

BIOL	0119	Life and The Environment with Lab
BIOL	0121	General Biology
BIOL	0125	Human Biology
BIOL	0131	Environmental Science
BIOL	0132	Environmental Science Lab
BIOL	0141	Human Anatomy and Laboratory
BIOL	0143	Human Anatomy and Physiology
BIOL	0221	Plant Biology
BIOL	0222	Plant Biology Laboratory
BIOL	0231	Animal Biology
BIOL	0232	Animal Biology Laboratory
BIOL	0261	Microbiology
BIOL	0262	Microbiology Laboratory
BIOL	0268	Human Sexuality
BIOL	0271	Physiology
BIOL	0272	Physiology Laboratory

#### Chemistry

CHEM	0101	Introduction to Forensic Science and Laboratory
CHEM	0109	General Chemistry
CHEM	0111	College Chemistry I and Lab
CHEM	0112	College Chemistry II and Lab
CHEM	0203	General Organic Chemistry
CHEM	0211	Organic Chemistry I
CHEM	0212	Organic Chemistry II
CHEM	0213	Organic Chemistry I Lab
CHEM	0214	Organic Chemistry II Lab

#### Physical Science

NASC	0103	General Physical Science
NASC	0107	Introduction to Astronomy
NASC	0108	Introduction to Astronomy Lab
NASC	0130	Introductory Physics
NASC	0131	Introductory Physics Laboratory
NASC	0175	Introduction to Meteorology and Lab
NASC	0186	Physical Geology and Lab
NASC	0231	General Physics I
NASC	0232	General Physics II
NASC	0245	Engineering Physics I
NASC	0246	Engineering Physics II

#### Humanities courses from the following:

- Art\*
- Music\*
- Theater\*
- History
- Philosophy
- Literature
- Modern Language

*\*Performance courses are excluded*

## General Education and Graduation Requirements

### **Art**

FNAR	0101	Art Appreciation
FNAR	0102	Art History I
FNAR	0103	Art History II

### **Literature**

ENGL	0104	Introduction to Literature
ENGL	0105	Early World Literature
ENGL	0106	Modern World Literature
ENGL	0107	Children's Literature
ENGL	0108	Introduction to Poetry
ENGL	0109	Introduction to Fiction
ENGL	0132	Science Fiction
ENGL	0133	Women in Literature
ENGL	0135	World Mythology
ENGL	0140	Detective Fiction
ENGL	0210	Early American Literature
ENGL	0211	Modern American Literature
ENGL	0212	Drama as Literature: Early to Modern
ENGL	0214	Afro-American Literature
ENGL	0217	Early English Literature
ENGL	0218	Modern English Literature
ENGL	0220	American Indian Literature
ENGL	0221	Latino Literature and Cultures

### **History**

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

### **Modern Language**

LANG	0101	French I
LANG	0102	French II
LANG	0121	German I
LANG	0122	German II
LANG	0141	Spanish I
LANG	0142	Spanish II
LANG	0161	Arabic I
LANG	0162	Arabic II
LANG	0203	French III
LANG	0204	French IV
LANG	0223	German III
LANG	0224	German IV
LANG	0243	Spanish III
LANG	0244	Spanish IV

### **Music**

MUSC	0101	Music Appreciation
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### **Philosophy**

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

### **Theatre**

HUMN	0200	Foundations of Film and Theatre
THTR	0101	Theater Appreciation

### **Social and Behavioral Science courses from the following disciplines:**

#### **Anthropology**

ANTH	0100	Anthropology
ANTH	0126	Native American Indians
ANTH	0105	Archaeology

#### **Economics**

ECON	0201	Principles of Macroeconomics
ECON	0202	Principles of Microeconomics
ECON	0203	Introduction to Labor Studies (PACE)

#### **Geography**

GEOG	0101	Introduction to Cultural Geography
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#### **Political Science**

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

#### **Psychology**

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

#### **Sociology**

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

## General Education and Graduation Requirements

### Degree Requirements

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

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

### ADDITIONAL REQUIREMENTS

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

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

*All first time degree-seeking students who score 75 or above on the Accuplacer reading exam will take HUDV0100: Freshman Orientation.*

*All degree-seeking students who score below 75 on the Accuplacer reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning.*

### Exemptions:

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

**If a student does not meet one of the exemptions listed above and wishes to appeal the requirement of completing the course, the student will need to obtain the approval of the chief academic officer.**

All students working towards an Associate in Arts, an Associate in Science, and an Associate in General Studies are required to complete Composition I and II, Public Speaking, and Freshman Orientation or Strategies for Academic Excellence/Lifelong Learning. Students working toward an Associate in Applied Science may substitute Technical Writing as specified in certain degree requirements. Proper prerequisites must be observed unless they are waived by the Provost.

### ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS AND SCIENCES DEGREE

An Associate in Arts in Liberal Arts and Sciences Degree requires satisfactory completion of a minimum of 60 credit hours and a C (2.00) cumulative grade-point average.

**College Requirement** - *All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100: Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions)*

### Basic Skills courses, including:

- 6 hours of Composition
- 3 hours of Public Speaking or Interpersonal Communication

### 3 Hours of Mathematics courses, including:

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

### 9 hours of Humanities courses from at least three of the following disciplines:

- Art\*
- History
- Literature
- Music\*
- Philosophy
- Theater\*

*\*Performance courses are excluded.*

### 6 hours of Social and Behavioral Science courses from two of the following disciplines:

- Anthropology
- Economics
- Geography
- Political Science
- Psychology
- Sociology

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

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

**Additional course work to equal a 60-hour degree.**

## General Education and Graduation Requirements

### ASSOCIATE IN ARTS IN LIBERAL

### ARTS AND SCIENCES DEGREE

### KCKCC Graduation Requirements Worksheet

#### RESPONSIBILITY OF THE STUDENT

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 advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

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

**I. College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100: Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions

**II. BASIC SKILL COURSES** - 9 credit hours required (ENGL0101, ENGL0102, 3 hours Speech)

- \_\_\_ ENGL 0101 Composition I
- \_\_\_ ENGL 0102 Composition II

Add (one of the following Speech classes)

- \_\_\_ SPCH 0151 Public Speaking or
- \_\_\_ SPCH 0153 Interpersonal Communication

**III. MATHEMATICS-choose 3 credit hours of college-level mathematics**

- \_\_\_ MATH 0105 College Algebra
- \_\_\_ MATH 0108 Pre-Calculus Mathematics
- \_\_\_ MATH 0112 Trigonometry
- \_\_\_ MATH 0115 Statistics
- \_\_\_ MATH 0120 Calculus I (Non-Engineering)
- \_\_\_ MATH 0121 Calculus II (Non-Engineering)
- \_\_\_ MATH 0122 Calculus and Analytic Geometry I
- \_\_\_ MATH 0123 Calculus and Analytic Geometry II
- \_\_\_ MATH 0224 Calculus and Analytic Geometry III

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

**IV. HUMANITIES – 9 credit hours required**  
**Choose three (3) of the following courses from at least three of the following disciplines.**

#### Art

- \_\_\_ FNAR 0101 Art Appreciation
- \_\_\_ FNAR 0102 Art History I
- \_\_\_ FNAR 0103 Art History II

#### History

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

#### Literature

- \_\_\_ ENGL 0104 Introduction to Literature
- \_\_\_ ENGL 0105 Early World Literature
- \_\_\_ ENGL 0106 Modern World Literature
- \_\_\_ ENGL 0107 Children's Literature
- \_\_\_ ENGL 0108 Introduction to Poetry
- \_\_\_ ENGL 0109 Introduction to Fiction
- \_\_\_ ENGL 0132 Introduction to Science Fiction
- \_\_\_ ENGL 0133 Women in Literature
- \_\_\_ ENGL 0135 World Mythology
- \_\_\_ ENGL 0140 Detective Fiction
- \_\_\_ ENGL 0210 Early American Literature
- \_\_\_ ENGL 0211 Modern American Literature
- \_\_\_ ENGL 0212 Drama as Literature: Early to Modern
- \_\_\_ ENGL 0214 Afro American Literature
- \_\_\_ ENGL 0217 Early English Literature
- \_\_\_ ENGL 0218 Modern English Literature
- \_\_\_ ENGL 0220 American Indian Literature
- \_\_\_ ENGL 0221 Latino Literatures and Cultures

#### Music\*

- \_\_\_ MUSC 0101 Music Appreciation

#### Philosophy

- \_\_\_ HUMN 0101 Arts and Culture of the Early World
- \_\_\_ HUMN 0102 Arts and Culture of the Modern World
- \_\_\_ HUMN 0150/ Introduction to Women's Studies  
WMSC 0101
- \_\_\_ HUMN 0151/ Men and Masculinities  
WMSC 0102
- \_\_\_ HUMN 0152/ Women in Religion  
WMSC 0103
- \_\_\_ HUMN 0207 Comparative World Religions
- \_\_\_ JOUR 0275 Introduction to Mass Communications
- \_\_\_ PHIL 0103 Introduction to Philosophy
- \_\_\_ PHIL 0105 Logic
- \_\_\_ PHIL 0206 Ethics

#### Theatre\*

- \_\_\_ HUMN 0200 Foundations of Film and Theatre
- \_\_\_ THTR 0101 Theatre Appreciation

\*Performance courses are excluded



## General Education and Graduation Requirements

### V. SOCIAL SCIENCE – 6 credit hours required

Choose two (2) of the following courses from the following disciplines:

#### Anthropology

- \_\_\_ ANTH 0100 General Anthropology
- \_\_\_ ANTH 0126 Native American Indians
- \_\_\_ ANTH 0105 Archaeology

#### Economics

- \_\_\_ ECON 0201 Principles of Macroeconomics
- \_\_\_ ECON 0202 Principles of Microeconomics
- \_\_\_ ECON 0203 Introduction to Labor Studies

#### Geography

- \_\_\_ GEOG 0101 Introduction to Cultural Geography
- \_\_\_ GEOG 0102 Introduction to Physical Geography

#### Political Science

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

#### Psychology

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

#### Sociology

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

### VI. MODERN LANGUAGE – 5 credit hours required

#### Modern Language

- \_\_\_ LANG 0101 French I
- \_\_\_ LANG 0102 French II
- \_\_\_ LANG 0121 German I
- \_\_\_ LANG 0122 German II
- \_\_\_ LANG 0141 Spanish I
- \_\_\_ LANG 0142 Spanish II
- \_\_\_ LANG 0161 Arabic I
- \_\_\_ LANG 0162 Arabic II
- \_\_\_ LANG 0203 French III
- \_\_\_ LANG 0204 French IV
- \_\_\_ LANG 0223 German III
- \_\_\_ LANG 0224 German IV
- \_\_\_ LANG 0243 Spanish III
- \_\_\_ LANG 0244 Spanish IV

### VII. NATURAL AND PHYSICAL SCIENCE – choose 5 credit hours of natural and physical science.

#### Chemistry

- \_\_\_ CHEM 0109 General Chemistry
- \_\_\_ CHEM 0111 College Chemistry I and Lab
- \_\_\_ CHEM 0112 College Chemistry II and Lab
- \_\_\_ CHEM 0203 General Organic Chemistry
- \_\_\_ CHEM 0211 Organic Chemistry I
- \_\_\_ CHEM 0212 Organic Chemistry II
- \_\_\_ CHEM 0213 Organic Chemistry I Lab
- \_\_\_ CHEM 0214 Organic Chemistry II Lab

#### Natural Science

- \_\_\_ BIOL 0119 Life and The Environment with Lab
- \_\_\_ BIOL 0121 General Biology
- \_\_\_ BIOL 0125 Human Biology
- \_\_\_ BIOL 0131 Environmental Science
- \_\_\_ BIOL 0132 Environmental Science Lab
- \_\_\_ BIOL 0141 Human Anatomy and Laboratory
- \_\_\_ BIOL 0143 Human Anatomy and Physiology
- \_\_\_ BIOL 0221 Plant Biology
- \_\_\_ BIOL 0222 Plant Biology Laboratory
- \_\_\_ BIOL 0231 Animal Biology
- \_\_\_ BIOL 0232 Animal Biology Laboratory
- \_\_\_ BIOL 0261 Microbiology
- \_\_\_ BIOL 0262 Microbiology Laboratory
- \_\_\_ BIOL 0268 Human Sexuality
- \_\_\_ BIOL 0271 Physiology
- \_\_\_ BIOL 0272 Physiology Laboratory

#### Physics/Physical Science

- \_\_\_ NASC 0103 General Physical Science
- \_\_\_ NASC 0107 Introduction to Astronomy
- \_\_\_ NASC 0108 Introduction to Astronomy Lab
- \_\_\_ NASC 0130 Introductory Physics
- \_\_\_ NASC 0131 Introductory Physics Laboratory
- \_\_\_ NASC 0175 Introduction to Meteorology and Lab
- \_\_\_ NASC 0186 Physical Geology and Lab
- \_\_\_ NASC 0231 General Physics I
- \_\_\_ NASC 0232 General Physics II
- \_\_\_ NASC 0245 Engineering Physics I
- \_\_\_ NASC 0246 Engineering Physics II
- \_\_\_ NASC 0248 Statics

### VIII. ADDITIONAL ELECTIVES - Additional credit hours of course work to complete the 60 hours

___	_____
___	_____
___	_____
___	_____
___	_____
___	_____
___	_____

#### Total Hours

OK Graduation? \_\_\_ Yes \_\_\_ No

Anticipated Graduation Date: \_\_\_\_\_

## General Education and Graduation Requirements

The AA degree is designed for students for 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.

### ASSOCIATE IN SCIENCE IN LIBERAL ARTS AND SCIENCES DEGREE

#### Associate in Science in Liberal Arts and Sciences Transfer Articulation

#### RESPONSIBILITY OF THE STUDENT

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 advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

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

**College Requirement** *All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV 101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions*

#### Basic Skills courses, including:

- 6 hours of Composition
- 3 hours of Public Speaking or Interpersonal Communication

#### 6 hours of Humanities courses from at least two of the following disciplines:

- Art\*
- History
- Literature
- Modern Language
- Music\*
- Philosophy
- Theater\*

\*Performance courses are excluded; check the General Education Core Curriculum for the specific courses available as required by program.

#### 6 hours of Social and Behavioral Science courses from two of the following disciplines:

- Anthropology
- Economics
- Geography
- Political Science
- Psychology

*Check the General Education Core Curriculum for the specific courses available as required by program.*

**13-15 credit hours in Mathematics and the Natural and Physical Sciences;** both a College Algebra (Math 105) course (or above) and a Natural and Physical Sciences laboratory course are needed to complete this requirement. *Check the General Education Core Curriculum for specific courses available.*

Additional course work to equal a 60-hour degree.

### ASSOCIATE IN SCIENCE IN LIBERAL ARTS AND SCIENCES DEGREE KCKCC Graduation Requirements Worksheet

#### RESPONSIBILITY OF THE STUDENT

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 advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

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

**College Requirement:** *All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100: Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV 101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions)*

#### BASIC SKILL COURSES- 9 credit hours required

\_\_\_ ENGL 101 Composition I

\_\_\_ ENGL 102 Composition II

#### Add (one of the following Speech classes)

\_\_\_ SPCH 151 Public Speaking or

\_\_\_ SPCH 153 Interpersonal Communication

**III. MATHEMATICS and NATURAL AND PHYSICAL SCIENCE** – choose 13-15 credit hours; both a College Algebra (MATH 0105 or above) and a Natural and Physical Science laboratory course are needed to complete this requirement. Check the General Education Core Curriculum for specific courses.

#### Add (one of the following Math courses)

\_\_\_ MATH 105 College Algebra

\_\_\_ MATH 108 Pre-Calculus Mathematics

\_\_\_ MATH 112 Trigonometry

\_\_\_ MATH 115 Statistics

\_\_\_ MATH 120 Calculus I (Non-Engineering)

## General Education and Graduation Requirements

___ MATH	121	Calculus II (Non-Engineering)
___ MATH	122	Calculus and Analytic Geometry I
___ MATH	123	Calculus and Analytic Geometry II
___ MATH	224	Calculus and Analytic Geometry III

**(Add 1-2 of the following Science courses)**

### Chemistry

___ CHEM	109	General Chemistry
___ CHEM	111	College Chemistry I and Lab
___ CHEM	112	College Chemistry II and Lab
___ CHEM	203	General Organic Chemistry
___ CHEM	211	Organic Chemistry I
___ CHEM	212	Organic Chemistry II
___ CHEM	213	Organic Chemistry I Lab
___ CHEM	214	Organic Chemistry II Lab

### Natural Science

___ BIOL	119	Life and The Environment with Lab
___ BIOL	121	General Biology
___ BIOL	125	Human Biology
___ BIOL	131	Environmental Science
___ BIOL	132	Environmental Science Lab
___ BIOL	141	Human Anatomy and Laboratory
___ BIOL	143	Human Anatomy and Physiology
___ BIOL	221	Plant Biology
___ BIOL	222	Plant Biology Laboratory
___ BIOL	231	Animal Biology
___ BIOL	232	Animal Biology Laboratory
___ BIOL	261	Microbiology
___ BIOL	262	Microbiology Laboratory
___ BIOL	268	Human Sexuality
___ BIOL	271	Physiology
___ BIOL	272	Physiology Laboratory

### Physics/Physical Science

___ NASC	103	General Physical Science
___ NASC	107	Introduction to Astronomy
___ NASC	108	Introduction to Astronomy Lab
___ NASC	130	Introductory Physics
___ NASC	131	Introductory Physics Laboratory
___ NASC	175	Introduction to Meteorology and Lab
___ NASC	186	Physical Geology and Lab
___ NASC	231	General Physics I
___ NASC	232	General Physics II
___ NASC	245	Engineering Physics I
___ NASC	246	Engineering Physics II
___ NASC	248	Statics

## IV. HUMANITIES – 6 credit hours required

**Choose two (2) of the following courses from at least two of the following disciplines.**

### Art

___ FNAR	101	Art Appreciation
___ FNAR	102	Art History I
___ FNAR	103	Art History II

### History

___ HIST	103	Modern Asia
___ HIST	104	United States to 1877
___ HIST	105	United States Since 1877
___ HIST	106	Black History
___ HIST	107	Modern Europe
___ HIST	108	Religion in America
___ HIST	109	The Bible as History
___ HIST	115	World Civilization I
___ HIST	116	World Civilization II
___ HIST	204	Western Civilization I
___ HIST	205	Western Civilization II
___ HIST	211	Contemporary Issues

### Literature

___ ENGL	104	Introduction to Literature
___ ENGL	105	Early World Literature
___ ENGL	106	Modern World Literature
___ ENGL	107	Children's Literature
___ ENGL	108	Introduction to Poetry
___ ENGL	109	Introduction to Fiction
___ ENGL	132	Introduction to Science Fiction
___ ENGL	133	Women in Literature
___ ENGL	135	World Mythology
___ ENGL	140	Detective Fiction
___ ENGL	210	Early American Literature
___ ENGL	211	Modern American Literature
___ ENGL	212	Drama as Literature: Early to Modern
___ ENGL	214	Afro American Literature
___ ENGL	217	Early English Literature
___ ENGL	218	Modern English Literature
___ ENGL	220	American Indian Literature
___ ENGL	221	Latino Literatures and Cultures

### Modern Language

___ LANG	101	French I
___ LANG	102	French II
___ LANG	121	German I
___ LANG	122	German II
___ LANG	141	Spanish I
___ LANG	142	Spanish II
___ LANG	161	Arabic I
___ LANG	162	Arabic II
___ LANG	203	French III
___ LANG	204	French IV
___ LANG	223	German III
___ LANG	224	German IV
___ LANG	243	Spanish III
___ LANG	244	Spanish IV

### Music\*

___ MUSC	101	Music Appreciation
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### Philosophy

___ HUMN	101	Arts and Culture of the Early World
___ HUMN	102	Arts and Culture of the Modern World
___ HUMN 150/ WMSD 101		Introduction to Women's Studies
___ HUMN 151/ WMSD 102		Men and Masculinities

## General Education and Graduation Requirements

- \_\_\_\_ HUMN 152/ Women in Religion  
 \_\_\_\_ WMSD 103  
 \_\_\_\_ HUMN 207 Comparative World Religions  
 \_\_\_\_ JOUR 275 Introduction to Mass Communications  
 \_\_\_\_ PHIL 103 Introduction to Philosophy  
 \_\_\_\_ PHIL 105 Logic  
 \_\_\_\_ PHIL 206 Ethics

### Theatre\*

- \_\_\_\_ HUMN 200 Foundations of Film and Theatre  
 \_\_\_\_ THTR 101 Theatre Appreciation

\*Performance courses are excluded

### V. SOCIAL SCIENCE – 6 credit hours required

Choose two (2) of the following courses from at least two (2) of the following disciplines:

#### Anthropology

- \_\_\_\_ ANTH 100 General Anthropology  
 \_\_\_\_ ANTH 126 Native American Indians  
 \_\_\_\_ ANTH 105 Archaeology

#### Economics

- \_\_\_\_ ECON 201 Principles of Macroeconomics  
 \_\_\_\_ ECON 202 Principles of Microeconomics  
 \_\_\_\_ ECON 203 Introduction to Labor Studies

#### Geography

- \_\_\_\_ GEOG 101 Introduction to Cultural Geography  
 \_\_\_\_ GEOG 102 Introduction to Physical Geography

#### Political Science

- \_\_\_\_ POSC 101 Introduction to Political Science  
 \_\_\_\_ POSC 102 International Relations/Foreign Policy  
 \_\_\_\_ POSC 111 American Government  
 \_\_\_\_ POSC 112 State and Local Government

#### Psychology

- \_\_\_\_ PSYC 101 Psychology  
 \_\_\_\_ PSYC 112 Psychology of Personal Adjustment  
 \_\_\_\_ PSYC 115 The Grieving Process  
 \_\_\_\_ PSYC 202 Child Development  
 \_\_\_\_ PSYC 203 Human Development  
 \_\_\_\_ PSYC 204 Personality  
 \_\_\_\_ PSYC 214 Social Psychology

#### Sociology

- \_\_\_\_ SOSC 107 Sociology  
 \_\_\_\_ SOSC 108 Sociology of the Family  
 \_\_\_\_ SOSC 109 Diversity Studies  
 \_\_\_\_ SOSC 134 Criminology  
 \_\_\_\_ SOSC 207 Urban Sociology  
 \_\_\_\_ SOSC 209 Social Problems

### VI. Additional credit hours of course work to complete 60-hour degree.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Hours \_\_\_\_\_

OK Graduation? \_\_\_\_ Yes \_\_\_\_ No

Anticipated Graduation Date: \_\_\_\_\_

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

## ASSOCIATE IN APPLIED SCIENCE DEGREE

### KCKCC Graduation Requirements Worksheet

#### RESPONSIBILITY OF THE STUDENT

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 advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

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

**College Requirement:** All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV 101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions.)

#### Basic Skills courses, including:

- 6 hours of Composition (*in some cases, ENGL0206, Technical Writing may be substituted for Composition II*)
- 3 hours of Public Speaking or Interpersonal Communication



## General Education and Graduation Requirements

### Mathematics courses, including:

- 3 hours of college-level mathematics; **math core elective or specific program requirement.** Check the General Education Core Curriculum for the specific courses available

### 3 hours of Humanities courses from one of the following disciplines:

- Art\*
- History
- Literature
- Modern Language
- Music\*
- Philosophy
- Theater\*

\*Performance courses are excluded; check the General Education Core Curriculum for the specific courses available as required by program.

### 3 hours of Social and Behavioral Science courses from one of the following disciplines:

- Anthropology
- Economics
- Geography
- Political Science
- Psychology

Check the General Education Core Curriculum for the specific courses available as required by program.

**3 credit hours in Natural and Physical Science;** check the General Education Core Curriculum for the specific courses available

**Additional credit hours of course work to complete 60-hour degree.**

## ASSOCIATE IN APPLIED SCIENCE DEGREE

### TRANSFER ARTICULATION

#### KCKCC Graduation Requirements Worksheet

### RESPONSIBILITY OF THE STUDENT

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 advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

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

**I. College Requirement:** All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100: Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV 101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

**II. Basic Skills - 9 credit hours required** (ENGL0101, ENGL0102, and 3 hours SPEECH)  
\_\_\_\_ ENGL0101 Composition I  
\_\_\_\_ ENGL0102 Composition II (in some cases, ENGL0206, Technical Writing may be substituted for Composition II)

#### Add (one of the following Speech classes)

\_\_\_\_ SPCH0151 Public Speaking  
\_\_\_\_ SPCH0153 Interpersonal Communication

### III. MATHEMATICS AND SCIENCE - 3 credit hours required

Math core elective or certain program requirement.

#### Mathematics

\_\_\_\_ MATH0104 Intermediate Algebra  
\_\_\_\_ MATH0105 College Algebra  
\_\_\_\_ MATH0108 Pre-Calculus Mathematics  
\_\_\_\_ MATH0112 Trigonometry  
\_\_\_\_ MATH0115 Statistics  
\_\_\_\_ MATH0120 Calculus I (Non-Engineering)  
\_\_\_\_ MATH0121 Calculus II (Non-Engineering)  
\_\_\_\_ MATH0122 Calculus and Analytic Geometry I  
\_\_\_\_ MATH0123 Calculus and Analytic Geometry II  
\_\_\_\_ MATH0224 Calculus and Analytic Geometry III

### IV. Humanities - 3 credit hours required

Choose one (1) of the following courses:

#### Literature

\_\_\_\_ ENGL 104 Introduction to Literature  
\_\_\_\_ ENGL 105 Early World Literature  
\_\_\_\_ ENGL 106 Modern World Literature  
\_\_\_\_ ENGL 107 Children's Literature  
\_\_\_\_ ENGL 108 Introduction to Poetry  
\_\_\_\_ ENGL 109 Introduction to Fiction  
\_\_\_\_ ENGL 132 Science Fiction  
\_\_\_\_ ENGL 133 Women in Literature  
\_\_\_\_ ENGL 135 World Mythology  
\_\_\_\_ ENGL 140 Detective Fiction  
\_\_\_\_ ENGL 210 Early American Literature  
\_\_\_\_ ENGL 211 Modern American Literature  
\_\_\_\_ ENGL 212 Drama as Literature: Early to Modern  
\_\_\_\_ ENGL 214 Afro-American Literature  
\_\_\_\_ ENGL 217 Early English Literature  
\_\_\_\_ ENGL 218 Modern English Literature  
\_\_\_\_ ENGL 220 American Indian Literature  
\_\_\_\_ ENGL 221 Latino Literatures and Cultures

#### Art (Fine Arts, Music, Theatre)

\_\_\_\_ FNAR 101 Art Appreciation  
\_\_\_\_ FNAR 102 Art History I

## General Education and Graduation Requirements

___	FNAR	103	Art History II
___	MUSC	101	Music Appreciation
___	THTR	101	Theater Appreciation
___	THTR	105	Introduction to Acting
___	HUMN	200	Foundations of Film and Theatre

### History

___	HIST	103	Modern Asia
___	HIST	104	United States to 1877
___	HIST	105	United States Since 1877
___	HIST	106	Black History
___	HIST	107	Modern Europe
___	HIST	108	Religion in America
___	HIST	109	The Bible as History
___	HIST	115	World Civilization I
___	HIST	116	World Civilization II
___	HIST	204	Western Civilization I
___	HIST	205	Western Civilization II
___	HIST	211	Contemporary Issues

### Philosophy

___	HUMN	101	Arts and Culture of the Early World
___	HUMN	102	Arts and Culture of the Modern World
___	HUMN	150/	Introduction to Women's Studies
___	WMSD	101	
___	HUMN	151	Men and Masculinities
___	WMSD	102	
___	HUMN	152/	Women in Religion
___	WMSD	103	
___	HUMN	207	Comparative World Religions
___	JOUR	175	Introduction to Mass Communications
___	PHIL	103	Introduction to Philosophy
___	PHIL	105	Logic
___	PHIL	206	Ethics

### V. SOCIAL SCIENCE - 3 credit hours required

Choose one (1) of the following courses:

#### Political Science

___	POSC	102	International Relations/Foreign Policy
___	POSC	111	American Government
___	POSC	112	State and Local Government

#### Psychology

___	PSYC	101	Psychology
___	PSYC	112	Psychology of Personal Adjustment
___	PSYC	202	Child Development
___	PSYC	203	Human Development
___	PSYC	204	Personality

#### Sociology

___	SOSC	107	Sociology
___	SOSC	108	Sociology of the Family
___	GEOG	101	Introduction to Cultural Geography
___	ANTH	125	General Anthropology
___	ECON	201	Principles of Macroeconomics
___	ECON	202	Principles of Microeconomics
___	ECON	209	Social Problems

### VI. NATURAL and PHYSICAL SCIENCE - 3 credit hours required

Choose one (1) of the following courses:

#### Biology

___	BIOL	119	Life and The Environment with Lab
___	BIOL	121	General Biology
___	BIOL	123	The Living Body
___	BIOL	125	Human Biology
___	BIOL	126	Contemporary Issues in Biology (PACE)
___	BIOL	131	Environmental Science
___	BIOL	132	Environmental Science Lab
___	BIOL	141	Human Anatomy and Laboratory
___	BIOL	143	Human Anatomy and Physiology
___	BIOL	145	Nutrition
___	BIOL	221	Plant Biology
___	BIOL	222	Plant Biology Laboratory
___	BIOL	231	Animal Biology
___	BIOL	232	Animal Biology Laboratory
___	BIOL	261	Microbiology
___	BIOL	262	Microbiology Laboratory
___	BIOL	268	Human Sexuality
___	BIOL	271	Physiology
___	BIOL	272	Physiology Laboratory

#### Chemistry

___	CHEM	109	General Chemistry
___	CHEM	111	College Chemistry I and Lab
___	CHEM	112	College Chemistry II and Lab
___	CHEM	203	General Organic Chemistry
___	CHEM	211	Organic Chemistry I
___	CHEM	212	Organic Chemistry II
___	CHEM	213	Organic Chemistry I Lab
___	CHEM	214	Organic Chemistry II Lab

#### Physics/Physical Science

___	NASC	103	General Physical Science
___	NASC	107	Introduction to Astronomy
___	NASC	108	Introduction to Astronomy Lab
___	NASC	130	Introductory Physics
___	NASC	131	Introductory Physics Laboratory
___	NASC	175	Introduction to Meteorology
___	NASC	186	Physical Geology and Lab
___	NASC	231	General Physics I
___	NASC	232	General Physics II
___	NASC	245	Engineering Physics I
___	NASC	246	Engineering Physics II
___	NASC	248	Statics

### VII. Additional credit hours of course work to complete 60 credit hour degree

___	_____
___	_____
___	_____
___	_____
___	_____
___	_____
___	_____
___	_____
___	_____
___	_____

## General Education and Graduation Requirements

Total Hours : \_\_\_\_\_

OK Graduation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Anticipated Graduation Date: \_\_\_\_\_

### ASSOCIATE IN APPLIED SCIENCE IN TECHNICAL STUDIES

**60 credit hours**

*Pending approval by the Kansas Board of Regents*

An Associate in Applied Science in Technical Studies Degree requires a satisfactory completion of a minimum of 60 credit hours of academic work, not to exceed 68 credit hours, with a cumulative grade-point average of not less than "C" (2.0).

#### RESPONSIBILITY OF THE STUDENT

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 advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

#### TRANSFERABILITY TO A FOUR-YEAR INSTITUTION

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.

Candidates for this degree must present an organized program of study which meets the following requirements. Authority for substitutions must be obtained from the Provost.

#### COLLEGE REQUIREMENT

All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take a 1 credit hour HUDV 0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take a 2 credit hour HUDV 101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions.)

#### BASIC SKILLS

ENGL 101 Composition 1 3 credit hours

ENGL 102 Composition 2

**or**

ENGL 206 Technical Writing 3 credit hours

SPCH 151 Public Speaking

**or**

SPCH 153 Interpersonal Communication 3 credit hours

MATH 104 Intermediate Algebra or higher

**or**

BUSN 110 Business Math 3 credit hours

#### HUMANITIES

3 hours of Humanities courses from one of the following disciplines:

- Art\*
- History
- Literature
- Modern Language
- Music\*
- Philosophy
- Theatre\*

\*Performance courses are excluded; check the General Education Core Curriculum for the specific courses available as required by the program.

#### SOCIAL AND BEHAVIORAL SCIENCE

3 hours of Social and Behavioral Science courses from one of the following disciplines:

- Anthropology
- Economics
- Geography
- Political Science
- Psychology

#### NATURAL AND PHYSICAL SCIENCE

3 credit hours in Natural and Physical Science from one of the following disciplines:

- Biology
- Chemistry
- Physics/Physical Science

**Total: 21-23 credit hours**

#### TECHNICAL REQUIREMENTS

A minimum of 15 credit hours in two (2) KBOR approved technical programs

**Total: 30 credit hours**

#### ELECTIVES

The remaining course hours to complete the 60 credit hour degree will consist of electives. Experiential credit will be evaluated according to college policies.

### ASSOCIATE IN APPLIED SCIENCE IN TECHNICAL STUDIES DEGREE

**Transfer Articulation**

**KCKCC Graduation Requirements Worksheet**

#### RESPONSIBILITY OF THE STUDENT

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 advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

An Associate in Applied Science in Technical Studies must contain a minimum of **60 semester hours** of academic work with a cumulative grade-point average of not less than "C"

## General Education and Graduation Requirements

(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 Provost.

One credit-hour Strategies for Academic Excellence/Lifelong Learning, (HUDV 100, College Orientation class is required of all degree-seeking students and 2 credit-hour Strategies for Academic Excellence/Lifelong Learning, HUDV 101, is required of all degree-seeking students who score below 75 on the ACCUPLACER exam.

**I. College Requirement:** *All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV 101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)*

**II. Basic Skills - 9 credit hours required** (ENGL 101, ENGL 102, and 3 hours SPEECH)

\_\_\_ ENGL 101 Composition I

\_\_\_ ENGL 102 Composition II (*in some cases, ENGL0206, Technical Writing may be substituted for Composition II*)

**Add (one of the following Speech classes)**

\_\_\_ SPCH 151 Public Speaking

\_\_\_ SPCH 153 Interpersonal Communication

### III. MATHEMATICS AND SCIENCE -

**3 credit hours required**

Math core elective or certain program requirement.

#### Mathematics

\_\_\_ MATH 104 Intermediate Algebra

\_\_\_ MATH 105 College Algebra

\_\_\_ MATH 108 Pre-Calculus Mathematics

\_\_\_ MATH 112 Trigonometry

\_\_\_ MATH 115 Statistics

\_\_\_ MATH 120 Calculus I (Non-Engineering)

\_\_\_ MATH 121 Calculus II (Non-Engineering)

\_\_\_ MATH 122 Calculus and Analytic Geometry I

\_\_\_ MATH 123 Calculus and Analytic Geometry II

\_\_\_ MATH 224 Calculus and Analytic Geometry III

### IV. HUMANITIES - 3 credit hours required

Choose one (1) of the following courses:

#### Literature

\_\_\_ ENGL 104 Introduction to Literature

\_\_\_ ENGL 105 Early World Literature

\_\_\_ ENGL 106 Modern World Literature

\_\_\_ ENGL 107 Children's Literature

\_\_\_ ENGL 108 Introduction to Poetry

\_\_\_ ENGL 109 Introduction to Fiction

\_\_\_ ENGL 132 Science Fiction

\_\_\_ ENGL 133 Women in Literature

\_\_\_ ENGL 135 World Mythology

\_\_\_ ENGL 140 Detective Fiction

\_\_\_ ENGL 210 Early American Literature

\_\_\_ ENGL 211 Modern American Literature

\_\_\_ ENGL 212 Drama as Literature: Early to Modern

\_\_\_ ENGL 214 Afro-American Literature

\_\_\_ ENGL 217 Early English Literature

\_\_\_ ENGL 218 Modern English Literature

\_\_\_ ENGL 220 American Indian Literature

\_\_\_ ENGL 221 Latino Literatures and Cultures

#### Art (Fine Arts, Music, Theatre)

\_\_\_ FNAR 101 Art Appreciation

\_\_\_ FNAR 102 Art History I

\_\_\_ FNAR 103 Art History II

\_\_\_ MUSC 101 Music Appreciation

\_\_\_ THTR 101 Theater Appreciation

\_\_\_ THTR 105 Introduction to Acting

\_\_\_ HUMN 200 Foundations of Film and Theatre

#### History

\_\_\_ HIST 103 Modern Asia

\_\_\_ HIST 104 United States to 1877

\_\_\_ HIST 105 United States Since 1877

\_\_\_ HIST 106 Black History

\_\_\_ HIST 107 Modern Europe

\_\_\_ HIST 108 Religion in America

\_\_\_ HIST 109 The Bible as History

\_\_\_ HIST 115 World Civilization I

\_\_\_ HIST 116 World Civilization II

\_\_\_ HIST 204 Western Civilization I

\_\_\_ HIST 205 Western Civilization II

\_\_\_ HIST 211 Contemporary Issues

#### Philosophy

\_\_\_ HUMN 101 Arts and Culture of the Early World

\_\_\_ HUMN 102 Arts and Culture of the Modern World

\_\_\_ HUMN 150/ Introduction to Women's Studies

\_\_\_ WMSD 101

\_\_\_ HUMN 151/ Men and Masculinities

\_\_\_ WMSD 102

\_\_\_ HUMN 152/ Women in Religion

\_\_\_ WMSD 103

\_\_\_ HUMN 207 Comparative World Religions

\_\_\_ JOUR 175 Introduction to Mass Communications

\_\_\_ PHIL 103 Introduction to Philosophy

\_\_\_ PHIL 105 Logic

\_\_\_ PHIL 206 Ethics

### V. SOCIAL SCIENCE - 3 credit hours required

Choose one (1) of the following courses:

#### Political Science

\_\_\_ POSC 102 International Relations/Foreign Policy

\_\_\_ POSC 111 American Government

\_\_\_ POSC 112 State and Local Government

#### Psychology

\_\_\_ PSYC 101 Psychology

\_\_\_ PSYC 112 Psychology of Personal Adjustment

\_\_\_ PSYC 202 Child Development

\_\_\_ PSYC 203 Human Development

\_\_\_ PSYC 204 Personality



## General Education and Graduation Requirements

### Sociology

- \_\_\_ SOSC 107 Sociology
- \_\_\_ SOSC 108 Sociology of the Family
- \_\_\_ GEOG 101 Introduction to Cultural Geography
- \_\_\_ ANTH 125 General Anthropology
- \_\_\_ ECON 201 Principles of Macroeconomics
- \_\_\_ ECON 202 Principles of Microeconomics
- \_\_\_ ECON 209 Social Problems

### VI. NATURAL and PHYSICAL SCIENCE - 3 credit hours required

Choose one (1) of the following courses:

#### Biology

- \_\_\_ BIOL 119 Life and The Environment with Lab
- \_\_\_ BIOL 121 General Biology
- \_\_\_ BIOL 123 The Living Body
- \_\_\_ BIOL 125 Human Biology
- \_\_\_ BIOL 126 Contemporary Issues in Biology (PACE)
- \_\_\_ BIOL 131 Environmental Science
- \_\_\_ BIOL 132 Environmental Science Lab
- \_\_\_ BIOL 141 Human Anatomy and Laboratory
- \_\_\_ BIOL 143 Human Anatomy and Physiology
- \_\_\_ BIOL 145 Nutrition
- \_\_\_ BIOL 221 Plant Biology
- \_\_\_ BIOL 222 Plant Biology Laboratory
- \_\_\_ BIOL 231 Animal Biology
- \_\_\_ BIOL 232 Animal Biology Laboratory
- \_\_\_ BIOL 261 Microbiology
- \_\_\_ BIOL 262 Microbiology Laboratory
- \_\_\_ BIOL 268 Human Sexuality
- \_\_\_ BIOL 271 Physiology
- \_\_\_ BIOL 272 Physiology Laboratory

#### Chemistry

- \_\_\_ CHEM 109 General Chemistry
- \_\_\_ CHEM 111 College Chemistry I and Lab
- \_\_\_ CHEM 112 College Chemistry II and Lab
- \_\_\_ CHEM 203 General Organic Chemistry
- \_\_\_ CHEM 211 Organic Chemistry I
- \_\_\_ CHEM 212 Organic Chemistry II
- \_\_\_ CHEM 213 Organic Chemistry I Lab
- \_\_\_ CHEM 214 Organic Chemistry II Lab

#### Physics/Physical Science

- \_\_\_ NASC 103 General Physical Science
- \_\_\_ NASC 107 Introduction to Astronomy
- \_\_\_ NASC 108 Introduction to Astronomy Lab
- \_\_\_ NASC 130 Introductory Physics
- \_\_\_ NASC 131 Introductory Physics Laboratory
- \_\_\_ NASC 175 Introduction to Meteorology
- \_\_\_ NASC 186 Physical Geology and Lab
- \_\_\_ NASC 231 General Physics I
- \_\_\_ NASC 232 General Physics II
- \_\_\_ NASC 245 Engineering Physics I
- \_\_\_ NASC 246 Engineering Physics II
- \_\_\_ NASC 248 Statics

### VII. Additional credit hours of course work with a minimum of 15 hours in two different KBOR approved vocational programs to complete 60 credit hour degree

___	___
___	___
___	___
___	___
___	___
___	___
___	___
___	___

Required General Education Courses \_\_\_ Credit hours

Required Technical Courses to  
Complete Program of Study \_\_\_ Credit hours

Minimum Graduation Requirements \_\_\_ Credit hours

Total Hours : \_\_\_\_\_

OK Graduation? \_\_\_\_ Yes \_\_\_\_ No

Anticipated Graduation Date: \_\_\_\_\_

## ASSOCIATE IN GENERAL STUDIES IN LIBERAL ARTS AND SCIENCES DEGREE

### RESPONSIBILITY OF THE STUDENT

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 advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

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

**College Requirement:** All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100: Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV 101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

### Basic Skills courses, including:

- 6 hours of Composition
- 3 hours of Public Speaking or Speech Communication

### Mathematics:

- 3 hours Mathematics; math core elective or specific program requirement.

## General Education and Graduation Requirements

*\*College algebra and/or statistics will be required of transfer students where University curriculum requires it.*

**Humanities: a 3 credit-hour course from one of the following disciplines:**

- Art\*
- History
- Literature
- Modern Language
- Music\*
- Philosophy
- Theater\*

*Performance courses are excluded.*

**Social and Behavioral Science: a 3 credit-hour course from one of the following disciplines:**

- Anthropology
- Economics
- Geography
- Political Science
- Psychology
- Sociology

**Natural and Physical Science: a 3 credit-hour course.**

**Additional credit hours of course work to complete 60-hour degree.**

### ASSOCIATE IN GENERAL STUDIES IN LIBERAL ARTS AND SCIENCES DEGREE KCKCC Graduation Requirements Worksheet

#### RESPONSIBILITY OF THE STUDENT

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 advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.

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

**College Requirement:** *All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100: Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV 101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions)*

#### II. BASIC SKILLS - 9 credit hours required

(ENGL 101, ENGL 102, and 3 hours SPEECH)

- \_\_\_ ENGL 101 Composition I
- \_\_\_ ENGL 102 Composition II

#### Add (one of the following Speech classes)

- \_\_\_ SPCH 151 Public Speaking
- \_\_\_ SPCH 153 Interpersonal Communication

#### III. HUMANITIES - 3 credit hours required

Choose one (1) of the following courses:

##### Literature

- \_\_\_ ENGL 104 Introduction to Literature
- \_\_\_ ENGL 105 Early World Literature
- \_\_\_ ENGL 106 Modern World Literature
- \_\_\_ ENGL 107 Children's Literature
- \_\_\_ ENGL 108 Introduction to Poetry
- \_\_\_ ENGL 109 Introduction to Fiction
- \_\_\_ ENGL 132 Science Fiction
- \_\_\_ ENGL 133 Women in Literature
- \_\_\_ ENGL 135 World Mythology
- \_\_\_ ENGL 140 Detective Fiction
- \_\_\_ ENGL 210 Early American Literature
- \_\_\_ ENGL 211 Modern American Literature
- \_\_\_ ENGL 212 Drama as Literature: Early to Modern
- \_\_\_ ENGL 214 Afro-American Literature
- \_\_\_ ENGL 217 Early English Literature
- \_\_\_ ENGL 218 Modern English Literature
- \_\_\_ ENGL 220 American Indian Literature
- \_\_\_ ENGL 221 Latino Literatures and Cultures

##### Art (Fine Arts, Music, Theatre)

- \_\_\_ FNAR 101 Art Appreciation
- \_\_\_ FNAR 102 Art History I
- \_\_\_ FNAR 103 Art History II
- \_\_\_ MUSC 101 Music Appreciation
- \_\_\_ THTR 101 Theater Appreciation
- \_\_\_ THTR 105 Introduction to Acting
- \_\_\_ HUMN 200 Foundations of Film and Theatre

##### History

- \_\_\_ HIST 103 Modern Asia
- \_\_\_ HIST 104 United States to 1877
- \_\_\_ HIST 105 United States Since 1877
- \_\_\_ HIST 106 Black History
- \_\_\_ HIST 107 Modern Europe
- \_\_\_ HIST 108 Religion in America
- \_\_\_ HIST 109 The Bible as History
- \_\_\_ HIST 115 World Civilization I
- \_\_\_ HIST 116 World Civilization II
- \_\_\_ HIST 204 Western Civilization I
- \_\_\_ HIST 205 Western Civilization II
- \_\_\_ HIST 211 Contemporary Issues

##### Philosophy

- \_\_\_ HUMN 101 Arts and Culture of the Early World
- \_\_\_ HUMN 102 Arts and Culture of the Modern World
- \_\_\_ HUMN 150/ Introduction to Women's Studies
- \_\_\_ WMSD 101
- \_\_\_ HUMN 151 Men and Masculinities
- \_\_\_ WMSD 102
- \_\_\_ HUMN 152 Women in Religion
- \_\_\_ WMSD 103
- \_\_\_ HUMN 207 Comparative World Religions

## General Education and Graduation Requirements

___	JOUR	175	Introduction to Mass Communications
___	PHIL	103	Introduction to Philosophy
___	PHIL	105	Logic
___	PHIL	206	Ethics

### IV. SOCIAL SCIENCE - 3 credit hours required

Choose one (1) of the following courses:

#### Political Science

___	POSC	102	International Relations/Foreign Policy
___	POSC	111	American Government
___	POSC	112	State and Local Government

#### Psychology

___	PSYC	101	Psychology
___	PSYC	112	Psychology of Personal Adjustment
___	PSYC	202	Child Development
___	PSYC	203	Human Development
___	PSYC	204	Personality

#### Sociology

___	SOSC	107	Sociology
___	SOSC	108	Sociology of the Family

#### Geography

___	GEOG	101	Introduction to Cultural Geography
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#### Anthropology

___	ANTH	125	General Anthropology
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#### Economics

___	ECON	201	Principles of Macroeconomics
___	ECON	202	Principles of Microeconomics
___	ECON	209	Social Problems

### V. MATHEMATICS - 3 credit hours required

Math Core Elective or specific program requirement.

#### Mathematics

___	MATH	104	Intermediate Algebra
___	MATH	105	College Algebra
___	MATH	108	Pre-Calculus Mathematics
___	MATH	112	Trigonometry
___	MATH	115	Statistics
___	MATH	120	Calculus I (Non-Engineering)
___	MATH	121	Calculus II (Non-Engineering)
___	MATH	122	Calculus and Analytic Geometry I
___	MATH	123	Calculus and Analytic Geometry II
___	MATH	224	Calculus and Analytic Geometry III

### VI. NATURAL AND PHYSICAL SCIENCE - 3 credit hours required

#### Biology

___	BIOL	119	Life and The Environment with Lab
___	BIOL	121	General Biology
___	BIOL	123	The Living Body
___	BIOL	125	Human Biology
___	BIOL	126	Contemporary Issues in Biology (PACE)
___	BIOL	131	Environmental Science

___	BIOL	132	Environmental Science Lab
___	BIOL	141	Human Anatomy and Laboratory
___	BIOL	143	Human Anatomy and Physiology
___	BIOL	145	Nutrition
___	BIOL	221	Plant Biology
___	BIOL	222	Plant Biology Laboratory
___	BIOL	231	Animal Biology
___	BIOL	232	Animal Biology Laboratory
___	BIOL	261	Microbiology
___	BIOL	262	Microbiology Laboratory
___	BIOL	268	Human Sexuality
___	BIOL	271	Physiology
___	BIOL	272	Physiology Laboratory

#### Chemistry

___	CHEM	109	General Chemistry
___	CHEM	111	College Chemistry I and Lab
___	CHEM	112	College Chemistry II and Lab
___	CHEM	203	General Organic Chemistry
___	CHEM	211	Organic Chemistry I
___	CHEM	212	Organic Chemistry II
___	CHEM	213	Organic Chemistry I Lab
___	CHEM	214	Organic Chemistry II Lab

#### Physics/Physical Science

___	NASC	103	General Physical Science
___	NASC	107	Introduction to Astronomy
___	NASC	108	Introduction to Astronomy Lab
___	NASC	130	Introductory Physics
___	NASC	131	Introductory Physics Laboratory
___	NASC	175	Introduction to Meteorology
___	NASC	186	Physical Geology and Lab
___	NASC	231	General Physics I
___	NASC	232	General Physics II
___	NASC	245	Engineering Physics I
___	NASC	246	Engineering Physics II
___	NASC	248	Statics

Additional credit hours of course work to complete 60-hours degree.

___	_____
___	_____
___	_____
___	_____
___	_____

Total Hours \_\_\_\_\_

OK Graduation? \_\_\_ Yes \_\_\_ No

Anticipated Graduation Date: \_\_\_\_\_

### CERTIFICATE PROGRAMS

Students seeking a certificate from the College must meet the following requirements:

1. maintain a cumulative 2.00 or better grade-point average;
2. complete their last 10 credit hours at KCKCC;
3. complete the 15 credit hours in residency requirement at the College.

Students seeking a certificate may be eligible for Vocational honors. Students who complete a certificate program at TEC

## General Education and Graduation Requirements

and meet eligibility requirements may be considered for induction into National Technical Honor Society.

### SECOND ASSOCIATE DEGREE

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

### Summer Session

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

### Night Courses

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

## KANSAS BOARD OF REGENTS

### Transfer and Articulation Agreement Policy

*(Adopted by Kansas Council of Instructional Administrators May 2003)*

- a. Transfer is recognized as a crucial element within a seamless educational system. The purpose of this policy is to promote seamlessness. A seamless educational system offers the best resources to provide a high quality education for every citizen, and empowers and encourages each citizen to reach maximum potential by engaging in life-long learning. This includes the following:
  - Aligning high school and college expectations and standards to improve access and success;
  - Providing access to higher education;
  - Providing high quality advising and information at every point of the journey to ensure that students understand the preparation required to succeed at the next level;
- b. In accordance with K.S.A. 72-4453, the governing boards of every Kansas community college and every technical school or technical college must establish transfer and articulation agreements providing for the transferability of substantially equivalent courses of study and programs in order to facilitate the articulation of students to and among institutions. (1-18-06; 1-17-07)
  - (1) The state board of regents shall be notified of the agreement at the time the agreement is executed.
  - (2) The agreement shall be effective only after submission to and approval of the state board of regents-(K.S.A. 72-4453) Preliminary approval shall be given by the President and CEO or designee upon verification that the agreement is consistent with this policy. Final approval shall require ratification by the Board. (1-18-06)
  - (3) The President and CEO shall report to the Board on transfer and articulation agreements annually. Such report shall include a description of the agreements preliminarily approved during the last year and a request for ratification by the Board. (1-18-06)
- c. In accordance with K.S.A. 72-4454, articulation agreements are required among technical schools, technical colleges, community colleges, and public universities providing for the transferability of substantially equivalent courses of study and programs which are offered at technical schools, technical colleges, community colleges, and public universities in order to facilitate articulation of students in technical programs to and among technical schools, technical community colleges, and public universities. (1-17-07)
- d. To promote seamlessness, each public post-secondary educational institution shall develop and publicize its transfer policy.
  - (1) An institutional transfer policy shall not conflict with KBOR's transfer policy. (1-17-07)
  - (2) An institutional transfer policy shall include an appeal process. (1-17-07)
  - (3) An institutional transfer policy shall treat transfer students the same way academically as non-transfer students. (1-17-07)
  - (4) An institutional transfer policy shall ensure transfer of substantially equivalent courses from any Kansas public postsecondary institution. (1-17-07)

## General Education and Graduation Requirements

- (5) An institutional transfer policy shall ensure transfer of general education courses from any HLC accredited Kansas public postsecondary institution subject to conditions in sections h and i below. (1-17-07)
  - (6) Courses not substantially equivalent to a course offered by the receiving institution may be transferred at the discretion of the receiving institution.
- e. Each Kansas public postsecondary educational institution shall establish its residency requirements, graduation requirements, and any admission requirements to professional or specific programs.
- (1) Admission to an institution will not constitute admission to a professional school or a specific program.
  - (2) Except as provided in section h, students must complete all graduation requirements of the receiving institution.
  - (3) Students with a completed associates degree who transfer into professional school or specialty programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
- f. Institutions are strongly encouraged to develop program-to-program articulation agreements. Such agreements may provide additional transfer opportunities over and above the opportunities named in this policy.
- g. General requirements for transfer of credits between and among Kansas public postsecondary educational institutions include the following:
- (1) Effective July 2006 and thereafter, transfer coursework must be transcribed in credit hours.
  - (2) Students transferring to Kansas public universities with a completed AA or AS degree will be given junior standing.
- h. Transfer of general education to and among Kansas Public Universities, including state universities and Washburn University, must follow the requirements below. (1-17-07)

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

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

### 12 hours of Basic Skills courses, including:

6 hours of English Composition  
 3 hours of Public Speaking or Speech Communication  
 3 hours of college level Mathematics; college Algebra and/or Statistics will be required of transfer students where University curriculum requires it.

### 12 hours of Humanities courses from at least three of the following disciplines:

Art*	Theater*	Philosophy
Music*	History	Literature
Modern Language (1-17-07)		

\*Performance courses are excluded.

### 12 hours of Social and Behavioral Science, courses from at least three of the following disciplines:

Sociology	Psychology	Political Science
Economics	Anthropology	Geography

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

Transcripts of students fulfilling the requirement of this agreement will be appropriately coded by the sending institution.

- i. Although a transfer general education curriculum has not been established for associate degrees, the transfer curriculum is assumed to be a subset of the curriculum in section h above.
- j. Universities may develop program-to-program articulation agreements for the AAS degree; Fort Hays State University and Washburn University have these agreements in place.
- k. Completed technical programs (non-degree) and completed AAS degrees shall transfer according to option (1) or (2) below:
  - (1) As a block to articulated programs at community colleges, technical colleges, and to those universities that have program to program articulation agreements.
  - (2) On a course-by-course basis
    - (a) General education courses may be transferred according to sections d (5), h and i above.
    - (b) Substantially equivalent courses may be transferred on a course-by-course basis according to section d(4) above.
    - (c) Other courses may be transferred as electives according to section d(6) above.
- l. Students who intend to transfer are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.
- m. This policy shall be reviewed three years after the date of implementation. Interim reports may be requested by the Board.



## General Education and Graduation Requirements

### GRADUATION REQUIREMENTS

#### Meeting Deadlines

Students are responsible for meeting all graduation requirements at the College. One semester before graduation, students need to complete an application for graduation and a degree check in the Counseling Office.

#### Deadlines for Degree Checks

<b>Fall Semester</b>	<b>October 20</b>
<b>Spring Semester</b>	<b>March 20</b>
<b>Summer Session</b>	<b>June 6</b>

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.

The date for cap and gown distribution is announced by the Director of Student Activities. Students not wishing to participate in graduation must complete the proper forms with the Dean of Student Services.

Commencement exercises are held in May of each year. Students completing all degree requirements for the Spring semester and prior Summer and Fall semesters are eligible to participate in the commencement. Summer candidates who are within 9 credit hours of completing degree requirements and enrolled in the courses needed to complete degree requirements are also eligible to participate.

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

# The Division of Allied Health and Nursing

**Division Dean:** Dr. Shirley Wendel, Ph.D., R.N. -  
swendel@kckcc.edu

## Faculty and Staff E-Mail Addresses:

Avery, Michele	mavery@kckcc.edu
Bales, Terry	tbales@kckcc.edu
Banks, Diane	dbanks@kckcc.edu
Bautista, Mary	mbautista@kckcc.edu
Bichelmeyer, Julia	ulia@kckcc.edu
Bohm, Dr. Tiffany	tbohm@kckcc.edu
Campbell, Theresa	campsoup@kckcc.edu
Chmidling, Theresa	tchmidling@kckcc.edu
Crane, Rob	rcrane@kckcc.edu
Dierks-Wilson, Eileen N.	ederkswilson@kckcc.edu
Goldbeck, Matt	mgoldbeck@kckcc.edu
Guenther, Dr. Sheldon	sguenther@kckcc.edu
Hall, Pam L	pjhall@kckcc.edu
Hammer, Jeremy R	jhammer@kckcc.edu
Hansen, Cheryl	chanson@kckcc.edu
Hollis, Dr. Wayne	whollis@kckcc.edu
Hovell, Merilyn L	mhovell@kckcc.edu
Ingrasin, Judith	jingrasin@kckcc.edu
Jameison, Faye	jamison@kckcc.edu
Jones, Tammie	tjones@kckcc.edu
Joyner, Latricia	ljoyner@kckcc.edu
Kidwell, Roger	kidwell@kckcc.edu
Klamm, Susan	sklamm@kckcc.edu
Krondak, Anita	akrondak@kckcc.edu
Lading, Phyllis	psims@kckcc.edu
Lane, Sandra	slane@kckcc.edu
Likins, Debra	dlkins@kckcc.edu
Mahoney, Dianne	dmahoney@kckcc.edu
Maley, Irene	imaley@kckcc.edu
McFadden, Bronyal	bmcFadden@kckcc.edu
Menke, Dr. Daryl	dmenke@kckcc.edu
Miller, Sarah	samiller@kckcc.edu
Moehlman, Deborah	dmoehlman@kckcc.edu
Mundt, Joseph	jmundt@kckcc.edu
Myers, Susie	smyers@kckcc.edu
Nichols, Shirley	snichols@kckcc.edu
Nowak, Linda	lnowak@kckcc.edu
Nyp, Mindy	mindynyp@kckcc.edu
Olafson, Donna	dolafson@kckcc.edu
Parrett, Michael	mparrett@kckcc.edu
Parsley, Sherri	shparsley@kckcc.edu
Patel, Meghna	mpatel@kckcc.edu
Rodriguez, Annette	anrodriguez@kckcc.edu
Ruff, Mitchell	mruff@kckcc.edu
Sankey-Belden, Vineta	vbelden@kckcc.edu
Schmeisser, Beth	bschmeisser@kckcc.edu
Schwind, Tricia A.	tschwind@kckcc.edu
Scott, Stephen	sscott@kckcc.edu
Seward, Therese	steward@kckcc.edu
Sims-Berry, Marquetta	mberry@kckcc.edu
Slettenhaugh, Lori	lslettenhaugh@kckcc.edu
Smith, Linda	lsmith@kckcc.edu
Sprick, Rick	rixplace@kckcc.edu
Steale, Jean E	jastelle@kckcc.edu
Stock, Donna	dstock@kckcc.edu

Swegle, Lynn	lswegle@kckcc.edu
Ternus, Jean	jternus@kckcc.edu
Thompson, Rita	rthompson@kckcc.edu
Tubbs, Judith	jtubbs@kckcc.edu
Verbeck, Pat	pverbeck@kckcc.edu
Wallace, Sandra	swallace@kckcc.edu
Webb, Charlotte	cwebb@kckcc.edu
White, Susan	swhite@kckcc.edu
Wollenhaupt, Ron T.	ronw@kckcc.edu
Wright, Wiley	wwright@kckcc.edu

## MISSION AND PERSON

The Division of Allied Health and Nursing is committed to student learning which will provide outstanding practitioners for all fields of allied health. Allied Health knowledge progresses from essential courses through fundamental to complex clinical concepts. The Division of Allied Health/Nursing is designed to prepare students to function as entry-level allied health professionals.

## ALLIED HEALTH/NURSING DEGREES

### Associate in Applied Science Degrees

Fire Medic  
LPN to RN Articulation Program  
Mortuary Science  
MICT/RRT to RN Bridge Program  
Nursing/Registered Nurse  
(RN, ASN, BSN, MSN) - Nursing/A.D.N.  
Paramedic (Fire Medic)  
Physical Therapist Assistant  
Respiratory Care - Registered Respiratory Therapist  
AAS Degree

### Emergency Medical Technician Program Practical Nursing Program

### Transfer Degrees: Associate in General Studies in Liberal Arts and Sciences

### Curriculum pathway leading to an Associate in General Studies in Liberal Arts and Sciences for students

#### transferring into the following 4-year programs:

Exercise Science (Athletic Trainer, Coaching, Health/Fitness, Physical Education)

**Transfer Degrees:** Associate in Science in Liberal Arts and Sciences Degrees Curriculum pathway leading to an Associate in Science in Liberal Arts and Sciences for students transferring into the following 4-year health care career programs:

Pre-Exercise Science  
Pre-Nursing  
Pre-Occupational Therapy  
Pre-Physical Therapy  
Pre-Radiologic  
Pre-Respiratory Therapy

## Allied Health and Nursing

### Technical Certificate

Exercise Leader  
Paramedic (MCT)  
Practical Nursing Certificate

### WELLNESS CENTER

**Director of Wellness Center:** Rob Crane  
**Full and Part-Time Staff:** Julie Bichelmeyer  
Pam Hall  
Latricia Joyner  
Debra Lykins  
Joseph Mundt

The Wellness and Fitness Center is located on the upper level of the Allied Health Building. With 11,000 square feet of space, it has an indoor track, weight room, aerobic studio, treadmills, bicycles, steppers, climbers, and an aerobic super-circuit. The center is open from 5:30 a.m. to 8:30 p.m. Monday through Thursday, 5:30 a.m. to 7:00 p.m. on Friday and 7:00 a.m. to 2:00 p.m. on Saturdays. The hours change during holidays and summer session. All changes are posted in advance throughout the facility.

The wellness staff provides personal training sessions, body composition analysis, and fitness testing. Health and nutrition seminars and incentive programs are offered throughout the semester to students to enhance their state of well-being. Locker room and shower facilities are available for those who choose to use the facility before or after work or college, or on their lunch hour.

### How to enroll:

#### The Fitness Screening and Orientation

You will be asked to sign the consent and release form and provide your medical history by answering health questions, which will be kept confidential. We will check your resting heart rate and blood pressure as part of your screening. If you are a male over 45 or a female over 55, or if you have any medical problems, you will need to bring a doctor's release to exercise. For your convenience, we will accept a fax from your doctor's office with your approval to exercise. Our fax number is (913) 288-7649. Following the fitness screening, new students will receive an orientations and tour of the facility. This is a good time to ask fitness-related questions.

All students are required to bring a student ID card each time they visit the Wellness and Fitness Center. Prices are subject to change. Please check with the Business Office or Wellness and Fitness Center staff.

### EXERCISE SCIENCE

**Coordinator:** Susie Myers  
**Full Time Faculty:** Ron Wollenhaupt  
Julie Bichelmeyer

**Adjunct Faculty:** Sherry Augustine  
Rodney Christensen  
Matt Goldbeck  
Pam Hall  
Debra Likins  
Janice McIntyre  
Joseph Mundt  
Alicia Roth  
Louise So  
Damian Stammersky  
Valerie Stammersky  
Jim Starshak

### TRANSFER DEGREE: ASSOCIATE IN GENERAL STUDIES IN LIBERAL ARTS AND SCIENCES

#### Curriculum Pathway Leading to An Associate in General Studies in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:

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. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

#### Athletic Trainer Option

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

## Allied Health and Nursing

<b>HUDV Requirement</b>		<b>Hours</b>	<b>Coaching Option</b>
HUDV0100	Freshman Orientation or	1	<b>Curriculum Pathway Leading to An Associate in General Studies in Liberal Arts and Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:</b>
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2	
<b>Total</b>		<b>1-2</b>	
<b>Basic Skill Requirements</b>		<b>Hours</b>	<i>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.</i>
ENGL0101	Composition I	3	
ENGL0102	Composition II*	3	
SPCH0151	Public Speaking or		
SPCH 0153	Interpersonal Communication	3	
<b>Total</b>		<b>9</b>	
<b>Humanities Requirements (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre and Modern Language)</b>		<b>Hours</b>	<b>GENERAL EDUCATION REQUIREMENTS</b>
Humanities Core Elective		3	
<b>Total</b>		<b>3</b>	
<b>Social and Behavioral Science Requirements (from one of the following disciplines: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)</b>		<b>Hours</b>	<b>College Requirement</b> - All first time degree-seeking students who score <b>75 or above</b> on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score <b>below 75</b> on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)
PSYC0101	Psychology	3	
PSYC0203	Human Development	3	
<b>Total</b>		<b>6</b>	
<b>Mathematics Requirement</b>		<b>Hours</b>	<b>HUDV REQUIREMENT</b>
MATH0104	Intermediate College Algebra	3	HUDV0100 Freshman Orientation or
<b>Total</b>		<b>3</b>	HUDV0101 Strategies for Academic Excellence/ Lifelong Learning
<b>Natural and Physical Science</b>		<b>Hours</b>	<b>Total</b>
BIOL0143	Human Anatomy and Physiology	5	1
BIOL0271	Physiology	3	2
BIOL0272	Physiology Lab	1	<b>1-2</b>
<b>Total</b>		<b>9</b>	
<b>Total General Education requirement</b>		<b>31-32</b>	
*See course description for prerequisite.			
<b>Technical Requirements:</b>		<b>Hours</b>	<b>Basic Skill Requirements</b>
EXSC0115	First Aid and CPR	2	ENGL0101 Composition I
EXSC0116	Current Topics in Exercise Science	1	ENGL0102 Composition II*
EXSC0211	Care and Prevention of Athletic Injuries	3	SPCH 0151 Public Speaking or
EXSC0206	Lifetime Fitness	3	SPCH 0153 Interpersonal Communication
EXSC0212	Exercise Physiology *	3	<b>Total</b>
EXSC0186	Techniques of Strength Training	2	<b>9</b>
EXSC0201	Introduction to Exercise Science	3	
BIOL0160	Kinesiology	3	
EXSC0205	Personal School and Community Health	3	
EXSC0250	Athletic Training Practicum	3	
	Recommended Electives	5	
<b>Total</b>		<b>30</b>	
<b>Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Exercise Science (Athletic Trainer Option) Degree:</b>		<b>62-63</b>	
			<b>Humanities Requirements (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre and Modern Language)</b>
			Humanities Core Elective
			<b>Total</b>
			3
			<b>3</b>
			<b>Social and Behavioral Science Requirements (from one of the following disciplines: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)</b>
			PSYC0101 Psychology
			PSYC0203 Human Development
			<b>Total</b>
			<b>6</b>
			<b>Mathematics Requirement:</b>
			MATH0104 Intermediate College Algebra
			<b>Total</b>
			<b>3</b>
			<b>Natural and Physical Science:</b>
			BIOL0143 Human Anatomy and Physiology
			BIOL0271 Physiology
			BIOL0272 Physiology Lab
			<b>Total</b>
			<b>9</b>
			<b>Total General Education requirement</b>
			<b>31-32</b>
			*See course description for prerequisite.

## Allied Health and Nursing

<b>Technical Requirements:</b>		<b>Hours</b>
EXSC0115	First Aid and CPR	2
EXSC0116	Current Topics in Exercise Science	1
EXSC0186	Techniques of Strength Training	2
EXSC0201	Introduction to Exercise Science	3
BIOL0160	Kinesiology	3
EXSC0203	Foundations in Coaching	3
EXSC0205	Personal School and Community Health	3
EXSC0206	Lifetime Fitness	3
EXSC0210	Sports Officiating	2
EXSC0211	Care and Prevention of Athletic Injuries	3
EXSC0212	Exercise Physiology *	3
EXSC	Activity Course	1
	Recommended Electives	3
	<b>Total</b>	<b>32</b>

**Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Exercise Science (Coaching Option) Degree: 63-64**

### *Health/Fitness Option*

**Curriculum Pathway Leading to An Associate in General Studies in Liberal Arts and Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:**

*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.*

## GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

<b>Humanities Requirements</b> (from one of the following disciplines: <b>Art, History, Literature, Music, Philosophy,</b> <b>Theatre and Modern Language)</b>	<b>Hours</b>
Humanities Core Elective	3
<b>Total</b>	<b>3</b>

**Social and Behavioral Science Requirements (from one of the following disciplines: Hours Anthropology, Economics, Geography, Political Science, Psychology and Sociology)**

PSYC0101	Psychology	3
PSYC0203	Human Development	3
	<b>Total</b>	<b>6</b>

Mathematics Requirement	Hours
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MATH0104	Intermediate College Algebra	3
	<b>Total</b>	<b>3</b>

Natural and Physical Science	Hours
------------------------------	-------

BIOL0143	Human Anatomy and Physiology	5
BIOL0271	Physiology	3
BIOL0272	Physiology Lab	1
	<b>Total</b>	<b>9</b>

<b>Total General Education requirement</b>	<b>31-32</b>
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\*See course description for prerequisite.

Technical Requirements	Hours
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BIOL0145	Nutrition	3
EXSC0115	First Aid and CPR	2
EXSC0116	Current Topics/Issues in Exercise Science	1
EXSC0157	Personal Trainer Reviewer Exam <b>or</b>	
EXSC0158	Group Fitness Instructor Exam Review	2
BIOL0160	Kinesiology	3
EXSC0186	Techniques of Strength Training	2
EXSC0201	Introduction to Exercise Science	3
EXSC0206	Lifetime Fitness	3
EXSC0211	Care and Prevention of Athletic Injuries	3
EXSC0212	Exercise Physiology *	3
EXSC0213	Exercise Testing *	3
EXSC0251	Wellness Practicum	3
	Recommended Electives	2
	<b>Total</b>	<b>33</b>

**Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Exercise Science (Health/Fitness Option) Degree: 64-65**

### *Physical Education Option*

**Curriculum Pathway Leading to An Associate in General Studies in Liberal Arts and Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:**

*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*



## Allied Health and Nursing

determine the transferability of their courses. It is the student's responsibility to follow the transfer requirements established by his/her transfer institution.

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre and Modern Language):		Hours
	Humanities Core Elective	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements (from one of the following disciplines: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)		Hours
PSYC0101	Psychology	3
PSYC0203	Human Development	3
<b>Total</b>		<b>6</b>

Mathematics Requirement		Hours
MATH0104	Intermediate College Algebra	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirements		Hours
BIOL0143	Human Anatomy and Physiology	5
BIOL0271	Physiology	3
BIOL0272	Physiology Lab	1
<b>Total</b>		<b>9</b>

**Total General Education requirement** **31-32**

\*See course description for prerequisite.

Technical Requirements		Hours
EXSC0115	First Aid and CPR	2
EXSC0116	Current Topics in Exercise Science	1
BIOL0160	Kinesiology	3
EXSC0186	Techniques of Strength Training	2
EXSC0201	Introduction to Exercise Science	3
EXSC0205	Personal School and Community Health	3

EXSC0206	Lifetime Fitness	3
EXSC0209	Physical Education for Elementary Teachers	3
EXSC0210	Sports Officiating	2
EXSC0211	Care and Prevention of Athletic Injuries	3
EXSC0212	Exercise Physiology*	3
EXSC0270	Adaptive Physical Education	3
EXSC	Recommended Electives	2
<b>Total</b>		<b>33</b>

**Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Exercise Science (Physical Education Option) Degree: 64-65**

### EXERCISE LEADER TECHNICAL CERTIFICATE

**Coordinator:** Susie Myers, M.A.

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.

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.

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

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<b>Certificate Requirements:</b>		<b>Hours</b>
BIOL0143	Human Anatomy and Physiology	5
EXSC0115	First Aid	2
EXSC0157	Personal Trainer Review Exam <b>or</b>	
EXSC0158	Group Fitness Instructor Exam Review	2
EXSC0186	Techniques in Strength Training	2
EXSC0201	Introduction to Exercise Science	3
EXSC0206	Lifetime Fitness	3
EXSC0211	Care and Prevention of Athletic Injuries	3
EXSC0212	Exercise Physiology	3
EXSC0213	Exercise Testing and Prescription	3
EXSC0251	Practicum in Wellness and Fitness	3

**Total hours needed for a Exercise**

**Leader Technical Certificate: 30-31**

### Recommended Sequence of Courses

#### FALL

BIOL0143	Human Anatomy and Physiology	5
EXSC0212	Exercise Physiology	3
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
EXSC0201	Introduction to Exercise Science	3
EXSC0206	Lifetime Fitness	3

#### SUMMER

EXSC0157	Personal Trainer Review Exam <b>or</b>	
EXSC0158	Group Fitness Instructor Exam	2

#### SPRING

EXSC0213	Exercise Testing and Prescription	3
EXSC0251	Practicum in Wellness and Fitness	3
EXSC0211	Care and Prevention in Wellness and Fitness	3
EXSC0186-10	Techniques of Strength Training	2
EXSC0115	First Aid	2

## EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN(EMT)

**Program Director:** Donna Olafson

### MISSION

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

### PROGRAMS OFFERED

#### Emergency Medical Technician-Basic

Two options are available for completing the EMT-Basic Program. The first option is for those who have no experience or background in the field of EMS or Fire. It involves taking two courses: EMTC0123 and EMTC0124. After successfully completing EMTC0124, the student is eligible to sit for the certification exam administered by the Kansas Board of Emergency Medical Services.

A second option exists for those who have prior experience or as an academic background. EMTC0128 (EMT Accelerated) is designed to provide EMT education to those who are certified as a Kansas First Responder or who have been an EMT in the past but are no longer certified as such. Academic preparation acceptable to entrance into this class includes Human Anatomy and Laboratory or Human Anatomy and Physiology or Human Physiology and Laboratory. Others who believe they may have a qualifying background may be admitted with instructor approval.

The goals of the EMT-B program are to graduate students who are:

- Committed to the ideal of highest quality patient care in the pre-hospital setting on the Basic Life Support level.
- Capable of, and interested in, sustaining their own continuing education to maintain the highest quality patient care.

There are no prerequisites in terms of coursework for the EMT-Basic program. You must, however, have an Accuplacer Reading score of 65 to be allowed to enroll in EMTC0123. The Director of the EMT/MICT department handles all enrollments. Currently, classes are conducted in the morning, afternoon, and evening. Fall/Spring EMTC0123 classes are two days per week with EMTC-0124 ending around midterm. Spring/Summer EMTC classes are conducted three days a week with EMTC0124 concluding in mid to late July. EMTC0123 classes are three days a week in the fall and spring.

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

#### EMTC0123 Emergency Medical Technician (EMT) 8 hours credit

The EMT courses (EMTC0123 and EMTC0124) provide the opportunity to gain the knowledge and develop the skills necessary to administer basic life support care to ill or injured patients, and upon defined successful completion, apply for certification as an EMT in the state of Kansas. A minimum of ten clock hours of clinical or field work, in addition to scheduled class time, are required. This will be scheduled through your instructor. EMTC0123 must be successfully completed with a grade of "C" or better prior to taking EMTC0124. Due to State of Kansas requirements discussed at the first class, attendance of the first class session is mandatory.

#### EMTC0124 Emergency Medical Technician II 4 hours credit

The EMT courses (EMTC0123 and EMTC0124) provide the opportunity to gain the knowledge and develop the skills necessary to administer basic life support care to ill or injured patients, and upon defined successful completion, apply for certification as an EMT in the state of Kansas. A minimum of ten clock hours of clinical or field work, in addition to scheduled class time, are required. This will be scheduled through your

## Allied Health and Nursing

instructor. EMTC0123 must be successfully completed with a grade of "C" or better prior to taking EMTC0124. Due to State of Kansas requirements discussed at the first class, attendance of the first class session is mandatory.

### **EMTC0128     Emergency Medical Technician (EMT) Accelerated**

#### **10 hours credit**

The EMTC0128 course provides the opportunity to gain the knowledge and develop the skills necessary to administer basic life support to ill or injured patients and upon defined successful completion, apply for certification as an EMT in the state of Kansas. A minimum of ten clock hours of clinical or field work in addition to scheduled class time are required. This will be scheduled through your instructor. EMTC0128 must be successfully completed with a grade of "C" or better.

### **ASSOCIATE IN APPLIED SCIENCE DEGREE PARAMEDIC MOBILE INTENSIVE CARE TECHNICIAN (MICT)**

**Program Director:** Donna Olafson

**Email Address:** dolafson@kckcc.edu

The Mobile Intensive Care Technician Program is designed to prepare individuals to successfully fulfill the responsibilities of an independently functioning Mobile Intensive Care Technician (Paramedic). The program will provide students with opportunities to gain information, skills and attitudes necessary to perform the duties of a Mobile Intensive Care Technician in a safe and competent manner. Stringent adherence to state-mandated regulations is required. Activities in the program help students to achieve the 21st Century outcomes of communication, computation, community service and learning, critical thinking/problem solving and interpersonal learning.

Participants in the program are expected to develop competencies in Cognitive Skills, Psychomotor Skills, and in the Affective Domain.

#### **Cognitive Competencies**

Upon successful completion of the program, the participant will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry level Mobile Intensive Care Technician/Paramedic.

#### **Psychomotor Competencies**

Upon successful completion of the program, the participant will demonstrate technical proficiency in all skills necessary to fulfill the role of the entry level Mobile Intensive Care Technician/Paramedic.

#### **Affective Competencies**

Upon successful completion of the program, the participant will demonstrate personal behaviors and attitudes consistent with the professional and employer expectations standards for entry level Mobile Intensive Care Technicians, recognizing each patient as a unique and valued member of our society.

### **Program Description**

The Mobile Intensive Care Technician Training Program will incorporate a variety of teaching strategies and learning opportunities for participants including but not limited to: lectures, skill training sessions, demonstrations, simulated patient scenarios, hospital clinical experience, field internship experience, and computer-enhanced opportunities. The purpose of the training program is to provide the participant with the necessary knowledge and skills to effectively function as a certified Mobile Intensive Care Technician.

This MICT training program is divided into four (10) individual classes. Students are admitted to the program and begin classes each fall. The program, consisting of the following ten classes, takes approximately 21 months to complete.

		<b>Credits</b>
EMTC0227	Paramedic Concepts I	8
EMTC0228	Paramedic Concepts II	8
EMTC0260	Paramedic Concepts - Medical Emergencies	4
EMTC0229	Paramedic Concepts III	4
EMTC0230	Paramedic Concepts IV	4
EMTC0241	Paramedic Clinical Practice I	4
EMTC0242	Paramedic Clinical Practice II	4
EMTC0251	Paramedic Field Internship I	4
EMTC0252	Paramedic Field Internship I	4
EMTC0253	Paramedic Field Internship III	5

- **Due to Kansas Board of Emergency Medical Services requirements, no late enrollment is allowed and first day attendance is MANDATORY.**
- **Due to the limited number of spaces available in the program, entry is by a selective admission process. Completed applications must be post-marked by April 30 of each year for admission to the next fall's class. To get more information about application procedures, contact the program Director.**

There are 2 program options within the MICT Program. Two options lead to degrees from Kansas City Kansas Community College.

**Option 1** is for those students who seek only MICT coursework and do not already have a degree.

**Option 2** is for those students who wish to obtain a degree that includes basic fire science classes with the MICT Program.

There are 3 program pre-requisites that are common to all options. You must have EMT-Basic certification and one of the following biology courses and EMTC0101:

BIOL0141	Human Anatomy and Laboratory <b>or</b>
BIOL0143	Human Anatomy and Physiology <b>or</b>
BIOL0271 and 0272	Physiology and Physiology Laboratory

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### Option 1

### PARAMEDIC MOBILE INTENSIVE CARE TECHNICIAN (MICT)

### ASSOCIATE IN APPLIED 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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirement:		Hours
EMTC0101	Applied Math for EMS	3
<b>Total</b>		<b>3</b>

Humanities Requirements (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre and Modern Language):		Hours
	Humanities core elective	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements (from one of the following disciplines: Anthropology, Economics, Geography, Political Science, Psychology and Sociology):		Hours
	Social/Behavioral Science	3
	Core Elective	
<b>Total</b>		<b>3</b>

Natural and Physical Science		Hours
BIOL0141	Human Anatomy and Laboratory (4)	
BIOL0143	Human Anatomy and Physiology (5) <b>or</b>	
BIOL0271	Physiology (3) <b>and</b>	
BIOL0272	Physiology Laboratory (1)	
<b>Total</b>		<b>4-5</b>

**Total General Education requirement** **23-25**

\*See course description for prerequisite.

Technical Requirements: (49 additional credits)		Hours
EMTC0227	Paramedic Concepts I	8
EMTC0228	Paramedic Concepts II*	8
EMTC0229	Paramedic Concepts III*	4
EMTC0230	Paramedic Concepts IV*	4
EMTC0241	Paramedic Clinical Practice I	4
EMTC0242	Paramedic Clinical Practice II	4
EMTC0251	Paramedic Field Internship I	4
EMTC0252	Paramedic Field Internship II	4
EMTC0253	Paramedic Field Internship III	5
EMTC0260	Paramedic Concepts - Medical Emergencies	4
<b>Total</b>		<b>49</b>

\*See course descriptions for prerequisite.

**Total hours required for an Associate in  
Applied Science in Paramedic/MICT Degree:** **72-74**

### Option #1 Medic Worksheet

*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.*

(This degree is intended for those who want preparation as an MICT/Paramedic without additional preparation in other public safety areas.)

Basic Skill Requirements		
Course Number	Course Name	Hours
ENGL 0101	Composition I	3
ENGL 0102	Composition II	3
ENGL 0206	Technical Writing	3
ENGL 0151	Public Speaking <b>or</b> Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirements		
Course Number	Course Name	Hours
MATH	Math Core Elective <b>or</b>	3
EMTC 0101	Applied Math for EMS	3
<b>Total</b>		<b>3</b>

Humanities Requirements		
Course Number	Course Name	Hours
	Humanities Core Elective	3
<b>Total</b>		<b>3</b>

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Social and Behavioral Science Requirements			HUDV REQUIREMENT		Hours
Course Number	Course Name	Hours	HUDV0100	Freshman Orientation <b>or</b>	1
	Social Science Core Elective	3	HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
	<b>Total</b>	<b>3</b>		<b>Total</b>	<b>1-2</b>
Natural and Physical Science Requirements			Basic Skill Requirements:		Hours
Course Number	Course Name	Hours	ENGL0101	Composition I	3
BIOL 0141	Human Anatomy and Laboratory <b>or</b>	4	ENGL0102	Composition II* <b>or</b>	
BIOL 0143	Human Anatomy and Physiology <b>or</b>	5	ENGL0206	Technical Writing	3
BIOL 0271	Physiology <b>and</b>	3	SPCH0151	Public Speaking <b>or</b>	
	Physiology Laboratory	1	SPCH 0153	Interpersonal Communication	3
	<b>TOTAL</b>	<b>4-5</b>		<b>Total</b>	<b>9</b>
	<b>Total General Education Requirements</b>	<b>23-25</b>	Mathematics Requirement:		Hours
			EMTC0101	Applied Math for EMS	3
				<b>Total</b>	<b>3</b>
Technical Requirements			Humanities Requirements (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre and Modern Language):		Hours
Course Number	Course Name	Hours		Humanities core elective	3
EMTC 0227	Paramedic Concepts I	8		<b>Total</b>	<b>3</b>
EMTC 0228	Paramedic Concepts II*	8	Social and Behavioral Science Requirements (from one of the following disciplines: Anthropology, Economics, Geography, Political Science, Psychology and Sociology):		Hours
EMTC 0260	Paramedic Concepts - Medical Emergencies	4		Social/Behavioral	3
EMTC 0229	Paramedic Concepts III*	4		Science core elective	
EMTC 0241	Paramedic Clinical Practice I	4		<b>Total</b>	<b>3</b>
EMTC 0242	Paramedic Clinical Practice II	4	Natural and Physical Science		Hours
EMTC 0230	Paramedic Concepts IV*	4	BIOL0141	Human Anatomy and Laboratory (4)	
EMTC 0251	Paramedic Field Internship I	4	BIOL0143	Human Anatomy and Physiology (5) <b>or</b>	
EMTC 0252	Paramedic Field Internship II	4	BIOL0271	Physiology (3) and	
EMTC 0253	Paramedic Field Internship III	5	BIOL0272	Physiology Laboratory (1)	
	<b>Total</b>	<b>49</b>		<b>Total</b>	<b>4-5</b>
<b>Total Hours Required for an Associate in Applied Science</b>		<b>72-74</b>		<b>Total General Education requirement</b>	<b>23-25</b>
<b>Option 2</b>			*See course description for prerequisite.		
<b>FIRE MEDIC ASSOCIATE IN APPLIED SCIENCE DEGREE</b>			Technical Requirements: (59 additional credits)		Hours
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.			FRSC0100	Firefighter I	3
<b>GENERAL EDUCATION REQUIREMENTS</b>			FRSC0211	Firefighter II	3
<b>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)</b>			EMTC0227	Paramedic Concepts I	8
			EMTC0228	Paramedic Concepts II*	8
			EMTC0260	Paramedic Concepts - Medical Emergencies	4
			EMTC0229	Paramedic Concepts III*	4
			EMTC0241	Paramedic Clinical Practice I	4
			EMTC0242	Paramedic Clinical Practice II	4
			EMTC0230	Paramedic Concepts IV*	4
			EMTC0251	Paramedic Field Internship I	4
			EMTC0252	Paramedic Field Internship II	4
			EMTC0253	Paramedic Field Internship III	5
			HZMT0120	Hazardous Materials Awareness Operations	4
				<b>Total</b>	<b>59</b>
			*See course descriptions for prerequisite.		
			<b>Total hours required for an Associate in Applied Science in Fire Medic Degree:</b>		<b>82-84</b>



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### Option #2 Fire Medic Worksheet

*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.*

(This degree is offered for those students who want to combine basic fire science classes with the MICT/Paramedic Program.)

#### Basic Skill Requirements

Course Number	Course Name	Hours
ENGL 0101	Composition I	3
ENGL 0102	Composition II	3
ENGL 0206	Technical Writing	3
ENGL 0151	Public Speaking or Interpersonal Communication	3
	<b>Total</b>	<b>9</b>

#### Mathematics Requirements

Course Number	Course Name	Hours
EMTC 0101	Applied Math for EMS	3
	<b>Total</b>	<b>3</b>

#### Humanities Requirements

Course Number	Course Name	Hours
	Humanities Core Elective	3
	<b>Total</b>	<b>3</b>

#### Social and Behavioral Science Requirements

Course Number	Course Name	Hours
	Social Science Core Elective	3
	<b>Total</b>	<b>3</b>

#### Natural and Physical Science Requirements

Course Number	Course Name	Hours
BIOL 0141	Human Anatomy and Laboratory or	4
BIOL 0143	Human Anatomy and Physiology or	5
BIOL 0271	Physiology and Physiology Laboratory	3
	<b>Total</b>	<b>4-5</b>
	<b>Total General Education Requirements</b>	<b>23-25</b>

#### Technical Requirements

Course Number	Course Name	Hours
FRSC0100	Firefighter I	3
FRSC0211	Firefighter II	3
EMTC0227	Paramedic Concepts I	8
EMTC0228	Paramedic Concepts II*	8
EMTC0260	Paramedic Concepts - Medical Emergencies	4

EMTC0229	Paramedic Concepts III*	4
EMTC0241	Paramedic Clinical Practice I	4
EMTC0242	Paramedic Clinical Practice II	4
EMTC0230	Paramedic Concepts IV*	4
EMTC0251	Paramedic Field Internship I	4
EMTC0252	Paramedic Field Internship II	4
EMTC0253	Paramedic Field Internship III	5
HZMT0120	Hazardous Materials Awareness Operations	4
	<b>Total Hours Required for an Associate in Applied Science</b>	<b>82-84</b>

### FUNERAL SERVICE AND MORTUARY SCIENCE, GENERAL MORTUARY SCIENCE ASSOCIATE IN APPLIED SCIENCE

**Program Coordinator:** Wiley Wright

**Full Time Faculty:** Roger Kidwell and Rick Sprick

#### MISSION

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

The Aims and Purposes of the Mortuary Science Department are the following:

1. To enlarge the background and knowledge of students about the funeral service profession.
2. To educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary of the profession, as defined in the preamble above.
3. To educate students concerning the responsibilities of the funeral service profession to the community at large.
4. To emphasize high standards of ethical conduct.
5. To provide a curriculum at the postsecondary level of instruction.
6. To encourage research in the field of funeral service.

The Mortuary Science program at KCKCC is accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Avenue, Suite G, St. Joseph, Missouri 64506, (816) 233-3747. Web: [www.abfse.org](http://www.abfse.org)

*"The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website."*

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### KANSAS CITY KANSAS COMMUNITY COLLEGE MORTUARY SCIENCE PERFORMANCE ON THE NATIONAL BOARD EXAM (NBE)

YEAR	TOTAL	PASS	FAIL	%
PASS		STUDENTS		
2009	26	19	7	73%
2008	40	23	17	58%
2007	42	28	14	67%

**You must take the exam within 45 days of graduation.**  
**This is a graduation requirement.**

### MORTUARY SCIENCE ASSOCIATE IN APPLIED SCIENCE IN FUNERAL SERVICE

The Mortuary Science department offers an (AAS)  
Associate in Applied Science Degree.

#### Criteria for Admission

- Meet the admission requirements of the college
- High School diploma or equivalent (GED)
- A minimum cumulative grade point average of 2.50.  
This includes all undergraduate college courses taken
- Human Anatomy and Accounting must have been taken within the last 4 years to transfer to KCKCC
- All General Education requirements (37) hours must be completed with a grade of "C" or better prior to acceptance into the program

#### Mortuary Science Curriculum

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

Included in the curriculum are academic courses and practicums. Students must take the National Board Exam (NBE) prior to graduation; this is an ABFSE requirement.

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skills Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirements		Hours
BUSN0110	Business Math	3
<b>Total</b>		<b>3</b>

Humanities Requirements (from Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
Humanities Core Elective		3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements		Hours
PSYC0101	Psychology	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirement (lecture w/lab)		Hours
BIOL0141	Human Anatomy and Laboratory*	4
<b>Total</b>		<b>4</b>

*\*Course requires a prerequisite. Consult an adviser.*

<b>Total General Education Requirements</b>	<b>23-24</b>
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Technical Requirements		Hours
BIOL0123	The Living Body	3
BUSN0101	Accounting I	3
BUSN0104	Small Business Management	3
CIST0101	Computer Concepts and Applications	3
MTSC0101	Orientation to Funeral Service	2
MTSC0105	Mortuary Law	3
MTSC0108	Mortuary Chemistry	3
MTSC0110	Restorative Art*	4
MTSC0160	Mortuary Microbiology	3
MTSC0201	Pathology*	3
MTSC0205	Embalming Theory*	4
MTSC0210	Mortuary Management	3
MTSC0212	Funeral Service Merchandising	3
MTSC0225	Funeral Service Counseling*	3
MTSC0240	Mortuary Science Practicum I*	3
MTSC0241	Mortuary Science Practicum II*	3
PSYC0115	The Grieving Process	3
<b>Total</b>		<b>52</b>

*\*Course requires a prerequisite. Consult an adviser.*

<b>Total Hours for an Associate in Applied Science in Mortuary Science Degree</b>	<b>75-76</b>
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## Allied Health and Nursing

### Associate of Applied Science Degree in Mortuary Science Suggested Curriculum 2011-2013

Freshman	First Semester	Hours
ENGL0101	Composition I	3
PSYC0101	Psychology	3
BIOL0123	The Living Body	3
CIST0101	Computer Concepts and Applications	3
	Humanities core course (see catalog)	3
BUSN0104	Small Business Management	3
		<b>18</b>

Freshman Second Semester	Hours
ENGL0102	Composition II #
BIOL0141	Human Anatomy & Laboratory
SPCH0151	Public Speaking or
SPCH0153	Interpersonal Communications
BUSN0101	Accounting I
PSYC0115	The Grieving Process
BUSN0110	Business Math
	<b>19</b>

Sophomore Third Semester	Hours
MTSC0101	Orientation to Funeral Service
MTSC0105	Mortuary Law
MTSC0108	Mortuary Chemistry
MTSC0201	Pathology
MTSC0212	Funeral Service Merchandising
MTSC0240	Mortuary Science Practicum I (Funeral Rites Practicum I)
	<b>17</b>

Sophomore Fourth Semester	Hours
MTSC0110	Restorative Art #
MTSC0160	Mortuary Microbiology #
MTSC0210	Mortuary Management
MTSC0205	Embalming Theory #
MTSC0225	Funeral Service Counseling #
MTSC0241	Mortuary Science Practicum II# (Embalming Practicum II)
	<b>20</b>

In addition, *all first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)*

- Total hours required for AAS degree in Mortuary Science: 75 -76 hours
- To reduce semester course load, please know that many classes listed above are available during summer session.

### NURSING/REGISTERED NURSE (RN, ASN, BSN, MSN) ASSOCIATE IN APPLIED SCIENCE DEGREE

**Director of Nursing:** Anita Krondak

**Clinical Coordinator:** Judy Ingrasin

**Nursing Advisor:** Sandra Lane

#### Full time faculty:

Diane Banks, Theresa Campbell, Theresa Chmidling, Cheryle Hansen, Jane Harris, Merilyn Hovell, Faye Jameison, Phyllis Lading, Diane Mahoney, Bronyal McFadden, Sarah Miller, Shirley Nichols, Linda Nowak, Mitch Ruff, Beth Schmeisser, Steve Scott, Marquetta Simms-Berry, Jean Steele, Jean Ternus, Rita Thompson.

The Nursing Department is committed to providing a student learning environment that encourages and assesses critical thinking, clinical competence, professional accountability, caring, and effective communication skills for a diverse student population. We believe these attributes will prepare our graduates to pass the RN - NCLEX, and to provide and manage safe, cost-effective care, utilizing evidence based practice to meet client needs. The graduate will be prepared to coordinate, supervise and/or collaborate with members of the multi-disciplinary health care team.

Students who need information regarding tuition, fees, and length of the nursing program may contact the Dean of Allied Health/Nursing at the College and/or the Nursing Accrediting Commission at the following address: National League for Nursing Accrediting Council, 61 Broadway, New York, N.Y. 10006. The Accrediting Council's telephone number is (800)-669-1656.

The nursing program is designed to prepare students to function as entry-level registered nurses. Course work is directed toward assisting graduates to pass the National Council of Licensure Examination for Registered Nurses. The program is approved by the Kansas State Board of Nursing and accredited by the National League for Nursing Accrediting Council. Applications are due August 31st for the spring semester and January 31st for the fall semester. For specific criteria and procedures for admission, consult a Counselor in the Counseling Office or Director of Nursing, Anita Krondak.

Students must complete 75-76 hours for the degree and earn a minimum C grade in all course work in order to graduate. (See the section on course descriptions for more specific information).

### GENERAL EDUCATION REQUIREMENTS

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

## Allied Health and Nursing

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV Requirement	Hours
HUDV0100 Freshman Orientation or	1
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>	<b>1-2</b>

Basic Skill Requirements	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II*	3
SPCH0151 Public Speaking or	
SPCH 0153 Interpersonal Communication	3
<b>Total</b>	<b>9</b>

Humanities Requirements	Hours
PHIL0206 Ethics or	
Humanities Core Elective	3
<b>Total</b>	<b>3</b>

Social and Behavioral Science Requirements	Hours
PSYC0203 Human Development* or	
PSYC0202 Child Development	3
<b>Total</b>	<b>3</b>

Mathematics Requirement	Hours
MATH0104 Intermediate Algebra	3
<b>Total</b>	<b>3</b>

Natural and Physical Science Requirements (lecture with lab)	Hours
BIOL0141 Human Anatomy and Laboratory	4
BIOL0261 Microbiology*	3
BIOL0262 Microbiology Laboratory	2
BIOL0271 Physiology*	3
BIOL0272 Physiology Laboratory*	1
<b>Total</b>	<b>13</b>
<b>Total General Education Requirements</b>	<b>31-32</b>

\*See course description for prerequisite.

Nursing Requirements	Hours
PSYC0101 Psychology	3
NURS0121 Nursing Care Techniques	1
NURS0122 Foundations of Nursing Care I	3
NURS0123 Foundations of Nursing Care II	4
NURS0124 Concepts of Care I	5
NURS0125 Transition Concepts***	
NURS0126 Concepts of Mental Health/Illness	4
NURS0127 Concepts for LPN Articulation***	
NURS0135 Pathophysiology for Nurses	3
NURS0193 Health Assessment for Nurses	2
NURS0208 Pharmacology in Nursing	2
NURS0210 Women and Neonates	4
NURS0212 Children and Families	4

NURS0224 Concepts of Care II	4
NURS0226 Nursing Care Coordinators	5
<b>Total</b>	<b>44</b>

\*See course descriptions for prerequisite.

\*\*Not included in General Education Requirements

\*\*\*For LPN's and Transfer students only

**Total hours required for an Associate in Applied Science in Nursing/ADN Degree: 75-76**

### GENERAL INFORMATION

Students applying for admission to the Nursing Program must comply with regular requirements for admission to the college and meet criteria indicating ability to succeed in nursing courses. Contact the Counselor for Health Programs or the Allied Health/Nursing Division for early admission criteria and application procedures.

Fees for the Nursing program may be found in the fee section of the KCKCC College Catalog.

In order to participate in clinical activities, students need to purchase uniforms, carry liability insurance, meet certain medical requirements, and provide personal transportation to hospitals and health agencies. The faculty has developed a conceptual framework from the concepts of client needs, nursing intervention classifications and nursing outcome classifications. Each course emphasizes growth and development, communication, the nursing process, nutrition and diet therapy, pharmacology, management, and legal and ethical issues.

Students must complete courses at each level with a grade of C or better before being allowed to enroll in courses at the next level.

### NURSING/REGISTERED NURSE (RN, ASN, BSN, MSN) ASSOCIATE IN APPLIED SCIENCE DEGREE

#### LPN to RN Articulation Program

**Director of Nursing:** Anita Krondak

**Clinical Coordinator:** Judy Ingrasin

**Nursing Advisor:** Sandra Lane

The Nursing Department is committed to providing a student learning environment that encourages and assesses critical thinking, clinical competence, professional accountability and effective communication skills. We believe these attributes will prepare our graduates to pass the RN - NCLEX, and to manage and provide safe, cost-effective care to meet client needs by coordinating, supervising and/or collaborating with members of the multidisciplinary health care team.

Students who need information regarding tuition, fees, and length of the nursing program may contact the Dean of Allied Health/Nursing at the College and/or the Nursing Accrediting Commission at the following address: National League for Nursing Accrediting Council, 61 Broadway, New York, N.Y. 10006. The Accrediting Council's telephone number is (800)-669-1656.

## Allied Health and Nursing

The nursing program is designed to prepare students to function as entry-level registered nurses. Course work is directed toward assisting graduates to pass the National Council of Licensure Examination for Registered Nurses. The program is approved by the Kansas State Board of Nursing and accredited by the National League for Nursing Accrediting Council. Applications are due August 31st for the spring semester and January 31st for the fall semester. For specific criteria and procedures for admission, consult Sandy Lane, Nursing Advisor, or Anita Krondak, Director of Nursing.

Students must complete 59 hours for the degree and earn a minimum C grade in all course work in order to graduate. (See the section on course descriptions for more specific information).

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements		Hours
PHIL0206	Ethics <b>or</b>	
	Humanities Core Elective	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements		Hours
PSYC0203	Human Development* <b>or</b>	
PSYC0202	Child Development	3
<b>Total</b>		<b>3</b>

Mathematics Requirement		Hours
MATH0104	Intermediate Algebra	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirements (lecture with lab)		Hours
BIOL0141	Human Anatomy and Laboratory	4
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory	2
BIOL0271	Physiology*	3
BIOL0272	Physiology Laboratory*	1
<b>Total</b>		<b>13</b>

**Total General Education Requirements** **32-33**

\*See course description for prerequisite.

Nursing Requirements		Hours
PSYC0101	Psychology	3
NURS0125	Transition Concepts***	2
NURS0126	Concepts of Mental Health/Illness	4
NURS0127	Concepts for LPN Articulation***	2
NURS0193	Health Assessment for Nurses	2
NURS0212	Children and Families	4
NURS0224	Concepts of Care II	4
NURS0226	Nursing Care Coordinators	5
<b>Total</b>		<b>26</b>

\*See course descriptions for prerequisite.

\*\*Not included in General Education Requirements

\*\*\*For LPN's and Transfer students only

**Total hours required for an Associate in Applied Science in Nursing/ADN LPN to RN Degree: 59**

**Note:** LPNs will be given advanced standing credits for NURS0121, NURS0122, NURS0123, NURS0124, and NURS0210 after completing NURS0212, Children and Families.

### MICT/RRT to RN BRIDGE PROGRAM ASSOCIATE IN APPLIED SCIENCE DEGREE

**Division Dean:** Dr. Shirley Wendel  
**Director of Nursing:** Anita Krondak  
**Coordinator:** Linda Nowak

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).



## Allied Health and Nursing

<b>HUDV Requirement</b>		<b>Hours</b>	<b>NURSING/PRACTICAL NURSE</b> <b>Division Dean:</b> Dr. Shirley Wendel <b>Director of Practical Nursing:</b> Susan White <b>Transition Specialist:</b> Maggie McCoy
HUDV0100	Freshman Orientation or	1	
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2	
<b>Total</b>		<b>1-2</b>	
<b>Basic Skill Requirements</b>		<b>Hours</b>	<p>The Practical Nursing Program is committed to providing a student learning environment that encourages and assesses critical thinking, clinical competence, professional accountability and effective communication skills. We believe these attributes will prepare our graduates to pass the NCLEX-PN, and utilize the nursing process to identify basic needs of the client, provide safe and skillful therapeutic care in simple nursing situations while collaborating with members of the multidisciplinary health care team.</p> <p>Students who need information regarding tuition, fees, and length of the nursing program may contact the Director of Practical Nursing Program, Susan White, at 913-288-7456 and/or the Transition Specialist, Maggie McCoy, at 913-288-7543. The Practical Nursing Program is designed to prepare students to function as entry-level practical nurses. Course work is directed toward assisting graduates to pass the National Council of Licensure Examination for Practical Nurses. The program is approved by the Kansas State Board of Nursing. Applications are due November 15th for the spring semester and June 15th for the fall semester. Should these days fall on a weekend, the application will be due the Friday prior to the deadline dates. For specific criteria and procedures for admission, consult a Counselor or the Director of Practical Nursing Program.</p> <p>Students must complete the 48 hours for the program to be eligible to take the PN licensure exam. A minimum C grade in all course work is required. (See the section on course descriptions for more specific information).</p> <p>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.</p>
ENGL0101	Composition I	3	
ENGL0102	Composition II*	3	
SPCH0151	Public Speaking or	3	
SPCH0153	Interpersonal Communication	3	<b>GENERAL EDUCATION REQUIREMENTS</b>  <b>College Requirement</b> - All first time degree-seeking students who score <b>75 or above</b> on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score <b>below 75</b> on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)
<b>Total</b>		<b>9</b>	
<b>Humanities Requirements</b>		<b>Hours</b>	
	Humanities Core Elective	3	
<b>Total</b>		<b>3</b>	
<b>Social and Behavioral Science Requirements</b>		<b>Hours</b>	<b>HUDV Requirement</b>
PSYC0101	Psychology	3	
<b>Total</b>		<b>3</b>	
<b>Mathematics Requirement</b>		<b>Hours</b>	
	Math Core Elective (Intermediate Algebra or higher)	3	
<b>Total</b>		<b>3</b>	<b>Hours</b>
<b>Natural and Physical Science Requirements (lecture with lab)</b>		<b>Hours</b>	
BIOL0141	Human Anatomy and Laboratory	4	
BIOL0261	Microbiology*	3	
BIOL0271	Physiology*	3	<b>Technical Requirements</b>
BIOL0272	Physiology Laboratory*	1	
CHEM0109	General Chemistry*	5	
<b>Total</b>		<b>16</b>	
<b>Total General Education Requirements</b>		<b>35-36</b>	<b>Hours</b>
*See course description for prerequisite.			
<b>Technical Requirements</b>		<b>Hours</b>	
PSYC0203	Human Development	3	
NURS0126	Concepts of Mental Health/Illness	4	<b>GENERAL EDUCATION REQUIREMENTS</b>
NURS0144	MICT/RRT to RN Concepts of Care	4	
NURS0145	MICT/RRT to RN Transition Concepts	2	
NURS0147	Concepts for MICT/RRT Articulation	2	
NURS0210	Women and Neonates	4	<b>College Requirement</b> - All first time degree-seeking students who score <b>75 or above</b> on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score <b>below 75</b> on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)
NURS0226	Nursing Care Coordinators	5	
<b>Total</b>		<b>24</b>	
*See course descriptions for prerequisite.			
*See course description for prerequisite.			
<b>Note:</b> RRT/MICT students will be given advanced standing credits for NURS0121, NURS0122, NURS0123, NURS0124, NURS0193, NURS0212 and NURS0224 after completing NURS0126.			<b>Hours</b>
<b>Total hours required for an Associate in Applied Science in Nursing/ADN</b>		<b>60</b>	
<b>MICT/RRT to RN Degree</b>		<b>60</b>	

## Allied Health and Nursing

Natural and Physical Science Requirement		Hours
BIOL0143	Human Anatomy & Physiology (with lab)	5
<b>Total</b>		<b>5</b>

Social and Behavioral Science Requirements		Hours
PSYC0101	Psychology	3
PSYC0203	Human Development	3
<b>Total</b>		<b>6</b>

**Total General Education Requirements 13**

## Practical Nursing Requirements

<b>Admission Requirement</b>	Certified Nurse Aide Certificate
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<b>Admission Requirement</b>	CPR Certificate
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### Semester One:

KSPN0102	KSPN Foundations of Nursing	4
KSPN0104	KSPN Foundations of - Nursing Clinical	2
KSPN0106	KSPN Medical Surgical Nursing I	4
KSPN0108	KSPN Medial Surgical Nursing I - Clinical	3
KSPN0110	KSPN Pharmacology	3
	<b>Total</b>	<b>16</b>

### Semester Two:

KSPN0120	KSPN Medical Surgical Nursing II	4
KSPN0122	KSPN Medical Surgical Nursing II Clinical	3
KSPN0124	KSPN Maternal Child Nursing	2
KSPN0126	KSPN Maternal Child Nursing Clinical	1
KSPN0128	KSPN Gerontology Nursing	2
KSPN0130	KSPN Mental Health Nursing	2
NUPN0132	Leadership for the Practical Nurse	2
NUPN0134	Theory Application through Assessment and Simulation	3
	<b>Total</b>	<b>19</b>

<b>Total Program Credits</b>	<b>48</b>
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**PHYSICAL THERAPIST ASSISTANT  
ASSOCIATE IN APPLIED  
SCIENCE DEGREE**

**Interim Coordinator:** Dr. Tiffany Bohm, PT, DPT, HS

**Full Time Faculty: Dr. Daryl Menke, Lori Slettehaugh**

The Physical Therapist Assistant (PTA) is a skilled paraprofessional health care worker who has completed an Associate of Applied Science Degree from an accredited education program approved by the Commission on Accreditation in Physical Therapy Education.

Physical therapist assistants work under the direction and supervision of a physical therapist in the delivery of physical therapy services. The duties of a PTA include assisting with implementing treatment programs according to the physical therapist's plan of care, educating and instructing patients in exercise and activities of daily living, providing treatments using special equipment, administering modalities, document-

tation and services provided, and reporting to the physical therapist on the patient's responses to treatment. Upon successful completion of the program, the student is eligible to take the licensure examination.

Students interested in the program must contact the program coordinator who can provide a brochure which explains the Physical Therapist Assistant program, the program requirements, policies, and tuition and fees.

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.

## GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV Requirement</b>		<b>Hours</b>
<b>HUDV0100</b>	<b>Freshman Orientation or</b>	<b>1</b>
<b>HUDV0101</b>	<b>Strategies for Academic Excellence/ Lifelong Learning</b>	<b>2</b>
<b>Total</b>		<b>1-2</b>

## Basic Skill Requirements

ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
	<b>Total</b>	<b>9</b>

**Humanities Requirements – 3 hours required;  
preferred class listed below**

PHIL0206	Ethics	3
	<b>Total</b>	<b>3</b>

## Social and Behavioral Science Requirements

PSYC0101	Psychology	3
	<b>Total</b>	<b>3</b>

### Mathematics Requirements:

MATH0104	Intermediate Algebra	3
	<b>Total</b>	<b>3</b>

## Natural and Physical Science Requirements

BIOL0141	Human and Laboratory	4
BIOL0271	Physiology	3
	<b>Total</b>	<b>7</b>

### Total General Education Requirements

\*See course description for prerequisite.

## Allied Health and Nursing

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

Physical Therapy Assistant Requirements		Hours
PHTR0160	Musculoskeletal I*	5
PHTR0170	Fundamentals of Treatment Procedures*	5
PHTR0165	Clinical Skills I	2
PHTR0180	Clinical Skills II	2
PHTR0250	Musculoskeletal II**	5
PHTR0275	Neuromuscular Rehabilitation	5
PHTR0195	Clinical Skills III	4
PHTR0230	Musculoskeletal III	5
PHTR0220	Pathophysiology for Rehabilitation	5
PHTR0240	Clinical Skills IV	5
PHTR0245	Clinical Skills V	5
PHTR0299	NPTAE Comprehensive Review	2
<b>Total</b>		<b>48</b>

\*\*Reflects changed hours in curriculum after Spring 2010

**Total hours required for an Associate in Applied Science in Physical Therapist Assistant Degree** **74-75**

### General Information

Students applying for admission to the Physical Therapist Assistant Program must comply with regular requirements for admission to the College and meet criteria indicating ability to succeed in Physical Therapist Assistant courses. Contact the Physical Therapist Assistant Program Office early for admission criteria and program application procedures. Application deadline is April 15 for Fall enrollment and August 15 for Spring enrollment.

## RESPIRATORY CARE THERAPY/THERAPIST ASSOCIATE IN APPLIED SCIENCE DEGREE

**Coordinator:** Michael Parrett, B.A., R.T., M.B.A., M.Div.

**Clinical Coordinator:** Tammie Jones, B.S, R.T.

**Full time faculty:** Meghan Patel, Donna Stock

Kansas City Kansas Community College offers the Respiratory Therapist Program leading to an Associate in Applied Science Degree. Students may begin the program in the spring or fall semester. See the program coordinator for details.

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.

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam

are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skills Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements		Hours
Humanities Core Electives		3
<b>Total</b>		<b>3</b>

Social Science Requirements		Hours
Social Science Core Electives		3
<b>Total</b>		<b>3</b>

Mathematics Requirements		Hours
MATH0104	Intermediate College Algebra* <b>or</b> higher	3
<b>Total</b>		<b>3</b>
<b>Total</b>		<b>19-20</b>

Required Science Courses		Hours
BIOL0141	Human Anatomy and Laboratory <b>and</b>	4
BIOL0271	Physiology* <b>and</b>	3
BIOL0272	Physiology Laboratory*	1
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory	2
CHEM0109	General Chemistry*	5
<b>Total</b>		<b>13</b>

**Total Prerequisite/Corequisite Hours** **34-38**

First Related Group of RSCR Courses		Hours
RSCR0220	Introduction to Respiratory Care	3
RSCR0224	Therapeutic Interventions I	3
RSCR0225	Cardio-Pulmonary Care & Diagnostics I	4
RSCR0229	Therapist Clinical Practice I	3
<b>Total</b>		<b>13</b>

Second Related Group of RSCR Courses		Hours
RSCR0240	Therapeutic Devices	2
RSCR0244	Therapeutic Interventions II	3
RSCR0245	Cardio-Pulmonary Care and Diagnostics II	4
RSCR0249	Therapist Clinical Practice II	4
<b>Total</b>		<b>13</b>

## Allied Health and Nursing

### Third Related Group of RSCR Courses & Courses to Bridge

		Hours
RSCR0274	Technical Interventions III	2
RSCR0275	Technical Interventions IV	1
RSCR0279	Clinic Practice III	4
RSCR0290	Pediatrics/Perinatal	2
	<b>Total</b>	<b>9</b>

### Fourth Related Group of RSCR Courses

RSCR0284	Therapeutic Interventions III	4
RSCR0285	Cardio-Pulmonary Care & Diagnostics III	4
RSCR0299	Final Project Seminar	1
	<b>Total</b>	<b>9</b>

### Testing

RSCR0294	Neonatal Resuscitation	3
	<b>Total</b>	<b>3-4</b>

**Total hours required for Associate in Applied  
Science in Registered Respiratory Therapy Degree 76-77**

### CRT to RRT-AAS Bridge

Individuals with the CRT credential may be able to Bridge from CRT to RRT-AAS. Please contact the program coordinator for information.

**Note:** Students may begin the program in the Spring or Fall. Contact the program coordinator for details on sequencing classes for Spring and Fall starts. For more information email mparrett@kckcc.edu.

## Kansas City Kansas Community College Cooperative Program Information Radiology Technology

(For Wyandotte and Leavenworth County residents only)

Kansas City Kansas Community College (KCKCC) and the Metropolitan Community College District (MCC) have developed cooperative agreements that allow residents within the KCKCC service areas of Wyandotte and Leavenworth County to enroll in the Radiologic Technology career program which is offered at Penn Valley Community College. As a part of the agreements, students may pay resident tuition rates. **These programs are "selective admissions," meaning the student must meet certain criteria at the cooperative college prior to program acceptance. Information concerning program requirements must be obtained from the college issuing the degree.**

### Radiology Technology

#### Steps to Enrollment:

1. Apply for admission at both KCKCC and MCC. Access the Kansas City Kansas Community College website at <http://www.kckcc.edu> for more information.
2. Take the KCKCC ACCUPLACER exam. More information about the ACCUPLACER can be obtained by contacting the Academic Resource Center at (913) 288-7664.

3. Enroll in the equivalent cooperative classes at KCKCC during published enrollment dates.
4. Complete the required RATE150 Intro to Radiology Technology course for one credit hour at Penn Valley.
5. Please be aware that the Metro Community College Radiologic Technology Program has competitive admission process. Submit your application prior to the deadline.

#### Moving On:

1. Request for your official KCKCC transcript to be sent to MCC in the KCKCC Admissions and Records Office. There is a \$1.00 fee for the transcript.
2. Enroll in RATE 150 Intro to Radiology Technology, for one credit hour at Penn Valley. RATE 150 Introduction to Radiology Technology **MUST** be completed before you submit your Radiology Technology application. **Please be aware that the Radiology Technology application deadline is January 1st.**
3. Submit your MCC schedule and your MCC bill to the KCKCC Admissions and Records Office, showing your enrollment into RATE 150. (The schedule lists the courses you have enrolled in at the cooperative college and is required to be updated each semester prior to enrollment at KCKCC.)
4. Complete and sign a KCKCC request for in-state tuition. The Cooperative Program **Request for In State Tuition** is only signed once, but it must be presented each semester while you are enrolling within the cooperative program. Pick up the Cooperative Program Request Form in the Financial Aid Office.
5. Pay tuition to KCKCC by the payment deadline. **Credit hour fees are the only fees covered by this agreement.**
6. The student is responsible for paying any **applicable special course fees, lab fees, and insurance to MCC by the payment deadline.**
7. Return KCKCC payment receipt to MCC's Business Office by the MCC payment deadline. **Failure to update payment records at MCC will result in your being dropped for non-payment at MCC.**
8. You must pass RATE 150 to be accepted into the Radiography Technology program at Penn Valley. KCKCC will honor the affiliate agreement for this particular class only once. If you do not pass the class, and want to take it again, you will be responsible for paying for re-taking the class.
9. Upon successful completion of RATE 150 and meeting all admission requirements you will need to be officially accepted into the Penn Valley Radiology Technology program at MCC.
10. When you are accepted into this highly competitive program, you will need to submit your acceptance letter to both KCKCC, and MCC.
11. Meet with the program coordinator or counselor at MCC to update your degree completion plan within the cooperative.
12. Register for degree specific-courses at MCC for the

## Allied Health and Nursing

- current semester. It is your responsibility to contact the cooperative college for enrollment dates, times, and appointments.
13. Register for the equivalent cooperative classes at KCKCC during enrollment days as listed in the KCKCC schedule, and on-line.
  14. Pay tuition to KCKCC by the payment deadline, and special course fees and lab fees to MCC.
  15. Return KCKCC payment receipt to MCC's Business Office by the MCC payment deadline. **Failure to update payment records at MCC will result in your being dropped for non-payment at MCC.**

### **IMPORTANT INFORMATION: PLEASE READ CAREFULLY**

1. Steps 12-15 listed under **"Moving On"** must be completed each semester you participate in the **co-operative** program.
2. A student in our service area (Wyandotte or Leavenworth Counties) or a dependent is defined as one who pays Wyandotte or Leavenworth property taxes.
3. Failure to submit a copy of the MCC student schedule to the KCKCC Admissions and Records Office will result in loss of eligibility in the cooperative program. **You will be dropped from the cooperative courses at KCKCC, and will be responsible for paying out-of-state tuition at MCC.**
4. Only those courses not offered at KCKCC and required for your specific degree are included in the agreement. **If you elect to take general education courses (i.e. English, math, etc.) at MCC, you will be responsible for paying out-of-state tuition. (Refer to the KCKCC courses listed below).**
5. Keep a copy of your **"Request for Instate Tuition"**. This **request** is required for each semester in which you are enrolling through the cooperative programs. Failure to present the **Request** for Instate Tuition form at the time of enrollment will result in loss of eligibility in the cooperative program. You will be dropped from the cooperative courses at KCKCC, and you will be responsible for paying out-of-state tuition at MCC.
6. **MCC FINANCIAL AID PROCESS:** Federal financial aid may not be granted by more than one college each application period. Students who are requesting financial aid should contact the Financial Aid Office at Penn Valley for application and eligibility information by the payment deadline.

### **ESSENTIAL COURSES AT MCC** **GENERAL EDUCATION REQUIREMENTS**

POLS 153 Missouri Constitution 1  
(Must be taken at PVCC to meet Missouri Constitution requirements)

### **SPECIFIC PROGRAM REQUIREMENTS**

RATE 150 Introduction to Radiologic Technology 2  
RATE 160: Survey of Radiologic Technology 6

RATE 162:	Image Processing	2
RATE 165:	Patient Care	2
RATE 170:	Radiologic Biology & Protection	3
RATE 171:	Radiographic Exposures I	3
RATE 172:	Radiographic Positioning I	3
RATE 173:	Clinical Practice I	3
RATE 174:	Radiographic Exposures II	3
RATE 175:	Clinical Practice II	4
RATE 176:	Radiographic Positioning II	3
RATE 178:	Clinical Practice III	4
RATE 278:	Imaging Modalities and Pathology	3
RATE 279:	Radiographic Positioning III	2
RATE 280:	Clinical Practice IV	4
RATE 281:	Radiation Physics	3
RATE 282:	Clinical Practice V	4
RATE 283:	Final Seminar	2
RATE 285:	Special Procedures	2
	<b>Total MCC Credits</b>	<b>59</b>

### **ESSENTIAL COURSES AT KCKCC**

ENGL0101:	Composition	3
SPCH0151:	Public Speaking	3
PSYC0101:	Psychology	
BIOL0141:	Human Anatomy and Laboratory	4
ALHT0126:	Medical Terminology	2
MATH0099	Elementary Algebra	3
	<b>Total KCKCC credits</b>	<b>18</b>

**Total Credit Hours Required 77**

## **OTHER HEALTH CAREER PATHWAYS**

**Curriculum Pathway Leading to An Associate in Science in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:**

### **PRE-EXERCISE SCIENCE**

**Note:** Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times.

These programs provide students with their basic education and prepare them to transfer to a four-year college.

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."



## Allied Health and Nursing

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH 0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements (6 credit hours from at least 2 disciplines)		Hours
Humanities Core Elective		3
Humanities Core Elective		3
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)		Hours
PSYC0101	Psychology	3
SOSC0107	Sociology	3
<b>Total</b>		<b>6</b>

Mathematics and the Natural and Physical Science Requirements		Hours
BIOL0121	General Biology	5
CHEM0109	General Chemistry	5
MATH0105	College Algebra	3-5
<b>Total</b>		<b>13-15</b>

**Total General Education Requirements** **35-38**

\*See course description for prerequisite.

Pre-Exercise Science Requirements		Hours
BIOL0141	Human Anatomy and Laboratory	4
BIOL0271	Physiology**	3
BIOL0272	Physiology Laboratory	1
EXSC0201	Introduction to Exercise Science	3
EXSC0205	Personal School Community Health	3
EXSC0206	Lifetime Fitness	3
	Humanities Core Elective	3
PSYC0203	Human Development	3

Electives (additional credit hours to equal a 60-hour degree) 2

**Total** **25**

\*\*Follow prerequisite listed in college catalog.

**Total required for Associate in Science in  
Liberal Arts & Sciences in Pre-Exercise Science: 60-63**

### Curriculum Pathway Leading to An Associate in Science in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:

### PRE-NURSING

**Note:** Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times.

These programs provide students with their basic education and prepare them to transfer to a four-year college.

Students interested in completing the bachelor's degree program in nursing should follow this course of study. Two years of a general education program and two years of nursing education 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."

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV Requirement		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

## Allied Health and Nursing

<b>Basic Skill Requirements</b>		<b>Hours</b>	These programs provide students with their basic education and prepare them to transfer to a four-year college.
ENGL0101	Composition I	3	
ENGL0102	Composition II*	3	
SPCH0151	Public Speaking <b>or</b>		This program is designed for students planning to meet the requirements of a college offering an occupational therapy degree. Any deviation should be checked carefully to be sure required courses are completed. To be eligible for consideration, most colleges require applicants to earn a minimum GPA of 3.00 (4.00 scale).
SPCH 0153	Interpersonal Communication	3	
	<b>Total</b>	<b>9</b>	
<b>Humanities Requirements</b>			
<b>(6 credit hours from at least 2 disciplines)</b>		<b>Hours</b>	
PHIL0206	Ethics	3	
	Humanities Core Elective	3	
	(from Art, History, Art, Literature, Modern Language, Music, or Theatre, or Music)		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."
	<b>Total</b>	<b>6</b>	
<b>Social and Behavioral Science Requirements</b>		<b>Hours</b>	
<b>(6 credit hours from at least 2 disciplines)</b>			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.
PSYC0101	Psychology	3	
PSYC0202	Child Development <b>or</b>		
PSYC0203	Human Development	3	
	<b>Total</b>	<b>6</b>	
<b>Mathematics &amp; Natural and Physical Science Requirements</b>		<b>Hours</b>	
BIOL0121	General Biology	5	
BIOL0141	Human Anatomy and Laboratory	4	
CHEM0109	General Chemistry	5	
MATH0105	College Algebra	3-5	
	<b>Total</b>	<b>17-19</b>	
<b>Total General Education Requirements</b>		<b>39-42</b>	
*See course description for prerequisite.			
<b>Pre-Nursing Requirements</b>		<b>Hours</b>	
BIOL0145	Nutrition <b>or</b>		<b>HUDV Requirement</b>
MATH0115	Statistics*	3	HUDV0100 Freshman Orientation <b>or</b>
BIOL0261	Microbiology*	3	HUDV0101 Strategies for Academic Excellence/Lifelong Learning
BIOL0262	Microbiology Laboratory*	2	<b>Total</b>
BIOL0271	Physiology*	3	
BIOL0272	Physiology Laboratory*	1	<b>Hours</b>
SOSC0107	Sociology	3	
	Electives (3-6 additional credit hours to equal a 60-hour degree)	3-6	
	<b>Total</b>	<b>18-21</b>	
*See course description for prerequisite.			
<b>Total hours required for an Associate in Science in Liberal Arts and Sciences in Pre-Nursing Degree</b>		<b>60</b>	
<b>Curriculum Pathway Leading to An Associate in Science in Liberal Arts &amp; Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:</b>			
<b>PRE-OCCUPATIONAL THERAPY</b>			
<b>Note:</b> Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times.			
<b>Humanities Requirements</b>			
<b>(6 credit hours from at least 2 disciplines)</b>		<b>Hours</b>	
PHIL0206	Ethics	3	
	Humanities Core Elective	3	
	(from Art, History, Literature, Modern Language, Music, or Theatre)		
	<b>Total</b>	<b>6</b>	
<b>Social and Behavioral Science Requirements</b>		<b>Hours</b>	
<b>(6 credit hours from at least 2 disciplines)</b>			
PSYC0101	Psychology	3	
PSYC0202	Child Development <b>or</b>		
PSYC0203	Human Development	3	
	<b>Total</b>	<b>6</b>	

## Allied Health and Nursing

### Mathematics and the Natural and Physical Science Requirements (13-15 hours from at least two disciplines (lecture with lab))

BIOL0121	General Biology	5
BIOL0141	Human Anatomy and Laboratory	4
CHEM0109	General Chemistry	5
MATH0105	College Algebra	3-5
<b>Total</b>		<b>17-19</b>

### Total General Education Requirements 39-42

\*See course description for prerequisite.

### Pre-Occupational Therapy Requirements Hours

BIOL0271	Physiology*	3
BIOL0272	Physiology Laboratory*	1
NASC0130	Introductory Physics	3
NASC0131	Introductory Physics Laboratory*	1
SOSC0107	Sociology	3
	Electives (7-10 additional credit hours to equal a 60-hour degree)	7-10
<b>Total</b>		<b>18-21</b>

\*See course description for prerequisite.

### Total hours required for an Associate in Science in Liberal Arts and Sciences in Pre-Occupational Therapy Degree 60

### Curriculum Pathway Leading to An Associate in Science in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:

## PRE-PHYSICAL THERAPY

**Note:** Students should observe the “See course description” footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times.

These programs provide students with their basic education and prepare them to transfer to a four-year college.

Physical Therapy is now a doctoral degree program at KU Medical Center. A student must earn a bachelor's degree in a subject area and meet the doctoral degree program requirements. Students need to be mindful of requirements needed at their transfer institution and should consult with a counselor before deviating from this program. The following courses are required, along with a bachelor's degree, by the University of Kansas Medical Center Doctoral Degree Program in Physical Therapy in order to apply for admission.

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.”

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.

## GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements (6 credit hours from at least 2 disciplines)		Hours
PHIL0206	Ethics	3
	Humanities Core Electives (from Art, History, Literature, Modern Language, Music, or Theatre)(from History, Art, Literature, Theatre, or Music)	3
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)		Hours
PSYC0101	Psychology	3
PSYC0202	Child Development <b>or</b>	
PSYC0203	Human Development	3
<b>Total</b>		<b>6</b>

Mathematics and the Natural and Physical Science Requirements		Hours
BIOL0121	General Biology	5
CHEM0111	Chemistry I and Laboratory	5
MATH0105	College Algebra	3-5
<b>Total</b>		<b>13-15</b>

### Total General Education Requirements 35-38

\*See course description for prerequisite.

Pre-Physical Therapy Requirements		Hours
BIOL0141	Human Anatomy and Laboratory	4
BIOL0271	Physiology*	3
BIOL0272	Physiology Laboratory*	1
CHEM0112	Chemistry II and Lab	5

## Allied Health and Nursing

NASC0130	Introductory Physics	3
NASC0131	Introductory Physics Laboratory*	1
SOSC0107	Sociology	3
	Electives (2-5 additional credit hours to equal a 60-hour degree)	2-5
	<b>Total</b>	<b>22-25</b>

\*See course description for prerequisite.

**Total hours required for an Associate in Science in Liberal Arts and Sciences in Pre-Physical Therapy Degree**

**60**

**Curriculum Pathway Leading to An Associate in Science in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:**

### PRE-RADIOLOGIC TECHNOLOGY

**Note:** Students should observe the “See course description” footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times.

These programs provide students with their basic education and prepare them to transfer to a four-year college.

Students interested in completing a bachelor’s degree in Radiologic Technology should complete two years of general education and two years of Radiology Technology courses. 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.”

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.

### GENERAL EDUCATION REQUIREMENTS

**College Requirement -** All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
	<b>Total</b>	<b>1-2</b>

<b>Basic Skill Requirements</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
	<b>Total</b>	<b>9</b>

<b>Humanities Requirements (6 credit hours from at least 2 disciplines)</b>		<b>Hours</b>
PHIL0206	Ethics	3
	Humanities Core Elective (from Art, History, Literature, Modern Language, Music, or Theatre)	3
	<b>Total</b>	<b>6</b>

<b>Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)</b>		<b>Hours</b>
PSYC0101	Psychology	3
PSYC0202	Child Development or	
PSYC0203	Human Development	3
	<b>Total</b>	<b>6</b>

<b>Mathematics and the Natural and Physical Science Requirements</b>		<b>Hours</b>
BIOL0121	General Biology	5
CHEM0109	General Chemistry	5
MATH0105	College Algebra	3-5
	<b>Total</b>	<b>13-15</b>

**Total General Education Requirements**

**35-38**

\*See course description for prerequisite.

<b>Pre-Radiologic Technology Requirements</b>		<b>Hours</b>
ALHT0120	Medical Terminology	1
BIOL0141	Human Anatomy and Laboratory	4
BIOL0271	Physiology*	3
BIOL0272	Physiology Laboratory*	1
NASC0231	General Physics (w/Lab)	5
SOSC0107	Sociology	3
	Elective (5-8 additional credit hours to equal a 60-hour degree)	5-8
	<b>Total</b>	<b>22-25</b>

\*See course description for prerequisite.

**Total hours required for an Associate in Science in Liberal Arts and Sciences in Pre-Radiology Degree**

**60**

**Curriculum Pathway Leading to An Associate in Science in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:**

### PRE-RESPIRATORY THERAPY

**Note:** Students should observe the “See course description” footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times.

These programs provide students with their basic education and prepare them to transfer to a four-year college.

## Allied Health and Nursing

Students must complete the KCKCC Registered Respiratory Therapist Program and then apply for transfer to the University of Kansas for baccalaureate degree completion. As an alternative, students may complete 60 hours in general education and science at KCKCC and then apply to transfer to the University of Kansas Respiratory Therapy Program. Contact the KCKCC Respiratory Therapy coordinator for information.

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.”

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.

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements (6 credit hours from at least 2 disciplines)		Hours
PHIL0206	Ethics	3
	Humanities Core Elective (from Art, History, Literature, Modern Language, Music, or Theatre)	3
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)		Hours
PSYC0101	Psychology	3
PSYC0202	Child Development <b>or</b>	
PSYC0203	Human Development	3
<b>Total</b>		<b>6</b>

Mathematics and the Natural and Physical Science Requirements		Hours
BIOL0121	General Biology	5
CHEM0109	General Chemistry	5
MATH0105	College Algebra	3-5
<b>Total</b>		<b>13-15</b>

<b>Total General Education Requirements</b>	<b>35-38</b>
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\*See course description for prerequisite.

Pre-Respiratory Therapy Requirements		Hours
BIOL0141	Human Anatomy and Laboratory	4
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory*	2
BIOL0271	Physiology*	3
BIOL0272	Physiology Laboratory*	1
NASC0130	Introductory Physics* <b>and</b>	3
NASC0131	Introductory Physics Laboratory	1
SOSC0107	Sociology	3
<b>(Electives 2-5 additional credit hours to equal a 60-hour degree)</b>		<b>2-5</b>
<b>Total</b>		<b>22-25</b>

\*See course description for prerequisite.

<b>Total hours required for an Associate in Science in Liberal Arts and Sciences in Pre-Respiratory Therapy Degree</b>	<b>60</b>
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# The Division of Business and Continuing Education

**Division Dean:** Dr. Marvin Hunt, mhunt@kckcc.edu

**Faculty and Staff and E-Mail Address:**

Batliner, Jackie	jbatliner@kckcc.edu
Brewer, Wendy	wbrewer@kckcc.edu
Cargill, Cindy	ccargill@kckcc.edu
Courtney, Sue	scourtney@kckcc.edu
Crane-Smith, Jeanne	jeannees@kckcc.edu
Gray Marisa	mgray@kckcc.edu
Griffin, Joyce	jgriffin@kckcc.edu
Hill, Larry	lhill@kckcc.edu
Kobe-Peterson, Mary	mkobe@kckcc.edu
Lenoir, Allen	alenoir@kckcc.edu
Lischka, Rosemary	rlischka@kckcc.edu
Mark, Kenneth	kmark@kckcc.edu
Max, Elyse	emax@kckcc.edu
Pacheco, Daniel	dpacheco@kckcc.edu
Pestock, Carla	cpestock@kckcc.edu
Roberts, Diane	droberts@kckcc.edu
Robinson, Rosalee	rrobinson@kckcc.edu
Saunders, Toni	fish@kckcc.edu
Sivaratnam, Lakshmy	lsivaratnam@kckcc.edu
Smith, Amy	acsmithkckcc.edu
Velazquez, Janet	jvelazquez@kckcc.edu

## MISSION AND PURPOSE

Business and Continuing Education is committed to providing an innovative, up-to-date learning environment that offers transfer, career, and community education programs.

These programs enable individuals to achieve their personal, professional, and educational goals for the purpose of contributing to the community's economic growth. Our programs serve the diverse needs of a wide range of learners and include academic and professional services for business and industry.

## BUSINESS

Our business students will:

Acquire a body of knowledge in business.

- Develop specialty knowledge by attaining expertise in one or more specialized areas in accounting, business administration, management, or office administration.
- Develop professional skills and experience personal growth in areas that include professional communication skills and the ability to work alone and in teams.
- Be committed to professional growth and lifelong learning.

## ASSOCIATE IN APPLIED SCIENCE

Accounting  
Administrative Office Professionals  
Business Administration  
Marketing/Mid Management

## TRANSFER DEGREES: ASSOCIATE IN SCIENCE

Curriculum pathway leading to an Associate in Science in Liberal Arts & Sciences for students transferring into the following 4-year programs:

## BUSINESS

### TECHNICAL CERTIFICATES

Administrative Office Professionals (TEC)  
Office Assistant (TEC)

**Note:** Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters and/or on certain days or at certain times of the day.

## ACCOUNTING

### ASSOCIATE IN APPLIED SCIENCE DEGREE

**Program Coordinator:** Ken Mark

A 2.0 (C) overall grade point average must be achieved in all coursework and a 2.0 (C) or better in all Business core and specialty courses.

This program is designed to prepare students for immediate employment in the fields of accounting and business. Many of the courses listed below will transfer to a number of four-year colleges and universities. However, students who plan to transfer for a Bachelor's Degree in Accounting, should follow the Business track. These students should also contact the Counseling Department and the four-year college of their choice to obtain a list of course requirements of the transfer institution.

*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.*

## GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

## Business and Continuing Education

<b>Basic Skill Requirements:</b>		<b>Hours</b>	<b>Total hours required for an Associate in Applied Science in Accounting Degree:</b>		<b>61-64</b>																														
ENGL0101	Composition I	3	<div><b>ADMINISTRATIVE OFFICE PROFESSIONALS ASSOCIATE IN APPLIED SCIENCE DEGREE</b> <b>Program Coordinator:</b> Lakshmy Sivaratnam</div> <p>A 2.0 (C) overall grade point average must be achieved in all coursework and a 2.0 (C) or better in all Business core and specialty courses.</p> <p>This two-year program prepares students for an administrative office professional's position. Besides possessing a mastery of office skills, the administrative office professional must know about business organization and policies which are included in the course of study. Enrollees must complete one semester of on-the-job training. Students who have scored 70 or higher on the CPS® and CAP® Exams may receive academic credit hours from KCKCC. Contact the Administrative Office Professionals Coordinator for more information. Any deviation from the program must be approved by the Dean of Business and Continuing Education.</p> <p><i>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.</i></p> <div><b>GENERAL EDUCATION REQUIREMENTS</b>  <b>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions</b></div> <div><table><tr><td colspan="2"><b>HUDV REQUIREMENT</b></td><td><b>Hours</b></td></tr><tr><td>HUDV0100</td><td>Freshman Orientation or</td><td>1</td></tr><tr><td>HUDV0101</td><td>Strategies for Academic Excellence/Lifelong Learning</td><td>2</td></tr><tr><td colspan="2"><b>Total</b></td><td><b>1-2</b></td></tr></table> <table><tr><td colspan="2"><b>Basic Skills Requirements:</b></td><td><b>Hours</b></td></tr><tr><td>ENGL0101</td><td>Composition I</td><td>3</td></tr><tr><td>ENGL0102</td><td>Composition II*</td><td>3</td></tr><tr><td>SPCH0151</td><td>Public Speaking or</td><td></td></tr><tr><td>SPCH0153</td><td>Interpersonal Communication</td><td>3</td></tr><tr><td colspan="2"><b>Total</b></td><td><b>9</b></td></tr></table></div>			<b>HUDV REQUIREMENT</b>		<b>Hours</b>	HUDV0100	Freshman Orientation or	1	HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2	<b>Total</b>		<b>1-2</b>	<b>Basic Skills Requirements:</b>		<b>Hours</b>	ENGL0101	Composition I	3	ENGL0102	Composition II*	3	SPCH0151	Public Speaking or		SPCH0153	Interpersonal Communication	3	<b>Total</b>		<b>9</b>
<b>HUDV REQUIREMENT</b>		<b>Hours</b>																																	
HUDV0100	Freshman Orientation or	1																																	
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2																																	
<b>Total</b>		<b>1-2</b>																																	
<b>Basic Skills Requirements:</b>		<b>Hours</b>																																	
ENGL0101	Composition I	3																																	
ENGL0102	Composition II*	3																																	
SPCH0151	Public Speaking or																																		
SPCH0153	Interpersonal Communication	3																																	
<b>Total</b>		<b>9</b>																																	
ENGL0102	Composition II*	3																																	
SPCH0151	Public Speaking or																																		
SPCH0153	Interpersonal Communication	3																																	
<b>Total</b>		<b>9</b>																																	
<b>Mathematics Requirement:</b>		<b>Hours</b>																																	
BUSN0110	Business Math	3																																	
<b>Total</b>		<b>3</b>																																	
<b>Humanities Requirement (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre or Modern Language):</b>		<b>Hours</b>																																	
Humanities Core Elective		3																																	
<b>Total</b>		<b>3</b>																																	
<b>Social and Behavioral Science Requirement:</b>		<b>Hours</b>																																	
ECON0201	Principles of Macroeconomics or																																		
PSYC0101	Psychology	3																																	
<b>Total</b>		<b>3</b>																																	
<b>Natural and Physical Science Requirement:</b>		<b>Hours</b>																																	
Natural and Physical Science																																			
Core Elective		3-5																																	
<b>Total</b>		<b>3-5</b>																																	
<b>Total General Education Requirements:</b>		<b>22-25</b>																																	
<b>Business Core Requirements:</b>		<b>Hours</b>																																	
BUSN0101	Accounting I	3																																	
BUSN0204	Business Law I*	3																																	
BUSN0210	Introduction to Business	3																																	
BUSN0211	Business Communications*	3																																	
CIST0111	Microcomputer Business Software*	3																																	
<b>Total Business Core Requirements</b>		<b>15</b>																																	
<b>Accounting Specialization Core Requirements:</b>		<b>Hours</b>																																	
BUSN0102	Accounting II*	3																																	
BUSN0105	Personal Finance	3																																	
BUSN0164	Income Tax Procedures	3																																	
BUSN0203	Managerial Accounting*	3																																	
BUSN0205	Intermediate Accounting*	3																																	
BUSN0206	Business Law II*	3																																	
BUSN0209	Computerized Accounting*	3																																	
<b>Total</b>		<b>21</b>																																	
<b>Electives: (3 additional credits)</b>		<b>Hours</b>																																	
BUSN0166	Volunteer Income Tax Assistance (VITA)	2																																	
Tax Preparation and																																			
BUSN0167	Volunteer Income Tax Assistance (VITA)	1																																	
Tax Preparation Internship																																			
BUSN0286	Principles of Management	3																																	
CIST0166	Microcomputer Applications I: (Spreadsheets)	3																																	
<b>Total Electives</b>		<b>3</b>																																	
*See course description for prerequisite.																																			

## Business and Continuing Education

<b>Mathematics Requirements</b>		<b>Hours</b>	<b>BUSINESS ADMINISTRATION ASSOCIATE IN APPLIED SCIENCE DEGREE</b> <b>Program Coordinator:</b> Janet Velazquez  A 2.0 (C) overall grade point average must be achieved in all coursework and a 2.0 (C) or better in all Business core and specialty courses.  This program provides courses to prepare students for immediate employment in many areas of work. Students interested in a transfer program should follow the suggested listing of courses for The Associate in Science in Liberal Arts & Sciences transfer degree and they are required to fulfill all degree requirements of the transfer institution. Deviations must be approved by the Dean of Business and Continuing Education.  <i>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.</i>
BUSN0110	Business Math*	3	
<b>Total</b>		<b>3</b>	
<b>Humanities Requirement (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre or Modern Language):</b>		<b>Hours</b>	
	Humanities Core Elective	3	
<b>Total</b>		<b>3</b>	
<b>Social and Behavioral Science Requirement (from one of the following disciplines: Anthropology, Economics, Geography, Political Science, Psychology or Sociology)</b>		<b>Hours</b>	
ECON0201	Principles of Macroeconomics or		
PSYC0101	Psychology	3	
<b>Total</b>		<b>3</b>	
<b>Natural and Physical Science Requirement:</b>		<b>Hours</b>	<b>GENERAL EDUCATION REQUIREMENTS</b>  <b>College Requirement</b> - All first time degree-seeking students who score <b>75 or above</b> on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score <b>below 75</b> on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions
	Natural and Physical Science		
	Core Elective	3	
<b>Total</b>		<b>3</b>	
<b>Total General Education Requirements</b>		<b>22-23</b>	
<b>Business Core Requirements</b>		<b>Hours</b>	
BUSN0101	Accounting I	3	
BUSN0210	Introduction to Business	3	
BUSN0204	Business Law*	3	
BUSN0211	Business Communications*	3	
CIST0111	Microcomputer Business Software*	3	
<b>Total</b>		<b>15</b>	
<b>Administrative Office Professional Core:</b>		<b>Hours</b>	<b>HUDV REQUIREMENT</b> HUDV0100 Freshman Orientation <b>or</b> 1 HUDV0101 Strategies for Academic Excellence/Lifelong Learning 2 <b>Total</b> <b>1-2</b>  <b>Basic Skills Requirements:</b> ENGL0101 Composition I 3 ENGL0102 Composition II* 3 SPCH0151 Public Speaking <b>or</b> SPCH0153 Interpersonal Communication 3 <b>Total</b> <b>9</b>  <b>Mathematics Requirements:</b> BUSN0110 Business Math* 3 <b>Total</b> <b>3</b>
BUSN0105	Personal Finance	3	
BUSN0108	Human Relations in Business	3	
BUSN0191	Microcomputer Applications I-II: (Advanced Word)	1	
BUSN0209	Computerized Accounting* <b>or</b>		
CIST0166	Microcomputer Applications I: (Spreadsheets)	3	
BUSN0250	Obtaining Employment	1	
BUSN0285	Occupational Internship I*	3	
BUSN0290	Motivational Dynamics <b>or</b>		
BUSN0150	Supervision Techniques	3	
BUSN1151	Basic Keyboarding	1	<b>Total hours required for an Associate in Applied Science in Administrative Office Professional Degree:</b> <b>63-64</b>  *See course description for prerequisite.
BUSN1152	Document Formatting I*/**	1	
BUSN1153	Speedbuilding I */**	1	
BUSN2201	Records Management*/**	1	
BUSN2202	Business English*/**	1	
BUSN2203	Proofreading */**	1	
BUSN2251	Office Simulations*/**	1	
BUSN2252	Business Etiquette*/**	1	
BUSN2253	Customer Service*/**	1	
<b>Total Administrative Office Professional Core</b>		<b>26</b>	

## Business and Continuing Education

<b>Humanities Requirement (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre or Modern Language):</b>		<b>Hours</b>	<b>Total hours required for an Associate in Applied Science in Business Administration Degree:</b>		<b>61-63</b>
Humanities Core Elective		3	<b>MARKETING/MID-MANAGEMENT ASSOCIATE IN APPLIED SCIENCE DEGREE</b> <b>Program Coordinator:</b> Lakshmy Sivaratnam		
<b>Total</b>		<b>3</b>			
<b>Social and Behavioral Science Requirements</b>		<b>Hours</b>	A 2.0 (C) overall grade point average must be achieved in all coursework and a 2.0 (C) or better in all Business core and specialty courses.		
ECON0201	Principles of Macroeconomics or				
PSYC0101	Psychology	3	This program is intended to serve students employed as supervisors or junior executives in various areas of business. Opportunities are provided to combine classroom instruction with planned on-the-job training to enable students to advance toward a career goal.		
<b>Total</b>		<b>3</b>			
<b>Natural and Physical Science Requirement:</b>		<b>Hours</b>	The program is firmly committed to providing opportunity for leadership development, social and civic awareness, and increased understanding of the world of work. Students who enroll in this program may transfer to a four-year college, but they are required to fulfill all degree requirements of the transfer institution.		
Natural and Physical Science Core Elective		3-5			
<b>Total</b>		<b>3-5</b>	<i>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.</i>		
<b>Total General Education Requirements</b>		<b>22-25</b>			
<b>Business Core Requirements:</b>		<b>Hours</b>	<b>GENERAL EDUCATION REQUIREMENTS</b>		
BUSN0101	Accounting I	3			
BUSN0204	Business Law I*	3	<b>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)</b>		
BUSN0210	Introduction to Business	3			
BUSN0211	Business Communications*	3	<b>HUDV REQUIREMENT</b>		
CIST0111	Microcomputer Business Software*	3			
<b>Total Business Core Requirements:</b>		<b>15</b>	Hours		
<b>Business Administration Specialization Core Requirements:</b>		<b>Hours</b>	HUDV0100 Freshman Orientation or 1		
BUSN0102	Accounting II*	3	HUDV0101 Strategies for Academic Excellence/Lifelong Learning 2		
BUSN0104	Small Business Management or		<b>Total 1-2</b>		
BUSN0262	Intro to Entrepreneurship	3	<b>Basic Skill Requirements:</b>		
BUSN0108	Human Relations in Business	3			
BUSN0206	Business Law II *	3	<b>Hours</b>		
BUSN0213	Introduction to Employment Law or				
BUSN0280	Human Resource Management	3	ENGL0101 Composition I 3		
BUSN0286	Principles of Management	3	ENGL0102 Composition II* 3		
<b>Total Business Administration Requirements</b>		<b>18</b>	SPCH0151 Public Speaking or 3		
<b>Electives: (Choose 2)</b>		<b>Hours</b>	SPCH0153 Interpersonal Communication 3		
BUSN0104	Small Business Management	3	<b>Total Basic Skill Requirements 9</b>		
BUSN0214	International Business Cultures	3	<b>Mathematics Requirements:</b>		
BUSN0105	Personal Finance	3			
BUSN0113	Marketing	3	<b>Hours</b>		
BUSN0150	Supervision Techniques	3			
BUSN0166	Volunteer Income Tax Assistance (VITA)	2	BUSN0110 Business Math* 3		
Tax Preparation and			<b>Total 3</b>		
BUSN0167	Volunteer Income Tax Assistance (VITA)	1			
Tax Preparation Internship					
BUSN0203	Managerial Accounting*	3			
BUSN0260	Principles of Advertising	3			
BUSN0262	Intro to Entrepreneurship	3			
BUSN0290	Motivational Dynamics	2			
BUSN0292	Current Topics in Supervision and Management	3			
<b>Total Electives:</b>		<b>5-6</b>			

\*See course description for prerequisite.

## Business and Continuing Education

<b>Humanities Requirement (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre or Modern Language):</b>		<b>Hours</b>	<b>Curriculum Pathway Leading to An Associate in Science in Liberal Arts &amp; Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:</b>
Humanities Core Elective		3	
<b>Total</b>		<b>3</b>	<b>BUSINESS</b> <b>Program Coordinator:</b> Janet Velazquez
<b>Social and Behavioral Science Requirement</b>		<b>Hours</b>	
ECON0201	Principles of Macroeconomics or		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 Counseling Department and the four-year college of their choice to obtain the course requirements of the transfer institution.
PSYC0101	Psychology	3	
<b>Total</b>		<b>3</b>	<i>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.</i>
<b>Natural and Physical Science Requirement:</b>		<b>Hours</b>	
Natural and Physical Science			
Core Elective		3-5	
<b>Total</b>		<b>3-5</b>	<b>GENERAL EDUCATION REQUIREMENTS</b>
<b>Total General Education Requirements</b>		<b>22-25</b>	
<b>Business Core Requirements:</b>		<b>Hours</b>	<b>College Requirement</b> - All first time degree-seeking students who score <b>75 or above</b> on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score <b>below 75</b> on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)
BUSN0101	Accounting I	3	
BUSN0204	Business Law I*	3	<b>HUDV REQUIREMENT</b>
BUSN0210	Introduction to Business	3	
BUSN0211	Business Communications*	3	Hours
CIST0111	Microcomputer Business Software*	3	
<b>Total Business Core Requirements:</b>		<b>15</b>	HUDV0100 Freshman Orientation or
<b>Marketing /Mid-Management Specialization</b>		<b>Hours</b>	HUDV0101 Strategies for Academic Excellence/Lifelong Learning
<b>Core Requirements:</b>			<b>Total</b>
BUSN0108	Human Relations in Business	3	<b>1-2</b>
BUSN0113	Marketing	3	<b>Basic Skill Requirements:</b>
BUSN0150	Supervision Techniques	3	
BUSN0285	Occupational Internship I*	3	ENGL0101 Composition I
BUSN0286	Principles of Management	3	ENGL0102 Composition II*
BUSN0290	Motivational Dynamics	2	SPCH0151 Public Speaking or
<b>Total Marketing Requirements:</b>		<b>17</b>	SPCH0153 Interpersonal Communication
<b>Electives: (6 additional credits)</b>		<b>Hours</b>	<b>Total</b>
BUSN0104	Small Business Management	3	<b>9</b>
BUSN0105	Personal Finance	3	<b>Humanities Requirements (6 credits from 2 different disciplines including Art, History, Literature, Modern Language, Philosophy, Music or Theatre) Hours</b>
BUSN0166	Volunteer Income Tax Assistance (VITA)	2	
Tax Preparation and			Humanities Core Elective
BUSN0167	Volunteer Income Tax Assistance (VITA)	1	Humanities Core Elective
Tax Preparation Internship			<b>Total</b>
BUSN0214	International Business Cultures	3	<b>6</b>
BUSN0260	Principles of Advertising	3	<b>Social and Behavioral Science Requirements (from one of the following disciplines: Anthropology, Economics, Geography, Political Science, Psychology or Sociology)</b>
BUSN0292	Current Topics in Supervision and Management	3	
<b>Total Electives:</b>		<b>6</b>	PSYC0101 Psychology
*See course description for prerequisite.			Social Science Core Elective
<b>Total hours required for an Associate in Applied Science in Marketing/ Mid Management Degree:</b>		<b>60-63</b>	<b>Total</b>
			<b>6</b>



## Business and Continuing Education

### 13-15 hours of Mathematics & the Natural and Physical Sciences Requirements (from at least 2 different disciplines)

MATH0105	College Algebra*	5
NASC	Lab course from the Natural Sciences	4-5
BIOL/CHEM	Lab course from the Physical Sciences	4-5

### Total Natural and Physical Science Requirements

**13-15**

\*See course description for prerequisite.

### Total General Education Requirements

**35-38**

### Business and General Education Requirements:

**Hours**

BUSN0101	Accounting I	3
BUSN0102	Accounting II*	3
BUSN0203	Managerial Accounting*	3
BUSN0204	Business Law I*	3
BUSN0206	Business Law II*	3
CIST0111	Microcomputer Business Software*	3
ECON0201	Principles of Macroeconomics	3
ECON0202	Principles of Microeconomics	3
MATH0115	Statistics* or	
MATH0120	Calculus I (Non-Engineering)*/**	3

### Total Business and General Education Requirements

**27**

\*See course description for prerequisite.

\*\*Mathematics sequence is contingent upon math placement test scores. 3 hours college-level mathematics is required; statistics will be required of transfer students where University curriculum requires it.

### Total for an Associate in Science in Liberal Arts and Sciences in Business Degree:

**62-65**

## TECHNICAL CERTIFICATE

Programs in the Business Administrative Technology cluster are designed to give students a well-rounded preparation for a career in an office by providing the knowledge and skills necessary to adapt to a continuously changing administrative work environment. These programs provide a variety of career options needed to become a valued member of a business office team. In addition to program specific courses, general coursework in all these programs includes instruction in business communications, keyboarding, word processing, database management, spreadsheet management, and accounting.

## ADMINISTRATIVE OFFICE PROFESSIONALS

**Program Coordinator:** VACANT

*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.*

### Certificate Requirements

**Hours**

BUSN1151	Keyboarding	1
BUSN1152	Document Formatting I *	1
BUSN1153	Speedbuilding I *	1
BUSN2201	Records Management *	1
BUSN2202	Business English *	1
BUSN2203	Proof Reading *	1
CIST0111	Microcomputer Business Software *	3
BUSN0100	Introduction to Accounting or	
BUSN0101	Accounting I	3
BUSN2252	Business Etiquette *	1
BUSN2253	Customer Service *	2
BUSN0211	Business Communications *	3
BUSN0250	Obtaining Employment	1
BUSN2251	Office Simulations	3
BUSN0191	Advanced WORD *	2
BUSN0110	Business Math	3
BUSN0108	Human Relations in Business	3
<b>Total</b>		<b>30</b>

### Electives: (Choose one)

**Hours**

BUSN0209	Computerized Accounting *	3
BUSN0285	Occupational Internship *	3
CIST0166	Microcomputer Applications I: Spreadsheets*	3
<b>Total Electives</b>		<b>3</b>

\*See course description for prerequisite.

### Total hours required for an Administrative Office Professionals Certificate:

**33**

## OFFICE ASSISTANT TECHNICAL CERTIFICATE

**Program Coordinator:** VACANT

*Since the transferability of courses will vary depending on the specific four-year institution. It is strongly recommended that, if students intend 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.*

### Certificate Requirements

**Hours**

BUSN1151	Keyboarding	1
BUSN1152	Document Formatting I *	1
BUSN1153	Speedbuilding I *	1
BUSN2201	Records Management *	1
BUSN2202	Business English *	1
BUSN2203	Proof Reading *	1
CIST0111	Microcomputer Business Software *	3
BUSN0100	Introduction to Accounting or	
BUSN0101	Accounting I	3
BUSN2252	Business Etiquette *	1
BUSN2253	Customer Service *	2
BUSN0250	Obtaining Employment	1
	*See course description for prerequisite.	
<b>Total</b>		<b>16</b>

## CONTINUING EDUCATION

### MISSION STATEMENT

Continuing Education is committed to providing programs that serve the diverse needs of a wide-range of learners through business services, career and professional development programs, continuing education, and community education.

### Program Areas

Adult Education Program and GED Testing  
Career Certificate Programs  
Club 45  
Community Education Non-Credit Programs  
Concurrent Enrollment Partnership Program  
Continuing Professional Education  
Workforce Development  
Youth Programs

### THE ADULT EDUCATION PROGRAM

In cooperation with the Kansas Board of Regents, the Adult Education Program is designed to help adults increase knowledge and improve skills essential in today's world in three areas:

1. **Basic Skills (ABE):** Classes enable adults to improve their skills in reading, math, English, science, and social studies. Employability skills, including beginning computer training, are also a part of the basic skills curriculum. These classes are open to all adults who wish to brush up on basic skills whether or not they have completed a high school diploma.
2. **High School Equivalency Preparation (GED):** Classes prepare adults for the General Educational Development (GED) test. GED testing is scheduled monthly at KCKCC. All Kansas residents who wish to take the GED test must pass the official GED practice test before they can sign up for the GED test. The official GED practice test is offered twice a month.
3. **English as a Second Language(ESL):** Classes enable adults with little or no knowledge of English to improve their speaking, listening, reading, and writing skills in English.

Classes are held at KCKCC and two satellite learning centers and are offered at a variety of times to meet the needs of changing schedules.

To participate in the On Track Program, students must be at least 16 years of age, a resident of Kansas, and not attending high school. There is a one-time \$35 fee for classes and materials.

### GED EXAMINATION INFORMATION

The Kansas Board of Regents, under whose auspices the General Educational Development Examination is given, has the following requirements:

1. Persons must be at least 18 years of age.
2. Persons cannot be currently enrolled in high school.
3. Persons cannot hold a high school equivalency certificate or diploma.

4. Persons must be residents of Kansas or have had their last formal school attendance in Kansas.
5. Persons who are 16 or 17 years old may take the GED test if they have officially withdrawn from high school, have had an exit interview, and have a signed disclaimer and exemption form.

For specific information on classes and testing, contact Jackie Batliner at 288-7661.

### CAREER CERTIFICATE PROGRAMS

**Career Certificate programs** are defined as short-term courses designed to prepare individuals to work in various employment fields or to receive a certification needed for licensing. Certificate programs currently offered include: Activity Director, Social Service Designee, Pre- and Post-Real Estate Licensure, Medical Coding, Pharmacy Technician, Diagnostic Ultrasound, Phlebotomy Technician, Appraisal Pre-Licensure, Home Inspection, EKG Technician and various online certificate offerings through Gatlin Education Services.

### CLUB 45

Club 45 is designed to provide citizens of Wyandotte and Leavenworth counties age 45 and older with a bi-monthly newsletter describing a variety of free and low-cost activities consisting of cultural events, special trips, informational seminars and academic and leisure classes. Contact (913) 288-7660 for membership information.

### COMMUNITY EDUCATION NON-CREDIT PROGRAMS

**Community Education** classes and workshops are designed for individuals who have special interests and want to participate in a learning activity without the pressure of grades. Options include programs in the areas of driver safety (vehicle & motorcycle), wellness, hobbies, music, business, finance, and personal growth.

These programs are open to adults regardless of their educational backgrounds. The only entrance requirement is the payment of fees and being at least 17 years of age, except for "youth" classes. Individuals are encouraged to make requests or offer suggestions for program ideas to the Office of Continuing Education and Community Services.

### CONCURRENT ENROLLMENT PARTNERSHIP PROGRAM

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

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

## Business and Continuing Education

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 commonly is known as concurrent enrollment of high school students in eligible postsecondary institutions. Different types of enrollment can be included under the statute.

**Kansas City Kansas Community College Defines Concurrent Enrollment as:** Classes taught at a high school at which approved high school teachers teach classes for college credit during the normal school day. (KBOR 8b 1i)

**Kansas City Kansas Community College Defines Dual Enrollment as:**

- 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 classes for college credit to high school students. (KBOR 8b 1 vii)

### Admissions Guidelines

- High school sophomores, juniors, and seniors are eligible for the concurrent and/or dual enrollment program.
- High school students should first consult with guidance counselors to determine eligibility to enroll in courses at Kansas City Kansas Community College while attending high school.
- Each qualifying student will obtain written permission from the principal to enroll at KCKCC by completing a Concurrent Enrollment/Acceptance Form.
- In order to enroll, each student will complete an application for admission and be admitted to KCKCC.
- Students must take the entire placement test. The placement test is available in the Academic Resource Center, the Leavenworth Center, and at some high schools.
- Students must pay tuition before the semester begins. Tuition for year-long classes will be paid in the fall semester.
- As mandated by the state, students may earn no more than 24 total concurrent enrollment college credit hours. In addition, KCKCC mandates that no students may earn more than 30 KCKCC based credit hours total, prior to graduation from high school (e.g., a student may enroll in 24 credit hours through concurrent enrollment and also enroll in up to 6 more credit hours through dual enrollment, and / or through typical credit—either face-to-face or online). The college also strongly recommends that high school students should be limited to a credit load of no more than 12 credit hours per semester.

In addition, KCKCC must also adhere to guidelines established by the Kansas Board of Regents which may not be listed in this catalog.

Call (913) 288-7664 for information regarding on-campus testing. For more information on the Concurrent Enrollment Partnership Program, contact Mary Kobe-Peterson at 913-288-7324 or by e-mail at [mkobe@kckcc.edu](mailto:mkobe@kckcc.edu).

## CONTINUING PROFESSIONAL EDUCATION

Continuing education has become a way of life for many professionals who are required to stay current, earn new designations, or maintain licensing in their profession. Continuing Professional Education is committed to providing programs that meet the educational needs and interests of the professional community.

The Continuing Education Unit (CEU) is designed to meet the requirements of recording, accumulating, and exchanging standardized information about individual participation and learning achievement in continuing education experiences. One CEU is awarded for each 10 contact hours of instruction in a specified continuing education program or activity. The number of contact hours of instruction and appropriate CEU to be awarded is determined prior to conducting a learning experience and only after the purpose and intended learning outcomes, requirements for satisfactory completion, content and content level, format, instructional methodology, instructional staff, and time schedule have been established. CEU records are generated, retained permanently, and are transmitted on a basis similar to the academic transcripts offered by post-secondary education institutions.

Currently KCKCC is offering continuing education workshops to the following professions: real estate, real estate appraisal, law enforcement, occupational therapists, physical therapists, and child care. For additional information, contact (913) 288-7660.

## WORKFORCE DEVELOPMENT

The College's Workforce Development team actively supports workforce development by providing excellent training and education to support the employed, underemployed, and unemployed. We partner with employers to help them meet their employment needs and provide consulting services and resources to residents and businesses in our service area. Kansas City Kansas Community College offers high quality training that is designed, administered and delivered by private consultants and College professionals. Flexible training options include customized training, workshops, seminars, and credit class formats that can be held at the worksite, at a KCKCC campus, or at another appropriate location.

Aside from training and education, KCKCC provides professional services to the business community, such as translation of business documents, and connects companies with state and federal workforce development and training resources, such as the Kansas Small Business Development Center.

## Business and Continuing Education

For more information, contact the Workforce Development Department at (913) 288-7659, or visit [www.kckcc.edu/academicDivisions/business/workforceDevelopment](http://www.kckcc.edu/academicDivisions/business/workforceDevelopment).

### YOUTH PROGRAMS

The National Youth Sports Program (N.Y.S.P.) is a five-week summer program open to youths ages 10-16. The program is supported by the college along with several community partners including Kansas City, Kansas Unified Government Parks & Recreation, the American Red Cross, and KCK USD 500 Kids Zone. Participants now pay a nominal fee for the camp.

The program offers youth an opportunity to participate in various competitive and leisure sports activities and career and educational activities. A nucleus of trained professionals, along with student athletes and College support staff, provide instruction. Each youth receives two USDA approved meals each day, athletic equipment to use during the program, and T-shirts,.

The program helps them to improve physical fitness, acquire good health practices, become better citizens, and increase their familiarity with career and educational opportunities by interacting with their peers and with personnel and through the use of facilities and equipment in an institution of higher education.

Additional youth programming is offered each semester and is listed in the Continuing Education schedule.

# Division of Humanities and Fine Arts

**Division Dean:** Dr. Cherilee Walker, cwalker@kckcc.edu

## Faculty and Staff and E-Mail Address:

Besgrove, Tom	tbesgrove@kckcc.edu
Black, Dr. Don	donblack@kckcc.edu
Brandt, John	jbrandt@kckcc.edu
Choate, Annette	achoate@kckcc.edu
Corbett, Dr. Ian	corbetti@kckcc.edu
Dreher, Ruth	rdreher@kckcc.edu
Elliott, Darren	delliott@kckcc.edu
Haas, Tasha	thaas@kckcc.edu
Hadley, Adam	ahadley@kckcc.edu
Hawk, Polly	phawk@kckcc.edu
Krajewski, James I.	krajewski@kckcc.edu
Leader, Dr. Charles	cleader@kckcc.edu
Mair, Jame	jmair@kckcc.edu
Olson-Nunez, Awilda	aolson@kckcc.edu
Pettengell, Dr. Michael	chet@kckcc.edu
Pope, Jerry	jpope@kckcc.edu
Singer, Sonia (Sonny)	ssinger@kckcc.edu
Smit, Elsje	esmit@kckcc.edu
Stafford, John	jstafford@kckcc.edu
Thompson, Erionne	ethompson@kckcc.edu
Ventello, Dr. Gregg	gventello@kckcc.edu
Weis, Thomas E.	tweis@kckcc.edu
Whitehead, Dr. Bryan	bryanw@kckcc.edu

## MISSION AND PURPOSE

The Division of Humanities and Fine Arts is committed to providing opportunities for student learning in art, English, English for Speakers of Other Languages, foreign languages, journalism, music, reading, speech, and theatre. To that end, we constantly evaluate our effectiveness in meeting student needs by conducting classroom evaluations of instruction, participating in student learning assessments, and by offering classes that reflect the college's mission statement.

We offer general education, transfer, skill development, and life enriching courses. We encourage multicultural and international components throughout our curriculum.

## HUMANITIES AND FINE ARTS PROGRAMS

### ASSOCIATE IN APPLIED SCIENCE

Digital Imaging Design  
Audio Engineering

### TRANSFER DEGREES: ASSOCIATE IN ARTS

**Curriculum pathway leading to an Associate in Arts in Liberal Arts & Sciences for students transferring into the following 4-year programs:**

Journalism  
Music  
Theatre  
Visual Arts

## TRANSFER DEGREES:

### ASSOCIATE IN GENERAL STUDIES

**Curriculum pathway leading to an Associate in General Studies in Liberal Arts & Sciences for students transferring into the following 4-year programs:**

Journalism  
Music Technology  
Theatre Technology  
Visual Arts

## DIGITAL IMAGING DESIGN

### ASSOCIATE IN APPLIED SCIENCE

**Coordinator:** Tom Besgrove

**Email Address:** tbesgrove@kckcc.edu

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.

## GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

\*See course description for prerequisite.

Mathematics Requirement:		Hours
MATH0104	Intermediate College Algebra or higher	3
<b>Total</b>		<b>3</b>

Humanities Requirements		Hours
FNAR0101	Art Appreciation	3
<b>Total</b>		<b>3</b>



## Humanities and Fine Arts

<b>Social and Behavioral Science Requirement</b>		<b>Hours</b>
PSYC0101	Psychology	3
<b>Total</b>		<b>3</b>

<b>Natural and Physical Science Requirement:</b>		<b>Hours</b>
NASC0101	Introduction to Physical Science	3
<b>Total</b>		<b>3</b>

**Total General Education Requirements** **21**

\*See course description for prerequisite.

<b>Technical Requirements:</b>		<b>Hours</b>
FNAR0111	Drawing I	3
DIGI0115	Beginning Photoshop	3
DIGI0116	Intermediate Photoshop*	3
DIGI0117	Advanced Photoshop*	3
DIGI0131	Two Dimensional Design I	3
DIGI0174	Beginning Illustrator	3
DIGI0175	Advanced Illustrator*	3
DIGI0176	Graphic Design: Multimedia and Web I	3
DIGI0177	Graphic Design: Multimedia and Web II*	3
DIGI0178	Graphic Design: Print Media I	3
DIGI0179	Graphic Design: Print Media II*	3
DIGI0180	Publication Design	3
DIGI0191	Internship: Digital Graphics*	3
DIGI0192	Career Preparation: Digital Graphic Design*	3
<b>Total</b>		<b>42</b>

\*See course description for prerequisite.

**Total credit hours required for an Associate in Applied Science in Digital Imaging Design Degree: 64-65**

### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

**Coordinator:** VACANT

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.

Beginning, Intermediate, and Advanced ESOL levels are determined by scores on the ESOL Accuplacer test. The office of the ESOL coordinator is located in the Science Building, Room #3415. Call 913-288-7625 or the Humanities and Fine Arts Division Administrative Assistant at 913-288-7134 for additional information.

### FOREIGN LANGUAGE REQUIREMENTS AND OPTIONS

**Coordinator:** Awilda Olson

**Email Address:** aolson@kckcc.edu

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

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

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

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

### Curriculum Pathway Leading to An Associate in Arts in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:

#### JOURNALISM

**Coordinator:** Dr. Bryan Whitehead

**Email Address:** bryanw@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 talent grants are available to qualified students. Individuals with experience in journalism should apply directly to the coordinator at 913-288-7237.

*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,*

## Humanities and Fine Arts

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.

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirement:		Hours
MATH0105	College Algebra or higher	3
<b>Total</b>		<b>3</b>

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

Humanities Requirements		Hours
(9 credit hours from at least 2 different disciplines: Art, History, Literature, Music##, Philosophy, and Theatre##)		
JOUR0175	Introduction to Mass Communication	3
	Humanities Core Elective	3
	Humanities Core Elective	3
<b>Total</b>		<b>9</b>

##Performance courses are excluded.

Social and Behavioral Science Requirements		Hours
(6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)		
	Social Science Core Elective	3
	Social Science Core Elective	3
<b>Total</b>		<b>6</b>

5 hours of Natural and Physical Science		Hours
(lecture with lab; 4-5 credit hours from Biology, Chemistry, and Physical Science)		
	Natural and Physical Science	
	Core Elective	4-5
<b>Total</b>		<b>4-5</b>

Modern Language		Hours
LANG	Foreign Language Core Elective	5
<b>Total</b>		<b>5</b>

**Total General Education Requirements** **37-41**

\*See course description for prerequisite.

Technical Requirements (21-22 additional credits):		Hours
JOUR0176	Reporting	3
JOUR0277	Production Processes I	2
JOUR0278	Production Processes II	2
	Elective (additional credit hours as necessary to equal a 60-hour degree)	
<b>Total</b>		<b>12-16</b>

**Total hours required for an Associate in Arts in Liberal Arts and Sciences in Journalism Degree: 60**

### Curriculum Pathway Leading to An Associate in General Studies in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:

**Coordinator:** Dr. Bryan Whitehead

**Email Address:** bryanw@ckcc.edu

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.

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

\*See course description for prerequisite.

Mathematics Requirement:		Hours
MATH0104	Intermediate Algebra or higher	3
<b>Total</b>		<b>3</b>

## Humanities and Fine Arts

<b>Humanities Requirements (from one of the following disciplines: Art, History, Literature, Music#, Philosophy#, Theatre# and Modern Language):</b>		<b>Hours</b>	program faculty consists of active professionals in the recording and sound reinforcement industry.
Humanities Core Elective		3-5	
<b>Total</b>		<b>3-5</b>	
#Performance courses are excluded.			
<b>Social and Behavioral Science Requirements (from one of the following disciplines: Anthropology, Economics, Geography, Political Science, Psychology and Sociology):</b>		<b>Hours</b>	Students frequently transfer to 4-year degree programs in related fields, and we have transfer and articulation agreements in place with several universities. Our students are employed both locally and nationally at live music venues, churches, and recording studios; with music retailers; at television and radio stations; telecommunications companies; and music business and administration companies. They have also created entrepreneurial companies that address the needs of niche markets in the audio industry.
Social Science Core Elective		3	
<b>Total</b>		<b>3</b>	
<b>Natural and Physical Science:</b>		<b>Hours</b>	<i>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.</i>
Natural & Physical Science			
Core Elective		3	
<b>Total</b>		<b>3</b>	
<b>Total General Education requirements</b>		<b>22-27</b>	
*See course description for prerequisite.			
<b>Technical Requirements: (37-38 additional credits)</b>		<b>Hours</b>	
JOUR0175	Introduction to Mass Communication	3	
JOUR0176	Reporting	3	
JOUR0277	Production Processes I	2	
JOUR0278	Production Processes II	2	
(27-28 additional credits)			
Elective (additional credit hours as necessary to equal a 60-hour degree)			
<b>Total</b>		<b>23-29</b>	
<b>Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Journalism Degree:</b>		<b>60</b>	
<b>Curriculum Pathway Leading to An Associate in General Studies in Liberal Arts &amp; Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:</b>			
<b>MUSIC WITH AN EMPHASIS IN MUSIC TECHNOLOGY</b>			
<b>Coordinator:</b> Ian Corbett			
<b>Email Address:</b> corbetti@kckcc.edu			
In addition to the traditional four-semester sequence of music theory, performing ensembles, and applied (private) lessons, the Music Technology degree is designed specifically to enhance the technological skills of music students. Academic courses and "hands on" experiences provide an introduction to the use of computers in musical and multimedia production, including web design, digital video editing, and audio recording.			
The Music Technology and Audio Engineering facilities at KCKCC include three state-of-the-art recording/mixing studios, a computer/MIDI lab, and an impressive live sound reinforcement system. Our facilities are open on evenings and weekends to allow students to work on school projects. The			
			<b>GENERAL EDUCATION REQUIREMENTS</b>
			<b>College Requirement</b> - All first time degree-seeking students who score <b>75 or above</b> on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score <b>below 75</b> on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).
<b>HUDV REQUIREMENT</b>		<b>Hours</b>	
HUDV0100	Freshman Orientation <b>or</b>	1	
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2	
<b>Total</b>		<b>1-2</b>	
<b>Basic Skill Requirements:</b>		<b>Hours</b>	
ENGL0101	Composition I	3	
ENGL0102	Composition II*	3	
SPCH0151	Public Speaking <b>or</b>		
SPCH0153	Interpersonal Communication	3	
<b>Total</b>		<b>9</b>	
<b>Mathematics Requirement:</b>		<b>Hours</b>	
MATH0105	College Algebra or higher*	3-5	
<b>Total</b>		<b>3-5</b>	
<b>Humanities Requirements (from one of the following disciplines: Art, History, Literature, Music#, Philosophy, Theatre# and Modern Language):</b>		<b>Hours</b>	
MUSC0101	Music Appreciation	3	
<b>Total</b>		<b>3</b>	
# Performance courses are excluded			
<b>Social and Behavioral Science Requirements:</b>		<b>Hours</b>	
PSYC0101	Psychology <b>or</b>		
SOSC0107	Sociology	3	
<b>Total</b>		<b>3</b>	

## Humanities and Fine Arts

<b>Natural and Physical Science:</b>		<b>Hours</b>	<b>GENERAL EDUCATION REQUIREMENTS</b>		
NASC0130	Introduction to Physics	3	<b>College Requirement</b> - All first time degree-seeking students who score <b>75 or above</b> on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score <b>below 75</b> on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).		
<b>Total</b>		<b>3</b>			
<b>Total General Education Requirements:</b>		<b>22-25</b>			
*See course description for prerequisite.					
<b>Technical Requirements:</b>		<b>Hours</b>	<b>HUDV REQUIREMENT</b>		
MUSC0111	Music Theory I	4	HUDV0100	Freshman Orientation <b>or</b>	<b>Hours</b> 1
MUSC0112	Music Theory II*	4	HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
MUSC0213	Music Theory III*	4	<b>Total</b>		<b>1-2</b>
MUSC0214	Music Theory IV*	4			
	Performance Ensembles (4 semesters)	4	<b>Basic Skill Requirements</b>		<b>Hours</b>
	Applied Lessons (4 semesters)		ENGL0101	Composition I	3
	Piano Class/Applied Piano		ENGL0102	Composition II*	3
	(2 semesters) <b>or</b>		SPCH0151	Public Speaking <b>or</b>	
AUDI0110	Music Technology	3	SPCH0153	Interpersonal Communication	3
AUDI0210	Music Technology 2	3	<b>Total</b>		<b>9</b>
AUDI0230	Multimedia Production	3			
AUDI0240	Sound Editing and Synthesis*	3	<b>Mathematics Requirements:</b>		<b>Hours</b>
AUDI0250	Audio Recording 1	3	MATH0105	College Algebra or higher*	3-5
<b>Total</b>		<b>39</b>	<b>Total</b>		<b>3-5</b>
*See course description for prerequisite.					
<b>Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Music Technology Degree:</b>		<b>61-64</b>	<b>Humanities Requirements (9 credit hours from at least 3 disciplines including: History, Literature, Philosophy, or Theatre#)</b>		<b>Hours</b>
			Humanities Core Electives		9
			<b>Total</b>		<b>9</b>
			#Performance courses are excluded.		
<b>Curriculum Pathway Leading to An Associate in Arts in Liberal Arts &amp; Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:</b>			<b>Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines including: Sociology, Psychology, Geography, Anthropology, Political Science, &amp; Economics)</b>		<b>Hours</b>
			Social Science Core Electives		6
			<b>Total</b>		<b>6</b>
			<b>4-5 hours of Natural and Physical Science courses (lecture with lab; 4-5 credit hours from one of the following disciplines; Biology, Chemistry, or Physical Science)</b>		<b>Hours</b>
			Core Elective		4-5
			<b>Total</b>		<b>4-5</b>
			<b>Foreign Language Requirement</b>		<b>Hours</b>
			Foreign Language Core Elective		5
			<b>Total</b>		<b>5</b>
			<b>Total General Education Requirements</b>		<b>37-41</b>
			*See course description for prerequisite.		
			<b>Technical Requirements (26 additional credits)</b>		<b>Hours</b>
MUSC0111	Music Theory I	4			
MUSC0112	Music Theory II*	4			
MUSC0213	Music Theory III*	4			
MUSC0214	Music Theory IV*	4			

## Humanities and Fine Arts

Performance Ensembles – 4 semesters	4
Applied Lessons – 4 semesters	4
Piano class – 2 semesters	2
<b>Total</b>	<b>26</b>

\*See course description for prerequisite.

**Total hours required for an Associate in Arts in Liberal Arts and Sciences in Music Degree: 64-65**

### AUDIO ENGINEERING ASSOCIATE IN APPLIED SCIENCE DEGREE

**Coordinator:** Dr. Ian Corbett

**E-mail Address:** corbetti@kckcc.edu

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

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

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

*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.*

#### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirement:		Hours
MATH0105	College Algebra or higher	3-5
<b>Total</b>		<b>3-5</b>

Humanities Requirements:		Hours
MUSC0101	Music Appreciation	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements		Hours
PSYC0101	Psychology <b>or</b>	
SOSC0107	Sociology	3
<b>Total</b>		<b>3</b>

Natural and Physical Science:		Hours
NASC0130	Introductory Physics*	3
<b>Total</b>		<b>3</b>

**Total General Education Requirements: 22-25**

\*See course description for prerequisite.

Technical Requirements:		Hours
AUDIO101	Audio Engineering Music Skills	4
AUDIO103	Audio Engineering Keyboard Skills	1
AUDIO108	Electronic Circuit Fundamentals	3
AUDIO110	Music Technology 1	3
AUDIO115	Circuit Analysis I	3
AUDIO130	Music Business	3
AUDIO150	Live Sound Reinforcement 1	1
AUDIO151	Live Sound Reinforcement 2	1
AUDIO170	Lighting and Staging	3
AUDIO210	Music Technology 2 <b>or</b>	
AUDIO230	Multimedia Production	3
AUDIO240	Sound Editing and Synthesis <b>or</b>	
AUDIO250	Audio and Recording 1	3
AUDIO255	Audio Engineering Critical Listening	1
AUDIO258	Applied Audio for Media	3
AUDIO260	Audio Recording 2	3
AUDIO270	Audio Recording 3	3
AUDIO280	Audio Recording Portfolio 1	1
AUDIO281	Audio Recording Portfolio 2	1
*See course description for prerequisite.		
<b>Total</b>		<b>40</b>

**Total hours required for an Associate in Applied Science in Audio Engineering Degree: 62-65**



## Humanities and Fine Arts

### Curriculum Pathway Leading to An Associate in Arts in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:

#### THEATRE

**Coordinator:** Dr. Charles Leader

**E-mail Address:** cleader@kckcc.edu

The theatre fundamentals program helps students with a general interest in theatre to interact with people working world in the theatrical worked. 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 Regent universities as a block.

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

*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.*

#### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT	Hours
HUDV0100 Freshman Orientation or	1
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>	<b>1-2</b>

Basic Skill Requirements	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II*	3
SPCH0151 Public Speaking or	
SPCH0153 Interpersonal Communication	3
<b>Total</b>	<b>9</b>

\*See course description for prerequisite.

Mathematics Requirement	Hours
MATH0105 College Algebra or higher	3-5
<b>Total</b>	<b>3-5</b>

Humanities Requirements (from one of the following disciplines: Art, History, Music#, Literature, Philosophy, and Theatre# ):	Hours
THTR0101 Theatre Appreciation	3
ENGL0212 Drama as Literature: Early to Modern	3
Humanities Core Elective	3
<b>Total</b>	<b>9</b>

#Performance courses are excluded

Social and Behavioral Science Requirements:	Hours
PSYC0101 Psychology	3
SOSC0107 Sociology	3
<b>Total</b>	<b>6</b>

Natural and Physical Science Requirement (lecture with lab)	Hours
NASC0103 General Physical Science	5
<b>Total</b>	<b>5</b>

Modern Language Requirement:	Hours
LANG Foreign Language Core Elective	5
<b>Total</b>	<b>5</b>

**Total General Education Requirements** **38-41**

\*See course description for prerequisite

Technical Requirements	Hours
THTR0105 Introduction to Acting	3
THTR0115 Acting I	3
SPCH0222/ THTR Voice and Diction	3
THTR0130 Stage Movement I	3
THTR0150 Stagecraft	3
THTR0170 Stage Makeup	2
THTR0175 Acting Practicum	1
THTR0215 Acting II	3
THTR0216 Acting III	3
<b>Total</b>	<b>24</b>

\*See course description for prerequisite.

**Total hours required for an Associate in Arts in Liberal Arts and Sciences in Theatre Degree: 62-63**

### Curriculum Pathway Leading to An Associate in General Studies in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:

#### THEATRE TECHNOLOGY

**Coordinator:** Dr. Charles Leader

**E-mail Address:** cleader@kckcc.edu

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

## Humanities and Fine Arts

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

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II *	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

\*See course description for prerequisite.

Mathematics Requirements:		Hours
MATH0105	College Algebra or higher	3-5
<b>Total</b>		<b>3-5</b>

Humanities Requirements		Hours
THTR0101	Theatre Appreciation	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements:		Hours
PSYC0101	Psychology	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirement (lecture with lab)		Hours
NASC0103	General Physical Science	5
<b>Total</b>		<b>5</b>

\*See course description for prerequisites.

**Total General Education Requirements:** **24-27**

Technical Requirements:		Hours
ENGL0212	Drama as Literature: Early to Modern	3
FNAR0111	Drawing I	3
AUDI0150	Live Sound Reinforcement 1	1

AUDI0151	Live Sound Reinforcement 2	1
THTR0105	Introduction to Acting	3
THTR0150	Stagecraft	3
THTR0151	Technical Theatre Practicum	1
THTR0160	Stage Lighting I	3
THTR0170	Stage Makeup	2
THTR0180	Stage Management	3
THTR0220	Costume Production	3
THTR0255	Stagecraft II	3
THTR0260	Stage Lighting II	3
THTR0265	Scene Painting	3
Elective (additional credit hours as necessary to equal a 60-hour degree)		
<b>Total</b>		<b>35</b>

**Total Hours Required for an Associate in General Studies in Liberal Arts and Sciences in Theatre Technology Degree:** **60-62**

### Curriculum Pathway Leading to An Associate in Arts in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:

## FINE ARTS

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

*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.*

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

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

## Humanities and Fine Arts

<b>Basic Skill Requirements</b>		<b>Hours</b>	DIGI0174 Beginning Illustrator	
ENGL0101	Composition I	3	DIGI0175 Advanced Illustrator*	
ENGL0102	Composition II*	3	<b>Total</b>	<b>6</b>
SPCH0151	Public Speaking or		*See course description for prerequisite.	
SPCH0153	Interpersonal Communication	3		
<b>Total</b>		<b>9</b>	<b>Total hours required for an Associate in Arts in Liberal Arts and Sciences in Fine Arts Degree:</b>	<b>62-63</b>
<b>Mathematics Requirement</b>		<b>Hours</b>	<b>Curriculum Pathway Leading to An Associate in General Studies in Liberal Arts &amp; Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:</b>	
MATH0105	College Algebra or higher	3-5	<i>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.</i>	
<b>Total</b>		<b>3-5</b>		
<b>Humanities Requirements</b>		<b>Hours</b>		
<b>(from one of the following disciplines: Art, History, Music#, Literature, Philosophy, and Theatre):</b>				
FNAR0102	Art History I	3		
	Humanities Core Electives	3	<b>GENERAL EDUCATION REQUIREMENTS</b>	
	Humanities Core Electives	3		
<b>Total</b>		<b>9</b>		
#Performance courses are excluded.				
<b>Social and Behavioral Science Requirements:</b>		<b>Hours</b>	<b>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).</b>	
PSYC0101	Psychology	3		
SOSC0107	Sociology	3		
<b>Total</b>		<b>6</b>		
<b>Natural and Physical Science Requirement</b>		<b>Hours</b>		
<b>(lecture with lab; 4-5 credit hours from Biology, Chemistry, and Physical Science)</b>			<b>HUDV REQUIREMENT</b>	
	Natural & Physical Science			
	Core Elective	4-5		
<b>Total</b>		<b>4-5</b>		
<b>Foreign Language Requirement</b>		<b>Hours</b>		
LANG	Foreign Language Core Elective	5	HUDV0100 Freshman Orientation or HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	1 2
<b>Total</b>		<b>5</b>	<b>Total</b>	<b>1-2</b>
<b>Total General Education Hours:</b>		<b>37-41</b>	<b>Basic Skill Requirements:</b>	
*See course description for prerequisite.				
<b>Technical Requirements</b>		<b>Hours</b>		
FNAR0103	Art History II	3		
FNAR0111	Drawing I	3		
FNAR0121	Painting I	3	<b>Humanities Requirements:</b>	
DIGI0131	Two-Dimensional Design I	3		
FNAR0151	Sculpture I	3		
FNAR0161	Ceramics I	3		
<b>Total</b>		<b>18</b>		
<b>Select any two Art Classes from Below</b>		<b>6</b>	<b>Social and Behavioral Science Requirements</b>	
FNAR0112	Drawing II*			
FNAR0113	Drawing III*			
DIGI0115	Beginning Photoshop			
DIGI0116	Intermediate Photoshop*			
FNAR0122	Painting II*		<b>Mathematics Requirement</b>	
FNAR0123	Painting III*			
FNAR0132	Two Dimensional Design II*			
FNAR0152	Sculpture II			
FNAR0153	Sculpture III			
FNAR0162	Ceramics II*		MATH0104	Intermediate College Algebra or higher 3
FNAR0163	Ceramics III*		<b>Total</b>	<b>3</b>

## Humanities and Fine Arts

<b>Natural and Physical Science</b> <b>(from one of the following disciplines)</b>	<b>Hours</b>
Natural & Physical Science	3
Core Elective	
<b>Total</b>	<b>3</b>

**Total General Education requirement** **22-23**

\*See course description for prerequisite.

<b>Technical Requirements (21 additional credits)</b>	<b>Hours</b>
FNAR0103 Art History II	3
FNAR0111 Drawing I	3
FNAR0121 Painting I	3
DIGI0131 Two-Dimensional Design I	3
FNAR0140 Intro to Photography	3
FNAR0151 Sculpture I	3
FNAR0161 Ceramics I	3
<b>Total</b>	<b>21</b>

**Choose six of the courses listed below:**  
**(18 additional credits)**

FNAR0112 Drawing II*	3
FNAR0113 Drawing III*	3
DIGI0115 Beginning Photoshop	3
DIGI0116 Intermediate Photoshop*	3
DIGI0117 Advanced Photoshop*	3
FNAR0122 Painting II*	3
FNAR0123 Painting III*	3
FNAR0132 Two Dimensional Design II*	3
FNAR0152 Sculpture II	3
FNAR0153 Sculpture III	3
DIGI0174 Beginning Illustrator	3
DIGI0175 Advanced Illustrator*	3
DIGI0176 Graphic Design: Multimedia and Web I	3
DIGI0177 Graphic Design: Multimedia and Web II*	3
DIGI0178 Graphic Design: Print Media I	3
DIGI0179 Graphic Design: Print Media II*	3
DIGI0180 Publication Design	3
<b>Total</b>	<b>18</b>

**Total hours required for an Associate in General  
Studies in Liberal Arts and Sciences in  
Fine Arts Degree:** **61-62**

\*Check course description for prerequisite

# Division of Mathematics, Science and Computer Technology

**Division Dean:** Dr. Ed Kremer, ekremer@kckcc.edu

## **Faculty and Staff and E-Mail Addresses:**

Alpakin, Enis,	alpakin@kckcc.edu
Bach, Michele,	mbach@kckcc.edu
Ballentine, Dr. Michael	mballentine@kckcc.edu
Budhram, Dr. Ronald	rbudhram@kckcc.edu
Cuppy, Philip	cuppy@kckcc.edu
Daniels, Dr. Doris	ddaniels@kckcc.edu
Darby, Paige	pdarby@kckcc.edu
Denton, Peggy	pdenton@kckcc.edu
Gammon, Richard	rgammon@kckcc.edu
Gault, Roy	gault@kckcc.edu
Gordon, Dr. Todd	gordo@kckcc.edu
Green, Lorraine	lharris@kckcc.edu
Hathaway, Margret	margret@kckcc.edu
Howard, Sonia	sonia@kckcc.edu
Kaskow, Elizabeth	ekaskow@kckcc.edu
Link, Charyl	clink@kckcc.edu
Lyle, James	jlyle@kckcc.edu
Martin, Wayne	wmartin@kckcc.edu
May, Ernest	emay@kckcc.edu
McGuirt, Rebecca	rmcguirt@kckcc.edu
Renfro, Tom	trenfro@kckcc.edu
Smith, Dr. Curtis	csmith@kckcc.edu
Taylor, Deborah	dtaylor@kckcc.edu
Thapa, Dr. Chandra	cthapa@kckcc.edu
Thomas, Dr. Nancy	nthomas@kckcc.edu
Townsend, Tanya	ttownsend@kckcc.edu
Tung, Dr. Chan	ctung@kckcc.edu
VanCleave, Dr. Janet	vancleave@kckcc.edu
Wyatt, William	bwyatt@kckcc.edu

## **Coordinators**

**Biological/Physical Science/Chemistry:** Curtis Smith

**Forensic Science:** VACANT

**Computer Engineering Technology:** VACANT

**Mathematics:** Michele Bach

## **MISSION**

The Academic Division of Mathematics, Science, and Computer Technology is committed to excellence in all of its science based education 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.

## **PURPOSE**

The Academic Division seeks to fulfill its mission by providing:

- Mathematics, science, and computer technology courses that prepare students for transfer to universities and four-year colleges Programs that provide 2 + 2 articulation agreements with several Kansas and Missouri universities and colleges
- Curriculum pathways in science that offer students exceptional flexibility in a vast array of career options

- A well-designed developmental math program that provides students with a strong foundation for success in advanced level mathematics courses
- Science laboratory classes that offer hands on practical experiences helping students develop competence in usage of the latest materials and methods in numerous fields of study
- Faculty who enable students to learn practical knowledge, literacy, and hands on application of knowledge
- Students the fundamentals of qualitative and quantitative analysis in order to better understand how technical knowledge is created
- A student centered educational environment
- Continuously updated academic programs that reflect the changing needs of society, the community, and new career opportunities
- The 21st Century Learning Outcomes in all courses

## **ASSOCIATE IN APPLIED SCIENCE**

Computer Information Systems and Technology  
(Web Emphasis)

Computer Information Systems and Technology  
(Computer Software Technology/Technician)

Computer Information Systems and Technology  
(Computer Systems Networking/Telecommunication)

Drafting (CAD)

Fire Science/Fire-Fighting

Hazardous Materials

## **TRANSFER DEGREES - ASSOCIATE IN ARTS IN LIBERAL ARTS AND SCIENCES**

**Curriculum pathway leading to an Associate in Arts in Liberal Arts & Sciences for students transferring into the following 4-year programs:**  
Forensic Chemistry

## **TRANSFER DEGREES - ASSOCIATE IN SCIENCE IN LIBERAL ARTS AND SCIENCES**

**Curriculum pathway leading to an Associate in Science in Liberal Arts & Sciences for students transferring into the following 4-year programs:**

Biology

Chemistry

Computer Information Systems and Technology

Environmental Studies

Forensic Chemistry

Physics/Physical Science

Pre-Agriculture

Pre-Chiropractic

Pre-Dental

Pre-Engineering

Pre-Medical/Pre-Optometry

Pre-Medical Technology



## Mathematics, Science and Computer Technology

Pre-Nutrition  
Pre-Pharmacy  
Pre-Veterinary

### ASSOCIATE IN GENERAL STUDIES IN LIBERAL ARTS AND SCIENCES

**Curriculum pathway leading to an Associate in General Studies in Liberal Arts & Sciences**

Biology  
Chemistry  
Computer Engineering Technology  
Environmental Studies  
Forensic Chemistry  
Physics  
Pre-Agriculture  
Pre-Chiropractic  
Pre-Engineering  
Pre-Medical/Pre-Dental/Pre-Optometry  
Pre-Medical Technology  
Pre-Nutrition  
Pre-Pharmacy  
Pre-Veterinary

**Note:** Students should observe the “See course description” footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters and/or on certain days or at certain times of the day.

### TECHNICAL CERTIFICATES

Computer Engineering Technology-Web Page Design/  
Development  
Computer Software Technology  
Computer Systems Networking Technology-  
Computer Specialist  
Computer Systems Networking Technology-  
Network Specialist  
Fire Science Homeland Security

### BIOLOGY

**Advisor:** Ernie May

The Biology Department provides coursework that allows students substantial flexibility in biologically based career options while instilling an appreciation for the complexity and diversity of life. Our biology laboratory courses prepare students with the hands on skills necessary to pursue professional positions in the medical field, industry, and research. In biology lecture courses, students learn the mechanisms, theory, history, and philosophy of each biological science. The most fundamental goals of teaching and learning in biology are to develop an appreciation for the study of life, to enhance scientific literacy, and to foster a desire for continued acquisition of knowledge.

*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.*

**Curriculum pathway leading to an Associate in Science in Liberal Arts & Sciences for students seeking a transfer degree to a 4-year institution:**

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements		Hours
<b>(6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
	Humanities Core Elective	3
	Literature Core Elective	3
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements		Hours
<b>(6 credit hours from at least 2 disciplines)</b>		
	Social Science Core Elective	3
	Social Science Core Elective	3
<b>Total</b>		<b>6</b>

Mathematics & Natural and Physical Science Requirements		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0120	Calculus I (Non-Engineering)**	3
<b>Total</b>		<b>13</b>

**Total General Education Requirements 35-36**

\*See course description for prerequisite.

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

## Mathematics, Science and Computer Technology

<b>Biology Requirements</b>		<b>Hours</b>	<b>HUDV REQUIREMENT</b>		<b>Hours</b>
BIOL0131	Environmental Science	3	HUDV0100	Freshman Orientation <b>or</b>	1
BIOL0132	Environmental Science Lab	2	HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
BIOL0145	Nutrition	3	<b>Total</b>		<b>1-2</b>
BIOL0231	Animal Biology* and	3	<b>Basic Skill Requirements</b>		<b>Hours</b>
BIOL0232	Animal Biology Laboratory*	2	ENGL0101	Composition I	3
CHEM0112	College Chemistry II and Lab*	5	ENGL0102	Composition II*	3
NASC0231	General Physics I*	5	SPCH0151	Public Speaking <b>or</b>	3
	Electives	3-4	SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>26-27</b>	<b>Total</b>		<b>9</b>
*See course description for prerequisite.			<b>Humanities Requirements</b>		<b>Hours</b>
<b>Total for an Associate in Science in Liberal Arts &amp; Sciences in Biology Degree</b>		<b>61-62</b>	<b>(6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
<b>Curriculum pathway leading to an Associate in Science in Liberal Arts &amp; Sciences for students seeking a transfer degree to a 4-year institution:</b>			Humanities Core Elective		3
			Literature Core Elective		3
			<b>Total</b>		<b>6</b>
<b>CHEMISTRY</b>			<b>Social and Behavioral Science Requirements</b>		<b>Hours</b>
<b>Advisor:</b> Dr. Ed Kremer			<b>(6 credit hours from at least 2 disciplines)</b>		
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.			Social Science Core Elective		3
			Social Science Core Elective		3
			<b>Total</b>		<b>6</b>
			<b>Mathematics &amp; Natural and Physical Science Requirements</b>		<b>Hours</b>
			CHEM0111	College Chemistry I and Lab*	5
			CHEM0112	College Chemistry II and Lab*	5
			MATH0122	Calculus and Analytic Geometry I**	5
			<b>Total</b>		<b>15</b>
			<b>Total General Education Requirements</b>		<b>37-38</b>
			*See course description for prerequisite.		
			**Mathematics sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an adviser to determine correct placement.		
<i>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.</i>			<b>Chemistry Requirements</b>		<b>Hours</b>
			CHEM0211	Organic Chemistry I* <b>and</b>	3
			CHEM0213	Organic Chemistry I Lab*	2
			CHEM0212	Organic Chemistry II * <b>and</b>	3
			CHEM0214	Organic Chemistry II Lab*	2
			MATH0123	Calculus and Analytic Geometry II*	5
			MATH0224	Calculus and Analytic Geometry III*	5
			NASC0231	General Physics I*	5
			NASC0232	General Physics II*	5
			<b>Total</b>		<b>30</b>
			*See course description for prerequisite.		
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>Total for an Associate in Science in Liberal Arts &amp; Sciences in Chemistry Degree</b>		<b>67-68</b>
<b>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).</b>					

## Mathematics, Science and Computer Technology

### COMPUTER ENGINEERING TECHNOLOGY

**Program Coordinator:** VACANT

#### MISSION

The Department of Computer Engineering Technology is committed to meeting the needs of the students who are enrolled in our courses. We are committed to teaching excellence. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

All courses within the Department are designed to meet the needs of the students who take them and provide them with the knowledge, ability, skills, and the critical thinking (deductive reasoning) they will need to enter the modern marketplace.

Students complete an intensive study of hardware/software subjects, and related skills in this program. This degree is designed to prepare students for a variety of new and traditional jobs in the mushrooming field of computer applications. Most courses in this degree are transferable to many colleges.

The CET Department offers a transfer program for students interested in pursuing a baccalaureate degree at a four-year college or university and a vocational program for students wishing to seek immediate employment in the computer field. In addition, a one-year certificate is granted for students wishing to enhance their career opportunities in the computer field.

The Concurrent Enrollment Program provides secondary school students with the opportunity to take advanced computer classes at their high school site.

Students are prepared to meet the 21st Century Learning Outcomes through assignments requiring written and oral communications. Mathematical concepts are reinforced through computer programming assignments in each class. Critical thinking skills are enhanced through lab assignments which require introspective answers to questions. Students are assigned to work in teams to complete programming assignments re-enforcing interpersonal skills needed in the workplace.

**Note:** Students should observe the "See course description" footnotes that appear throughout the following program. Many courses in this program have prerequisites or special notes or instructions of importance to students considering enrollment. BUSN 1151-Keyboarding is a recommended prerequisite to the CET program and CIST classes.

### COMPUTER ENGINEERING TECHNOLOGY ASSOCIATE in APPLIED SCIENCE DEGREE

**Program Coordinator:** VACANT

*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.*

#### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirements		Hours
ENGR0104	Applied Math <b>or</b> Mathematics Core Elective	3
<b>Total</b>		<b>3</b>

Humanities Requirements (3 credit hours from one of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements 3 credit hours from one of the following: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)		Hours
	Social Science Core Elective	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirements		Hours
	Natural and Physical Science Core Elective	3
<b>Total</b>		<b>3</b>

<b>Total General Education Requirements</b>	<b>22-23</b>
*See course description for prerequisite.	

Computer Engineering Technology Requirements		Hours
CIST0101	Computer Concepts and Applications	3
CIST0111	Microcomputer Business Software*	3
CIST0117	Local Area Networking*	3
CIST0137	HTML Web Page Development	3
CIST0145	Computer Operating Systems)*	4

## Mathematics, Science and Computer Technology

CIST0180	Visual Basic*	3		<b>Basic Skill Requirements</b>	<b>Hours</b>
CIST0214	Home Computer Repair/Maintenance	4		ENGL0101 Composition I	3
CIST0232	Linux Web Server	3		ENGL0102 Composition II*	3
ENGR0108	Electronic Circuit Fundamentals	3		SPCH0151 Public Speaking <b>or</b>	
	<b>Total</b>	<b>29</b>		SPCH0153 Interpersonal Communication	3
				<b>Total</b>	<b>9</b>
				*See course description for prerequisite.	
<b>Web Application Emphasis</b>		<b>Hours</b>		<b>Mathematics Requirements</b>	<b>Hours</b>
CIST0150	Web Graphics & Multimedia (Firework)	3		ENGR0104 Applied Math <b>or</b>	
CIST0152	JavaScript	3		Math Core Elective	3
CIST0189	Web Animation (Flash)	4		<b>Total</b>	<b>3</b>
CIST0230	Advanced Web Page Design (Dreamweaver)	3			
CIST0242	Javascript II	3		<b>Humanities Requirements:</b>	<b>Hours</b>
CIST0248	Web Database Connectivity	3		(from at least one of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)	
CIST0270	Web Server (NT & IIS)	3		Humanities Core Elective	3
CIST0272	CGI Perl	3		<b>Total</b>	<b>3</b>
CIST0299	Industrial Internship (Computer)	3			
	<b>Total</b>	<b>14</b>			
The CIST advisor may substitute select Business Courses				<b>Social and Behavioral Science Requirements</b>	<b>Hours</b>
New computer electives are added in CIST every year. See advisor or on-line manual for current electives.				(from at least of the following: Anthropology, Economics, Geography, Political Science,) Psychology and Sociology)	
*See course description for prerequisite.				Social Science Core Elective	3
***See Accuplacer mandatory placement criteria.				<b>Total</b>	<b>3</b>
***See course description footnotes.					
<b>Total hours required for an Associate in Applied Science Computer Engineering Technology with Web Emphasis Degree</b>		<b>65-66</b>		<b>Natural and Physical Science Requirement</b>	<b>Hours</b>
				NASC Natural and Physical Science	3
				Core Elective	
				<b>Total</b>	<b>3</b>
<b>Curriculum pathway leading to an Associate in General Studies in Liberal Arts and Sciences for students seeking a transfer degree to a 4-year institution:</b>				<b>Total General Education Requirements:</b>	<b>22-23</b>
<b>Program Coordinator:</b> VACANT				<b>Technical Requirements:</b>	<b>Hours</b>
				CIST Electives	19-20
				Free Electives	20
				<b>Total</b>	<b>39-40</b>
<i>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.</i>				<b>Note:</b> Substitutions from other departments may be submitted with advisors approval. Recommended: Computer core plus additional hours in CIST, ENGR, MATH, NASC, or BUSN.	
<b>GENERAL EDUCATION REQUIREMENTS</b>				<b>Total hours for an Associate in General Studies in Computer Engineering Technology Degree</b>	<b>61-62</b>
<b>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).</b>				<b>Curriculum pathway leading to an Associate in Science in Liberal Arts and Sciences for students seeking a transfer degree to a 4-year institution:</b>	
				<b>Program Coordinator:</b> VACANT	
<i>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.</i>					
<b>HUDV REQUIREMENT</b>		<b>Hours</b>			
HUDV0100	Freshman Orientation <b>or</b>	1			
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2			
	<b>Total</b>	<b>1-2</b>			

## Mathematics, Science and Computer Technology

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

\*See course description for prerequisite.

Humanities Requirements (from at least two of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Electives	6
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements (from at least two of the following: Anthropology, Economics, Geography, Political Science,) Psychology and Sociology)		Hours
	Social Science Core Electives	6
<b>Total</b>		<b>6</b>

Mathematics & Natural and Physical Science Requirements (lecture with lab)		Hours
MATH0105	College Algebra	5
	Biology & Physics or Chemistry	
	Electives (physics recommended)	9-10
<b>Total</b>		<b>14-15</b>

**Total General Education Requirements** **36-38**

Technical Requirements:		Hours
CIST0117	Local Area Networking	3
CIST0137	HTML Web Page Development	3
CIST0145	Computer Operating System (Vista)	4
CIST0180	Visual Basic*	3
CIST0214	Home Computer Repair/ Maintenance (CompTia A+)	4
	Computer Electives	9
<b>Total</b>		<b>26</b>

**Total hours for an Associate in  
Science in Computer Engineering  
Technology Degree** **62-64**

### TECHNICAL COMPUTER SOFTWARE TECHNOLOGY/ TECHNICIAN CERTIFICATE

**Program Coordinator:** VACANT

This program is designed for the student who wants to complete a one-year certificate in Software Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a computer career. KCKCC is a Microsoft Authorized Academic Training Center. See our web-site for the most current information.

*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.*

Certificate Requirements		Hours
CIST0101	Computer Concepts and Applications	3
CIST0111	Microcomputer Business Software	3
CIST0117	Local Area Networking	3
CIST0145	Computer Operating System: (Vista)	4
CIST0166	Microcomputer Applications I-II: (Excel Spreadsheets)*	3
CIST0180	Visual Basic	3
CIST0182	Desktop Publishing and Presentations*	3
CIST0224	Advanced Desktop Publishing	3
CIST0227	Advanced Visual Basic	3
CIST0236	Database Management (MS Access)	3
CIST0240	C++ Programming ***	3

**Total Hours Required for a Computer Software  
Technology/Technician Technical Certificate** **34**

### ONE-YEAR COMPUTER SOFTWARE TECHNOLOGY/TECHNICIAN CERTIFICATE

#### OFFICE PRODUCTIVITY CERTIFICATE

**Program Coordinator:** VACANT

This program is designed for the student who wants to complete a one-year certificate in Office Software Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a Business Computer Software Support career. KCKCC is a Microsoft Authorized Academic Training Center. See our web-site for the most current information.

*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*



## Mathematics, Science and Computer Technology

*responsibility to follow the transfer requirements established by his/her transfer institution.*

Certificate Requirements		Hours
CIST0101	Computer Concepts and Applications	3
CIST0111	Microcomputer Business Software	3
CIST0166	Microcomputer Applications I-II: (Excel Spreadsheets)*	3
CIST0182	Desktop Publishing and Presentations*	3
CIST0236	Database Management (MS Access)	3

**Total Hours Required for a Computer Software Technology/Technician Office Productivity Technical Certificate** **15**

### COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS ASSOCIATE IN APPLIED SCIENCE DEGREE

**Program Coordinator:** Bill Wyatt

*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.*

#### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirements		Hours
ENGR0104	Applied Math <b>or</b>	
	Mathematics Core Elective	3
<b>Total</b>		<b>3</b>

**Humanities Requirements**  
(from at least one of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)

Humanities Core Elective	3
<b>Total</b>	<b>3</b>

**Social and Behavioral Science Requirements**  
(from at least of the following: Anthropology, Economics, Geography, Political Science,) Psychology and Sociology)

Social Science Core Elective	3
<b>Total</b>	<b>3</b>

**Natural and Physical Science Requirement**  
NASC Natural and Physical Science  
Core Elective

<b>Total</b>	<b>3</b>
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**Total General Education Requirements** **22-23**

\*See course description for prerequisite.

Computer Engineering Technology Requirements		Hours
CIST0101	Computer Concepts and Applications	3
CIST0111	Microcomputer Business Software*	3
CIST0117	Local Area Networking*	3
CIST0137	HTML Web Page Development	3
CIST0145	Computer Operating Systems (Vista)*	4
CIST0180	Visual Basic*	3
CIST0214	Home Computer Repair/Maintenance	4
CIST0232	Linux Web Server	3
ENGR0108	Electronic Circuit Fundamentals	3
<b>Total</b>		<b>29</b>

Networking Emphasis (Select 14 hours)		Hours
CIST0158	Introduction to Internetworking & Routers (Cisco 2)*	4
CIST0161	Systems Manager (Windows 2003 Server)*	4
CIST0216	Advanced WAN Internetworking (Cisco 3)*	4
CIST0218	Advanced System Manager (Windows NetInfrastructure)	4
CIST0220	Service and Support (Active Directory)	4
CIST0226	SQL Server	4
CIST0250	OS Features Review (Cisco 4)*	4
CIST0252	Data Design and Implementation (SQL)*	4
CIST0254	O.S. Security (Windows Security)	4
CIST0270	Web Server (NT & IIS)	3
CIST0299	Industrial Internship (Computer)	3
<b>Total</b>		<b>14</b>

*The CIST advisor may substitute select Business Courses New computer electives are added in CIST every year. See advisor or on-line manual for current electives.*

\*See course description for prerequisite.

\*\*\*See Accuplacer mandatory placement criteria.

\*\*\*See course description footnotes.

## Mathematics, Science and Computer Technology

**Total hours required for an Associate  
in Applied Science in Computer Systems  
Networking and Telecommunications Degree: 65-66**

### **TECHNICAL CERTIFICATE COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS**

**Program Coordinator: VACANT**

This program is designed for the student who wants to complete a one-year certificate in Software Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a computer career. KCKCC is a Microsoft Authorized Academic Training Center. See our web-site for the most current information.

*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.*

Certificate Requirements	Hours
CIST0101 Computer Concepts and Applications	3
CIST0111 Microcomputer Business Software*	3
CIST0117 Local Area Networking	3
CIST0145 Computer Operating System (Vista)	4
CIST0158 Introduction to Internetworking & Routers (Cisco 2)*	3
CIST0214 Home Computer Repair/Maintenance	4
CIST0216 Advanced WAN Internetworking (Cisco 3)*	3
CIST0232 Linux Web Server	3
CIST0250 O/S Features Review (Cisco 4)*	3
ENGR0108 Electronic Circuit Fundamentals	3
Computer Elective (select course from CIST, ENGR)	3-4

**Total hours required for a Computer Systems  
Networking and Telecommunications  
Technical Certificate 35-36**

\*See course description for prerequisite.

### **TECHNICAL CERTIFICATE COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS**

**COMPUTER SPECIALIST CERTIFICATE  
Program Coordinator: VACANT**

This program is designed for the student who wants to complete a certificate in Computer Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a computer career. KCKCC is a Microsoft® Authorized Academic Training Center and a

Cisco Certified Academy. See our website for the most current information.

*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.*

Certificate Requirements	Hours
CIST0101 Computer Concepts and Applications	3
CIST0117 Local Area Networking*	3
CIST0145 Computer Operating System (Vista)*	4
CIST0214 Home Computer Repair/Maintenance Computer Elective (select course from CIST or ENGR)	4 3-4

**Total hours required for a Computer  
Systems Networking and Telecommunications  
Computer Specialist Certificate 17-18**

\*See course description for prerequisite.

### **TECHNICAL CERTIFICATE COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS NETWORK SPECIALIST CERTIFICATE**

**Program Coordinator: VACANT**

This program is designed for the student who wants to complete a certificate in Network Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a network career. KCKCC is a Microsoft® Authorized Academic Training Center and a Cisco Certified Academy. See our website for the most current information.

*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.*

Certificate Requirements	Hours
CIST0101 Computer Concepts and Applications	3
CIST0117 Local Area Networking*	3
CIST0158 Introduction to Internetworking and Routers*	4
CIST0216 Advanced WAN Internetworking	4
CIST0250 OS Features Review	4

**Total hours required for a Computer Systems  
Networking and Telecommunications  
Computer Specialist Certificate 18**

\*See course description for prerequisite.

## Mathematics, Science and Computer Technology

### TECHNICAL CERTIFICATE WEB APPLICATIONS & DESIGN

**Program Coordinator:** VACANT

*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.*

Course Requirements:		Hours
CIST0101	Computer Concepts and Applications	3
CIST0117	Local Area Networking (Cisco 1)*	3
CIST0137	HTML Web Page Development	3
CIST0150	Web Graphics and Multimedia (Fireworks)	3
CIST0152	JavaScript	3
CIST0180	Visual Basic	3
CIST0189	Web Animation	3
CIST0230	Advanced Web Page Design	3
CIST0248	Web Database Connectivity	3
CIST0270	Web Server (IIS)	3
<b>Total for a Web Applications &amp; Design Certificate</b>		<b>30</b>

\*See course description for prerequisite.

### DRAFTING (COMPUTER-AIDED DESIGN) ASSOCIATE IN APPLIED SCIENCE DEGREE

**Program Coordinator:** Roy Gault

#### MISSION

The Drafting Program is committed to meeting the needs of the students who are enrolled in our courses. We are also committed to excellence in teaching.

The Department offers courses in the disciplines of GIS and CAD Drafting. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

All courses within the Drafting Program are designed to meet the needs of the students who take them and provide them with the knowledge, ability, skills, and the critical thinking (deductive reasoning) they will need to enter the modern marketplace.

**Note:** Students should observe the "See course description" footnotes that appear throughout the following program. Many courses in this program have prerequisites or special notes or instructions of importance to students considering enrollment.

Designed to prepare students for a variety of drafting and design positions in business, industry, and government, this program provides instruction in drafting room techniques, procedures, processes, standards, and the care and use of tools

and special instruments of the trade. CAD techniques utilizing Windows are emphasized in each course.

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#### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirement		Hours
	Math Core Elective	3
<b>Total</b>		<b>3</b>

Humanities Requirements (from Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements		Hours
	Social Science Elective	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirement		Hours
	Natural and Physical Science Core Elective	3
<b>Total</b>		<b>3</b>

<b>Total General Education Requirements</b>	<b>22-23</b>
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\*See course description for prerequisite.

Technical Requirements		Hours
ENGR0103	Descriptive Geometry	3

## Mathematics, Science and Computer Technology

ENGR0105	Print Reading	1
ENGR0106	Computer Aided Drafting	3
ENGR0151	Drafting Technology	3
ENGR0152	3D Modeling Drafting with Inventor	4
ENGR0154	Pictorial Drawing	2
ENGR0195	Fundamentals of Arcview GIS	4
ENGR0206	Advanced Computer Aided Drafting*	3
ENGR0216	CAD-MicroStation	3
ENGR0251	Building Planning with REVIT <b>or</b>	
ENGR0253	Structural Steel Drawing with REVIT	3
ENGR0257	CAD Systems*	3
ENGR0260	Advanced Machine Drafting* <b>or</b>	
ENGR0262	Commercial Building Planning* <b>or</b>	
ENGR0264	Industrial Illustration* <b>or</b>	
ENGR0266	Structural Steel Drafting*	4
ENGR0281	Drafting Field Project I	3
<b>Total</b>		<b>40</b>

\*See course description for prerequisite.

*Students can substitute the following drafting courses for courses listed in the "Drafting Requirements" with the coordinator's approval:*

<b>Drafting Electives:</b>		<b>Hours</b>
ENGR0107	Construction Management	3
ENGR0196	GIS for Homeland Security	3
ENGR0268	Civil Drafting Technology	4

**Total Hours required for an Associate in Applied Science in Drafting (CAD) Degree 62-63**

### **FIRE SCIENCE/FIRE FIGHTING ASSOCIATE IN APPLIED SCIENCE DEGREE**

**Program Coordinator:** Dr. Nancy K. Thomas

The mission of the Fire Science program is to provide a venturesome and progressive modern educational experience in all aspects of fire protection and safety, leading to a useful associate degree or specific educational endeavor for all students regardless of gender. The faculty is committed to provide learning experiences which are girdled with 21st Century Learning Outcomes, especially targeted at critical thinking, the community, communication, and information management core competencies.

Students develop entry-level skills for firefighting in this program. Students learn to effectively use the same mental approach or action plan for all types of fires. The program stresses leadership with a venturesome and progressive approach to applying principles of management - particularly those related to modern concepts of leadership, discipline, morale, and command. The goal is to develop decision-making skills that result in more effective firefighting and management.

*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 four-year institutions, they must consult with the transfer institution and with their respective KCKCC advisors before enrolling in order to*

*determine the transferability of their courses. It is the student's responsibility to determine the transferability of his/her courses.*

### **GENERAL EDUCATION REQUIREMENTS**

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

<b>Mathematics Requirement</b>		<b>Hours</b>
MATH0104	Intermediate College Algebra <b>or</b>	
BUSN0110	Business Math	3
<b>Total</b>		<b>3</b>

<b>Humanities Requirement (from Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
	Humanities Core Elective	3
<b>Total</b>		<b>3</b>

<b>Social and Behavioral Science Requirement</b>		
	Social Science Elective	3
<b>Total</b>		<b>3</b>

<b>Natural and Physical Science Requirement</b>		
	Natural and Physical Science Core Elective	3
<b>Total</b>		<b>3</b>

**Total General Education Requirements 22-23**

<b>Technical Requirements</b>		
FRSC0100	Firefighter I	3
FRSC0211	Firefighter II	3
EMTC0123	Emergency Medical Technician	8
HZMT0120	Hazardous Materials Awareness and Operations	4
EMTC0124	Emergency Medical Technician II	4
FRSC0113	Building Construction Fire Service	3
FRSC0101	Fundamentals of Fire Prevention	3
FRSC0115	Fire Arson Investigation	3
FRSC0107	Legal Considerations for Fire & Emergency Services	3
FRSC0202	Fire Hydraulics	3
<b>Total</b>		<b>37</b>



## Mathematics, Science and Computer Technology

**6 Credit hours of Electives from the following non-core courses must be taken to complete the Associates in Fire Science Degree.**

### Non-Core Courses

FRSC0117	Fire Protection Equipment Alarm Systems (3)
FRSC0153-0156	Techniques in Strength Training (2)
FRSC0201	Fire Administration I (3)
FRSC0170	Introduction to Homeland Security (5)
FRSC0203	Fire Administration II (3)
FRSC0205	Fire Inspection (3)
FRSC0210	Building and Fire Codes (3)
FRSC0214	Current Topics and Technology in Fire Science (3)
FRSC0220	Fire Service Computer and Intelligent Machines (3)
FRSC0225	Arson Intelligence (3)
FRSC0230	Fire Service Instructional Methodology (3)
FRSC0233	Industrial Fire Protection and Safety (3)
FRSC0272	Historical Foundations of the Fire Service (3)

**Total hours required for an Associate in Applied Science in Fire Science/ Fire-Fighter Degree 65-66**

## FIRE SCIENCE TECHNOLOGY

### Firefighter Certificate

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

The mission of the Fire Science program is to provide a venturesome and progressive modern educational experience in all aspects of fire protection and safety, leading to a useful associate degree or specific educational endeavor for all students regardless of gender. The faculty is committed to provide learning experiences which are girdled with 21st Century Learning Outcomes, especially targeted at critical thinking, the community, communication and information management core competencies.

Students develop entry-level skills for firefighting in this program. Students learn to effectively use the same mental approach or action plan for all types of fires. The program stresses leadership with a venturesome and progressive approach to applying principles of management - particularly those related to modern concepts of leadership, discipline, morale, and command. The goal is to develop decision-making skills that result in more effective firefighting and management.

*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.*

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

FRSC0100	Firefighter I	3
FRSC0211	Firefighter II	3
EMTC0123	Emergency Medical Technician	8
HZMT0120	Hazardous Materials Awareness and Operations	4
EMTC0124	Emergency Medical Technician II	4

**Total Hours for Firefighter Certificate 23-24**

## TECHNICAL CERTIFICATE HOMELAND SECURITY

**Program Coordinator:** Nancy Thomas

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## GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing	3
<b>Total</b>		<b>6</b>

Mathematics Requirement		Hours
MATH0104	Intermediate College Algebra <b>or</b>	
BUSN0110	Business Math	3
<b>Total</b>		<b>3</b>

Humanities Requirement		Hours
HIST0115	World Civilization I	3
<b>Total</b>		<b>3</b>



## Mathematics, Science and Computer Technology

<b>Natural and Physical Science Requirement</b>		<b>Hours</b>	<b>HUDV REQUIREMENT</b>		<b>Hours</b>
CHEM0109	General Chemistry <b>or</b>		HUDV0100	Freshman Orientation <b>or</b>	1
CHEM0101	Introduction to Forensic Science and Laboratory	5	HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
	<b>Total</b>	<b>5</b>		<b>Total</b>	<b>1-2</b>
<b>Foreign Language Requirement</b>		<b>Hours</b>	<b>Basic Skill Requirements</b>		<b>Hours</b>
	Foreign Language Core Electives	10	ENGL0101	Composition I	3
	<b>Total</b>	<b>10</b>	ENGL0102	Composition II* <b>or</b>	
			ENGL0206	Technical Writing	3
<b>Total General Education Requirements</b>		<b>27</b>	SPCH0151	Public Speaking <b>or</b>	
			SPCH0153	Interpersonal Communication	3
				<b>Total</b>	<b>9</b>
<b>Fire Science/General Education Requirements:</b>		<b>Hours</b>	<b>Mathematics Requirement</b>		<b>Hours</b>
CRJS0101	Introduction to Law Enforcement	3	FRSC0202	Fire Hydraulics <b>or</b>	
FRSC0115	Fire Investigation	3	BUSN0110	Business Math	3
FRSC0170	Introduction to Homeland Security and Weapons of Mass Destruction	5		<b>Total</b>	<b>3</b>
HZMT0120	Hazardous Materials Awareness and Operations	4			
	<b>Total</b>	<b>15</b>			
<b>Total Hours Required for a Homeland Security Technical Certificate</b>		<b>42</b>	<b>Humanities Requirements (from Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		<b>Hours</b>
<b>Note:</b> A minimum of 15 hours must be taken at this institution to be awarded this certificate.				Humanities Core Elective	3
<b>*See course description for prerequisite.</b>				<b>Total</b>	<b>3</b>
			<b>Social and Behavioral Science Requirements</b>		<b>Hours</b>
				Social Science Elective	3
				<b>Total</b>	<b>3</b>
			<b>Natural and Physical Science Requirement</b>		<b>Hours</b>
				Natural and Physical Science Core Elective	3
				<b>Total</b>	<b>3</b>
			<b>Total General Education Requirements</b>		<b>22-23</b>
			<b>*See course description for prerequisite.</b>		
			<b>Technical Requirements</b>		<b>Hours</b>
			CHEM0101	Introduction to Forensic Science & Laboratory	5
			HZMT0100	Theory of Environmental Laws	3
			HZMT0115	Hazardous Materials Map & Terrain Analysis	2
			HZMT0120	Hazardous Materials Awareness and Operations	4
			HZMT0125	Industrial Health & Safety	3
			HZMT0150	Air Monitoring Techniques	2
				<b>Total</b>	<b>19</b>
			<b>Select 20-22 hours from the following list:</b>		
			BIOL0131	Environmental Science	3
			BIOL0132	Environmental Science Lab	2
			EMTC0123	Emergency Medical Technician	8
			EMTC0124	Emergency Medical Technician II	4
			ENGR0131	Introduction to Geographic Information Systems	4
			ENGR0140	Introduction to Global Positioning Systems	3
			FRSC0100	FireFighter I	
			FRSC0111	Fire Fighting Tactics & Strategy	3

### HAZARDOUS MATERIALS MANAGEMENT AND WASTE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

**Program Coordinator:** Nancy Thomas

This program provides students with the skills necessary to deal with routine operations involving hazardous materials in an industrial setting. In addition, the program introduces those items which are required for emergency response and compliance. Upon completion of this program, individuals not only obtain an associate degree, but they meet the state of Kansas and federal requirements under 29 CFR 1910.120, 40 CFR 311, and Chapter 65 Article 57 Kansas Statutes Annotated.

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#### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

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FRSC0113	Building Construction Fire Service	3
FRSC0115	Fire Arson Investigation	3
FRSC0117	Fire Protection Equipment Alarm Systems	3
FRSC0170	Introduction to Homeland Security and Weapons of Mass Destruction	3
FRSC0211	FireFighter II*	3
<b>Total</b>		<b>20-22</b>

\*See course description for prerequisite.

**Total hours required for an Associate in Applied Science in Hazardous Materials Degree: 61-62**

### ENVIRONMENTAL STUDIES

**Academic Advisor:** Elisabeth Kasckow

#### MISSION

Environmental issues are among the most urgent facing our society. These issues have broad implications for economics, politics, business, and social welfare. Our ability to affect the environment causes changes in the quality of life of people around the world and threatens the existence of many species.

The Environmental Studies program is a liberal arts program that provides the student with a broad background in science, math, economics, and sociology. The student will develop the ability to understand concepts related to the environment and our effect on it, and to solve practical problems and find better ways of meeting complex environmental issues.

The Environmental Studies program is designed to prepare the student for transfer to a related bachelor's degree program. The first two years of a Bachelor's Degree in Environmental Studies from the University of Kansas, Lawrence, Kansas, for example, may be completed at Kansas City Kansas Community College. Upon successful completion of courses chosen in consultation with a KCKCC environmental studies advisor and advisors at the University of Kansas, Lawrence, students may transfer as juniors.

Students should meet with an environmental studies advisor as soon as they are admitted to Kansas City Kansas Community College. Many courses are sequential and careful selection of classes each semester is necessary to complete the program without delay.

*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.*

**Curriculum Pathway Leading to an Associate in Science in Liberal Arts & Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### GENERAL EDUCATION REQUIREMENTS

*College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)*

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements		Hours
<b>(6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
PHIL0206	Ethics	3
	Literature Core Elective	3
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements		Hours
<b>(6 credit hours from at least 2 disciplines)</b>		
ECON0201	Principles of Macroeconomics or	
ECON0202	Principles of Microeconomics	3
	Social Science Core Elective	3
<b>Total</b>		<b>6</b>

Mathematics & Natural and Physical Science Requirements		Hours
BIOL0131	Environmental Science	3
BIOL0132	Environmental Science Lab	2
CHEM0111	College Chemistry I and Lab*	5
MATH0120	Calculus I (Non-Engineering)**	3
<b>Total</b>		<b>13</b>

**Total General Education Requirements 35-36**

\*See course description for prerequisite.

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

Environmental Studies Requirements		Hours
BIOL0121	General Biology	5
BIOL0225	Diversity of Organisms*	5
BIOL	Biology Elective	3
CHEM0112	College Chemistry II and Lab*	5
CHEM 0211	Organic Chemistry I* and	3

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CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II * and	3
CHEM0214	Organic Chemistry II Lab*	2
<b>Total</b>		<b>28</b>

\*See course description for prerequisite.

**Associate in Science in Liberal Arts and Sciences in Environmental Studies Degree** **63-64**

**Curriculum Pathway Leading to an Associate in Arts in Liberal Arts & Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### FORENSIC CHEMISTRY

**Academic Advisor:** Dr. Ron Budhram

#### MISSION

The Department of Forensic Chemistry supports the mission of the college and of the Division of Mathematics, Sciences, and Computer Technology by providing transfer education, career education, and general education opportunities. The faculty is committed to providing a learning environment in which students are exposed to a variety of teaching methods and active learning experiences.

The goal for this program is continuation of degree in forensic, chemistry, dentistry, pre-law, pre-med, environmental science, etc.

*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.*

#### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	3
SPCH0153	Interpersonal Communication	
<b>Total</b>		<b>9</b>

<b>Mathematics Requirement</b>		<b>Hours</b>
MATH0105	College Algebra or	
MATH0108	Pre-Calculus Mathematics	3-5
<b>Total</b>		<b>3-5</b>

<b>Humanities Requirements</b>		<b>Hours</b>
<b>(9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
	Humanities Core Elective	3
	Humanities Core Elective	3
	Humanities Core Elective	3
<b>Total</b>		<b>9</b>

<b>Social and Behavioral Science Requirements:</b>		<b>Hours</b>
<b>(6 credit hours from at least 2 different disciplines)</b>		
CRJS0201	Criminal Investigation I	3
SOSC0134	Criminology	3
<b>Total</b>		<b>6</b>

<b>Natural and Physical Science courses from at least two disciplines (lecture with lab)</b>		<b>Hours</b>
CHEM0111	College Chemistry I and Lab	5
	Biology Elective	4-5
<b>Total</b>		<b>9-10</b>

<b>Foreign Language Requirement</b>		<b>Hours</b>
	Foreign Language Core Elective	5
<b>Total</b>		<b>5</b>

**Total General Education Requirements** **39-41**

\*See course description for prerequisite.

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

<b>Forensic Chemistry Requirements</b>		<b>Hours</b>
CHEM0101	Introduction to Forensic Science and Laboratory	5
CHEM 0112	College Chemistry II with Lab*	5
CHEM0201	Forensic Science	
	Analytical Techniques*	3
	Physics Elective*	4-5
	Electives	6
<b>Total</b>		<b>23-24</b>

\*See course description for prerequisite.

**Total hours required for an Associate in Arts in Liberal Arts & Sciences in Forensic Chemistry Degree** **62-65**

**Curriculum Pathway Leading to an Associate in Science in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### FORENSIC CHEMISTRY

**Academic Advisor:** Dr. Ron Budhram

The program of Forensic Chemistry supports the mission of the college and of the Division of Mathematics, Sciences, and Computer Technology by providing transfer education, career

## Mathematics, Science and Computer Technology

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.

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT	Hours
HUDV0100 Freshman Orientation or	1
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>	<b>1-2</b>

Basic Skill Requirements	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II*	3
SPCH0151 Public Speaking or	3
SPCH0153 Interpersonal Communication	
<b>Total</b>	<b>9</b>

Humanities Requirements (6 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)	Hours
Humanities Core Elective	3
Literature Core Elective	3
<b>Total</b>	<b>6</b>

Social and Behavioral Science Requirements (6 credit hours from at least 2 different disciplines)	Hours
SOSC0134 Criminology	3
PSYC0101 Psychology	3
<b>Total</b>	<b>6</b>

Mathematics & Natural and Physical Science Requirements*	Hours
CHEM0111 College Chemistry I and Lab	5
MATH0122 Calculus and Analytical Geometry I**	5
Biology Elective	4-5
<b>Total</b>	<b>14-15</b>

### Total General Education Requirements 36-38

\*See course description for prerequisite.

\*\*Mathematics sequence is contingent upon previous high school mathematics background and transfer institution.

Students should confer with an advisor to determine correct placement.

Forensic Chemistry Requirements	Hours
CHEM0101 Introduction to Forensic Science and Laboratory	5
CHEM0112 College Chemistry II and Lab*	5
CHEM0211 Organic Chemistry I* and	3
CHEM0213 Organic Chemistry I Lab*	2
CHEM0212 Organic Chemistry II* and	3
CHEM0214 Organic Chemistry II Lab*	2
CHEM0201 Forensic Science Analytical Techniques*	3
Physics Elective (General Physics I* recommended)	5
Computer Science of Foreign Language Course	3-5

### Total General Education Requirements 31-33

\*See course description for prerequisite.

### Total hours required for an Associate in Science in Liberal Arts and Sciences in Forensic Chemistry Degree 67-71

## MATHEMATICS

**Coordinator:** Michele Bach

### MISSION

The mission of the Mathematics Department is to support the College mission (1) by providing general education courses in mathematics for transfer programs and career programs and (2) by providing developmental mathematics courses that prepare students for college level mathematics. The focus is on facilitating learning experiences so students can maximize their learning of mathematics in an accessible and supportive learning environment. Interwoven in mathematics classes are activities based on 21st century learning outcomes: communication, computation, critical reasoning, technology and information management, community and civic responsibility, and personal and interpersonal skills.

The faculty teaches students who have a wide range of abilities and needs. Through introductory courses, opportunities are provided for students to learn the basic skills of mathematics. Through upper level courses, opportunities are provided for students to expand their foundations in mathematics and to meet the requirements of their major areas of study. In all courses, opportunities are provided for students to learn effective use of mathematics in their daily lives.

### Enrollment in Mathematics Courses

The mathematics curriculum is designed to enable students to progress from basic arithmetic through differential equations as needed for their course of study. Since the transferability of courses depends on each four-year institution, students must

## Mathematics, Science and Computer Technology

consult their KCKCC advisors and the transfer institutions to determine which courses are needed. It is the student's responsibility to follow the transfer requirements established by the transfer institution.

Mandatory Evaluation and Mandatory Placement were adopted by the Kansas City Kansas Board of Trustees on June 12, 2001. First-time college students who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in Reading and Writing if their score is ACT 23/SAT 575 in Reading and English. First-time college students who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in Math if their score is ACT 23/SAT 575 or higher in math.

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

### Elementary Algebra Test Scores

0 to 40	MATH 0097 Math Essentials with a reading comprehension score of 40 or LESS
41 to 70	MATH 0099 Elementary Algebra with a reading comprehension score of 60 or LESS
71 to 99	MATH 0104 Intermediate Algebra
100 and above**	Student may enroll in any math class providing prerequisites are met.

**\*\*In order to enroll in MATH 099 or higher, students need a reading ACCUPLACER score of 60 or higher.**

**Curriculum Pathway Leading to an Associate in Science in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### PHYSICS/PHYSICAL SCIENCE

**Academic Advisor:** Dr. Chandra Thapa

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.

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements (6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
	Humanities Core Elective	3
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)		Hours
	Social Science Core Elective	3
	Social Science Core Elective	3
<b>Total</b>		<b>6</b>

Mathematics & Natural and Physical Science Requirements		Hours
CHEM0111	College Chemistry I and Lab*	5
CHEM0112	College Chemistry II and Lab*	5
MATH0122	Calculus and Analytic Geometry I**	5
MATH0123	Calculus and Analytic Geometry II**	5
<b>Total</b>		<b>20</b>

**Total General Education Requirements: 42-43**

\*See course description for prerequisite.

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

Physics Requirements		Hours
MATH0224	Calculus and Analytic Geometry III**	5
MATH0227	Differential Equations**	3
NASC0245	Engineering Physics I*	5
NASC0246	Engineering Physics II*	5
NASC0248	Statics*	3
NASC0249	Dynamics*	3
	Computer Programming Elective	3
<b>Total</b>		<b>27</b>

\*See course description for prerequisite.



## Mathematics, Science and Computer Technology

**Total for an Associate in Science in Liberal Arts and Sciences in Physics/Physical Science Degree: 69-70**

NASC0231	General Physics I*	5
BIOL0121	General Biology	5
<b>Total</b>		<b>15</b>

**Curriculum Pathway Leading to an Associate in Science in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### PRE-AGRICULTURE

**Academic Advisor:** Jim Lyle

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

<b>Humanities Requirements</b>		<b>Hours</b>
<b>(6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
	Humanities Core Elective	3
	Humanities Core Elective	3
<b>Total</b>		<b>6</b>

<b>Social and Behavioral Science Requirements</b>		<b>Hours</b>
<b>(6 credit hours from at least 2 disciplines)</b>		
SOSC	Social Science Core Elective	3
PSYC0101	Psychology	3
<b>Total</b>		<b>6</b>

<b>Mathematics and Natural and Physical Science courses</b>		<b>Hours</b>
MATH0108	Pre-Calculus**	3
MATH0112	Trigonometry**	2

**Total General Education Requirements 37-38**

\*See course description for prerequisite.

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

<b>Pre-Agriculture Requirements</b>		<b>Hours</b>
BIOL0231	Animal Biology* and	
BIOL0232	Animal Biology Laboratory*	5
CHEM0111	College Chemistry I and Lab*	5
CHEM0112	College Chemistry II and Lab*	5
MATH0120	Calculus I* (Non-Engineering)	3
	Computer Elective	3
	Science Elective	5
<b>Total</b>		<b>26</b>

\*See course description for prerequisite.

**Total for an Associate in Science in Liberal Arts and Sciences in Pre-Agriculture Degree 63-64**

**Curriculum Pathway Leading to an Associate in Science in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### PRE-CHIROPRACTIC

**Academic Advisor:** Dr. Michael Ballentine/Dr. Doris Daniels

Chiropractic medicine is a branch of health care that focuses on treating patients without the use of drugs or surgery. This profession advocates a holistic philosophy, which emphasizes prevention and wellness over treating disease and injury. Chiropractic physicians are trained in diagnosis and treatment of diseases of all body systems with a concentration in the nervous and musculoskeletal systems.

The goal of the Pre-Chiropractic Program is to prepare the students who wish to complete the prerequisites for the Doctor of Chiropractic Program. The program offers coursework in preparation for application to Chiropractic school. Upon completion of these undergraduate prerequisites, students may apply to the chiropractic school of their choice.

**Note:** Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times.

These programs provide students with their basic education and prepare them to transfer to a four-year college.

**Note:** Students who plan to practice as chiropractors in Kansas must obtain a bachelor's degree to be admitted to a chiropractic college.

## Mathematics, Science and Computer 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.

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT	Hours
HUDV0100 Freshman Orientation or	1
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>	<b>1-2</b>

Basic Skill Requirements	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II*	3
SPCH0151 Public Speaking or	
SPCH0153 Interpersonal Communication	3
<b>Total</b>	<b>9</b>

Humanities Requirements (6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)	Hours
Humanities Core Elective	3
Humanities Core Elective	3
<b>Total</b>	<b>6</b>

Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)	Hours
SOSC Social Science Core Elective	3
PSYC0101 Psychology	3
<b>Total</b>	<b>6</b>

Mathematics & Natural and Physical Science Requirements	Hours
BIOL0121 General Biology	5
CHEM0111 College Chemistry I and Lab*	5
MATH0120 Calculus (Non-Engineering)**	3
<b>Total</b>	<b>13</b>

**Total General Education Requirements** **35-36**

\*See course description for prerequisite.

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

Pre-Chiropractic Requirements	Hours
BIOL0141 Human Anatomy and Laboratory*	4
BIOL0145 Nutrition	3
CHEM0112 College Chemistry II and Lab*	5
CHEM0211 Organic Chemistry I*	3
CHEM0213 Organic Chemistry I Lab*	2
CHEM0212 Organic Chemistry II*	3
CHEM0214 Organic Chemistry II Lab*	2
NASC0231 General Physics I*	5
NASC0232 General Physics II*	5
<b>Total</b>	<b>32</b>

\*See course description for prerequisite.

**Total for an Associate in Science in  
Liberal Arts and Sciences in  
Pre-Chiropractic Degree: 67-68**

**Curriculum Pathway Leading to an Associate  
in Science in Liberal Arts and Sciences for Students  
Seeking a Transfer Degree to a 4-Year Institution:**

### PRE-DENTAL

**Academic Advisor:** Dr. Michael Ballentine/Dr. Doris Daniels

#### MISSION

The Pre-Dental Program is designed to prepare students for entry into dental school. The program is a rigorous science and math-based program that can be combined with any major. It is important to note that the Pre-Dental Program is not a major but rather a program consisting of 69-70 credit hours.

These courses serve as the prerequisites for application to dental school. The pre-dental advisers can assist students in tandem with their major adviser. The pre-dental advisor informs the student of prerequisite courses, admissions test dates, and application deadlines, as well as provides workshops and letters of evaluation for application to dental school.

The following program provides a foundation of general education while fulfilling prerequisites for the study of dentistry. Students should select honors courses whenever they are offered.

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.

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

## Mathematics, Science and Computer Technology

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements (6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
	Humanities Core Elective	3
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)		Hours
	Social Science Core Elective	3
	Social Science Core Elective	3
<b>Total</b>		<b>6</b>

Mathematics & Natural and Physical Science Requirements		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0120	Calculus (Non-Engineering)**	3
<b>Total</b>		<b>13</b>

**Total General Education Requirements** **35-36**

\*See course description for prerequisite.

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

Pre-Dental Requirements		Hours
BIOL0141	Human Anatomy and Laboratory*	4
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory*	2
CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I*	3
CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II*	3
CHEM0214	Organic Chemistry II Lab*	2
NASC0231	General Physics I*	5
NASC0232	General Physics II*	5
<b>Total</b>		<b>34</b>

\*See course description for prerequisite.

**Total for an Associate in Science in  
Liberal Arts and Sciences in Pre-Dental Degree:** **69-70**

**Curriculum Pathway Leading to an Associate in  
Science in Liberal Arts and Sciences for Students  
Seeking a Transfer Degree to a 4-Year Institution:**

### PRE-ENGINEERING

**Academic Advisor:** Wayne Martin

#### MISSION

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 a junior.

The pre-engineering program provides courses in computer drafting, computer programming, and all the English, mathematics, and science courses generally required in the first two years of an engineering curriculum. When you complete the pre-engineering program, you 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.

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

## Mathematics, Science and Computer Technology

### Humanities Requirements (6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)

Humanities Core Elective	3
Humanities Core Elective	3
<b>Total</b>	<b>6</b>

### Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)

Social Science Core Elective	3
Social Science Core Elective	3
<b>Total</b>	<b>6</b>

### Mathematics & Natural and Physical Science Requirements

BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab* and/or***	5
MATH0122	Calculus and Analytic Geometry I**	5
MATH0123	Calculus and Analytic Geometry II**	5
<b>Total</b>		<b>20</b>

### Total General Education Requirements 42-43

\*See course description for prerequisite.

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

\*\*\* Chemistry requirements vary according to major within Engineering

### Pre-Engineering Requirements

MATH0224	Calculus and Analytic Geometry III**	5
MATH0227	Differential Equations**	3
NASC0245	Engineering Physics I*	5
NASC0246	Engineering Physics II*	5
NASC0248	Statics* and/or	3
NASC0249	Dynamics*	3
<b>Total</b>		<b>21-24</b>

\*See course description for prerequisite.

### Total for an Associate in Science in Liberal Arts and Sciences in Pre-Engineering Degree: 63-67

### Curriculum Pathway Leading to an Associate in Science in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:

### PRE-MEDICAL/PRE-OPTOMETRY

**Academic Advisor:** Dr. Michael Ballentine/Dr. Doris Daniels  
The following program provides a foundation of general education while fulfilling prerequisites for the study of medicine. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

### Humanities Requirements (6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)

Humanities Core Elective	3
Humanities Core Elective	3
<b>Total</b>	<b>6</b>

### Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)

Social Science Core Elective	3
Social Science Core Elective	3
<b>Total</b>	<b>6</b>

### Mathematics & Natural and Physical Science Requirements

BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0120	Calculus I (Non-Engineering)**	3
<b>Total</b>		<b>13</b>

### Total General Education Requirements 35-36

\*See course description for prerequisite.

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

Pre-Medical/Optometry Requirements		Hours
BIOL0141	Human Anatomy and Laboratory	4
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory*	2

## Mathematics, Science and Computer Technology

CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I*	3
CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II*	3
CHEM0214	Organic Chemistry II Lab*	2
NASC0231	General Physics I*	5
NASC0232	General Physics II*	5
<b>Total</b>		<b>34</b>

\*See course description for prerequisite.

**Total for an Associate in Science in Liberal Arts and Sciences in Pre-Medical/Pre-Optometry Degree: 69-70**

**Curriculum Pathway Leading to an Associate in Science in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### PRE-MEDICAL TECHNOLOGY

**Academic Advisor:** Dr. Michael Ballentine

#### MISSION

The mission of the Pre-Medical Technology program is to graduate competent and ethical clinical laboratory professionals with the knowledge and the skills for career entry. It is also the program mission to prepare graduates for leadership roles in the clinical laboratory and professional organizations and to instill an understanding of the need for maintaining continuing competency in a rapidly changing and dynamic profession. The Medical Technology program has a strong commitment to the career ladder approach to higher education. With Career Ladder programs, the students can transfer to universities to enroll in the Bachelor of Science in Medical Technology. The AAS graduates who wish to obtain a bachelor's degree in Medical Technology may "career ladder" without loss of credit.

**Note:** To be considered for admissions to the medical technology program at the University of Kansas Medical Center, students must have an overall grade-point average of 2.00 and a grade-point average of 2.30 in chemistry, biology, and microbiology.

*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.*

#### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH 0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

<b>Humanities Requirements</b>		<b>Hours</b>
<b>(6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
	Humanities Core Elective	3
	Humanities Core Elective	3
<b>Total</b>		<b>6</b>

<b>Social and Behavioral Science Requirements</b>		<b>Hours</b>
<b>(6 credit hours from at least 2 disciplines)</b>		
	Social Science Core Elective	3
	Social Science Core Elective	3
<b>Total</b>		<b>6</b>

<b>Mathematics &amp; Natural and Physical Science Requirements</b>		<b>Hours</b>
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0105	College Algebra <b>or</b>	
MATH0108	Pre-Calculus	3-5
<b>Total</b>		<b>13-15</b>
<b>Total</b>		<b>35-38</b>

\*See course description for prerequisite.

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

<b>Pre-Medical Requirements</b>		<b>Hours</b>
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory*	2
BIOL0271	Physiology*	3
BIOL0272	Physiology Laboratory*	1
CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I* and	3
CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II* and	3
CHEM0214	Organic Chemistry II Lab*	2
MATH0115	Statistics*	3
	Computer Elective	3-5
<b>Total Pre-Medical Requirements</b>		<b>30-32</b>

\*See course description for prerequisite.

**Total for an Associate in Science in Liberal Arts & Sciences in Pre-Medical Technology Degree: 65-70**



## Mathematics, Science and Computer Technology

### Curriculum Pathway Leading to an Associate in Science in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:

#### PRE-NUTRITION

**Academic Advisor:** Dr. Curtis Smith

Nutrition is a desirable science elective for the Associate of Science, Associate of Arts, and Associate of General Studies degree at Kansas City Kansas Community College. It is a practical and valuable subject useful throughout life whether at work, at home, or traveling. Students study how nutrients are used by the body and their relation to the new pyramid food groups and food labels. Proper nutrition for each stage of the human life cycle will be examined, as well as good nutrition in exercise, considerations of diet related health problems, and individual diet assessments.

The following suggested sequence of courses is designed for a transfer program to the College of Human Ecology Listed for transfer to the College of Human Ecology at Kansas State University. The requirements are for the Bachelor of Science Foods and Nutrition and the Bachelor of Science in Dietetics at Kansas State. Students should contact a pre-nutrition academic advisor at Kansas State to stay up to date with the very latest information on course transferability.

*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.*

#### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
	<b>Total</b>	<b>1-2</b>
Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
	<b>Total</b>	<b>9</b>

Humanities Requirements (6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
PHIL0206	Ethics	3
	Humanities Core Elective	3
	<b>Total</b>	<b>6</b>

Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)		Hours
PSYC0101	Psychology	3
PSYC0203	Human Development*	3
	<b>Total</b>	<b>6</b>

Mathematics & Natural and Physical Science Requirements:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0105	College Algebra** <b>or</b>	
MATH0108	Pre-Calculus**	3-5
	<b>Total</b>	<b>13-15</b>

#### Total General Education Requirements 35-38

\*See course description for prerequisite.

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

Pre-Nutrition Requirements		Hours
BIOL0141	Human Anatomy and Laboratory	4
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory*	2
BIOL0271	Physiology*	3
BIOL0272	Physiology Laboratory*	1
EXSC0105	Personal School Community Health	3
CHEM0203	General Organic Chemistry *	5
CHEM0112	College Chemistry II and Lab*	5
MATH0115	Statistics*	3
	<b>Total</b>	<b>29</b>

\*See course description for prerequisite.

#### Total for an Associate in Science in Liberal Arts and Sciences in Pre-Nutrition Degree: 64-67

### Curriculum Pathway Leading to an Associate in Science in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:

#### PRE-PHARMACY

**Academic Advisor:** Dr. Ron Budhrum

#### MISSION

The following program provides a foundation of general education while fulfilling prerequisites for the study of pharmacy. Students should check specific requirements of the of the pharmacy school where they plan to apply for admission. Students should select honors courses whenever they are offered.

## Mathematics, Science and Computer 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.

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT	Hours
HUDV0100 Freshman Orientation <b>or</b>	1
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>	<b>1-2</b>

Basic Skill Requirements	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II*	3
SPCH0151 Public Speaking <b>or</b>	3
SPCH0153 Interpersonal Communication	
<b>Total</b>	<b>9</b>

Humanities Requirements (6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)	Hours
PHIL0206 Ethics	3
Humanities Core Elective	3
<b>Total</b>	<b>6</b>

Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines)	Hours
Social Science Elective	6
<b>Total</b>	<b>6</b>

Mathematics & Natural and Physical Science Requirements	Hours
BIOL 0135 Principles of Cellular & Molecular Biology	4
CHEM0111 College Chemistry I and Lab*	5
MATH0120 Calculus I (Non-Engineering)**	3
<b>Total</b>	<b>12</b>

**Total General Education Requirements** **34-35**

\*See course description for prerequisite.

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

Pre-Pharmacy Requirements	Hours
BIOL0261 Microbiology*	3
BIOL0262 Microbiology Laboratory*	2

BIOL0271 Physiology*	3
BIOL0272 Physiology Laboratory*	1
CHEM0112 College Chemistry II and Lab*	5
CHEM0211 Organic Chemistry I*	3
CHEM0213 Organic Chemistry I Lab*	2
CHEM0212 Organic Chemistry II*	3
CHEM0214 Organic Chemistry II Lab*	2
NASC0231 General Physics I* <b>or</b> (5)	
NASC0130 Introductory Physics I* and	3
NASC0131 Introductory Physics Laboratory*	1
<b>Total</b>	<b>28-29</b>

\*See course description for prerequisite.

**Total for an Associate in Science in Liberal  
Arts and Sciences in Pre-Pharmacy Degree: 62-64**

**Curriculum Pathway Leading to an Associate in Science  
in Liberal Arts and Sciences for Students Seeking a  
Transfer Degree to a 4-Year Institution:**

### PRE-VETERINARY

**Academic Advisor:** Dr. Todd Gordon

#### MISSION

The Pre-Veterinary Program is designed to prepare students for acceptance into veterinary school. Nationally recognized for its hands-on approach, this program provides both for the strong academic foundation necessary for professional school and the practical animal experience needed to perform veterinary medicine today. The Pre-Veterinary Program draws students with farm, suburban and urban backgrounds from all over the United States.

Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission.

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.

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT	Hours
HUDV0100 Freshman Orientation <b>or</b>	1
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>	<b>1-2</b>

## Mathematics, Science and Computer Technology

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Humanities Requirements		Hours
<b>(6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
	Literature Core Elective	3
	Humanities Core Elective	3
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements		Hours
<b>(6 credit hours from at least 2 disciplines)</b>		
	Social Science Elective	3
	Social Science Elective	3
<b>Total</b>		<b>6</b>

Mathematics & Natural and Physical Science Requirements		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0108	Pre-Calculus**	3
<b>Total</b>		<b>13</b>

**Total General Education Requirements** **35-36**

\*See course description for prerequisite.

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

Pre-Veterinary Requirements		Hours
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory*	2
CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I*	3
CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II*	3
CHEM0214	Organic Chemistry II Lab*	2
NASC0231	General Physics I*	5
NASC0232	General Physics II*	5
<b>Total</b>		<b>30</b>

\*See course description for prerequisite.

**Total for an Associate in Science in Liberal Arts and Sciences in Pre-Veterinary Degree: 65-66**

**Curriculum pathway leading to an Associate in General Studies in Liberal Arts & Sciences for students seeking a transfer degree to a 4-year institution:**

### BIOLOGY

**Coordinator:** Ernie May

*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.*

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements (12 credit hours):		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
MATH0120	Calculus I (Non-Engineering)**	3
<b>Total</b>		<b>12</b>

Humanities Requirements:		Hours
PHIL0206	Ethics	3
	Literature Core Elective	3
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements:		Hours
ECON0201	Principals of Macroeconomics <b>or</b>	
ECON0201	Principals of Microeconomics	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirements		Hours
BIOL 121	General Biology	5
CHEM 111	College Chemistry I and Lab*	5
<b>Total</b>		<b>10</b>

**Total General Education Requirements 32-34**

\*See course description for prerequisite.

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

Biology Requirements:		Hours
BIOL0131	Environmental Science	3
BIOL0145	Nutrition	3
BIOL0225	Diversity of Organisms*	5
BIOL0251	Ecology	3
BIOL0221	Plant Biology* <b>and</b>	3
BIOL0222	Plant Biology Laboratory* <b>or</b>	2
BIOL0231	Animal Biology* <b>and</b>	3
BIOL0232	Animal Biology Laboratory*	2
CHEM0112	College Chemistry II and Lab*	5
NASC0231	General Physics I*	5
<b>Total</b>		<b>29</b>

\*See course description for prerequisite.

## Mathematics, Science and Computer Technology

**Total for an Associate in General Studies  
in Liberal Arts & Sciences in Biology: 61-63**

**Curriculum pathway leading to an Associate in General  
Studies in Liberal Arts & Sciences for students seeking a  
transfer degree to a 4-year institution:**

### CHEMISTRY

**Coordinator:** Dr. Ron Budhram

*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.*

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements (12 credit hours):		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0153	Interpersonal Communication	3
MATH0122	Calculus and Analytic Geometry I**	5
<b>Total</b>		<b>14</b>

Humanities Requirements:		Hours
	Literature Core Elective	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements:		Hours
PSYC0101	Psychology	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirements		Hours
CHEM0111	College Chemistry I and Lab*	5
CHEM0112	College Chemistry II and Lab*	5
<b>Total</b>		<b>10</b>

**Total General Education Requirements 31-33**

\*See course description for prerequisite.

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

Chemistry Requirements:		Hours
CHEM0211	Organic Chemistry I* and	3
CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II * and	3
CHEM0214	Organic Chemistry II Lab*	2
MATH0123	Calculus and Analytic Geometry II*	5
MATH0224	Calculus and Analytic Geometry III*	5
NASC0231	General Physics I*	5
NASC0232	General Physics II*	5

\*See course description for prerequisite.

**Total Chemistry Requirements 30**

**Total for an Associate in General Studies  
in Liberal Arts & Sciences in Chemistry Degree: 61-63**

### COMPUTER ENGINEERING TECHNOLOGY

**Curriculum Pathway leading to an Associate in General  
Studies in Liberal Arts and Sciences for students seeking  
a transfer degree to a 4-year institution:**

**Program Coordinator:** VACANT

### GENERAL EDUCATION REQUIREMENTS

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

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	3
SPCH0153	Interpersonal Communication	
<b>Total</b>		<b>9</b>

\*See course description for prerequisite.

Mathematics Requirements		Hours
ENGR0104	Applied Math or	
	Math Core Elective	3
<b>Total</b>		<b>3</b>

## Mathematics, Science and Computer Technology

<b>Humanities Requirements: (from at least one of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		<b>Hours</b>	HUDV0101 Strategies for Academic Excellence/Lifelong Learning	2
Humanities Core Elective		3	<b>Total</b>	<b>1-2</b>
<b>Total</b>		<b>3</b>	<b>Basic Skill Requirements: (12 credit hours):</b>	
<b>Social and Behavioral Science Requirements (from at least of the following: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)</b>		<b>Hours</b>	ENGL0101 Composition I	3
Social Science Core Elective		3	ENGL0102 Composition II*	3
<b>Total</b>		<b>3</b>	MATH0120 Calculus I (Non-Engineering)**	3
<b>Natural and Physical Science Requirement. (lecture with lab)</b>		<b>Hours</b>	SPCH0151 Public Speaking or	
NASC	Natural and Physical Science Core Elective	3	SPCH0153 Interpersonal Communication	3
<b>Total</b>		<b>3</b>	<b>Total</b>	<b>12</b>
<b>Total General Education Requirements:</b>		<b>22-23</b>	<b>Humanities Requirements:</b>	
<b>Technical Requirements:</b>		<b>Hours</b>	PHIL0206 Ethics	3
CIST	Electives	19-20	Literature core elective	3
	Free Electives	20	<b>Total</b>	<b>6</b>
<b>Total</b>		<b>39-40</b>	<b>Social and Behavioral Science Requirements:</b>	
<b>Note:</b> Substitutions from other departments may be submitted with advisors approval. Recommended: Computer core plus additional hours in CIST, ENGR, MATH, NASC, or BUSN.			ECON0201 Principles of Macroeconomics or	3
<b>Total hours for an Associate in General Studies in Computer Engineering Technology Pathway</b>		<b>61-62</b>	ECON0202 Principles of Microeconomics	3
<b>Curriculum Pathway Leading To An Associate In General Studies In Liberal Arts &amp; Sciences For Students Seeking A Transfer Degree To A 4-Year Institution:</b>			<b>Total</b>	<b>3</b>
<b>ENVIRONMENTAL STUDIES</b>			<b>Natural and Physical Science Requirements:</b>	
<b>Coordinator:</b> Elisabeth Kasckow			BIOL0131 Environmental Science	3
<i>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.</i>			BIOL0132 Environmental Science Lab	2
<i>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)</i>			CHEM0111 College Chemistry I*	5
<b>HUDV REQUIREMENT</b>		<b>Hours</b>	<b>Total</b>	<b>10</b>
HUDV0100	Freshman Orientation or	1	<b>Total General Education Requirements</b>	
				<b>32-34</b>
			*See course description for prerequisite.	
			**Mathematics sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.	
			<b>Environmental Studies Requirements:</b>	
			BIOL0121 General Biology	5
			BIOL0225 Diversity of Organisms*	5
			BIOL Biology Elective	3
			CHEM0112 College Chemistry II and Lab*	5
			CHEM0211 Organic Chemistry I* and	3
			CHEM0213 Organic Chemistry I Lab*	2
			CHEM0212 Organic Chemistry II * and	3
			CHEM0214 Organic Chemistry II Lab*	2
			<b>Environmental Studies Requirements:</b>	<b>28</b>
			*See course description for prerequisite.	
			<b>Associate in General Studies in Liberal Arts &amp; Sciences in Environmental Studies:</b>	
				<b>60-62</b>
			<b>Curriculum Pathway Leading To An Associate In General Studies In Liberal Arts And Sciences For Students Seeking A Transfer Degree To A 4-Year Institution:</b>	
			<b>FORENSIC CHEMISTRY</b>	
			<b>Academic Advisor:</b> Dr. Ron Budhram	
			<i>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</i>	



## Mathematics, Science and Computer Technology

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.

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements (12 credit hours):</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
MATH0122	Calculus and Analytical Geometry I**	5
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>14</b>

<b>Humanities Requirements:</b>		<b>Hours</b>
	Humanities Core Elective	3
<b>Total</b>		<b>3</b>

<b>Social and Behavioral Science Requirements:</b>		<b>Hours</b>
SOSC0134	Criminology	3
<b>Total</b>		<b>3</b>

<b>Natural and Physical Science Requirements*</b>		<b>Hours</b>
CHEM0111	College Chemistry I and Lab	5
	Biology Elective	4-5
<b>Total</b>		<b>9-10</b>

<b>Total General Education Requirements</b>	<b>30-32</b>
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\*See course description for prerequisite.

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

<b>Forensic Chemistry Requirements</b>		<b>Hours</b>
CHEM0101	Introduction to Forensic Science and Laboratory	5
CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I* and	3
CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II* and	3
CHEM0214	Organic Chemistry II Lab*	2
CHEM0201	Forensic Science	3
	Analytical Techniques*	
	Physics Elective	4-5
	Computer Science or Foreign Language Course	3-5

<b>Total Forensic Chemistry Requirements:</b>	<b>30-33</b>
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\*See course description for prerequisite.

**Total hours required for an Associate in  
General Studies in Liberal Arts and Sciences  
in Forensic Chemistry:**

**60-66**

**Curriculum Pathway Leading to an Associate in General  
Studies in Liberal Arts & Sciences for Students Seeking a  
Transfer Degree to a 4-Year Institution:**

### PHYSICS/PHYSICAL SCIENCE

**Academic Advisor:** Chandra Thapa

#### MISSION

The Department of Physical Science strives to develop in its students a comprehensive grasp of the principles of Physics and to generate opportunities for optimized learning of Physical Science concepts through interdisciplinary interactions. We offer high quality learning experiences that include a variety of courses appropriate for a diverse student body.

*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.*

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements (12 credit hours):</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
MATH0122	Calculus and Analytic Geometry I**	5
MATH0123	Calculus and Analytic Geometry II**	5
<b>Total</b>		<b>19</b>

<b>Humanities Requirements:</b>		<b>Hours</b>
	Humanities Core Elective	3
<b>Total</b>		<b>3</b>

<b>Social and Behavioral Science Requirements:</b>		<b>Hours</b>
	Social Science core elective	3
<b>Total</b>		<b>3</b>

<b>Natural and Physical Science Requirements:</b>		<b>Hours</b>
CHEM0111	College Chemistry I and Lab*	5

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CHEM0112	College Chemistry II and Lab*	5			
	<b>Total</b>	<b>10</b>			
<b>Total General Education Requirements:</b>		<b>36-38</b>			
*See course description for prerequisite.					
**Mathematics sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an adviser to determine correct placement.					
<b>Physics Requirements:</b>			<b>Hours</b>		
MATH0224	Calculus and Analytic Geometry III**	5			
MATH0227	Differential Equations**	3			
NASC0245	Engineering Physics I*	5			
NASC0246	Engineering Physics II*	5			
NASC0248	Statics*	3			
NASC0249	Dynamics*	3			
	Computer Programming Elective	3			
	<b>Total</b>	<b>27</b>			
*See course description for prerequisite.					
<b>Total for an Associate in General Studies in Liberal Arts and Sciences in Physics/Physical Science:</b>		<b>63-65</b>			
<b>Curriculum Pathway Leading to an Associate in General Studies in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:</b>					
<b>PRE-AGRICULTURE</b>					
<b>Academic Coordinator:</b> Jim Lyle					
<p><i>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.</i></p> <p><b>College Requirement</b> - All first time degree-seeking students who score <b>75 or above</b> on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score <b>below 75</b> on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)</p>					
<b>HUDV REQUIREMENT</b>			<b>Hours</b>		
HUDV0100	Freshman Orientation or	1			
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2			
	<b>Total</b>	<b>1-2</b>			
<b>Basic Skill Requirements:</b>			<b>Hours</b>		
ENGL0101	Composition I	3			
ENGL0102	Composition II*	3			
SPCH0151	Public Speaking or				
SPCH0153	Interpersonal Communication	3			
MATH0108	Pre-Calculus**	3			
MATH0112	Trigonometry**	2			
	<b>Total</b>	<b>14</b>			
<b>Humanities Requirements:</b>				<b>Hours</b>	
	Humanities Core Electives	3			
	<b>Total</b>	<b>3</b>			
<b>Social and Behavioral Science Requirements:</b>				<b>Hours</b>	
SOSC	Social Science Elective	3			
PSYC0101	Psychology	3			
	<b>Total</b>	<b>6</b>			
<b>9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab):</b>				<b>Hours</b>	
NASC0231	General Physics I*	5			
BIOL0121	General Biology	5			
	<b>Total</b>	<b>10</b>			
<b>Total General Education Requirements:</b>		<b>34-36</b>			
*See course description for prerequisite.					
**Mathematics sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an adviser to determine correct placement.					
<b>Pre-Agriculture Requirements:</b>				<b>Hours</b>	
BIOL0221	Plant Biology* and				
BIOL0222	Plant Biology Laboratory* or				
BIOL0231	Animal Biology* and				
BIOL0232	Animal Biology Laboratory*	5			
CHEM0111	College Chemistry I and Lab*	5			
CHEM0112	College Chemistry II and Lab*	5			
MATH0120	Calculus I* (Non-Engineering)	3			
	History elective	3			
	Computer elective	3			
	Science elective	5			
	<b>Total</b>	<b>29</b>			
*See course description for prerequisite.					
<b>Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Agriculture:</b>		<b>63-65</b>			
<b>Curriculum Pathway Leading to An Associate in General Studies in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:</b>					
<b>PRE-CHIROPRACTIC</b>					
<b>Academic Advisor:</b> Dr. Michael Ballentine or Dr. Doris Daniels					
<p><b>Note:</b> Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times.</p> <p>These programs provide students with their basic education and prepare them to transfer to a four-year college.</p> <p><b>Note:</b> Students who plan to practice as a chiropractor in Kansas must obtain a bachelor's degree to be admitted to a chiropractic college.</p> <p><i>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,</i></p>					

## Mathematics, Science & Computer Technology

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.

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
MATH0120	Calculus (Non-Engineering)**	3
<b>Total</b>		<b>12</b>

Humanities Requirements:		Hours
	Humanities Core Electives	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements:		Hours
PSYC0101	Psychology	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirements:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
<b>Total</b>		<b>10</b>

**Total General Education Requirements:** **29-31**

\*See course description for prerequisite.

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

Pre-Chiropractic Requirements:		Hours
BIOL0143	Human Anatomy and Physiology*	5
BIOL0145	Nutrition	3
CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I*	3
CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II*	3
CHEM0214	Organic Chemistry II Lab*	2
NASC0231	General Physics I*	5
NASC0232	General Physics II*	5
<b>Total Pre-Chiropractic Requirements:</b>		<b>33</b>

\*See course description for prerequisite.

**Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Chiropractic:** **62-64**

**Curriculum Pathway Leading to an Associate in General Studies in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### PRE-ENGINEERING

**Academic Advisor:** Wayne Martin

**Note:** Students should seek advisement from a counselor/ advisor about how requirements vary in the different fields of engineering.

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.

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
MATH0122	Calculus and Analytic Geometry I**	5
MATH0123	Calculus and Analytic Geometry II**	5
<b>Total</b>		<b>19</b>

Humanities Requirements:		Hours
	Literature Core Electives	3
	Humanities Core Electives	3
<b>Total</b>		<b>6</b>

Social and Behavioral Science Requirements:		Hours
ECON0201	Principals of Macroeconomics	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirements:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab***	5
<b>Total</b>		<b>10</b>

**Total General Education Requirements:** **39-41**

## Mathematics, Science & Computer Technology

\*See course description for prerequisite. \*\*Mathematics sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an adviser to determine correct placement.

\*\*\* Chemistry requirements vary according to major within Engineering

<b>Pre-Engineering Requirements:</b>		<b>Hours</b>
MATH0224	Calculus and Analytic Geometry III**	5
MATH0227	Differential Equations**	3
NASC0245	Engineering Physics I*	5
NASC0246	Engineering Physics II*	5
NASC0248	Statics* and/or	3
NASC0249	Dynamics*	3
<b>Total Pre-Engineering Requirements:</b>		<b>21-24</b>

\*See course description for prerequisite.

**Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Engineering Degree: 60-65**

**Curriculum Pathway Leading to an Associate in General Studies in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### PRE-MEDICAL/PRE-DENTAL/ PRE-OPTOMETRY

**Academic Advisor:** Dr. Doris Daniels

The following program provides a foundation of general education while fulfilling prerequisites for the study of medicine. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

*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.*

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements:</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
MATH0120	Calculus I (Non-Engineering)**	3
<b>Total</b>		<b>12</b>

<b>Humanities Requirements:</b>		<b>Hours</b>
Humanities Core Electives		3
<b>Total</b>		<b>3</b>

<b>Social and Behavioral Science Requirements:</b>		<b>Hours</b>
Social Science Core Elective		3
<b>Total</b>		<b>3</b>

<b>Natural and Physical Science Requirements:</b>		<b>Hours</b>
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
<b>Total</b>		<b>10</b>

**Total General Education Requirements: 29-31**

\*See course description for prerequisite.

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

<b>Pre-Medical/Optometry Requirements:</b>		<b>Hours</b>
BIOL0143	Human Anatomy and Physiology	5
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory*	2
CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I*	3
CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II*	3
CHEM0214	Organic Chemistry II Lab*	2
NASC0231	General Physics I*	5
NASC0232	General Physics II*	5
<b>Total</b>		<b>35</b>

\*See course description for prerequisite.

**Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Medical Degree: 64-66**

**Curriculum Pathway Leading to an Associate in General Studies in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### PRE-MEDICAL TECHNOLOGY

**Academic Advisor:** Dr. Curtis V. Smith

**Note:** Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times. This program provides the student with their basic education and prepare them to transfer to a four-year college. To be considered for admissions to the medical technology program at the University of Kansas Medical Center, students must have



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an overall grade-point average of 2.00 and a grade-point average of 2.30 in chemistry, biology, and microbiology.

*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.*

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements (12 credit hours):		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
MATH0105	College Algebra <b>or</b>	3-5
MATH0108	Pre-Calculus	
<b>Total</b>		<b>12-14</b>

Humanities Requirements:		Hours
	Humanities Core Electives	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements:		Hours
	Social Science Core Elective	3
<b>Total</b>		<b>3</b>

Natural and Physical Science Requirements:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
<b>Total</b>		<b>10</b>

**Total General Education Requirements:** **29-33**

\*See course description for prerequisite.

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

Pre-Medical Requirements:		Hours
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory*	2
BIOL0271	Physiology*	3
BIOL0272	Physiology Laboratory*	1
CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I* <b>and</b>	3
CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II* <b>and</b>	3

CHEM0214	Organic Chemistry II Lab*	2
MATH0115	Statistics*	3
	Computer Elective	3-5

**Total Pre-Medical Requirements:** **30-32**

\*See course description for prerequisite.

**Total for an Associate in General Studies in Liberal Arts & Sciences in Pre-Medical Technology Degree: 60-65**

**Curriculum Pathway Leading to an Associate in General Studies in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### PRE-NUTRITION

**Academic Advisor:** Dr. Curtis V. Smith

The following suggested sequence of courses is designed for a transfer program to the College of Human Ecology, Kansas State University leading to a Bachelor of Science in Foods and Nutrition. A student should plan on attending KSU six semesters to complete this major.

*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.*

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
MATH0105	College Algebra** <b>or</b>	3-5
MATH0108	Pre-Calculus**	3-5
<b>Total</b>		<b>12-14</b>

Humanities Requirements:		Hours
PHIL0206	Ethics	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements:		Hours
PSYC0101	Psychology	3



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PSYC0203	Human Development*	3		<b>HUDV REQUIREMENT</b>	<b>Hours</b>
	<b>Total</b>	<b>6</b>		HUDV0100 Freshman Orientation <b>or</b>	1
				HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
<b>Natural and Physical Science Requirements:</b>	<b>Hours</b>			<b>Total</b>	<b>1-2</b>
BIOL0121	General Biology	5			
CHEM0111	College Chemistry I and Lab*	5			
	<b>Total</b>	<b>10</b>			
<b>Total General Education Requirements:</b>	<b>32-36</b>			<b>Basic Skill Requirements:</b>	<b>Hours</b>
*See course description for prerequisite.				ENGL0101	Composition I
**Mathematics sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an adviser to determine correct placement.				ENGL0102	Composition II*
				SPCH0151	Public Speaking <b>or</b>
				SPCH0153	Interpersonal Communication
				MATH0120	Calculus I (Non-Engineering)**
				<b>Total</b>	<b>12</b>
<b>Pre-Nutrition Requirements:</b>	<b>Hours</b>			<b>Humanities Requirements:</b>	<b>Hours</b>
BIOL0141	Human Anatomy and Laboratory	4			Humanities Core Elective
BIOL0261	Microbiology*	3			<b>Total</b>
BIOL0262	Microbiology Laboratory*	2			<b>3</b>
BIOL0271	Physiology*	3		<b>Social and Behavioral Science Requirements:</b>	<b>Hours</b>
BIOL0272	Physiology Laboratory*	1			Social Science Core Elective
EXSC0105	Personal School Community Health	3			<b>Total</b>
CHEM0203	General Organic Chemistry *	5			<b>3</b>
CHEM0112	College Chemistry II and Lab*	5			
MATH0115	Statistics*	3		<b>Natural and Physical Science Requirements:</b>	<b>Hours</b>
<b>Total Pre-Nutrition Requirements:</b>	<b>29</b>			BIOL0121	General Biology
*See course description for prerequisite.				CHEM0111	College Chemistry I and Lab*
				<b>Total</b>	<b>10</b>
<b>Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Nutrition :</b>	<b>61-65</b>			<b>Total General Education Requirements:</b>	<b>29-31</b>
				*See course description for prerequisite.	
				**Mathematics sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an adviser to determine correct placement.	
<b>Curriculum Pathway Leading to an Associate in General Studies in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:</b>				<b>Pre-Pharmacy Requirements:</b>	<b>Hours</b>
<b>PRE-PHARMACY</b>				BIOL0261	Microbiology*
<b>Academic Advisor:</b> Dr. Ron Budhram				BIOL0262	Microbiology Laboratory*
The following program provides a foundation of general education while fulfilling prerequisites for the study of medicine. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.				BIOL0271	Physiology*
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.				BIOL0272	Physiology Laboratory*
College Requirement - All first time degree-seeking students who score <b>75 or above</b> on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score <b>below 75</b> on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)				CHEM0112	College Chemistry II and Lab*
				CHEM0211	Organic Chemistry I*
				CHEM0213	Organic Chemistry I Lab*
				CHEM0212	Organic Chemistry II*
				CHEM0214	Organic Chemistry II Lab*
				NASC0231	General Physics I* <b>or</b>
				NASC0130	Introductory Physics I* <b>and</b>
				NASC0131	Introductory Physics Laboratory*
				<b>Total Pre-Pharmacy Requirements:</b>	<b>28-29</b>
				*See course description for prerequisite.	
				<b>Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Pharmacy:</b>	<b>60</b>

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### Curriculum Pathway Leading to an Associate in General Studies in Liberal Arts and Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:

#### PRE-VETERINARY

**Academic Advisor:** Dr. Todd Gordon

*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.*

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT	Hours
HUDV0100 Freshman Orientation <b>or</b>	1
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>	<b>1-2</b>

Basic Skill Requirements (12 credit hours):	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II*	3
SPCH0151 Public Speaking <b>or</b>	
SPCH0153 Interpersonal Communication	3
MATH0108 Pre-Calculus**	3
<b>Total</b>	<b>12</b>

Humanities Requirements:	Hours
Literature Core Elective	3
<b>Total</b>	<b>3</b>

Social and Behavioral Science Requirements:	Hours
Social Science Core Elective	3
<b>Total</b>	<b>3</b>

Natural and Physical Science Requirements:	Hours
BIOL0121 General Biology	5
CHEM0111 College Chemistry I and Lab*	5
<b>Total</b>	<b>10</b>

**Total General Education Requirements:** **29-31**

\*See course description for prerequisite.

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

Pre-Veterinary Requirements:	Hours
BIOL0261 Microbiology*	3
BIOL0262 Microbiology Laboratory*	2
CHEM0112 College Chemistry II and Lab*	5

CHEM0211 Organic Chemistry I*	3
CHEM0213 Organic Chemistry I Lab*	2
CHEM0212 Organic Chemistry II*	3
CHEM0214 Organic Chemistry II Lab*	2
MATH0112 Trigonometry	2
NASC0231 General Physics I*	5
NASC0232 General Physics II*	5

**Total Pre-Veterinary Requirements:** **32**

\*See course description for prerequisite.

**Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Veterinary:** **61-63**

# Division of Social and Behavioral Sciences

**Division Dean:** Dr. Charles E. Wilson, drchuck@kckcc.edu

**Full Time Faculty and Staff and E-Mail Address:**

Alsdurf, Donald	dalsdurf@kckcc.edu
Bates, Loretta	lbates@kckcc.edu
Cutolo-Ring, Dr. Antonio	antonio@kckcc.edu
Hall, Dr. Tom	thall@kckcc.edu
Hearn, Kris	khearn@kckcc.edu
Ice, Dr. Tamela	tice@kckcc.edu
Jackson-Scott, Melanie	mjackson@kckcc.edu
Johnson, Jessie Jo	jessiej@kckcc.edu
Lask, Kathryn	klask@kckcc.edu
Long, Daryl	dlong@kckcc.edu
McGowan, Kathleen	kmcgowan@kckcc.edu
McMahon, Joyce	jcmahon@kckcc.edu
Nair, Dr. Hira	hnair@kckcc.edu
Ozegovic, Dr. Jelena	jozegovic@kckcc.edu
Ramos-Reyes, Dr. Mario	mrmos@kckcc.edu
Ryan, Dr. John P.	ryanj@kckcc.edu
Shariati, Dr. Mehdi	mshariati@kckcc.edu
Thomas, Barbara	bthomas@kckcc.edu
Unoke, Dr. Ewa	eunoke@kckcc.edu
White, Karisse	kwhyte@kckcc.edu
Wiggins, Cleon	cwiggin@kckcc.edu
Winn, Dr. Valdenia	vwinn@kckcc.edu

**MISSION AND PURPOSE**

The Social and Behavioral Sciences Division is committed to meeting the academic needs of the social and behavioral science major by providing quality introductory transfer courses and general education courses for the non-major student. The curriculum emphasizes relevant, contemporary content so students will be able to:

1. Demonstrate knowledge and understanding of the major terms, concepts, theories, and skills of the respective subject matter;
2. Be aware of a more inclusive, international/multicultural dimension to the subject;
3. Distinguish between knowledge and opinion;
4. Demonstrate their comprehension emphasizing that critical thinking is a skill, and it requires the ability and practice of content analysis, synthesis, and evaluation.

The division also provides career focused programs in Addiction Counseling, Victim Survivor Services, Criminal Justice, Early Childhood Education, Paralegal Studies, and Education

In addition, the social science faculty are committed to social development/awareness/sensitivity that all members of the human family are unique and deserve fair treatment.

## SOCIAL AND BEHAVIORAL SCIENCES DEGREES/PROGRAMS

### ASSOCIATE IN APPLIED SCIENCE DEGREES

Substance Abuse/Addiction Counseling- Addiction Counselor  
Early Childhood Education - Child Care and Support Services Management  
Corrections  
Legal Assistant/Paralegal – Paralegal  
Police Science  
Victim/Survivor Services

### TRANSFER DEGREES: ASSOCIATE IN ARTS

**Curriculum pathway leading to an Associate in Arts in Liberal Arts & Sciences for students transferring into the following 4-year programs:**

Economics  
Elementary Education  
History  
Philosophy  
Political Science  
Pre-Law  
Secondary Education  
Sociology  
Pre-Public Administration  
Pre-Social Work  
Victim Survivor Services

### TECHNICAL CERTIFICATES

Addiction Counselor  
Corrections  
Early Childhood Education/CDA  
Police Science  
Victim/Survivor Services

## ADDICTION COUNSELOR ASSOCIATE IN APPLIED SCIENCE DEGREE

**Program Coordinator:** Dr. Thomas C. Hall

Combining traditional, theoretical, and experiential learning, the Addiction Counselor Training Program offers students the opportunity to grow personally and professionally. KCKCC's open learning environment, with scheduling and advising tailored to needs of both working professionals and traditional students, allows students the opportunity to develop personalized styles for the active learner.

Through satisfactory completion, students gain education and skills required in the treatment environment, with course work geared toward National Exams. Our program meets Kansas Behavioral Science Regulatory Board academic requirements and those of the state of Missouri. Degreed individuals holding a 4-year degree in a related field may pursue a certificate program through core addiction counseling courses in Addiction Studies in order to be eligible for licensure. (See the Program Coordinator for the latest certification and licensure requirements).

## Social and Behavioral Sciences

Program applicants include individuals desiring to obtain their first degree, counselors working in a treatment facility, private practice, juvenile or adult probation/parole officers, counselors in mental health or community agencies, employee assistance professionals, or coordinators of substance abuse prevention services, as well as counselors or teachers in secondary and post secondary educational institutions.

**Note:** Students should observe the “See course description” footnotes that appear throughout the following programs. Many courses in these programs have prerequisites.

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

<b>Mathematics Requirements</b>		<b>Hours</b>
MATH0110	Business Math <b>or</b>	
	Math Core Elective	3
<b>Total</b>		<b>3</b>

<b>Humanities Requirements</b>		<b>Hours</b>
<b>(3 credit hours from at least one of the following disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
THTR0105	Introduction to Acting	3
<b>Total</b>		<b>3</b>

<b>Social and Behavioral Science Requirements (from one discipline including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)</b>		<b>Hours</b>
PSYC0101	Psychology	3
VTSP0102	Victim/Survivor Services	3
<b>Total</b>		<b>6</b>

<b>Natural and Physical Science Requirements</b>		<b>Hours</b>
BIOL0145	Nutrition <b>or</b>	
BIOL0121	General Biology	3-5
<b>Total</b>		<b>3-5</b>

**Total General Education Requirements 25-28**

<b>Technical Requirements</b>		<b>Hours</b>
ADCN0101	Introduction to Addictions	3
ADCN0105	Counseling the Alcoholic and Drug Abuser I	3
ADCN0110	Special Topics in Addiction: Pharmacology, HIV/Medical High Risk, Ethics	3
ADCN0206	Counseling the Alcoholic and Drug Abuser II*	3
ADCN0207	Counseling the Alcoholic and Drug Abuser III*	3
ADCN0208	Addiction Counseling With Special Populations	3
ADCN0210	Group Dynamics and Addictions I	3
ADCN0220	Client Management Procedures*	3
ADCN0250	Addiction Counseling Field Practicum I*	3
ADCN0251	Addiction Counseling Field Practicum II*	3
PSYC0295	Special Problems in Psychology	3
PHIL0206	Ethics*	3
<b>Total Addiction Counselor Program Requirements</b>		<b>36</b>
*See course description for prerequisite.		

**Total hours required for an Associate in Applied  
Science in Addiction Counselor Degree 61-64**

### ADDICTION COUNSELOR TECHNICAL CERTIFICATE

**Program Coordinator:** Dr. Thomas C. Hall

The Certificate Program is available to students already holding an Associate or higher degree. The intent of the certificate is to supplement previous education with additional core knowledge in Addiction Counseling.

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## Social and Behavioral Sciences

Certificate Requirements		Hours	Basic Skill Requirements		Hours
ADCN0101	Introduction to Addictions	3	ENGL0101	Composition I	3
ADCN0105	Counseling the Alcoholic & Drug Abuser I	3	ENGL0206	Technical Writing** or	
ADCN0110	Special Topics in Addiction: Pharmacology, HIV/Medical High Risk, Ethics	3	ENGL0102	Composition II*	3
ADCN0206	Counseling the Alcoholic & Drug Abuser II*	3	SPCH0151	Public Speaking or	
ADCN0207	Counseling the Alcoholic & Drug Abuser III*	3	SPCH0153	Interpersonal Communication	3
ADCN0208	Addiction Counseling With Special Populations	3	<b>Total</b>		<b>9</b>
ADCN0210	Group Dynamics & Addictions I	3	Mathematics Requirements		Hours
ADCN0220	Client Management Procedures*	3	MATH0104	Intermediate College Algebra or	
PSYC0295	Special Problems in Psychology	3	MATH0105	College Algebra	3-5
PHIL0206	Ethics*	3	<b>Total</b>		<b>3-5</b>
ADCN0250	Field Practicum I*	3	Humanities Requirements		Hours
ADCN0251	Field Practicum II*	3	HIST0105	United States Since 1877	3
<b>Total</b>		<b>36</b>	<b>Total</b>		<b>3</b>
*See course description for prerequisite.			Social and Behavioral Science Requirements		Hours
<b>Total hours required for an Addiction Counselor Technical Certificate</b>			Social Science Core Elective (from Anthropology, Economics, Geography, Political Science, or Psychology)		3
			SOSC0107	Sociology	3
			PSYC0101	Psychology	3
			<b>Total</b>		<b>6</b>
			Natural and Physical Science Requirements		Hours
			Science Core Elective		3-5
			<b>Total</b>		<b>3-5</b>
			Total General Education Requirements		25-30
			*See course description for prerequisite.		
			**ENGL 206 may be substituted for ENGL 102.		
			Corrections Requirements		Hours
			CRJS0101	Introduction to Criminal Justice**/**	3
			CRJS0102	Introduction to Corrections****	3
			CRJS0115	Probation and Parole	3
			CRJS0116	Juvenile Delinquency and Justice	3
			CRJS0117	Professional Responsibility in Criminal Justice (Ethics)	3
			CRJS0119	Organization and Administration of Criminal Justice (Corrections) Agencies	3
			CRJS0120	Cultural and Religious Diversity in Offender Populations	3
			CRJS0206	Criminal Justice Interview and Report Writing	3
			CRJS0209	Community Corrections	3
			CRJS0210	Legal Issues in Corrections	3
			CRJS0221	Criminal Justice Practicum#	3
			SOSC0134	Criminology*	3
			VTSP0101	Victimology or	
			CRJS0207	World Terrorism (Weapons of Mass Destruction)	3
			<b>Total</b>		<b>39</b>
			*See course description for prerequisite.		
			**See course description for footnote.		
			***May substitute state certified Police Academy training diploma.		
			****May substitute State Department of Corrections training diploma.		



## Social and Behavioral Sciences

\*\*\*\*Will count toward 12 hours of criminal justice electives only if not taken to meet corrections requirements listed above.

#Note: The Criminal Justice Practicum requires 135 hours of supervised internship at an approved Law Enforcement or Corrections agency.

**Total required for an Associate in Applied Science in Corrections Degree** **64-69**

### **CORRECTIONS TECHNICAL CERTIFICATE**

**Program Coordinator:** Donald Alsdurf

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

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.

<b>Certificate Required Courses</b>		<b>Hours</b>
ENGL0101	Composition I	3
CRJS0101	Introduction to Criminal Justice**	3
CRJS0102	Introduction to Corrections***	3
PSYC0101	Psychology	3
SOSC0107	Sociology	3

<b>Select five of the following:</b>		<b>Hours</b>
CRJS0115	Probation and Parole	3
CRJS0116	Juvenile Delinquency and Justice	3
CRJS0117	Professional Responsibility in Criminal Justice (Ethics)	3
CRJS0112	Organization and Administration of Criminal Justice (Corrections) Agencies	3
CRJS0120	Cultural and Religious Diversity in Offender Populations	3
CRJS0206	Criminal Justice Interview and Report Writing	3
CRJS0207	World Terrorism (Weapons of Mass Destruction)	3
CRJS0209	Community Corrections	3
CRJS0210	Legal Issues in Corrections	3
SOSC0134	Criminology*	3
<b>Total for a Technical Certificate in Corrections</b>		<b>31-32</b>

\*See course description for prerequisite.

\*\*May substitute state certified Police Academy training diploma.

\*\*\*May substitute State Department of Corrections training diploma.

### **POLICE SCIENCE ASSOCIATE IN APPLIED SCIENCE**

**Program Coordinator:** Donald Alsdurf

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.

### **GENERAL EDUCATION REQUIREMENTS**

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

<b>Mathematics Requirements</b>		<b>Hours</b>
MATH0104	Intermediate College Algebra <b>or</b>	
MATH0105	College Algebra	3-5
<b>Total</b>		<b>3-5</b>

<b>Humanities Requirements</b>		<b>Hours</b>
HIST0105	United States Since 1877	3
<b>Total</b>		<b>3</b>

<b>Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)</b>		<b>Hours</b>
SOSC0107	Sociology	3
PSYC0101	Psychology	3
<b>Total</b>		<b>6</b>

## Social and Behavioral Sciences

<b>Natural and Physical Science Requirements</b>		<b>Hours</b>	<b>HUDV REQUIREMENT</b>		<b>Hours</b>
	Science Core Elective	3-5	HUDV0100	Freshman Orientation <b>or</b>	1
	<b>Total</b>	<b>3-5</b>	HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total General Education Requirements</b>		<b>25-30</b>	<b>Total</b>		<b>1-2</b>
*See course description for prerequisite.					
<b>Technical Requirements</b>		<b>Hours</b>	<b>Certificate Required Courses</b>		<b>Hours</b>
CRJS0101	Introduction to Criminal Justice**/**	3	ENGL0101	Composition I	3
CRJS0112	Organization and Administration of Criminal Justice (Corrections) Agencies	3	CRJS0101	Introduction to Criminal Justice	3
CRJS0116	Juvenile Delinquency and Justice	3	<b>Total</b>		<b>6</b>
CRJS0117	Professional Responsibility in Criminal Justice (Ethics)	3	<b>Select three of the following</b>		
CRJS0118	Law Enforcement Operations and Procedures	3	PSYC0101	Psychology	3
CRJS0201	Criminal Investigation	3	SOSC0107	Sociology	3
CRJS0203	Criminal Law	3	SPCH0151	Public Speaking	3
CRJS0204	Criminal Procedure	3	VTSP0101	Victimology	3
CRJS0205	Traffic Administration & Control**/**	3	VTSP0103	Family Violence	3
CRJS0206	Criminal Justice Interview and Report Writing	3	<b>Total</b>		<b>9</b>
CRJS0221	Criminal Justice Practicum#	3	<b>Select five of the following</b>		
SOSC0134	Criminology*	3	CRJS0112	Organization and Administration of Criminal Justice (Corrections) Agencies	3
VTSP0101	Victimology <b>or</b>		CRJS0116	Juvenile Delinquency and Justice	3
CRJS0207	World Terrorism (Weapons of Mass Destruction)	3	CRJS0117	Professional Responsibility in Criminal Justice (Ethics)	3
<b>Total Police Science Requirements</b>		<b>39</b>	CRJS0118	Law Enforcement Operations and Procedures	3
*See course description for prerequisite.			CRJS0201	Criminal Investigation	3
**See course description for footnote.			CRJS0203	Criminal Law	3
***May substitute state certified Police Academy Training Diploma.			CRJS0204	Criminal Procedures	3
****May substitute KCK Police Department Motor Vehicle Accident Investigation Course (80 hours).			CRJS0205	Traffic Administration & Control**/**	3
#Note: The Criminal Justice Practicum requires 135 hours of supervised internship at an approved Law Enforcement or Corrections agency.			CRJS0206	Criminal Justice Interview and Report Writing	3
<b>Total hours required for an Associate in Applied Science in Police Science Degree</b>		<b>64-69</b>	CRJS0207	World Terrorism (Weapons of Mass Destruction)	3
			SOSC0134	Criminology*	3
			<b>Total</b>		<b>15</b>
			*See course description for prerequisite.		
			<b>Total for a Technical Certificate in Police Science</b>		<b>31-32</b>

## POLICE SCIENCE

### TECHNICAL CERTIFICATE

**Program Coordinator:** Donald Alsdurf

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**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

## EARLY CHILDHOOD EDUCATION

### ASSOCIATE IN APPLIED SCIENCE

**Program Coordinator:** Kris Hearn  
**Email address:** khearn@kckcc.edu

This program is designed to promote quality early childhood education for all young children, birth through age eight, and to improve professional practice in the early childhood community.

Successful completion of this program will enable you to gain employment in educational and social service settings involving young children and their families. Successfully completing courses in this program will help you gain knowledge and develop basic skills and techniques to assist you in becoming competent in the field of Early Childhood Education.

## Social and Behavioral Sciences

Students may choose a series of courses that will lead to preparation for the entry level, National Child Development Associate (CDA) Credential. These courses bridge into the two-year degree.

Students with a CDA, appropriate documentation, and appropriate work experience may earn up to twelve hours of credit toward the two-year degree.

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### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II <b>or</b>	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

<b>Mathematics Requirements</b>		<b>Hours</b>
MATH0110	Business Math <b>or</b>	3
	Math Core Elective	
<b>Total</b>		<b>3</b>

<b>Humanities Requirements</b>		<b>Hours</b>
ENGL0107	Children's Literature	3
<b>Total</b>		<b>3</b>

<b>Social and Behavioral Science Requirements</b> (3 credit hours from one of the following disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)		<b>Hours</b>
PSYC0101	Psychology	3
PSYC0202	Child Development	3
<b>Total</b>		<b>6</b>

<b>Natural and Physical Science Requirements</b>		<b>Hours</b>
	Science Core Elective	3
<b>Total</b>		<b>3</b>

**Total General Education Requirements 25-26**

<b>Technical Requirements</b>		<b>Hours</b>
CHLD0100	Fundamentals of Early Care Education	3
CHLD0114	Infant and Toddler First Aid and CPR	1
CHLD0110	Infant & Toddlers I <b>or</b>	
CHLD0112	Preschoolers I <b>or</b>	
CHLD0125	School Age Care I	3
CHLD0111	Infants & Toddlers II* <b>or</b>	
CHLD0113	Preschoolers II*	3
CHLD0123	Care of Children with Disabilities	3
CHLD0140	Observing Children's Behavior	3
CHLD0142	Child Nutrition*	3
CHLD0143	Creative Experience I	3
CHLD0144	Creative Experience II* <b>or</b>	
CHLD0215	Science in Early Childhood <b>or</b>	
CHLD0242	Developing Language and Literacy in Early Childhood	3
CHLD0146	Child Care Administration*	3
CHLD0150	Multicultural Education of Children: Teaching Children from Around the World*	3
CHLD0165	Parenting & Parental Involvement in Child Care Education	3
CHLD0220	Wellness, Health, and Safety	3
CHLD0240	Curriculum Planning for Young Children	3
CHLD0244	Child Care Internship I*	3
CHLD0245	Child Care Internship II	3
<b>Total</b>		<b>46</b>

\*See course description for prerequisite.

**Total hours required for an Associate in Applied  
Science in Early Childhood Education Degree 71-72**

<b>Early Childhood Education Electives</b>		<b>Hours</b>
CHLD0101	Early Childhood Substitute Teacher Training	1
LANG0152	Spanish for Child Care Facility Personnel	3
CHLD0227	Child Development Associate Preparation	2

### EARLY CHILDHOOD SUBSTITUTE TEACHER TRAINING /PRESERVICE TRAINING CERTIFICATE

CHLD0101	Early Childhood Substitute Training	1
<b>Total</b>		<b>1</b>

### CHILD DEVELOPMENT ASSOCIATE PREPARATION CREDENTIAL – CDA

CHLD0101	Early Childhood Substitute Training	1
CHLD0100	Fundamentals of Early Care Education	3
CHLD0110	Infants and Toddlers I <b>or</b>	
CHLD0112	Preschoolers I	3
CHLD0111	Infants and Toddlers II <b>or</b>	
CHLD0113	Preschoolers II	3

## Social and Behavioral Sciences

CHLD0227	Child Development Associate Preparation	2
<b>Total hours required for the CDA</b>		<b>12</b>

### ONE YEAR EARLY CHILDHOOD EDUCATION CERTIFICATE

HUDV0100	Freshman Orientation <b>or</b>	
HUDV0101	Strategies for Academic Excellence and Lifelong Learning	1-2
ENGL0101	Composition I	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
CHLD0101	Early Childhood Substitute Teacher Training	1
CHLD0100	Fundamentals of Early Care Education	3
CHLD0110	Infants and Toddlers I <b>or</b>	
CHLD0112	Preschoolers I	3
CHLD0111	Infants and Toddlers II <b>or</b>	
CHLD0113	Preschoolers II	3
CHLD0114	Infant and Toddler First Aid and CPR	1
CHLD0123	Care of Children with Disabilities	3
CHLD0143	Creative Experience I	3
CHLD0150	Multicultural Education of Children: Teaching Children From Around the World <b>or</b>	
CHLD0165	Parenting and Parental Involvement in Child Care Education	3
CHLD0152	Spanish for Child Care Facility Personnel	2
<b>Total hours required for One-Year Certificate in Early Childhood Education</b>		<b>33-34</b>

**Curriculum Pathway Leading to an Associate in Arts in Liberal Arts & Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### ECONOMICS

Economics is a multifaceted discipline in the family of social sciences and is concerned with scarcity of resources (its central assumption) and all of the problems resulting from that condition. In general, economics is the study of production, distribution, and consumption of goods and services. One of its central assumptions is that the world is a world of finite resources. Economics has evolved to include a set of principles, methods and theories so as to provide answers to the following questions; What shall we produce? How shall we produce? How much shall we produce? For whom shall we produce? Attempting to answer these questions requires “technical capital” (knowledge, skills, methodologies), and “cultural capital” (a sense of priorities, awareness, and direction) at both the individual and the organizational (social) level. Furthermore, the productivity of individuals as well as the organization is contingent upon the acquisition of an adequate amount of these variables. Economics at both levels is well equipped to aid individuals in acquiring the technical and the cultural capitals in order to make the interaction between the two more fluid, productive, amicable, and innovative. Economics can provide the necessary foundation to those aspiring to pursue a career in

the fields of business, finance, education, health care, insurance, stock market, government, international business, and public administration, among others.

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### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

<b>Mathematics Requirements</b>		<b>Hours</b>
MATH0105	College Algebra <b>or</b>	
MATH0108	Pre-Calculus Mathematics	3-5
<b>Total</b>		<b>3-5</b>

<b>Humanities Requirements</b>		<b>Hours</b>
<b>(9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
HIST0104	United States to 1877 <b>or</b>	
HIST0105	United States Since 1877	3
PHIL0103	Introduction to Philosophy <b>or</b>	
PHIL0105	Logic <b>or</b>	
PHIL0206	Ethics*	3
	Humanities Core Elective	3
<b>Total</b>		<b>9</b>

<b>Social and Behavioral Science Requirements</b>		<b>Hours</b>
<b>(6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)</b>		
PSYC0101	Psychology <b>or</b>	
SOSC0107	Sociology	3
ECON0201	Principles of Macroeconomics <b>or</b>	
ECON0202	Principles of Microeconomics	3
<b>Total</b>		<b>6</b>

## Social and Behavioral Sciences

<b>Natural and Physical Science (lecture with lab) Requirements</b>	<b>Hours</b>	<i>degree-seeking students who score <b>below 75</b> on the ACCU-PLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)</i>
Natural or Physical Science Core Elective	5	
<b>Total</b>	<b>5</b>	
<b>Modern Language Requirement</b>	<b>Hours</b>	<b>HUDV REQUIREMENT</b>
Modern Language Core Elective	5	HUDV0100 Freshman Orientation <b>or</b>
<b>Total</b>	<b>5</b>	HUDV0101 Strategies for Academic Excellence/Lifelong Learning
		<b>Total</b>
<b>Total General Education Requirements</b>	<b>38-41</b>	<b>1-2</b>
*See course description for prerequisite.		
<b>Technical Requirements 21-22 additional credit hours from the following:</b>	<b>Hours</b>	<b>Basic Skill Requirements (12 credit hours)</b>
ECON0201 Principles of Macroeconomics	3	ENGL0101 Composition I
ECON0202 Principles of Microeconomics	3	ENGL0102 Composition II*
ECON0203 Introduction to Labor Studies	3	SPCH0151 Public Speaking <b>or</b>
ECON0210 Principles of Community Economic Development	3	SPCH0153 Interpersonal Communication
ECON0250 Introduction to Political Economy and Globalization	3	<b>Total</b>
GEOG0101 Introduction to Cultural Geography	3	
SOSC0103 Introduction to Social Science	3	<b>Mathematics Requirements</b>
SOSC0107 Sociology	3	MATH0105 College Algebra <b>or</b>
SOSC0109 Diversity Studies	3	MATH0108 Pre-Calculus Mathematics
SOSC0207 Urban Sociology	3	<b>Total</b>
SOSC0209 Social Problems	3	
<b>Total</b>	<b>21-22</b>	<b>3-5</b>
*See course description for prerequisite.		
<b>Total hours required for an Associate in Arts in Liberal Arts and Sciences in Economics Degree</b>	<b>60-63</b>	<b>Hours</b>
<b>Curriculum Pathway Leading to an Associate in Arts in Liberal Arts &amp; Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:</b>		<b>Humanities Requirements (9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>
		HIST0104 United States to 1877 or
		HIST0105 United States Since 1877
		MUSC0101 Music Appreciation
		Humanities Core Elective (from Art, Literature, Philosophy or Theatre)
		<b>Total</b>
		<b>9</b>
<b>ELEMENTARY EDUCATION</b>		<b>Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)</b>
		PSYC0101 Psychology
		SOSC0107 Sociology
		<b>Total</b>
		<b>6</b>
		<b>Natural and Physical Science (lecture with lab) Requirements</b>
		Natural or Physical Science Core Elective
		<b>Total</b>
		<b>5</b>
		<b>Modern Language Requirement</b>
		Modern Language Core Elective
		<b>Total</b>
		<b>5</b>
		<b>Total General Education Requirements</b>
		<b>38-41</b>
		*See course description for prerequisite.
<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>Technical Requirements</b>
		ECON0201 Principles of Macroeconomics <b>or</b>
		ECON0202 Principles of Microeconomics
		EDUC0160 Introduction to Teaching: Career Awareness

*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.*

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All



## Social and Behavioral Sciences

EDUC0161	Studying Children & Adolescents in the Schools	3	<b>Basic Skill Requirements</b>	<b>Hours</b>	
EDUC0262	Education in a Multicultural Society	3	ENGL0101	Composition I	3
ENGL0107	Children's Literature	3	ENGL0102	Composition II*	3
EXSC0205	Personal, School & Community Health	3	SPCH0151	Public Speaking <b>or</b>	
LANG0139	Conversational Spanish <b>or</b>	3	SPCH 0153	Interpersonal Communication	3
LANG0151	Spanish for School Administrators, Teachers, Paraprofessionals, and Support Staff		<b>Total</b>		<b>9</b>
PSYC0202	Child Development*	3	<b>Mathematics Requirements</b>	<b>Hours</b>	
<b>Total</b>		<b>24</b>	MATH0105	College Algebra <b>or</b>	
*See course description for prerequisite.			MATH0108	Pre-Calculus Mathematics*	3-5
<b>Total hours required for an Associate in Arts in Liberal Arts and Sciences in Elementary Education Degree</b>			<b>Total</b>		<b>3-5</b>
<b>62-65</b>			<b>Humanities Requirements (9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>	<b>Hours</b>	
<b>Curriculum Pathway Leading to an Associate of Arts in Liberal Arts &amp; Sciences for Students Seeking a Transfer Degree to a 4-Year Institution</b>			FNAR0101	Art Appreciation	3
			HIST0104	United States to 1877 <b>or</b>	
			HIST0105	United States Since 1877	3
			MUSC0101	Music Appreciation	3
			<b>Total</b>		<b>9</b>
<b>SECONDARY EDUCATION</b>			<b>Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)</b>	<b>Hours</b>	
Students interested in teaching at the secondary level are able to secure their first two years of general education courses at the community college. Students need to plan their program to include basic courses in the areas of their teaching major/majors. The Associate in Arts Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities."			PSYC0101	Psychology	3
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.			SOSC0107	Sociology	3
			<b>Total</b>		<b>6</b>
			<b>Natural and Physical Science Requirements (lecture with lab)</b>	<b>Hours</b>	
				Natural and Physical Sciences	
				Core Elective	5
			<b>Total</b>		<b>5</b>
			<b>Foreign Language Requirements</b>	<b>Hours</b>	
				Foreign Language Core Elective	5
			<b>Total</b>		<b>5</b>
			<b>Total General Education Requirements</b>		<b>38-41</b>
			<b>Technical Requirements</b>	<b>Hours</b>	
			EDUC0160	Introduction to Teaching: Career Awareness	3
			EDUC0161	Studying Children & Adolescents in the Schools	3
			EDUC0262	Education in a Multicultural Society	3
			EXSC0205	Personal School Community Health	3
			ECON0201	Principles of Macroeconomics** <b>or</b>	
			ECON0202	Principles of Microeconomics	3
			LANG0139	Conversational Spanish <b>or</b>	
			LANG0151	Spanish for School Administrators, Teachers, Paraprofessionals, and Support Staff	3
				Electives	4-7
			<b>Total</b>		<b>22-25</b>
			<b>Total required for an Associate in Arts in Liberal Arts &amp; Sciences in Secondary Education Degree</b>		<b>60-66</b>

## Social and Behavioral Sciences

\*See course description for prerequisite.

\*\*Social Studies majors also need Principles of Microeconomics ECON0202.

### Curriculum Pathway Leading to an Associate in Arts in Liberal Arts & Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:

#### HISTORY

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 early cultures, from ancient and classical civilizations, and from the modern world. Topics, which are drawn from the entire map of human experiences include creativity, belief, conflict, identity, innovation, ordinary life, and power. Students learn historical literacy. They learn to evaluate evidence, to examine contexts, to identify changes and continuities, and to assume complexity. They encounter traditional and new approaches to historical subjects, and they are introduced to historiography. Students who already believe that the study of the past is interesting and meaningful will be encouraged. For other students, history at the college will open up new worlds of knowledge and understanding. The American Historical Association in its Careers for Students of History identifies seven careers in history: "classrooms", "museums", "editing and publishing", "archives", "historic preservation", "federal, state and local history", and "consultants and contractors". The community college provides the foundation for students who intend to earn a baccalaureate degree and graduate degrees in history. Students who intend to teach in elementary and secondary schools should also satisfy requirements for certification.

*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.*

#### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirements		Hours
MATH0105	College Algebra <b>or</b>	
MATH0108	Pre-Calculus Mathematics*	3-5
<b>Total</b>		<b>3-5</b>

#### Humanities Requirements

**(9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)**

HIST0104	United States to 1877 <b>or</b>	
HIST0105	United States Since 1877	3
PHIL0103	Introduction to Philosophy <b>or</b>	
PHIL0105	Logic <b>or</b>	
PHIL0206	Ethics*	3
	Humanities Core Elective	3
<b>Total</b>		<b>9</b>

#### Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)

POSC0101	Introduction to Political Science <b>or</b>	
POSC0102	International Relations/Foreign Policy	3
SOSC0107	Sociology	3
<b>Total</b>		<b>6</b>

#### Natural and Physical Science Requirements (lecture with lab)

Natural and Physical Sciences	5
Core Elective	
<b>Total</b>	<b>5</b>

\*See course description for prerequisite.

Foreign Language Requirements		Hours
	Foreign Language Core Elective	5
<b>Total</b>		<b>5</b>

#### Total General Education Requirements 38-41

#### History Majors must take HIST0115 and HIST0116 plus enough credits to equal at least a 60-hour degree

HIST0115	World Civilization I	3
HIST0116	World Civilization II	3
HIST0106	Black History	3
HIST0107	Modern Europe	3
HIST0108	Religion in America	3
HIST0109	The Bible as History	3
HIST0111	Modern Latin America	3
HIST0204	Western Civilization I#	3
HIST0205	Western Civilization II#	3

## Social and Behavioral Sciences

#For students who intend to graduate from the University of Kansas in the College of Liberal Arts and Sciences, the School of Journalism, or the School of Social Welfare.

**Minimum hours required for an Associate in Arts in Liberal Arts & Sciences in History Degree 60-65**

### HUMAN DEVELOPMENT

**Dean:** Dr. Charles Wilson

Courses offered in Human Development emphasize the personal growth of the individual. They count toward the hours needed for graduation but do not fulfill the General Education Core Requirements for Category VI, Social Sciences.

### PARALEGAL PROGRAM

#### ASSOCIATE IN APPLIED SCIENCE

**Program Coordinator:** Kathryn Lask

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.

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* <b>or</b>	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

\*See course description for prerequisite.

Mathematics Requirements		Hours
	Math Core Elective	3-5
<b>Total</b>		<b>3-5</b>

Humanities Requirements		Hours
<b>3 credit hours from one of the following disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
	Humanities Core Elective	3
<b>Total</b>		<b>3</b>

Social and Behavioral Science Requirements		Hours
<b>(3 credit hours from one of the following disciplines: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)</b>		
PSYC0101	Psychology	3
<b>Total</b>		<b>3</b>

Natural and Physical Sciences Requirements		Hours
	Natural and Physical Sciences	
	Core Elective	3
<b>Total</b>		<b>3</b>

**Total General Education Requirements 22-25**

Technical Requirements		Hours
CIST0111	Microcomputer Business Software*	3
BUSN01151	Basic Keyboarding <b>or</b>	
BUSN01153	Speedbuilding I	1
PRLG0121	Introduction to Law	3
PRLG0131	Legal Research I*	3
PRLG0132	Litigation I*	3
PRLG0152	Real Estate Law*	3
PRLG0162	Family Law*	3
PRLG0205	Legal Writing*	3
PRLG0207	Criminal Law for the Paralegal*	3
PRLG0212	Business Organizations*	3
PRLG0231	Legal Research II*	3
PRLG0232	Litigation II*	3
PRLG0241	Wills, Trusts, and Probate*	3
PRLG0268	Bankruptcy*	1
PRLG0270	Insurance Law*	3
PRLG0271	Seminar: Legal Interviewing & Investigation*	2
PRLG0275	Paralegal Internship I*	1
PRLG0276	Paralegal Internship II*	1
<b>Total</b>		<b>45</b>

\*See course description for prerequisite or co-requisite.

**Total hours required for an Associate in Applied Science in Paralegal Degree 67-70**

**Curriculum Pathway Leading to an Associate in Arts in Liberal Arts & Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:**

### PHILOSOPHY

Philosophy, as the love of wisdom, analyses 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

## Social and Behavioral Sciences

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

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirements		Hours
MATH0105	College Algebra <b>or</b>	
MATH0108	Pre-Calculus Mathematics	3-5
<b>Total</b>		<b>3-5</b>

Humanities Requirements (9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
HIST0104	United States To 1877 <b>or</b>	
HIST0105	United States Since 1877 <b>or</b>	3
PHIL0103	Introduction to Philosophy <b>or</b>	
PHIL0105	Logic	3

Humanities Core Elective (from Art Literature, Music or Theatre) Performance courses are excluded	3
<b>Total</b>	<b>9</b>

### Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines including:

Anthropology, Economics, Geography, Political Science, Psychology)		Hours
PSYC0101	Psychology	3
SOSC0107	Sociology	3
POSC0111	American Government	3
SOSC0207	Urban Sociology <b>or</b>	
SOSC0209	Social Problems	3
<b>Total</b>		<b>6</b>

### Natural and Physical Science Requirements (lecture with lab)

Natural and Physical Science Core Elective	5
<b>Total</b>	<b>5</b>

### Foreign Language Requirements

Foreign Language Core elective	5
<b>Total</b>	<b>5</b>

### Total General Education Requirements 38-41

### Choose 19-22 additional credits from the following: Hours

HIST0112	Modern Latin America	3
PHIL0107	Business Ethics	3
PHIL0206	Ethics*	3
EDUC0262	Education in Multicultural Society	3
HUMN0152	Women in Religion	3
HUMN0207	Comparative World Religions	3
PHIL0200	Philosophy of Religion	3
	Electives	1-3
<b>Total</b>		<b>19-22</b>

### Total hours required for an Associate in Arts in Liberal Arts and Sciences in Philosophy Degree 60-65

**Curriculum pathway leading to an Associate in Arts in  
Liberal Arts & Sciences for students seeking a transfer  
degree to a 4-year institution**

## POLITICAL SCIENCE

Political science is an integral part of social science. Over three thousand years ago, Aristotle declared that "politics is the master science upon which all of civilization depends". The truth of this assumption simply lies in the fact that political science is all about public power-how it is acquired and in whose interest it is used. Power is like a loaded gun, a lethal weapon that must be carefully guarded, lest it falls into the wrong hands. The discipline of political science is a systematic effort at creating a responsible attitude about the use of public power as a force for good. Political science is aimed at inculcating the appropriate level of awareness of citizenship rights and responsibilities in a way that monitors the use of

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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.

*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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT		Hours
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

Basic Skill Requirements		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

Mathematics Requirements		Hours
MATH0105	College Algebra <b>or</b>	
MATH0115	Statistics*/#	3-5
<b>Total</b>		<b>3-5</b>

#Depending on University transfer

Humanities Requirements (9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
HIST0104	United States to 1877 <b>or</b>	
HIST0105	United States Since 1877	3
PHIL0103	Introduction to Philosophy <b>or</b>	
PHIL0206	Ethics*	3
	Humanities Core Elective (from Art, Literature, Music or Theatre [Performance courses are excluded])	3
<b>Total</b>		<b>9</b>

Social and Behavioral Science Requirements (6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)		Hours
POSC0102	International Relations/Foreign Policy <b>or</b>	

POSC0111	American Government	3
PSYC0101	Psychology <b>or</b>	
SOSC0107	Sociology	3
<b>Total</b>		<b>6</b>

### Natural and Physical Science Requirements (lecture with lab)

Natural and Physical Science	5
Core Elective	
<b>Total</b>	<b>5</b>

Foreign Language Requirements		Hours
Foreign Language Core Elective		5
<b>Total</b>		<b>5</b>

### Total General Education Requirements **38-41**

Choose 19-23 additional credits		Hours
HIST0105	World Civilization I	3
HIST0106	World Civilization II	3
HIST0112	Modern Latin America	3
HIST0204	Western Civilization I	3
HIST0205	Western Civilization II	3
POSC0101	Introduction to Political Science	3
POSC0112	State and Local Government	3
POSC0245	Introduction to Public Administration	3
<b>Total</b>		<b>19-23</b>

### Total hours required for an Associate in Arts in Liberal Arts and Sciences in Political Science Degree **60-64**

### Curriculum Pathway Leading to an Associate in Arts in Liberal Arts & Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:

### PRE-LAW

Students interested in a career in law should realize that according to state legislation, a bachelor's degree is required for admission to a college of law in Kansas. Hence, most students following a pre-law program take courses to meet the general educational requirements of a four-year college. The following suggested schedule conforms to outlines submitted by the Kansas State Bar Association. Reasonable deviations may be made after consultation with an advisor or counselor.

The Associate in Arts Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities."

*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.*



## Social and Behavioral Sciences

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>Total General Education Requirements</b>	<b>38-41</b>
<i>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)</i>		*See course description for prerequisite.	
<b>HUDV REQUIREMENT</b>	<b>Hours</b>	<b>Pre-Law Requirements</b>	<b>Hours</b>
HUDV0100 Freshman Orientation or	1	BUSN0101 Accounting I	3
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2	ECON0201 Principles of Macroeconomics	3
<b>Total</b>	<b>1-2</b>	ECON0202 Principles of Microeconomics	3
		HIST0204 Western Civilization I	3
		HIST0205 Western Civilization II	3
		POSC0102 International Relations/Foreign Policy	3
		POSC0111 American Government	3
		POSC0112 State and Local Government	3
		<b>Total</b>	<b>24</b>
		*See course description for prerequisite.	
		**Required only if student takes HIST0116, World Civilization II, and plans to transfer to KU.	
<b>Basic Skill Requirements (12 credit hours)</b>	<b>Hours</b>	<b>Total hours required for an Associate in Arts in Liberal Arts &amp; Sciences in Pre-Law Degree</b>	<b>62-65</b>
ENGL0101 Composition I	3	<b>Curriculum Pathway Leading to an Associate of Arts In Liberal Arts &amp; Science for Students Seeking a Transfer Degree to a 4-Year Institution:</b>	
ENGL0102 Composition II*	3	<b>PRE-PUBLIC ADMINISTRATION</b>	
SPCH0151 Public Speaking or		The Associate in Arts Degree in Public Administration is designed to begin the preparation for careers in public service, non-governmental organizations, urban and community planning, and pastoral and philanthropic work. Students with the AAPA will be able to transfer to baccalaureate programs in public administration and related fields, especially to Washburn University, the University of Kansas, and the University of Nebraska at Omaha. Students uninterested in transfer possibilities may utilize the AAPA as an effective introduction to, and preparation for, active and effective citizenship.	
SPCH0153 Interpersonal Communication	3	The AAPA program will emphasize administration, communication, law, planning, research, resource management, and range of public issues. The academic content of the courses will combine the theoretical with both experiential and practical dimensions. Learning and teaching will be interactive, intercultural, and inter-disciplinary.	
<b>Total</b>	<b>9</b>	The Associate in Arts in Liberal Arts & 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."	
		<i>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.</i>	
<b>Mathematics Requirements</b>	<b>Hours</b>		
MATH0105 College Algebra or			
MATH0108 Pre-Calculus Mathematics* or			
MATH0115 Statistics* /#	3-5		
<b>Total</b>	<b>3-5</b>		
#Depending on University transfer			
<b>Humanities Requirements</b>	<b>Hours</b>		
(9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)			
HIST0104 United States To 1877 or			
HIST0105 United States Since 1877	3		
HIST0115 World Civilization I or			
HIST0116 World Civilization II**	3		
PHIL0103 Introduction to Philosophy or			
PHIL0105 Logic	3		
<b>Total</b>	<b>9</b>		
<b>Social and Behavioral Science Requirements</b>	<b>Hours</b>		
(6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)			
POSC0111 American Government or			
POSC0112 State and Local Government	3		
PSYC0101 Psychology or			
SOSC0107 Sociology	3		
<b>Total</b>	<b>6</b>		
<b>Natural and Physical Science Requirements</b>	<b>Hours</b>		
(lecture with lab)			
Natural or Physical Science	5		
Core Elective			
<b>Total</b>	<b>5</b>		
<b>Foreign Language Requirements</b>	<b>Hours</b>		
Foreign Language Core Elective	5		
<b>Total</b>	<b>5</b>		

## Social and Behavioral Sciences

GENERAL EDUCATION REQUIREMENTS		Technical Requirements (19-22 additional credits)		Hours
<i>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)</i>		BUSN0108	Human Relations in Business or	
		BUSN0280	Human Resource Management or	3
		<b>(Washburn transfers: CIST0100 Computer Concepts &amp; Applications instead of the above 2 courses)</b>		
		POSC0102	International Relations	3
		POSC0111	American Government	3
		POSC0112	State & Local Government	3
		POSC0201	Political Science Internship	3
		POSC0245	Introduction to Public Administration	3
		SOSC0207	Urban Sociology	3
		SOSC0209	Social Problems	3
		<b>(Washburn transfers: MATH0115, Statistics instead of SOSC0209)</b>		
		SOSC0215	Introduction to Human Services	3
		<b>Total</b>		<b>19-22</b>
		<b>Total hours required for an Associate in Arts in Liberal Arts &amp; Science in Pre-Public Administration Degree</b>		
				<b>60</b>
		*See course description for prerequisite.		
		**University of Kansas Bound: Add HIST0115/0116/0117/0118-Western Civilization requirements (8 credit hours) Drop: HIST0211 and SOSC0207 (6 credit hours)		
		<b>Curriculum Pathway Leading to an Associate in Arts in Liberal Arts &amp; Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:</b>		
		<b>PRE-SOCIAL WORK</b>		
		Students planning a career in social work are able to transfer into one of the colleges or universities offering a four-year degree program by following the course suggestions below. The general education and pre-social work distribution requirements vary greatly among colleges, so students should check with the social work advisor for the requirements of the college to which they are planning to transfer.		
		The Associate in Arts in Liberal Arts & Sciences 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 as well as most private universities, including Avila University."		
		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.		
<b>HUDV REQUIREMENT</b>	<b>Hours</b>			
HUDV0100	Freshman Orientation or			1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning			2
	<b>Total</b>			<b>1-2</b>
<b>Basic Skill Requirements</b>	<b>Hours</b>			
ENGL0101	Composition I			3
ENGL0102	Composition II*			3
SPCH0151	Public Speaking or			
SPCH0153	Interpersonal Communication			3
	<b>Total</b>			<b>9</b>
<b>Mathematics Requirements</b>	<b>Hours</b>			
MATH0105	College Algebra or			
MATH0115	Statistics*/#			3-5
	<b>Total</b>			<b>3-5</b>
#Depending on University transfer				
<b>Humanities Requirements</b>	<b>Hours</b>			
<b>(9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>				
HIST0211	Contemporary Issues			3
PHIL0206	Ethics*			3
	Humanities Core Elective			3
	(from Art, Literature, Music or Theatre [Performance courses are excluded])			
	<b>Total</b>			<b>9</b>
<b>Social and Behavioral Science Requirements</b>	<b>Hours</b>			
<b>(6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)</b>				
PSYC0101	Psychology or			
SOSC0107	Sociology			3
ECON0201	Principles of Macroeconomics or			
ECON0202	Principles of Microeconomics			3
	<b>Total</b>			<b>6</b>
<b>Natural and Physical Science Requirements</b>	<b>Hours</b>			
<b>(lecture with lab)</b>				
	Natural or Physical Science			
	Core Elective			5
	<b>Total</b>			<b>5</b>
<b>Foreign Language Requirements</b>	<b>Hours</b>			
	Foreign Language Core Elective			5
	<b>Total</b>			<b>5</b>
<b>Total General Education Requirement</b>	<b>38-41</b>			
**See course description for prerequisite.				

## Social and Behavioral Sciences

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>Total General Education Requirement</b>	<b>38-41</b>
<i>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 75 on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)</i>		**See course description for prerequisite.	
<b>HUDV REQUIREMENT</b>	<b>Hours</b>	<b>Technical Requirements (19-22 additional credits)</b>	<b>Hours</b>
HUDV0100 Freshman Orientation or	1	SOSC0108 Sociology of the Family	3
HUDV0101 Strategies for Academic Excellence/Lifelong Learning	2	SOSC0109 Diversity Studies	3
<b>Total</b>	<b>1-2</b>	SOSC0207 Urban Sociology	3
		SOSC0209 Social Problems	3
		SOSC0210 Introduction to Social Work	3
		SOSC0211 Field Project in Social Work*	1-3
		SOSC0212 Introduction to Social Welfare	3
		SOSC0215 Introduction to Human Services	3
		<b>Total</b>	<b>19-22</b>
		*See course description for prerequisite.	
<b>Basic Skill Requirements</b>	<b>Hours</b>	<b>Total hours required for an Associate in Arts in Liberal Arts &amp; Sciences in Pre-Social Work Degree 60</b>	
ENGL0101 Composition I	3	<b>Curriculum Pathway Leading to an Associate in Arts in Liberal Arts &amp; Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:</b>	
ENGL0102 Composition II*	3	<b>SOCIOLOGY</b>	
SPCH0151 Public Speaking or	3	Sociology is the systematic study of human society and social institutions. As a social science, it has developed broad perspectives and formulated methods of social investigation based on sound scientific theories. Sociology begins for the most part with the assumption that we are inherently social animals shaped by our social environment and that individual behavior results from the social constraints found in every society. The social institutions such as family, religion, politics, education, sports, media, and health care are complex creations which must be investigated and understood in order to function properly and for the good of all. To study sociology is to study all of the histories, complexities, intricacies of society in general and the interaction between people and these institutions in particular. Sociologists and those utilizing sociological knowledge and methodologies are in a position to contribute to society by developing and enriching their own personal and professional life. Sociology can provide the necessary foundation to those aspiring to pursue a career in the field of public administration, private and public enterprises, human relations, community development, social work, education, child care and law.	
SPCH 0153 Interpersonal Communication	3	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.	
<b>Total</b>	<b>9</b>		
<b>Mathematics Requirements</b>	<b>Hours</b>		
MATH0105 College Algebra or			
MATH0115 Statistics*/#	3-5	<b>GENERAL EDUCATION REQUIREMENTS</b>	
<b>Total</b>	<b>3-5</b>	<i>College Requirement - All first time degree-seeking students who score 75 or above on the ACCUPLACER reading exam</i>	
#Depending on University transfer			
<b>Humanities Requirements</b>	<b>Hours</b>		
(9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)			
HIST0115 World Civilization I or			
HIST0116 World Civilization II	3		
PHIL0206 Ethics*	3		
Humanities Core Elective (from Art, Literature, Music or Theatre {Performance courses are excluded})	3		
<b>Total</b>	<b>9</b>		
<b>Social and Behavioral Science Requirements</b>	<b>Hours</b>		
(6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)			
PSYC0101 Psychology	3		
SOSC0107 Sociology	3		
<b>Total</b>	<b>6</b>		
<b>Natural and Physical Science Requirements</b>	<b>Hours</b>		
(lecture with lab)			
Natural or Physical Science	5		
Core Elective			
<b>Total</b>	<b>5</b>		
<b>Foreign Language Requirements</b>	<b>Hours</b>		
Foreign Language Core Elective	5		
(Park University Transfer students take HUDV0263 and HUDV0264)			
<b>Total</b>	<b>5</b>		

## Social and Behavioral Sciences

are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCU-PLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

<b>HUDV REQUIREMENT</b>		<b>Hours</b>
HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>		<b>1-2</b>

<b>Basic Skill Requirements</b>		<b>Hours</b>
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
<b>Total</b>		<b>9</b>

<b>Mathematics Requirements</b>		<b>Hours</b>
MATH0105	College Algebra <b>or</b>	
MATH0115	Statistics*/#	3-5
<b>Total</b>		<b>3-5</b>

#Depending on University transfer

<b>Humanities Requirements</b>		<b>Hours</b>
<b>(9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>		
HIST0104	United States to 1877 <b>or</b>	
HIST0105	United States Since 1877	3
PHIL0206	Ethics*	3
	Humanities Core Elective (Art, Literature, Music or Theatre [Performance courses are excluded])	3
<b>Total</b>		<b>9</b>

<b>Social and Behavioral Science Requirements</b>		<b>Hours</b>
<b>(6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)</b>		
PSYC0101	Psychology	3
SOSC0107	Sociology	3
<b>Total</b>		<b>6</b>

<b>Natural and Physical Science Requirements</b>		<b>Hours</b>
<b>(lecture with lab)</b>		
	Natural or Physical Science Core Elective	5
<b>Total</b>		<b>5</b>

<b>Foreign Language Requirements</b>		<b>Hours</b>
	Foreign Language Core Elective	5
<b>Total</b>		<b>5</b>

**Total General Education Requirement** **38-41**

\*\*See course description for prerequisite.

<b>Technical Requirements (19-22 additional credits)</b>		<b>Hours</b>
ANTH0100	General Anthropology	3
ANTH0105	Archaeology	3
ANTH0106	Native American Indians	3

ECON0201	Introduction to Macroeconomics	3
SOSC0103	Introduction to Social Science	3
SOSC0108	Sociology of the Family	3
SOSC0109	Diversity Studies	3
SOSC0121	Geography	3
SOSC0134	Criminology	3
SOSC0215	Introduction to Human Services	3
SOSC0207	Urban Sociology	3
SOSC0209	Social Problems	3
<b>Total</b>		<b>19-22</b>

\*See course description for prerequisite.

**Total hours required for an Associate in Arts in Liberal Arts and Sciences in Sociology Degree** **60-66**

## VICTIM/SURVIVOR SERVICES ASSOCIATE IN APPLIED SCIENCE

**Program Coordinator:** Karisse Whyte  
**Email Address:** kwhyte@kckcc.edu

KCKCC became the first community college in the Midwest to offer a Victim/Survivor Services program in the fall of 1996. The program includes both theoretical and applied courses to assist those in rape counseling, domestic violence, and victim/witness programs as advocates for the victims of various crimes in our society.

The Associate in Applied Science Degree is designed for those with little or no previous college credits who intend to go directly into the field of victim services upon completion of the associate's degree. This degree gives this vocation more credibility and, perhaps, in the future, more benefits. More technically focused than the Associate in Arts degree, this program will expose students to a course of study covering a broader continuum of victimization issues.

Students earning an AAS degree in Victim/Survivor Services have the option of continuing their education and obtaining their bachelor degree through the transfer agreements of the following institutions:

- University of Nebraska-Omaha, Bachelor of General Studies with and area on concentration in Nonprofit Administration. (*degree may be completed online*)
- The University of Kansas, Bachelor of Social Work. For more information, contact Maxine Elmore at (913) 288-7304 or melmore10@ku.edu.
- Avila University, Bachelor of Social Work. Donnelly College, Bachelor of Organizational Leadership.
- Park University, Bachelor of Social Work.

*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.*



## Social and Behavioral Sciences

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT	Hours
HUDV0100 Freshman Orientation <b>or</b>	1
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
<b>Total</b>	<b>1-2</b>

Basic Skill Requirements	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II* <b>or</b>	
ENGL0206 Technical Writing	3
SPCH0151 Public Speaking <b>or</b>	
SPCH0153 Interpersonal Communication	3
<b>Total</b>	<b>9</b>

Mathematics Requirements	Hours
BUSN0110 Business Math <b>or</b>	
MATH0104 Intermediate Algebra# (or above)	3
<b>Total</b>	<b>3</b>

#MATH 105 College Algebra may be required for those transferring to a 4-Year University.

Humanities Requirements	Hours
<b>3 credit hours from one of the following disciplines: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)</b>	
PHIL0206 Ethics*	3
<b>Total</b>	<b>3</b>

Social and Behavioral Science Requirements (3 credit hours from one of the following disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)	Hours
PSYC0101 Psychology	3
<b>Total</b>	<b>3</b>

Natural and Physical Science Requirements	Hours
BIOL0123 The Living Body <b>or</b> Other Natural or Physical Science Core Elective	3
<b>Total</b>	<b>3</b>

**Total General Education Requirements** **22-23**

\*See course description for prerequisite.

\*\*See course description for footnote.

Technical Requirements	Hours
ADCN0101 Introduction to Addictions	3
CRJS0101 Introduction to Law Enforcement**	3
CRJS0204 Criminal Procedure*/**	3
PSYC0115 Grieving Process	3
PSYC0214 Social Psychology*	3
SOSC0107 Sociology	3

SOSC0134 Criminology*	3
SOSC0209 Social Problems*	3
VTSP0101 Victimology	3
VTSP0102 Victim/Survivor Services	3
VTSP0103 Family Violence <b>or</b>	
VTSP0104 Rape and Child Abuse	3
VTSP0201 Legal Policy in Victim Services	3
VTSP0202 Diversity Issues in Victim Services	3
VTSP0203 Crisis Counseling	3
VTSP0250 Field Practicum	3
<b>Total Victim/Survivor Services Requirements</b>	<b>45</b>

**Total hours required for an Associate in Applied  
Science in Victim/Survivor Services Degree** **67-68**

\*See course description for prerequisite.

\*\*See course description for footnote.

### VICTIM/SURVIVOR SERVICES ASSOCIATE IN ARTS

KCKCC became the first community college in the Midwest to offer a Victim/Survivor Services program in the Fall of 1996. The program includes both theoretical and applied courses to assist those in rape counseling, domestic violence, and victim/witness programs as advocates for the victims of various crimes in our society.

The Associate in Arts Degree is designed for those students majoring in Victim/Survivor Services who desire to continue their education and transfer to 4-year institutions for completion of the B.A. or higher. This degree will expose students to a wider range of liberal arts subject matter and will enhance the skills of those pursuing careers in the following career areas: victim services, social work, alcohol/drug counseling, psychology, criminal justice, education, nursing, child care, ministry/pastoral care, law, physical therapy, and rehabilitation counseling.

*Since the transferability of courses will vary depending on the specific four-year institution, it is strongly recommended that if students intend to transfer to a four-year institution, they 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.*

### GENERAL EDUCATION REQUIREMENTS

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT	Hours
HUDV0100 Freshman Orientation <b>or</b>	1



## Social and Behavioral Sciences

HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
	<b>Total</b>	<b>1-2</b>

## Basic Skill Requirements

ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking	3
	<b>Total</b>	<b>9</b>

## Mathematics Requirement

MATH0105	College Algebra <b>or</b>	
MATH0115	Statistics*/#	3-5
	<b>Total</b>	<b>3-5</b>

## Humanities Requirements

**(9 credit hours from at least 3 disciplines including :  
Art, History, Literature, Modern Language, Music,  
Philosophy or Theatre)**

PHIL0206	Ethics*	3
	Humanities Core Electives (2 courses: 1 each from either Art, History, Literature, Music or Theatre) Performance courses are excluded	6
	<b>Total</b>	<b>9</b>

## Social and Behavioral Science Requirements

**(6 credit hours from at least 2 disciplines including:  
Anthropology, Economics, Geography, Political Science,  
Psychology, and Sociology)**

PSYC0101	Psychology	3
SOSC0107	Sociology	3
	<b>Total</b>	<b>6</b>

## Natural and Physical Science Requirements

**(lecture with lab)**

Natural and Physical Science	
Core Elective	5
<b>Total</b>	<b>5</b>

## Foreign Language Requirements

Foreign Language Core Elective	5
<b>Total</b>	<b>5</b>

**Total General Education Requirements** 38-41

### Technical Requirements (30 additional credit hours)

ADCN0101	Introduction to Addictions	3
CRJS0101	Intro to Criminal Justice	3
SOSC0134	Criminology	3
VTSP0101	Victimology	3
VTSP0102	Victim/Survivor Services	3
VTSP0103	Family Violence or	
VTSP0104	Rape and Child Abuse	3
VTSP0201	Legal Policy in Victim Services	3
VTSP0202	Diversity Issues in Victim Services	3
VTSP0203	Crisis Counseling	3
VTSP0250	Victimology Practicum*	3
	<b>Total</b>	<b>30</b>

**(Total hours required for an Associate in Arts in Liberal Arts & Sciences in Victim/Survivor Services Degree)**

\*See course description for prerequisite.

# Depending on university transfer.

## VICTIM/SURVIVOR SERVICES

## TECHNICAL CERTIFICATE

**Program Coordinator:** Karisse Whyte

**Email Address:** kwhyte@kckcc.edu

The Victim/Survivor Services Certificate Program is available to students already holding an Associate or higher degree. Designed to contain the most basic set of core courses needed by anyone working in the victim services field today, the intent of the certificate is to supplement previous education with additional core knowledge in Victim/Survivor Services.

*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.*

**College Requirement** - All first time degree-seeking students who score **75 or above** on the ACCUPLACER reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score **below 75** on the ACCUPLACER reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

## HUDV REQUIREMENT

HUDV0100	Freshman Orientation <b>or</b>	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
	<b>Total</b>	<b>1-2</b>

### Certificate Required Courses

ADCN0101	Introduction to Addictions	3
VTSP0101	Victimology	3
VTSP0102	Victim/Survivor Services	3
VTSP0103	Family Violence or	
VTSP0104	Rape and Child Abuse	3
VTSP0201	Legal Policy in Victim Services	3
VTSP0250	Victimology Practicum*	3

<b>Total hours required for a Technical Victim/Survivor Services Certificate</b>	<b>18</b>
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\*See course description for prerequisite.

# KCKCC Technical Education Center

**Interim Dean: Clifford Smith**

## **Full-Time Staff & Faculty**

Bales, Ron	rbales@kckcc.edu
Balluch, Donald	dballuch@kckcc.edu
Carmack, Jake	jcarmack@kckcc.edu
Chaffin, Lori	lchaffin@kckcc.edu
Chambers, Johnnys	jchambers@kckcc.edu
Crump, George	gcrump@kckcc.edu
Dalton, Regan	rdalton@kckcc.edu
Eastling, Carly	ceastling@kckcc.edu
Finnegan, Mike	mfinnegan@kckcc.edu
Gravelle, Richard	rgravelle@kckcc.edu
Hattok, John	jhattok@kckcc.edu
Jacqua, Carolyn	cjacqua@kckcc.edu
Knapp, Charles	cknapp@kckcc.edu
Knaus, Kathy	kknaus@kckcc.edu
Lawless, Mary	mlawless@kckcc.edu
McGee, Darlis	dmcgee@kckcc.edu
McGill, Sandra	smcgill@kckcc.edu
McGivern, Bill	wmcgivern@kckcc.edu
McGivern, Shawnn	smcgivern@kckcc.edu
McGowan, Bob	bmcgowan@kckcc.edu
McNamee, Bill	bmcnamee@kckcc.edu
Miller, LaTonya	lmiller2@kckcc.edu
Miller, Susan	smiller@kckcc.edu
Moehlman, Deb	dmoehlman@kckcc.edu
Moehlman, Mark	mmoehlman@kckcc.edu
Piper, Rich	rpiper@kckcc.edu
Ragan, Sherie	sragan@kckcc.edu
Rankin-McField, Denise	drankinmcfield@kckcc.edu
Roberson, Katrena	kroberson@kckcc.edu
Roberts, Diane	droberts@kckcc.edu
Rose, Cathy	crose@kckcc.edu
Runnebaum, Cheryl	crunnebaum@kckcc.edu
Shawn, Donna	dshawn@kckcc.edu
Smith, Cliff	clsmith@kckcc.edu
Smith, Gail	gsmith@kckcc.edu
Smith, Scott	scsmith@kckcc.edu
Von Lunen, Grant	gvonlunen@kckcc.edu
Yantz, David	dyantz@kckcc.edu

The Technical Education Center (TEC) offers over 20 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.

Anyone wanting to improve his/her employment potential including college graduates, home makers, dislocated workers, high school seniors, those no longer in school, and senior citizens will receive the hands-on technical education that employers want.

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.

## **POST-SECONDARY STUDENTS**

- All postsecondary applicants must interview with the TEC Admissions Counselor. They must sit for an entrance exam (ACCUPLACER) to get into any program at the Technical Education Center.
- Postsecondary students may start most TEC programs quarterly (August, October, January, March, and May/June) on a space available basis. Call 913-627-4100 for specific dates and openings.
- TEC programs meet Mon.-Fri. from 7:30 am to 2:15 pm (except Cosmetology which meets 7:30 am to 3:00 pm). Summer hours are Mon.-Thurs. from 7:30 am to 4:15 pm. The college is closed on Fridays during the summer.
- Half-time or short-term customized schedules may be arranged in some programs.

## **HIGH SCHOOL STUDENTS**

- High school enrollment is senior status only for Kansans and requires approval by both the home high school and TEC. (Some classes require a valid social security card or state ID). High school seniors are at TEC for 4 to 6 high school credit blocks, and attend their home school the rest of the day.
- Those dual-enrolled at TEC are getting a head start to complete postsecondary skill training with no tuition charged to the student during high school, while also receiving high school credit. (Tuition is paid by the home Kansas high school).
- **High school students (except those in Health Careers and Nail Technology) cannot attend TEC enough hours during their senior year to complete the training program.** Therefore, they return as postsecondary students to complete the program (3 to 7 months, depending on the class) with advanced standing for the credit hours accumulated during high school. They only pay tuition (at the postsecondary rate) for the remaining time, and may qualify for financial aid assistance.

## **TRANSFER CREDIT**

Students who complete a TEC postsecondary skill training program are eligible for college transfer credit (20-43 hours) toward an Associate Degree at Kansas City Kansas Community College. Other institutions may also grant credit.

*Information on tuition, refunds, financial aid, student services, and general office information may be found on the college website – [www.kckcc.edu](http://www.kckcc.edu).*

## **TECH PREP/ CAREER PATHWAYS**

Tech prep began in the early 1980s and was designed to prepare high school students to enter and succeed in a career. Tech Prep has transferred to Career Pathways – a coherent, articulated sequence of rigorous academic and career/technical courses, commencing in the ninth grade and leading to an associate degree, baccalaureate degree and beyond, an industry recognized certificate, and/or licensure. Articulation is a systematic, seamless, student transition process from secondary to postsecondary education that maximizes use of resources and

## Technical Education Center

minimizes duplication. The goal of articulation is to assist students in making a seamless transition from secondary to post-secondary education within a specific career pathway of study, which could lead to a time-shortened program, savings on student tuition expenses, and enhancement of skills for increased employability.

The awarding of articulated credit is subject to the Memorandum of Agreement between the high school and KCKCC and the following policies:

- Articulated credit for Tech Prep/Career Pathways applies only to students officially enrolled in a Career Pathways of Wyandotte and Leavenworth Counties program.
- The student must have a KCKCC current Application for Admission on file and must submit a high school transcript.
- Credit will be applied only for the technical courses identified in the Career Pathways Memorandum of Agreement form.
- Articulated credit will only be given for a final grade of "B" or better on the high school transcript.
- Credit will be posted on the KCKCC transcript as Articulated Credit. The grade will be posted as "P".
- Credit will be posted after 15 additional hours of Kansas City Kansas Community College credit have been successfully completed.
- A maximum of 12 credit hours of technical courses will be accepted for Articulated Credit for Career Pathways.
- Credits may not apply toward the KCKCC residency requirement.
- No tuition charge will be assessed for the credit. However a fee of \$25.00 will be assessed to cover the clerical and maintenance costs associated with the preparation of the official college transcript.
- KCKCC will accept high school transcripts for credit up to 3 years after high school graduation.

## CERTIFICATE PROGRAM INFORMATION

### AUTO COLLISION REPAIR HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Professor of Auto Collision Repair:** Ronald Bales

**Instructor of Auto Collision Repair:** Richard Gravelle

This program covers all five areas of the Automotive Service Excellence (ASE) certification. The latest equipment is used, including the Blackhawk multi-tower P3000 frame alignment system, Binks heated spray booth-oven and Car-O-liner system. The I-Car Advanced Delivery curriculum is in place, and the program is a Spray Technique Analysis and Research (STAR) certified center and accredited by the National Automotive Technicians Educational Foundation (NATEF).

Certificate A	Credits
ACRT0160    Painting and Refinishing 1	3

ACRT0260	Painting and Refinishing 2	3
ACRT0261	Painting and Refinishing 3	3
ACRT0262	Painting and Refinishing 4	4
ACRT0100	Technical Safety and Tools	1
BUSN0250	Obtaining Employment	1
ACRT0110	Cosmetic Auto Body	2
<b>Total Required Credits</b>		<b>17</b>

### Certificate B (Must complete Certificate A plus the following 25 credits)

ACRT0120	Non-Structural Analysis and Damage Repair 1	4
ACRT0220	Non-Structural Analysis and Damage Repair 2	4
ACRT0221	Non-Structural Analysis and Damage Repair 3	4
ACRT0222	Non-Structural Analysis and Damage Repair 4	5
ACRT0140	Structural Analysis and Damage Repair 1	2
ACRT0240	Structural Analysis and Damage Repair 2	2
ACRT0241	Structural Analysis and Damage Repair 3	3

### \*Elective (Choose 1 hour from courses listed below)

ACRT0290	Estimating/Damage Analysis	1
ACRT0175	Paintless Dent Repair	2
<b>Total Credits Certificate A plus Certificate B</b>		<b>42</b>

### Certificate C (Must complete Certificate A plus Certificate B plus the following 10 credits)

ACRT0180	Mechanical and Electrical Component	3
ACRT0181	Mechanical and Electrical Component	4
ACRT0242	Structural Analysis and Damage Repair 4	3
<b>Total Credits Certificate A plus Certificate B plus Certificate C</b>		<b>52</b>

## AUTOMOTIVE TECHNOLOGY HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Associate Professor of Auto Technology:** John Hattock

**Assistant Professor of Auto Technology:** William McNamee

Auto Technology is designed to give students the skills to pass the written portion of the Automotive Service Excellence (ASE) certification tests and customized to meet the highest standards of the National Automotive Technicians Educational Foundation (NATEF). TEC is introducing a new AutoLab which includes modules based on simulator panels, real vehicle component trainers and computer-based simulations. Using the modules, students develop both knowledge and the hands-on skills required for working on real vehicles in the workshop area.

Certificate A	Credits
AUTT0101    Automotive Math	1
AUTT0102    Automotive Safety	1

## Technical Education Center

AUTT0141	Steering and Suspension 1	2
AUTT0241	Steering and Suspension 2	2
AUTT0151	Brakes 1	3
AUTT0251	Brakes 2	2
AUTT0161	Electrical 1	3
AUTT0162	Electrical 2	2
AUTT0181	Engine Performance 1	3
<b>Total Credits for Certificate A</b>		<b>19</b>

### **Certificate B (Must complete Certificate A plus the following 21 credits)**

AUTT0262	Electrical 3	5
AUTT0282	Engine Performance 2	7
	Flex Core* or Electives**	9
<b>Total Credits for Certificate A plus Certificate B</b>		<b>40</b>

### **\*Flex Core Courses**

AUTT0221	Automatic Transmission	6
AUTT0231	Manual Drive Trains and Axles	4
AUTT0212	Engine Repair	5
AUTT0271	Heating and Air Conditioning	4

### **\*\*Electives**

AUTT0106	Basic Automotive Care	2
AUTT0107	Light Truck Power Equipment	2
AUTT0296	Hybrid and Electric Vehicles	3
AUTT0214	Advanced Engine Repair	3
AUTT0284	Advanced Engine Performance	2

**Certificate C (Must complete Certificate B (40 credits) plus the 10 credits to be taken as follows: a minimum of two\*Flexible Core Courses must be taken. The remaining credits can come from \* Flexible Core Courses or from \*\*Electives)**  
**Total Credits for Certificate C 50**

## **BUILDING & PROPERTY MAINTENANCE 40 CREDITS HS & POSTSECONDARY**

**Interim Dean:** Clifford Smith

**Instructor of Building**

**& Property Maintenance:** Shawn McGivern

This course includes classroom instruction and extensive hands-on experience in fundamentals required to maintain commercial property and apartments. Students may also choose to concentrate on home remodeling or general landscaping. Custodial training and basic appliance repair are also available. Apprenticeship opportunities with over 10 skilled craft unions are available for graduates through the Construction Apprenticeship Tech Prep Consortium.

<b>Required Courses</b>		<b>Credits</b>
CONS0101	Safety Orientation	1
CONS0106	Introductory Craft Skills	3
CONS0108	Carpentry Basics	4
CONS0109	Floors, Walls & Ceiling Framing	4
CONS0111	Roof Framing	3
CONS0113	Windows, Doors, & Stairs	3
BPMT0110	Tech Math	3

BPMT0112	Residential Electrical	3
BPMT0115	Residential Plumbing and Repair	2
BPMT0121	Remodel Painting	3
BPMT0130	Drywall Repair	1
<b>Total Required Credits</b>		<b>30</b>

### **Electives (Choose 10 credit hours of electives to total 40 credits for program completion)**

BPMT0104	Custodial Training	3
BPMT0124	Landscaping	4
BPMT0133	Masonry Repair	3
BPMT0136	Roof Covering and Gutter Repair	3
<b>Total Elective Credits</b>		<b>10</b>
<b>Total for Program Completion</b>		<b>40</b>

## **ADMINISTRATIVE OFFICE**

### **PROFESSIONAL**

## **33 CREDIT HOURS HS & POSTSECONDARY**

**Dean:** Dr. Marvin Hunt

Programs in the Business Administrative Technology cluster are designed to give students a well-rounded preparation for a career in an office by providing the knowledge and skills necessary to adapt to a continuously changing administrative work environment. These programs provide a variety of career options needed to become a valued member of a business office team.

In addition to program specific courses, general coursework in all these programs includes instruction in business communications, keyboarding, word processing, database management, spreadsheet management and accounting.

<b>Core</b>		<b>Credits</b>
BUSN1151	Keyboarding	1
BUSN1152	Document Formatting	1
BUSN1153	Speedbuilding I	1
BUSN2201	Records Management	1
BUSN2202	Business English	1
BUSN2203	Proofreading	1
CIST0111	Microcomputer Business Software	3
BUSN0100	Introduction to Accounting <b>or</b>	
BUSN0101	Accounting I	3
BUSN2252	Business Etiquette	1
BUSN2253	Customer Service	2
BUSN0211	Business Communications	3
BUSN250	Obtaining Employment	1
BUSN2251	Office Simulations	3
BUSN0191	Advanced WORD	2
BUSN0110	Business Math	3
BUSN0108	Human Relations in Business	3

### **Business Elective (Choose one)**

BUSN0209	Computerized Accounting	3
BUSN0285	Occupational Internship	3
CIST0166	Microcomputer Applications: Spreadsheets	3

## Technical Education Center

### COMPUTER REPAIR HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Assistant Professor of Computer Repair:** Michael Finnegan

Computer Repair students work with the latest equipment (Pentium PC workstations, CD ROM/sound cards, modems, video adapters, multi I/O adapters, network interface cards, printers, laptops and basic networking, etc.). The curriculum is designed to prepare students for the A and Server certification tests. *The instructor authorizes enrollment based on documented knowledge and experience in the use of computers*

<b>Certificate A-Entry Level A+ PC Technician</b>		<b>Credits</b>
CRTE0102	Introduction to the Personal Computer, Safety and Tool Usage for PC Technicians	3
CRTE0104	Computer Assembly and Troubleshooting for PC Technicians	3
CRTE0106	Operating Systems for PC Technicians	3
CRTE0108	Laptops and Portable Devices for PC Technicians	3
CRTE0110	Printers and Scanners for PC Technicians	3
CRTE0112	Networking for PC Technicians	3
CRTE0114	Security for PC Technicians	3
CRTE0116	Advanced Topics and Customer Skills for PC Technicians	3
<b>Total Certificate A</b>		<b>24</b>

<b>Certificate C-Advanced A+ PC Technician</b>		<b>Credits</b>
CRTE0204	Operating System Fundamentals for Server+	2
CRTE0205	Introduction to Networking for Server+	2
CRTE0206	Physical Components of a Network for Server+	2
CRTE0207	TCP/IP Networking for Server+	2
CRTE0208	Overview of Network Services for Server+	2
CRTE0209	Introduction to Network Operating Systems for Server+	2
CRTE0211	NOS Installation and Boot Process for Server+	2
CRTE0212	Windows 2000 Professional for Server+	2
CRTE0214	Linux Installation Procedures for Server+	2
CRTE0215	Linux Administration for Server+	2
CRTE0217	Advanced NOS Administration for Server +	2
CRTE0218	Installing and Maintaining Hardware in Linux for Server+	2
CRTE0220	Troubleshooting the Operating System for Server+	2
CRTE0221	Network Security for Server+	2
CRTE0223	Work Place Skills for PC Technicians	3
CRTE0224	Workplace Skills for Server+	2
<b>Total Certificate C</b>		<b>33</b>
<b>Total Certificate A plus Certificate C</b>		<b>57</b>

### AUTOMOTIVE HYBRID AND ELECTRIC VEHICLE

**Interim Dean:** Clifford Smith

**Instructor of Automotive Hybrid and Electric Vehicle:** Robert McGowan

The Hybrid and Electric Vehicle program will allow the completer to apply the technical skill necessary to repair hybrid electric, electric, and fuel celled vehicles. The program of study will include high voltage safety, high voltage batteries, charging, inverter/converter operation, cooling systems, transmission, engines, and basic fuel cell technologies.

The Hybrid and Electric Vehicle program will immerse the student in the latest theory, demonstration, and hands on practice of this new technology. Students will use tools and diagnostic equipment from industry to understand, diagnose, and repair hybrid and electric vehicles in a professional atmosphere.

The actual "hands-on" training is very essential because it allows students to learn by gaining job experience combined with the related technical information. Applied training will include on-campus repairs to vehicles brought in by the public.

#### Prerequisites:

AUTT0161	Electrical 1	3
AUTT0162	Electrical 2	2
AUTT0262	Electrical 3	5
AUTT0181	Engine Performance 1	3
AUTT0282	Engine Performance 2	7

*Or Approval of Program Coordinator with proof of automotive electrical and electronics competency.*

#### Core Courses:

AHEV0203	Hybrid Electric Vehicle Safety for First Responders and Dismantlers	2
AHEV0282	Basic Hybrid Electric Vehicles	3
AHEV0222	Hybrid Electric Vehicle Transmissions	3
AHEV0262	Hybrid Electric Vehicle Batteries	3
AHEV0212	Hybrid Electric Vehicle Internal Combustion Engines and Alternate Power	3
AHEV0265	Hybrid Electric Vehicle Accessories	3
<b>Total Certificate</b>		<b>40</b>

### OFFICE ASSISTANT (16 CREDIT HOURS) HS AND POSTSECONDARY

**Dean:** Dr. Marvin Hunt

Programs in the Business Administrative Technology cluster are designed to give students a well-rounded preparation for a career in an office by providing the knowledge and skills necessary to adapt to a continuously changing administrative work environment. These programs provide a variety of career options needed to become a valued member of a business office team.

In addition to program specific courses, general coursework in



## Technical Education Center

all these programs includes instruction in business communications, keyboarding, word processing, database management, spreadsheet management and accounting.

Core		Credits
BUSN1151	Keyboarding	1
BUSN1152	Document Formatting	1
BUSN1153	Speedbuilding I	1
BUSN2201	Records Management	1
BUSN2202	Business English	1
BUSN2203	Proofreading	1
CIST0111	Microcomputer Business Software	3
BUSN0100	Introduction to Accounting <b>or</b>	
BUSN0101	Accounting I	3
BUSN2252	Business Etiquette	1
BUSN2253	Customer Service	2
BUSN0250	Obtaining Employment	1

### CONSTRUCTION TECHNOLOGY HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Assistant Professor of**

**Construction Technology:** Donald Balluch

Plumbers, electricians, masons, and carpenters fill the ranks of the construction industry. This course prepares students for these fields at the apprenticeship level. Students construct a house from the foundation to the finishing touches. Apprenticeship opportunities with over 10 skilled craft unions are available for graduates through the Construction Apprenticeship Tech Prep Consortium.

Certificate A		Credits
CONS0101	Safety Orientation	1
CONS0106	Introductory Craft Skills	3
CONS0108	Carpentry Basics	4
CONS0109	Floors, Walls & Ceiling Framing	4
CONS0111	Roof Framing	3
CONS0113	Windows, Doors & Stairs	3
<b>Total Certificate A</b>		<b>18</b>

Certificate B (Complete Certificate A plus 18 credits below)		Credits
CONS0208	Carpentry (Level 2)	3
CONS0115	Electrical (Level 1)	3
CONS0110	Concrete Finishing (Level 1)	3
CONS0140	Painting (Level 1)	3
CONS0142	Plumbing (Level 1)	3
CONS0112	Drywall Level 1-2	3
<b>Total Certificate B</b>		<b>18</b>

**Total Certificate A plus B** **36**

Certificate C (Complete Certificate A plus B and the following)		Credits
CONS0107	Masonry (Level 1)	2

#### Electives

**Choose 10 credit hours from below:  
prefer Level 2 courses**

CONS0123	Insulating	3
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CONS0136	Rigging Fundamentals	3
CONS0151	Scaffolding	2
CONS0155	Sprinkler Fitting (Level 1)	2
CONS0209	Masonry (Level 2)	2
CONS0210	Concrete Finishing (Level 2)	3
CONS0215	Electrical (Level 2)	3
CONS0240	Painting (Level 2)	3
CONS0242	Plumbing (Level 2)	3
CONS0259	Sprinkler (Level 2)	2
		<b>10</b>
<b>Total Certificate A plus B plus C</b>		<b>48</b>

### COSMETOLOGY 50 CREDIT HOURS HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Instructor of Cosmetology:** Kathy Knaus

**Instructor of Cosmetology:** LaTonya Miller

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.

Core		Credits
COSM0101	Scientific Concepts	5
COSM0105	Physical Services I	6
COSM 0106	Physical Services II	6
COSM0107	Physical Services III	2
COSM0110	Chemical Services I	4
COSM0111	Chemical Services II	5
COSM0112	Chemical Services III	5
COSM0115	Hair Designing I	5
COSM0116	Hair Designing II	5
COSM0117	Hair Designing III	2
COSM0120	Business Practices I	1
COSM0121	Business Practices II	2
COSM0125	Kansas State Law	2

### EARLY CHILDHOOD EDUCATION HS AND POSTSECONDARY

**Dean:** Dr. Charles E. Wilson

**Assistant Professor of Early**

**Childhood Education:** Kathleen McGowan

This program prepares students to work in child care centers, pre-schools, hospital infant care centers, recreation centers or family child care homes. Students receive hands-on training through lab experience at the Kansas City Kansas Early Childhood Center (KCKECC). USD 500 students will be transported between the TEC and the KCKECC for lab courses. All other students are responsible for their own transportation to and from the lab site. Students must be able to lift a minimum of 50 pounds. Prerequisites include Kansas Dept. of Health assessment and negative TB test results.

## Technical Education Center

All students will attend either a morning session or an afternoon session of courses. Successful students will receive the TEC Early Childhood Education Certificate which meets the Kansas licensing regulations for child care providers in a child care center or family child care home. At the completion of the program, students may apply for the national Child Development Associate (CDA) credential.

Upon successful completion of the TEC certificate in Early Childhood Education, students may transfer their credits to the Associate in Applied Science in Early Childhood Education at the main campus of KCKCC. They will then continue coursework at KCKCC to earn 51-52 additional credits to earn the AAS.

### EARLY CHILDHOOD SUBSTITUTE TEACHER TRAINING /PRESERVICE TRAINING CERTIFICATE

CHLD0101	Early Childhood Substitute Training	1
<b>Total</b>		<b>1</b>

### CHILD DEVELOPMENT ASSOCIATE PREPARATION CREDENTIAL –CDA

CHLD0101	Early Childhood Substitute Training	1
CHLD0100	Fundamentals of Early Care Education	3
CHLD0110	Infants and Toddlers I <b>or</b>	
CHLD0112	Preschoolers I	3
CHLD0111	Infants and Toddlers II <b>or</b>	
CHLD0113	Preschoolers II	3
CHLD0227	Child Development	2
	Associate Preparation	
<b>Total hours required for the CDA</b>		<b>12</b>

### ONE YEAR EARLY CHILDHOOD EDUCATION CERTIFICATE

HUDV0100	Freshman Orientation <b>or</b>	
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	1-2
ENGL0101	Composition I	3
SPCH0151	Public Speaking <b>or</b>	
SPCH0153	Interpersonal Communication	3
CHLD0101	Early Childhood Substitute Teacher Training	1
CHLD0100	Fundamentals of Early Care Education	3
CHLD0110	Infants and Toddlers I <b>or</b>	
CHLD0112	Preschoolers I	3
CHLD0111	Infants and Toddlers II <b>or</b>	
CHLD0113	Preschoolers II	3
CHLD0114	Infant and Toddler First Aid and CPR	1
CHLD0123	Care of Children with Disabilities	3
CHLD0143	Creative Experience I	3
CHLD0150	Multicultural Education of Children: Teaching Children From Around the World <b>or</b>	
CHLD0165	Parenting and Parental Involvement in Child Care Education	3
CHLD0152	Spanish for Child Care Facility Personnel	2
<b>Total hours required for One-Year Certificate in Early Childhood Education</b>		<b>33-34</b>

## ELECTRICAL TECHNOLOGY HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Instructor of Electrical:** George Crump

Electrical Technology is a new program that develops basic electrical skills, technical knowledge and related occupational information to prepare for initial employment in the electrical trade. Students will begin with the basic fundamentals of electricity and progress through all types of residential, commercial and industrial wiring, including advanced solid state motor controls.

<b>Certificate A</b>		<b>Credits</b>
ELET0100	Electrical Safety	1
ELET0101	Electromechanical Systems	3
ELET0104	Electrical Print Reading	3
ELET0105	Workplace Skills	1
ELET0120	Electrical Math	3
ELET0130	Basic Electricity	3
ELET0150	Basic Residential Wiring I	4
ELET0151	Basic Residential Wiring II	4
<b>Total Certificate A</b>		<b>22</b>

<b>Certificate B (Must complete Certificate A plus the following)</b>		<b>Credits</b>
ELET0110	National Electrical Code I	4
ELET0200	Commercial Wiring	5
ELET0203	Analog Circuits	2
ELET0206	Communication Fundamentals	2
ELET0232	Electrical Circuits, Instruments and Measurements	2
ELET0240	HVAC Systems	2
ELET0245	Troubleshooting Techniques	2
<b>Total Certificate B</b>		<b>19</b>

**Total Certificate A plus B** **41**

<b>Certificate C (Must complete Certificate A plus B and the following)</b>		<b>Credits</b>
ELET0210	National Electrical Code II	2
ELET0250	Industrial Wiring	3
ELET0253	Motor Controls	3
ELET0255	Programmable Controllers	2
ELET0260	Digital Circuits	2
ELET0265	Generators and Transformers	2
ELET0280	Electrical Internship I	2
<b>Total Credits</b>		<b>16</b>

**Total Certificate A plus B plus C** **57**

## HEALTH CAREERS ONE HIGH SCHOOL SEMESTER HS ONLY

**Dean:** Dr. Shirley Wendel

**Instructor of Health Careers:** Deborah Moehlman

This is a one-semester course which prepares a high school senior to become a Certified Nurse Aide who provides direct patient care (taking vital signs, assisting with nourishment consumption, personal hygiene, etc.). The student will also spend time at a pre-assigned clinical setting. High school

## Technical Education Center

students in this program must also buy a supply kit. At the end of the semester, the student must pass the state exam in order to work as a CNA.

Course		Credits
ALHT0104	Nursing Assistant	5
ALHT0109	Health Careers Today	2
	<b>Total Credits</b>	<b>7</b>

### HEATING & REFRIGERATION

#### 55 CREDITS HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Instructor of HVAC:** David Yantz

HVACR 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.

Certificate		Credits
HVAC0101	Refrigeration Theory (Introduction, Safety and Tools) 1	2
HVAC0102	Refrigeration Theory 2	1
HVAC0103	Refrigeration System Components 1	2
HVAC0104	Refrigeration System Components 2	2
HVAC0105	Electrical Theory 1	2
HVAC0106	Electrical Theory (Electricity & Components) 2	2
HVAC0107	Basic Sheet Metal	2
HVAC0108	Basic Sheet Metal Layout/Fabrication	2
HVAC0109	Customer Relations	1
HVAC0110	Wiring 1	2
HVAC0210	Wiring 2	2
HVAC0111	Tubing, Piping, Soldering and Brazing I	2
HVAC0203	Heat Pump Systems	3
HVAC0204	System Servicing and Troubleshooting	2
HVAC0224	Heating - Gas	3
HVAC0225	Heating - Electric	2
HVAC0226	Cooling 1	3
HVAC0227	Cooling 2	3
HVAC0228	Refrigeration 1	3
HVAC0229	Refrigeration 2	3
HVA0230	Special Projects I	2
HVAC0232	Electrical Controls (Motors) 1	1
HVAC0233	Electrical Controls (Motors) 2	2
HVAC0235	Heating (Other)	
	Geothermal (Green Technology)	1
	<b>Total Required Credits</b>	<b>50</b>

**Electives (Choose 5 credit hours to complete program total of 55 credits)**

HVAC0211	Refrigerant Transition and Recovery	1
HVAC0221	R-410A Safety Certification (Green Technology)	1
HVAC0212	Beginning Heating and Refrigeration	2

HVAC0213	Advanced Heating and Refrigeration	2
HVAC0215	Heating & Refrigeration Internship	3
HVAC0231	Special Projects 2	3
HVAC0260	Start Your Own Business	1
	<b>Total Electives</b>	<b>5</b>

**Total Credits Required for Program Completion 55**

### MACHINE TECHNOLOGY HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Instructor of Machine Technology:** Mark Moehlman

This program prepares students to be competitive in today's global workforce and manufacturing industry. Teaching strategies include team building and efforts to support the manufacturing environment with projects such as the building of a motorcycle.

Certificate A		Credits
MACH0101	OSHA 10—30	3
MACH0102	Workplace Ethics	2
MACH0103	Bench Work	1
MACH0104	Industry Print Reading	3
MACH0105	Quality Control and Inspection	1
MACH0106	Metallurgy	1
MACH0107	Machine Tool Processes	1
MACH0108	Machining Fundamentals I	3
MACH0109	Machining Fundamentals II	3
MACH0110	CNC Operations I	3
MACH0111	Mathematics for Manufacturing	3
	<b>Total for Certificate A</b>	<b>24</b>

Certificate B (Must complete Certificate A plus the following)		Credits
MACH0201	Machining Fundamentals III	3
MACH0202	Machining Fundamentals IV	3
MACH0203	CNC Operations II	6
	<b>Total</b>	<b>12</b>

**Total for Certificate A plus Certificate B 36**

Certificate C (Must complete Certificate A plus B and the following)		Credits
MACH0204	CAD/CAM I	4
MACH0205	CAD/CAM II	4
MACH0206	CAD/CAM III	4
	<b>Total</b>	<b>12</b>

**Total for Certificate A plus Certificate B plus Certificate C 48**

### MAJOR APPLIANCE REPAIR

#### 52 CREDITS HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Instructor of Major Appliance Repair:** Jake Carmack

This new program prepares for entry level positions working on major in-home appliances and commercial restaurant equipment repair. Enrollees get detailed instruction on refrigerators, ranges, dishwashers, washing machines, dryers, wall ovens, microwaves and kitchen ventilation.

## Technical Education Center

Course	Credits	Semester I	Credits
MAPR0100 Electrical and Mechanical Safety	1	MEDA0105 Medical Administrative Aspects	4
MAPR0103 Tools of the Trade	1	MEDA0110 Human Body in Health and Disease	3
MAPR0108 Basic Electricity	3	MEDA0115 Medical Professional Issues	2
MAPR0115 Parts Research and Ordering Systems	1	MEDA0120 Medical Assistant Patient Care I	4
MAPR0120 Principles of Combustion	2	ALHT0127 Medical Terminology	3
MAPR0205 Gas and Electric Wall Ovens-Domestic/Professional	3		
MAPR0210 Gas and Electric Ranges/Cook Tops-Domestic/Professional/Commercial	3	<b>Semester II</b>	<b>Credits</b>
MAPR0112 Fundamentals of Refrigeration	2	MEDA0125 Medical Assistant Patient Care II	4
MAPR0135 Oxy/Acetylene Safety/Usage	2	MEDA0130 Pharmacology Administration	1
MAPR0140 Brazing/Swaging/Silver and Soft Soldering	3	MEDA0135 Clinical Lab Diagnostics	5
MAPR0160 Workplace Skills/Customer Relations/Recordkeeping	2	MEDA0140 Insurance, Billing and Coding	3
MAPR0222 Advanced Refrigeration	2	KSPN0110 KSPN Pharmacology	3
MAPR0230 Refrigerators/Freezers--Domestic and Professional	3	CPR Certification	N/C
MAPR0233 Ice Makers—Domestic/Clear Ice/Commercial Ice Makers	3		
MAPR0235 Commercial Walk-in/Reach-in Freezers/Coolers	3	<b>Summer</b>	
MAPR0243 Microwave Ovens-Domestic/Commercial	3	MEDA0145 Medical Assistant Externship	6
MAPR0247 Gas and Electric Clothes Dryers/Stack Laundry-Domestic/Commercial	3	MEDA0150 Emergency Preparedness	1
MAPR0220 Dishwashers-Domestic/Professional/Commercial	3	<b>Total:</b>	<b>39</b>
MAPR0245 Top and Front Load Clothes Washers-Domestic/Commercial	3		
<b>Total Required Credits</b>	<b>46</b>		
<b>Electives (Choose 6 credit hours to complete program)</b>			
MAPR0215 Ventilation Hoods/Make-Up Air Blowers—Domestic/Commercial	3		
MAPR0240 Steam Ovens/Proffers/Deep Fryers-Domestic/Commercial	3		
MAPR0284 Special Projects	3		
MAPR0290 Internship	3		
MAPR0291 Internship II	3		
<b>Total Credits for Program Completion</b>	<b>52</b>		
<b>MEDICAL ASSISTANT</b>			
<b>9 MONTHS</b>			
<b>HS AND POSTSECONDARY</b>			
<b>Dean:</b> Dr. Shirley Wendel			
<b>Professor of Medical Assistant:</b> Terry Bales			
The Medical Assistant program is designed to prepare students to work in a medical facility. Clinical functions include taking vital signs and patient histories; assisting with exams, treatments and office surgery; collecting specimens; sterilization procedures; basic first aid and CPR. Administrative functions include scheduling and receiving patients, obtaining and maintaining patient data, completing insurance forms, arranging for hospital admission, billing, collection, etc.			
<b>MULTIMEDIA/VIDEO PRODUCTION</b>			
<b>9 MONTHS</b>			
<b>HS AND POSTSECONDARY</b>			
<b>Dean:</b> Dr. Cherilee Walker			
<b>Instructor of Multimedia/Video:</b> John Brandt			
This program features digital techniques for video production and editing, DVD authoring, audio recording, web design and CD authoring using software such as Adobe Creative Suite 3. Enrollees should have experience with Windows or Macintosh computers, desktop publishing software and/or computer graphics.			
		<b>Core</b>	<b>Credits</b>
		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</b>	<b>30</b>
<b>NAIL TECHNOLOGY</b>			
<b>15 CREDIT HOURS</b>			
<b>HS AND POSTSECONDARY</b>			
<b>Interim Dean:</b> Clifford Smith			
<b>Instructor of Nail Technology:</b> Cathy Rose			
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.			

## Technical Education Center

Core		Credits
NAIL0101	Scientific Concepts	3
NAIL0105	Manicuring Skills	3
NAIL0110	Artificial Nails	5
NAIL0115	Business Practices	3
NAIL0120	Kansas State Law Nail Technology	1

### NETWORKING TECHNOLOGY

**40 CREDIT HOURS**

#### HS AND POSTSECONDARY

**Dean:** Dr. Edward Kremer

**Instructor of Networking Technology:** Michael Finnegan

Network Applications is a study of how computers share information on Local Area Networks (LANs) and Wide Area Networks (WANs/Internet). *TEC is a certified Cisco Networking Academy and also features certifications in Network Plus and Cisco Voice and Data Cabling.*

Required Courses		Credits
NETW0140	Home and Small Business Networking	8
NETW0144	Small-to-Medium Business or ISP	8
NETW0146	Routing and Switching in the Enterprise	8
NETW0148	Designing and Supporting Computer Networks	8
NETW0142	Voice and Data Cabling	7
NETW0150	Workplace Skills	1
<b>Total for Program Completion</b>		<b>40</b>

### PROFESSIONAL COOKING

**36 CREDIT HOURS**

#### HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Assistant Professor of**

**Professional Cooking:** Cheryl Runnebaum

Core		
Course Number		Hours
CULN0100	Equipment and the Industry	1
CULN0120	Cooking methods	2
CULN0130	Food Production I	4
CULN0140	Food Production II	4
CULN0150	Food Production III	4
CULN0170	Menu Marketing and Planning	2
CULN0180	Customer Service	1
CULN0190	Hospitality and Restaurant Management	3
CULN0200	Inventory and Purchasing	2
CULN0205	ServSafe	1
CULN0210	Baking and Pastry	4
CULN0220	Culinary Capstone	3
CULN0230	Culinary Arts Internship	3
BUSN0250	Obtaining Employment	1
EXSC0290	Cardio-Pulmonary Resuscitation	1

### WELDING TECHNOLOGY

#### HS AND POSTSECONDARY

**Interim Dean:** Clifford Smith

**Instructor of Welding:** Grant Von Lunen

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 913-627-4147 to make arrangements for evaluation and testing or review sessions.

Certificate A		Credits
WELD0100	Welding Safety	2
WELD0105	Welding Blueprints	3
WELD0110	Cutting Processes	3
WELD0120	SMAW I	3
WELD0130	GMAW I	3
WELD0140	GTAW I	3
WELD0201	Oxy-Fuel Welding	1
WELD0202	Intermediate Welding Techniques	1
BUSN0250	Obtaining Employment	1
<b>Total Certificate A</b>		<b>20</b>

Certificate B (Plus Certificate A)		Credits
WELD0220	SMAW II	4
WELD0230	GMAW II	4
WELD0240	GTAW II	4
	Elective*	4
	Elective*	4
<b>Total Certificate B</b>		<b>20</b>
<b>Total Certificate A plus Certificate B</b>		<b>40</b>

*Electives (Choose 8 Hours from courses below)		Credits
WELD0255	Aluminum Welding	4
WELD0260	Stainless Steel Welding	4
WELD0265	Fabrication Welding	4
WELD0270	Automated Welding and Cutting	4
WELD0275	Pipe Welding	4
WELD0280	Welding Codes and Advanced Inspection	4
WELD0285	Internship	4



# Division of Enrollment Management

**Division Dean:** Dr. Denise McDowell

**E-mail:** dmcdowell@kckcc.edu

**Full-Time and Evening Personnel and E-mail Addresses:**

Alexander, Deborah	dalexander@kckcc.edu
Allen, Melissa	mallen@kckcc.edu
Alsdurf, Karalin	kalsdurf@kckcc.edu
Anderson, Jaclyn	jaanderson@kckcc.edu
Beach, Robert	rbeach@kckcc.edu
Boorem, Carrie	cboorem@kckcc.edu
Carmack, Bobbie	bcarmack@kckcc.edu
Chambers, Johnny	jchambers@kckcc.edu
Chancellor, Vonzetta	vchancellor@kckcc.edu
Dorr, Mary	mdorr@kckcc.edu
Eastling, Carly	ceastling@kckcc.edu
Fessel, Shirley	sfessel@kckcc.edu
Givens, Wayne	wgivens@kckcc.edu
Graves, Shirley	graves@kckcc.edu
Hinson, Ma'Rie	mhinson@kckcc.edu
Holliday, Theresa	tholliday@kckcc.edu
Irvine, Marcia	mirvine@kckcc.edu
Johnson, Felicia	fjohnson@kckcc.edu
McCluney, Jeremiah	jmcccluney@kckcc.edu
McGill, Sandy	smcgill@kckcc.edu
Moody, Faith	fmoody@kckcc.edu
Muir, Mary	mmuir@kckcc.edu
Navinsky, Shirley	snavinsky@kckcc.edu
Neff, Sherri	sneff@kckcc.edu
Pate, Shaun	spate@kckcc.edu
Reed, Will	wreed@kckcc.edu
Sawyer, Lucinda	laswayer@kckcc.edu
Smith, Sheridan	shsmith@kckcc.edu
Shipley, Veronica	vshipley@kckcc.edu
Shrader, Marilee	mshrader@kckcc.edu
Singleton, Cynthia	csingleton@kckcc.edu
Spillman, Janice	jspillman@kckcc.edu
Strohschein, Lesley	lstrohschein@kckcc.edu
Suggs, Roger	rsuggs@kckcc.edu
Twitty, Alex	atwitty@kckcc.edu
Williams, Amanda	awilliams@kckcc.edu
Wilson, Deborah	debwilson@kckcc.edu

Classes are offered continuously throughout the year to facilitate completion of an Associate Degree, Certificate, or other education program. In addition to the 16-week semester classes, selected Workforce Development courses are offered at the Center in nontraditional formats, i.e., an 8-week semester or telecourses.

Student services, including academic advising and career guidance, articulation information, admission/enrollment processing, peer tutoring, math/study labs, financial aid, and veterans educational benefits counseling are provided at the Center.

The Center is also available for use by area businesses for training or community organizations for meetings and activities. The Center is a site for Telenet 2, a state-of-the-art video conferencing network delivering university courses to 28 locations throughout Kansas. For additional information about the class schedule, programs, or facility usage, contact the Executive Director of KCKCC-Leavenworth Center.

## KCKCC-LEAVENWORTH CENTER

**Executive Director:** Karalin Alsdurf

The KCKCC-Leavenworth Center, an extension site located at 225 Cherokee in downtown Leavenworth, Kansas, offers credit and non-credit classes each semester, giving local residents an alternative to driving to the main campus. The Center telephone number is (913) 651-2111 and the FAX/TDD number is (913) 682-1024. The Center's e-mail address is lvc@kckcc.edu. Additional information is available on the internet at <http://www.kckcc.edu/admissions/leavenworthCenter>.

The Center has 21 classrooms including science and computer laboratories, a conference room, and a student lounge. Qualified instructors teach many of the same courses that are offered on the main campus.

# Division of Financial and Administrative Services

## Vice President of Financial &

**Administrative Services:** Mr. Brian Bode

**E-Mail:** bbode@kckcc.edu

## Full-Time Staff and E-Mail Addresses:

Alexander, Raechel	ralexander@kckcc.edu
Asher, Eddie	lasher@kckcc.edu
Bailie, Scotts	bailie@kckcc.edu
Ballard, Tyler	tballard@kckcc.edu
Behrens, Greg	gbahrens@kckcc.edu
Bensons, Thomas	tbenson@kckcc.edu
Bowman, Mary	mbowman@kckcc.edu
Bradford, Charles	cbradford@kckcc.edu
Branstetter, Marie	marie@kckcc.edu
Breshears, Scott	sbreshears@kckcc.edu
Burgess, Linda	lburgess@kckcc.edu
Burright, John	jburright@kckcc.edu
Calhoun, Emanuel	ecalhoun@kckcc.edu
Calvin, Bill	bcalvin@kckcc.edu
Canady, Sherl	scanady@kckcc.edu
Casson, Mel	mcasson@kckcc.edu
Davis, John	jdavis@kckcc.edu
Dawn, Kathryn	krivers@kckcc.edu
Dotson, Joyce	jdotson@kckcc.edu
Eades, Lexia	leades@kckcc.edu
Escobar, Perla	pescobar@kckcc.edu
Fletchall, Bobby	bfletchall@kckcc.edu
Frantz, Peggy	pfrantz@kckcc.edu
Funderburke, Shonna	sfunderburke@kckcc.edu
Goldbeck, Diana,	dgoldbeck@kckcc.edu
Hall, Louis	llhall@kckcc.edu
Hammond, Roosevelt	rhammond@kckcc.edu
Hare, Jan	jhare@kckcc.edu
Hennig, Tracy	thennig@kckcc.edu
Herndon, Kevin	kherndon@kckcc.edu
Hill, Mike	mhill@kckcc.edu
Hobbs, Mike	mhobbs@kckcc.edu
Hollinshed, Albert	ahollinshed@kckcc.edu
Jones, Mark	mjones@kckcc.edu
Jones, Richard	rjones@kckcc.edu
King, Jeffrey	jking@kckcc.edu
Kline, Darry	dkline@kckcc.edu
Kline, Gerald	gkline@kckcc.edu
Kline, Raylene	rkline@kckcc.edu
Leonard, Robert	rleonard@kckcc.edu
Longoria, Justin	jlongoria@kckcc.edu
Lutgen, Dale,	dlutgen@kckcc.edu
Maslak, Michael	mmaslak@kckcc.edu
McCluney, Wendell	wmcccluney@kckcc.edu
Mitchell, Tomas	tmitchell@kckcc.edu
Mosely, Robin	rmosley@kckcc.edu
Northrup, Connie,	cnorthrup@kckcc.edu
Novak, Jay	jnovak@kckcc.edu
Ntete, David	dntete@kckcc.edu
Parsely, Scott,	sparsley@kckcc.edu
Phipps, Steven	sphipp@kckcc.edu
Powell, Chris	chrisp@kckcc.edu
Powell, William	wpowell@kckcc.edu
Renfron, Mike	mrenfro@kckcc.edu

Root, David	droot@kckcc.edu
Sambol, John	jsambol@kckcc.edu
Sambol, Tony	tsambol@kckcc.edu
Sanchez, Melissa	msanchez@kckcc.edu
Sanchez, Rick	rsanchez@kckcc.edu
Schavee, Shawn	sschavee@kckcc.edu
Schneider, Greg	gschneid@kckcc.edu
Schwarz, Bob	rschwarze@kckcc.edu
Segrist, Lloyd	lloyds@kckcc.edu
Sievers, Jason	sievers@kckcc.edu
Sixta, Jeff	jsixta@kckcc.edu
Smith, Curtis	csmith@kckcc.edu
Smith, Michael	msmith@kckcc.edu
Stimetz, Christian	cstimetz@kckcc.edu
Swearingen, Ken	kswearingen@kckcc.edu
Tatum, Pam	pdtatum@kckcc.edu
Taylor, Georgia	gtaylor@kckcc.edu
Tesch, Robert	bulitbob@kckcc.edu
Thompson, Clarence	clarenacet@kckcc.edu
Walden, Kay	kwalden@kckcc.edu
Ward, Dan	dward@kckcc.edu
Welch, Adrian	adrianw@kckcc.edu
Welch, Judy	jwelch@kckcc.edu
Wheeler, LaTisha	lwheeler@kckcc.edu
Williams, Olive	owilliams@kckcc.edu
Winterringer, Dan	dwinterringer@kckcc.edu
Yeazel, Bill	yeazel@kckcc.edu

## MISSION AND PURPOSE STATEMENT

- **Bookstore:** The mission of the KCKCC Bookstore is to enhance and support the educational process of Kansas City Kansas Community College. In pursuit of this mission, the KCKCC Bookstore will provide a convenient and efficient source for purchase, at competitive prices, of books, school supplies, equipment, materials, and other services and merchandise related to campus life for the students, faculty, staff, alumni and community
- **Buildings & Grounds:** The mission of the Buildings and Grounds Department is to manage the physical assets of the College so as to provide a clean, safe, professional environment for students, staff, and faculty. General maintenance, remodeling, energy conservation, campus beautification, custodial support are all pieces of the Buildings and Grounds responsibilities
- **Business Office:** The Business Office is the fiscal office of the College, responsible for acceptance of monies, payment of all College debts, accounting for funds, tracking budgets, and fiscal administration of all grant funds.
- **Campus Police:** The mission of the KCKCC Campus Police Department is to provide and maintain an atmosphere that enhances the educational process and the total mission of the College by providing 24 hour per day, 7 days a week police protection.

## Financial Aid and Administrative Services

- **Performing Arts Center:** The Performing Arts Center is responsible for providing a professional theater and performance venue for KCKCC student classes and events, campus events and usage and, when available, community events.
- **Purchasing/Risk Management:** The Purchasing and Risk Management department is the College's centralized procurement center, responsible for finding the best bids and prices on College purchases. It is also responsible for the College's insurance programs, fixed asset inventory, telephone services, and personnel benefits.

# Division of Human Resources and Affirmative Action

**Division Dean:** Mrs. Leota Marks

**E-Mail:** lmarks@kckcc.edu

**Full-Time Staff & Faculty and E-Mail Addresses:**

Ballard, Janie	jballard@kckcc.edu
Clark-Evans, Barbara	bclark@kckcc.edu
Coleman, Cheryl	ccoleman@kckcc.edu
Harris, Linda	lharris@kckcc.edu
Hurst, Felicia	fhurst@kckcc.edu
Moreira, Karla	kmoreira@kckcc.edu
Scott, Kimberly	kscott@kckcc.edu
Warren, Paula	pwarren@kckcc.edu
Hayes, Ben	bhayes@kckcc.edu

Evans, Intercultural Center Director at (913) 288-7674 or e-mail bclark@kckcc.edu or visit the website at <http://www.kckcc.edu/studentLife/interculturalCenter>. Hours of operation are Monday – Friday 7:30 a.m. to 4:30 p.m. Summer hours may vary.

## MISSION AND PURPOSE STATEMENT

### Human Resources Department

The Human Resources Department of Kansas City Kansas Community College is dedicated to serve our employees, the community, and the College. We strive constantly for the enhancement of positive human relations within the institution. We are committed to the development of our faculty and staff through education and professional development experiences and to the accomplishment of the College's mission and goals. This commitment is pursued through a focus on evaluation, accountability, and continuous improvement. We solicit ideas, suggestions, and other feedback regarding our policies and practices and encourage the highest level of performance in every employee. Our efforts in Human Resources ultimately are directed to supporting high quality teaching, learning, and human development of our students.

### Faculty and Staff Development

The College, through the Office of Faculty & Staff Development, provides a program for professional and personal development for all College employees.

### The Intercultural Center

The Intercultural Center promotes multicultural understanding, citizenship, and racial harmony. The Center offers students, faculty, staff, and the community with an enriched environment that celebrates our diverse population and fosters greater interaction, understanding and education. The Center also provides cultural activities and training programs that enhance relationships and campus spirit and serves as a resource repository, providing books, DVDs, and pamphlets about diversity. The Intercultural Center's mission promotes the recognition that cultural diversity is a positive feature of Kansas City Kansas Community College.

Everyone is welcome to visit and be part of developing an inclusive environment.

The Intercultural Center is a visible and tangible representation of the college's commitment to "Making Life Better."

The Center is located in the lower level Jewell Student Center, Room 2303. For more information, contact Barbara Clark-

# Division of Information Services

**Division Dean:** Mr. Baz Abouelenein

**E-Mail:** baz@kckcc.edu

## **Full-Time Staff and E-Mail Addresses:**

Ashby, Garon	gashby@kckcc.edu
Bennett, James	jbennett@kckcc.edu
Blumenthal, Jay	jay@kckcc.edu
Caldwell, Anthony	acaldwell@kckcc.edu
Cline, Lisa	lcline@kckcc.edu
Esteban, Rick	rnunez@kckcc.edu
Fisher, Marikay	mfisher@kckcc.edu
Hampton, Daniel	dhampton@kckcc.edu
Haynes, Chad	chaynes@kckcc.edu
Haynes, Rachel	rhaynes@kckcc.edu
Haynes, Vickie	vhaynes@kckcc.edu
Herman, James	jhermann@kckcc.edu
Herr, Shure	sherr@kckcc.edu
Johnson, Robin	rjohnson@kckcc.edu
Kimbrough, Michael	kimbr@kckcc.edu
Lahmann, Cindy	clahmann@kckcc.edu
Royer, Randall	rrxing@kckcc.edu
Ruthenberg, Mark	mruthenberg@kckcc.edu
Simmons, Eva	esimmons@kckcc.edu
Taylor, Karin	ktaylor@kckcc.edu
Tigue, Lee,	lee@kckcc.edu
White, James	jwhite@kckcc.edu

## **VISION**

The Information Services Division is committed to effective planning, implementation, use, and management of technology to support the core vision and mission of Kansas City Kansas Community College.

## **MISSION AND PURPOSE STATEMENT**

The Information Services Division is the KCKCC technology rapid-response team consisting of highly-skilled and motivated staff dedicated to supporting technology degrees and certificate programs within the narrow windows of opportunity available in today's quickly changing technology environment. Information Services is committed to providing education in technology areas that exist today and that may exist tomorrow. This commitment drives an extremely steep faculty and staff learn-teach-learn curve made necessary by the ever-accelerating pace of technology.

Information Services is committed to abandoning the old and embracing the new as dictated by the educational needs of students and the rapid approach of tomorrow's technology. The ability to react to changing technology is based on extensive and continuing faculty training and education. Therefore, Information Services is goal-oriented with full student, faculty, and staff participation in a model of shared leadership placing technology innovations and improvements as the highest priority of the division.

By eliminating instruction involving old technology, the division of Information Services continually releases resources to invest in new technology and training, thereby completing and renewing the all-important learn-teach-learn cycle necessary to serve our student population by constantly upgrading faculty and staff skills.

## **DEPARTMENTS**

### **Network Operations**

The Network Operation staff is responsible for infrastructure creation and maintenance. The primary goal is to provide robust server topology, sufficient network ports in wiring closets, complete and secure campus wireless coverage, and sufficient Internet and Intranet bandwidth to deliver course materials and digital contents.

All college employees and current students may access the campus network by requesting an ID and password from Information Services through help desk.

### **Computing Services (CS)**

Computing Services provides services to students, faculty, and staff each semester during all hours of college operations. Services provided include limited training, hardware/software problem determination and correction, internet connections, equipment installation, programming, and consulting.

Faculty and staff may utilize computer facilities dedicated to their use or they may use any CS instructional laboratories not currently occupied by a class. (The CS lab in the Library and the one in 3626 are almost always available on a drop-in basis.) Currently, there are over 550 student workstations on the main campus, plus individual faculty and staff workstations located in division complexes and staff offices. There are also four Computing Services labs at the Leavenworth Center.

### **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.

The department is located on the lower level of the Performing Arts Center. Facilities include a darkroom, television studio, control room, video playback room, and various offices. Features include a campus closed-circuit TV system which provides video feeds to 29 classrooms, the College Library, and the Student Center.

Another feature of Media Services is the KCKCC Cable Channel 17, Kansas City Educational Channel (KCEC), which provides cablecasting of community programs, college TV courses, and educationally oriented programs. The channel is available in most areas of Wyandotte County. KCEC is located at position 17 on the American Cablevision converter box.

### **Web Services**

The Web Services department is committed to serving KCKCC students and faculty in their pursuit of academic excellence. Our web site provides faculty the opportunity to showcase their own research as well as the ability to support their students with timely and thorough class information. The department seeks to make a comprehensive public representation of KCKCC to the world via the web site, [www.kckcc.edu](http://www.kckcc.edu).



# Division of Institutional Services

**Division Dean:** Dr. Sangki Min

**E-Mail:** sangki@kckcc.edu

## **Full-Time Staff & Faculty and E-Mail Addresses:**

Almanza, Brian	balmanza@kckcc.edu
Cooper, Kathy	kcooper@kckcc.edu
Day, Christopher	cday@kckcc.edu
Fife, Kaaren	kfife@kckcc.edu
Giger, Becky	bgiger@kckcc.edu
Grasela, Joseph	jgrasela@kckcc.edu
Gregory, Renee	rgregory@kckcc.edu
Grunke, Dr. Mary	mgrunke@kckcc.edu
Bennett, Teri	tjbennett@kckcc.edu
Lawless, Mary	mlawless@kckcc.edu
Mahon, Penny	pennymah@kckcc.edu
Newton, Debra	debra@kckcc.edu
Noguera, Ruben	rnoguera@kckcc.edu
Postlwait, Cheryl	cpostlwait@kckcc.edu
Ragan, Sherie	sragan@kckcc.edu
Siddiqua, Shazia	ssiddiqua@kckcc.edu
Stransky, Barbara	bstransky@kckcc.edu
Stuart, Susan	sstuart@kckcc.edu
Torez, Robin	rtorez@kckcc.edu
Turner, Susan	sturner@kckcc.edu

## **Library Services**

The KCKCC Library serves students, staff, faculty and administrators of the college and Wyandotte County residents by providing access to a variety of services and resources that support and strengthen the instructional programs of the college and the higher educational needs of the community. In addition to materials located in the library, it provides access to the internet and various web-based electronic resources from any computer on campus or from home, if you are a currently enrolled student at KCKCC.

## **Online Education**

The office of Online Education seeks to improve teaching and learning environments in online classrooms by building an efficient online infrastructure, promoting the effective use of technologies, and providing the support for development and delivery of online education.

## **MISSION AND PURPOSE STATEMENT**

Institutional Services is dedicated to providing many and varied services which support the mission of Kansas City Kansas Community College and that impact the community. The Dean of Institutional Services serves as the Chief Planning Officer for the College as well as the Chief Information Officer. He also oversees the following departments.

## **DEPARTMENTS**

### **Assessment**

The mission of the Office of Assessment is to improve student learning by assisting in the development of appropriate assessment methodologies and success indicators, which can be used to enhance the quality of teaching and learning at KCKCC. The office provides training, analysis, and support for on-going assessment of student learning.

### **Center for Research and Community Development**

The Center for Research and Community Development consists of two interrelated divisions: (1) Institutional Research and Effectiveness, and (2) Community Research and Development. It serves both by collecting, storing, analyzing, interpreting, and disseminating data and other forms of information concerning the College and the community.

### **Grant Writing Services**

The office of the grant writer consults with administrators, faculty, and staff to identify grant opportunities appropriate for advancing KCKCC's mission and programs. It prepares and submits prioritized grant proposals and manages and administers grants awarded to the College.

# Division of Student Services

**Division Dean:** Vacant

**Full-Time Staff and Email Addresses:**

Agee, Jackie,	jagee@kckcc.edu
Arens, Ryan	rarens@kckcc.edu
Baker, Debi	dlbaker@kckcc.edu
Burleson, Steve	sburleson@kckcc.edu
Chastain, Andrea	chastain@kckcc.edu
Christensen, Rodney	rdchris@kckcc.edu
Crossley, Kay	kcrossely@kckcc.edu
Daniels, Dolores	deloresd@kckcc.edu
Denk, Julie	jdenk@kckcc.edu
Derritt, Shawn	sderritt@kckcc.edu
Garcia, Jessica	jgarcia@kckcc.edu
Garvey, Heidi	hgarvey@kckcc.edu
Gieschen, Jennifer	gieschen@kckcc.edu
Goldbeck, Matt	mgoldbeck@kckcc.edu
Gregory, Renee	rgregory@kckcc.edu
Haynes-Green, Jeanette	jgreen@kckcc.edu
Hobson, Al	coach986@kckcc.edu
Holleman, Doris	dholleman@kckcc.edu
Jackson, Marshall	mjackson@kckcc.edu
Kirkwood, Eric	ekirkwood@kckcc.edu
Miller, Tammy	tmiller@kckcc.edu
Morsden, Nena	nmorsden@kckcc.edu
Oler, Jon	coacho@kckcc.edu
Phillips, Guy	gphillips@kckcc.edu
Pratt, Dan	dpratt1@kckcc.edu
Preston, Alda	apreston@kckcc.edu
Roth, Alicia	aroth@kckcc.edu
Shorts, Camille	cshorts@kckcc.edu
Simmonds, Mary	msimmonds@kckcc.edu
Stambersky, Valerie	valscott@kckcc.edu
Sutton, Linda	lsutton@kckcc.edu
Tillery, Kacy	ktillery@kckcc.edu
Wagner, Fredrick	fwagner@kckcc.edu
Watson, Barbara	bwatson@kckcc.edu
Wyatt, Linda	lwyatt@kckcc.edu

## MISSION AND PURPOSE STATEMENT

The mission of Student Services is to assist students in achieving their academic goals and to enhance their personal, intellectual, and social development through the provision of a broad range of programs and services.

Each day, our division helps students, faculty, alumni, and staff get things done across our campuses. Our departments have hundreds of full-time employees here to provide you with the information, understanding, and assistance you need to navigate KCKCC.

With so many student services available at KCKCC, you have resources to help you take charge of your own learning. In addition to classes within a friendly, well-rounded community of seasoned learners, you can embrace other opportunities, explore your creativity, further your career, round out your

knowledge, and become more involved in college life. See how KCKCC can enrich your studies.

## DEPARTMENTS

- Athletics
- Career Planning & Placement Center
- Child Care Center
- Community Outreach Counseling Program/  
Women's Resource Center
- Counseling & Advising
- Regional Prevention Center of Wyandotte County
- Student Health Services/Comprehensive Health  
Human Sexuality & AIDS Resource Center
- Student Activities

# Course Descriptions

## Key for Abbreviations:

ACRT	Auto Collision Repair Technology
ADCN	Addiction Counselor
AHEV	Automotive Hybrid and Electric Vehicle
ALHT	Allied Health
ANTH	Anthropology
AUDI	Audio Engineering
AUTT	Automotive Technology
BIOL	Biology
BMFR	Biomufacturing
BPMT	Building & Property Maintenance
BUSN	Business
CHEM	Chemistry
CHLD	Early Childhood Education
CIST	Computer Information Systems
CONS	Construction Technology
COSM	Cosmetology
CRJS	Criminal Justice
CRTE	Computer Repair Technology
CULN	Culinary
DIGI	Digital Imaging Design
ECON	Economics
EDUC	Education
ELET	Electrical Technology
EMTC	Emergency Medical Technician
ENGL	English
ENGR	Engineering
ESOL	English as a Second Language
EXSC	Exercise Science
FNAR	Fine Arts
FRSC	Fire Science
GEOG	Geography
HIST	History
HONR	Honors
HUDV	Human Development
HUMN	Humanities
HVAC	Heating and Refrigeration
HZMT	Hazardous Material
JOUR	Journalism
KSPN	Kansas Practical Nursing
LANG	Language Arts
MACH	Machine Technology
MAPR	Major Appliance Technology
MATH	Mathematics
MEDA	Medical Technology
MMVP	Multimedia/Video Production
MTSC	Mortuary Science
MUSC	Music
NAIL	Nail Technology
NASC	Physical Science
NETW	Networking Technology
NURS	Nursing
ONED	Online Education
PHIL	Philosophy
PHTR	Physical Therapy
POSC	Political Science
PRLG	Paralegal
PSYC	Psychology

READ	Reading
RSCR	Respiratory Care
SOSC	Social Science
SPCH	Speech
SPED	Special Education
THTR	Theatre
VTSP	Victim Services
WELD	Welding Technology
WMSD	Women's Studies

## ACRT-0100 Technical Safety and Tools 1 hour credit

Upon completion of this course the student is introduced to the collision repair occupation. Personal safety is emphasized by the student learning OSHA laws including the "Right to Know." Proper handling and disposal of wastes including those classified as hazardous are discussed. Tool identification and safety along with basic auto construction are areas also introduced.

## ACRT-0110 Cosmetic Auto Body 2 hours credit

This is a continuing education class dealing with small collision and rust repair. Learn basic welding, safety and auto body techniques concerning dents, plastic fillers and rust repair, sanding techniques, and hands-on training.

## ACRT-0120 Non-Structural Analysis and Damage Repair 1

### 4 hours credit

Upon completion of this course the student will be able to use basic metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and welding are areas the student should master. *Prerequisite: ACRT0100 Cosmetic Auto Body*

## ACRT-0140 Structural Analysis and Damage Repair 1

### 2 hours credit

Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. *Prerequisite: ACRT0100 Cosmetic Auto Body*

## ACRT-0160 Paint and Refinishing 1 3 hours credit

This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. *Prerequisite: ACRT0100 Cosmetic Auto Body*

## Course Descriptions

### **ACRT-0175      Paintless Dent Repair**

#### **2 hours credit**

Hands-on-class covers specialized tools, techniques and strategies for identifying and repairing hail damage and other types of dents without the need for refinishing or repainting.

### **ACRT-0180      Mechanical and Electrical Component**

#### **3 hours credit**

Upon completion of this course the student will have knowledge and skills to repair mechanical problems often related to collision damage. Diagnosing damaged suspension, cooling system, wheels and tires, brake components, and air conditioning along with the replacement or repair of these parts are addressed. *Prerequisite: ACRT0100 Cosmetic Auto Body*

### **ACRT-0181      Mechanical and Electrical Component 2**

#### **4 hours credit**

Upon completion of this course the student will have knowledge and skills to repair mechanical problems often related to collision damage. Diagnosing damaged suspension, cooling system, wheels and tires, brake components, and air conditioning along with the replacement or repair of these parts are addressed. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0180 Mechanical and Electrical Component*

### **ACRT-0220      Non-Structural Analysis and Damage Repair 2**

#### **4 hours credit**

Upon completion of this course the student will be able to use basic metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and basic welding are areas the student should master. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0120 Non-Structural Analysis and Damage Repair 1*

### **ACRT-0221      Non-Structural Analysis and Damage Repair 3**

#### **4 hours credit**

Upon completion of this course the student will be able to use metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and welding are areas the student should master. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0120 Non-Structural Analysis and Damage Repair 1, ACRT0220 Non-Structural Analysis and Damage Repair 2*

### **ACRT-0222      Non-Structural Analysis and Damage Repair 4**

#### **5 hours credit**

Upon completion of this course the student will be able to use metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior

and exterior panels and welding are areas the student should master. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0120 Non-Structural Analysis and Damage Repair 1, ACRT0220 Non-Structural Analysis and Damage Repair 2, ACRT0221 Non-Structural Analysis and Damage Repair 3*

### **ACRT-0240      Structural Analysis and Damage Repair 2**

#### **2 hours credit**

Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0140 Structural Analysis and Damage Repair 1*

### **ACRT-0241      Structural Analysis and Damage Repair 3**

#### **3 hours credit**

Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0140 Structural Analysis and Damage Repair 1, ACRT0240 Structural Analysis and Damage Repair 2*

### **ACRT-0242      Structural Analysis and Damage Repair 4**

#### **3 hours credit**

Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0140 Structural Analysis and Damage Repair 1, ACRT0240 Structural Analysis and Damage Repair 2, ACRT0241 Structural Analysis and Damage Repair 3*

### **ACRT-0260      Paint and Refinishing 2**

#### **3 hours credit**

This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0160 Paint and Refinishing 1*

### **ACRT-0261      Paint and Refinishing 3**

#### **3 hours credit**

This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product

## Course Descriptions

knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. Live customer work will be introduced.  
**Prerequisites:** *ACRT0100 Cosmetic Auto Body, ACRT0160 Paint and Refinishing 1*

### **ACRT-0262      Paint and Refinishing 4** **4 hours credit**

This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. Live customer work will be introduced.  
**Prerequisites:** *ACRT0100 Cosmetic Auto Body, ACRT0160 Paint and Refinishing 1*

### **ACRT-0290      Estimating/Damage Analysis** **1 hour credit**

An estimate, damage report, or appraisal calculates the cost of repairs of a collision damaged vehicle. This repair summary is used by the customer, insurance company, shop management, and the repair technician as an agreement with the customer or the insurance company, required parts needed list for the repairs, and as a guide for the repairs needed for the technician.

### **ADCN-0101      Introduction to Addictions** **3 hours credit**

The course focus is on historical and cultural patterns of chemical use and abuse, knowledge and attitude toward chemical abuse, theories of chemical dependency, and recognition and identification of chemical dependency. Refer to 'Special Class Fees' section for current class fee.

### **ADCN-0105      Counseling the Alcoholic and Drug Abuser I**

#### **3 hours credit**

The student is introduced to basic counseling skills and will receive instruction on basic communication skills in one-to-one interaction. The course provides experiential learning.  
**Prerequisites:** *ADCN-0101, Introduction to Addictions.*

### **ADCN-0110      Special Topics in Addiction: Pharmacology, HIV/Medical High Risk, Ethics**

#### **3 hours credit**

Ethics will familiarize the student with state and national professional Code of Ethics, state and federal regulations regarding client rights and confidentiality and the state and national processes for professional credentialing. Pharmacology will focus on the physical and behavioral impact of alcohol and other drugs. HIV/Medical High Risk focuses on AIDS, fetal alcohol syndrome and co-occurring conditions.

### **ADCN-0206      Counseling the Alcoholic and Drug Abuser II**

#### **3 hours credit**

The student will explore various theories and techniques of counseling and the application of these in Addiction Counseling. **Prerequisite:** *Successful completion of ADCN0105, or permission of the instructor.*

### **ADCN-0207      Counseling the Alcoholic and Drug Abuser III**

#### **3 hours credit**

The student will explore the dynamics of addictions counseling, concentrating on family systems and family counseling. **Prerequisite:** *Introduction to Addictions, ADCN-0101 and Counseling the Alcoholic and Drug Abuser I, ADCN-0105 or consent of the instructor.*

### **ADCN-0208      Addiction Counseling with Special Populations**

#### **3 hours credit**

Focus is on the recovery process of minority populations, including the elderly, youth and children of addicts, Native Americans, African Americans, women and persons with sexual issues.

### **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. An emphasis is 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-0220      Client Management Procedures** **3 hours credit**

Students will learn how to use clinical testing, how to gather appropriate biographical, social and chemical use histories, and how to prepare individualized treatment plans, including in-patient, out-patient and continuing care planning.

### **ADCN-0250      Addiction Counseling Field Practicum I** **3 hours credit**

Under supervision, the student will focus on agency philosophy, organization, and funding with limited participation in the core functions. **Prerequisites:** *(Degree seeking students) All general education requirements AND ADCN-0101, 0105, 0110, 0206, 0207, 0208, 0210, 0220 with a grade of "C" or better AND have consent of the Coordinator of the Addiction Counselor Program. (Certificate seeking students) Students holding an associates or higher degree must complete ADCN-0101, 0105, 0110, 0206, 0207, 0208, 0210, 0220 with a grade of "C" or better AND have consent of the Coordinator of the Addiction Counselor Program.*

*Students may enroll concurrently in ADCN-0251.*



## Course Descriptions

### **ADCN-0251      Addiction Counseling Field Practicum II**

#### **3 hours credit**

Under supervision, the student will participate in selected agency services. The student will concentrate on core functions under the supervision of a qualified counselor at the Practicum facility. *Prerequisites: (Degree seeking students) All general education requirements AND ADCN-0101, 0105, 0110, 0206, 0207, 0208, 0210, 0220, with a grade of "C" or better AND have consent of the Coordinator of the Addiction Counselor Program. (Certificate seeking students) Students holding an associates or higher degree must complete ADCN-0101, 0105, 0110, 0206, 0207, 0208, 0210, 0220 with a grade of "C" or better AND have consent of the Coordinator of the Addiction Counselor Program. Students may enroll concurrently with ADCN-0250.*

### **AHEV-0102      Hybrid/ Electric Vehicle Safety for First Responders and Dismantlers**

#### **2 hours credit**

The student will learn to safely deal with the hybrid electric vehicle in the event of accidents, disassembly and disposal. The course will emphasize the importance of safety due to the deadly nature of the high voltage environment. Students are required to supply their own high voltage class 0 gloves to participate in live lab experiences. For every task in Hybrid Safety for First Responders and Dismantlers, the following safety requirement must be strictly enforced: Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

### **AHEV-0203      Basic Hybrid/ Electric Vehicles**

#### **3 hours credit**

The student will learn basic theory and operation of hybrid drive systems in the automobile. The content will cover basic theory of batteries, charging, transmission, inverter/converter operation, cooling systems, diagnosis and repair of these advanced and unique automobiles. The course will strongly emphasize the importance of safety due to the deadly nature of the high voltage environment. Students are required to purchase their own high voltage class 0 gloves to participate in live lab experiences. For every task in Basic Hybrid Electric Vehicles, the following safety requirement must be strictly enforced: Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling,

### **AHEV-0212      Hybrid/ Electric Vehicle Internal Combustion Engines and Alternate Power**

#### **3 hours credit**

The student will learn the theory and operation of the internal combustion engine as it relates to hybrid systems. Studies will also include alternate power systems including diesel, CNG, and fuel cell technology. The course will emphasize the importance of safety due to the deadly nature of the high voltage environment. Students are required to purchase their own high voltage class 0 gloves to participate in live lab experiences.

For every task in Hybrid Electric Vehicle Combustion Engines and Alternate Power, the following safety requirement must be strictly enforced: Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

### **AHEV-0222      Hybrid/ Electric Vehicle Transmissions**

#### **3 hours credit**

The student will learn the theory and operation of hybrid drive systems in the automobile. The content will cover batteries, charging, high voltage safety, transmission, inverter/converter operation, cooling systems, diagnosis and repair of these advanced and unique automobiles. The course will emphasize the importance of safety due to the deadly nature of the high voltage environment. Students are required to purchase their own high voltage class 0 gloves to participate in live lab experiences. For every task in Hybrid Electric Vehicle Transmissions, the following safety requirement must be strictly enforced: Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

### **AHEV-0262      Hybrid/ Electric Vehicle Batteries**

#### **3 hours credit**

The student will learn the theory and operation of batteries in hybrid electric, electric and plug in hybrid vehicles. The content will cover battery safety, cooling systems, diagnosis and service. The course will emphasize the importance of safety due to the deadly nature of the high voltage environment. Students are required to purchase their own high voltage class 0 gloves to participate in live lab experiences. For every task in Hybrid Electric Vehicle Batteries, the following safety requirement must be strictly enforced: Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

### **AHEV-0265      Hybrid/Electric Vehicle Accessories**

#### **3 hours credit**

The student will learn the theory and operation of hybrid, electric, and plug in hybrid accessories including electric power steering, electric air conditioning, electric coolant pumps and other devices. Understanding of the DC to DC converter and charging system will also be discussed. The course will emphasize the importance of safety due to the deadly nature of the high voltage environment. Students are required to purchase their own high voltage class 0 gloves to participate in live lab experiences. For every task in Hybrid Electric Vehicle Accessories, the following safety requirement must be strictly enforced: Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

## Course Descriptions

### **AHEV-0282      Hybrid/Electric Vehicle Inverters, Converters and Electric Motors**

#### **3 hours credit**

The student will learn the theory and operation of electric motors, converters, inverters and chargers used to power hybrid, electric, and plug in hybrid vehicles. The course will emphasize the importance of safety due to the deadly nature of the high voltage environment. Students are required to purchase their own high voltage class 0 gloves to participate in live lab experiences. For every task in Hybrid /Electric Vehicle Inverters Converters and Electric Motors the following safety requirement must be strictly enforced: Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

### **ALHT-0104      Nursing Assistant**

#### **5 hours credit**

This course is an introduction to basic nursing care skills and concepts necessary to prepare the student to function as a nurse aide in a long term care facility. This course will also prepare the student to take the state nurse aide certification examination.

**Prerequisites:** *Must pass the Accuplacer reading test with a score of 65 or above or show completion of READ-0091 or READ-0092. High school diploma or GED required.*

### **ALHT-0105      Certified Nurse Aide Refresher Course**

#### **1 hour credit**

This course is a review of the basic nursing skills and concepts necessary to update the student to function as a nurse aide in a long term facility. This course will help the student learn about the geriatric client and the type of care unique this population needs. The course will review the responsibilities and the role of the CNA.

### **ALHT-0106      Certified Medication Aide**

#### **4 hours credit**

This course is designed that through academic training the student will be able to pass medication under the supervision of a Licensed Registered Nurse or a Licensed Practical Nurse. While in training the certified medication aide student will pass medication under the supervision of the instructor, who is a Registered Nurse. The student will pass medication a long term facility. After training the student will take a state test. Upon successful completion of the state test the student will receive a certificate and be able to pass oral medication, instill ophthalmic drops, otic drops, insert suppositories, and apply topical medication. Kansas Department of Health Environment requires 75 hours for CMA. KCKCC requires 90 hours due to a college credit course. Certified medication aides must complete 10 hours of continuing education every two years, per Kansas Department Health Environment guidelines to continue passing medication. **Prerequisite:** *Must pass the Accuplacer reading test with a score of 65 or above or show completion of READ-0091 or READ-0092. High school diploma or GED required. Must possess a current nursing assistant certificate.*

### **ALHT-0107      Certified Medication Aide Update**

#### **1 hour credit**

This course is an update for Certified Medication Aide's who have been issued a CMA certificate. The Certified Medication Aide has to update their certificate every 2 years. If CMA certificate lapse, the CMA has a three year grace period in which to take the continuing education course to reinstate the certificate. The course consist of a minimum of 10 hours of instruction on: new classes of medication and new medications, new use of medication, new methods of administering medication, alternative treatment such as herbs, acupuncture, interaction and traditional medications, safety and administration of medication and documentation. KCKCC and TEC center require 15 hours of instruction. Prerequisites: Current CMA certificate in the state of Kansas, apply to KCKCC or TEC center and take an assessment test.

### **ALHT-0109      Health Careers Today**

#### **2 hours credit**

This course provides the students with a look at the many opportunities for employment in the health care field. Students will learn about the different roles, education requirements, personal qualities and required credentialing for the different fields in health care. Students will do further research on one area of interest to them.

### **ALHT-0110      Drugs and Dosages I**

#### **1 hour credit**

Drugs and Dosages I is an introductory course in pharmaceutical arithmetic that assists students in solving the mathematics of drugs and solutions encountered in the everyday routine of administering medications. Drug actions and interactions on the human body are discussed.

### **ALHT-0111      Drugs and Dosages II**

#### **1 hour credit**

Drugs and Dosages II continues the study of the pharmaceutical arithmetic that assists students in solving the mathematics of drugs and solutions encountered in the everyday routine of administering medications. This course is designed for the student who has prior experience with and/or has taken the introductory course. The previous course concepts will be briefly reviewed. The emphasis will be on pediatric dosage and intravenous dosage calculations. **Prerequisites:** *ALHT-0110 or previous experience.*

### **ALHT-0114      Infant and Toddler First Aid and CPR**

#### **1 hour credit**

This course is designed for the child care giver. First aid and safety in the preschool years will be emphasized. CPR will also be taught. The student will be required to attend all 16 hours of the course.

### **ALHT-0115      First Aid**

#### **2 hours credit**

The theory and practice of first aid and safety are covered. Methods of administering first aid in case of accident or sudden illness; bandaging; resuscitation; and caring for wounds and injuries.

## Course Descriptions

### **ALHT-0116      General Pharmacology** **3 hours credit**

The General Pharmacology course provides students with a concise introduction to pharmacology. The mechanisms of action, sites of action, and side effects of drugs will be presented. Emphasis will be placed on toxic signs, adverse drug reactions, and any special management issues relevant to the various classes of drugs. ***Prerequisite: Basic computer skills are necessary. Please review the On-Line Course Requirements.***

### **ALHT-0120      Medical Terminology** **1 hour credit**

This course will study the use of prefixes, suffixes and root words to build a vocabulary for medical personnel. The student begins by identifying roots, suffixes and prefixes of medical terminology, and then progresses by studying related medical terms of the body system (skin, skeleton, muscle, blood & lymph, cardiovascular, respiratory, digestive, and urinary systems). The student will explore how these terms relate to the general anatomy of the body. There are no on-ground meetings for this course.

### **ALHT-0126      Medical Terminology** **2 hours credit**

This course will study the use of prefixes, suffixes and root words to build a vocabulary for medical personnel. The student begins by identifying roots, suffixes and prefixes of medical terminology, and then progresses by studying related medical terms of the body system (skin, skeleton, muscle, blood & lymph, cardiovascular, respiratory, digestive, and urinary systems). The student will explore how these terms relate to the general anatomy of the body. There are no on-ground meetings for this course.

### **ALHT-0127      Medical Terminology** **3 hours credit**

This course will study the use of prefixes, suffixes and root words to build a vocabulary for medical personnel. The student begins by identifying roots, suffixes and prefixes of medical terminology, and then progresses by studying related medical terms of the body system (skin, skeleton, muscle, blood & lymph, cardiovascular, respiratory, digestive, and urinary systems). The student will explore how these terms relate to the general anatomy of the body. There are no on-ground meetings for this course.

### **ALHT-0160      Sleep Studies** **3 hours credit**

This course explores physical and physiological topics related to sleep and sleep disorders in an introductory approach. Normal sleep, sleep disorders, sleep assessments, and sleep remedies are studied. The course is preparatory for respiratory therapy students, and health care providers who will screen, test, treat, and support clients with sleep disorders. The course is informative for general students interested in sleep topics. The course provides resources and support for participants who are personally dealing with sleep disorders. ***Prerequisite: Basic computer skills.***

### **ALHT-0200      Women's Health: A Team Approach** **3 hours credit**

The course is designed to provide an insight to a special population: women. This course is designed for various disciplines affecting the realm of women's health. Its emphasis is on a holistic approach including medical and psychological topics and the treatment options consisting of medical intervention, pharmacology, and other allied health therapies.

### **ALHT-0250      Sports Safety** **2 hours credit**

This course teaches sports safety. It includes selecting facilities, identifying hazards, planning for emergencies, as well as preventing and treating sport injuries including first aid and CPR. The class follows content from the American Red Cross and the United States Olympic Committee. Participants completing the class will earn an American Red Cross Sport Safety Training certificate.

### **ALHT/RSCR-0286   Asthma Disease Management** **3 hours credit**

This course teaches a stepwise approach to asthma disease management. It is designed for health care providers involved in any aspect of asthma prevention, diagnosis, treatment, education, or management. The course may lead to asthma educator, certified designation through the National Asthma Educators Certification Board. ***Prerequisites: Health care professional, or student involved in any aspect of preventing, diagnosing, treating, educating, or managing asthma.***

### **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 is community CPR - adult, child and infant.

### **ALHT - 0291      CPR-Recertification** **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 is community CPR - adult, child and infant certified 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 may lead to the neonatal resuscitation program (NRP) provider designation through the American Academy of Pediatrics and American Heart Association. ***Prerequisite: Health Care Professional, or student involved in any aspect of neonatal resuscitation.***

## Course Descriptions

### **ANTH-0100      General Anthropology** **3 hrs credit**

This course is designed to present the elements of man as a cultural being. This is accomplished by viewing human development through three approaches within Anthropology: man as a biological animal, i.e., early and modern physical structure; the archaeology or material remains of civilizations; and man as the social organism, viewing the interdependence of social institutions. The emphasis in the course is on 1.) an appreciation of diversity, and 2.) the development of world cultures from earliest times through the global culture that we experience today. Modernization, Dependency and World Systems approaches are developed in an attempt to explain the relationships between cultures.

### **ANTH-0101      Introduction to Cultural Anthropology** **3 hrs credit**

The study of cultural anthropology includes the exploration of the nature of cultural variation and universals. Cultures are compared in terms of their cultural patterns, languages, societal differentiation, and personality types. Application of basic anthropological concepts and research methods are emphasized while examining how humans constantly adapt to their social and physical environments. Attention is given to career opportunities within the field of cultural anthropology.

### **ANTH-0102      Introduction to Physical Anthropology** **3 hrs credit**

This course introduces the student to basic concepts in physical anthropology. Anthropological theory, human genetics, vertebrate evolution, primate evolution and social behavior, and human evolution, behavior, variation and adaptation are surveyed through cross species examples and comparative analysis. Attention is given to career opportunities available to students within the field of biological anthropology.

### **ANTH-0105      Archaeology** **3 hrs 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      North 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.

### **AUDI-0101      Audio Engineering Music Skills** **4 hours credit**

Designed for audio engineering majors, this class gives students an understanding of concepts of pitch and time relevant to entering, editing, and interpreting performance data found in editing windows commonly found in Digital Audio Workstations. Skills to enable students to enter and interpret pitch over time data as used in popular music, such as melody, harmonic progressions, chord symbols, and tablature will be studied. These skills will enable to student to more effectively and efficiently use music production software, and more professionally communicate with musical talent in the recording studio or audio production environment. These skills and vocabulary will also enable the student to assume a more effective role as a producer.

### **AUDI-0103      Audi Engineering Keyboard Skills** **1 hour credit**

Audio Engineering Keyboard Skills is designed for audio engineering majors to improve music sequencing and digital audio workstation music production skills by developing basic musical keyboard data entry skills, including real time and non-real time performance skills. It will improve the student's ability to enter melodies, chords, bass lines, and drum programming on the musical keyboard. It will also enable students to communicate musically with talent and artists, and enable them to function better as a producer

### **AUDI-0108      Electronic Circuit Fundamentals** **3 hours credit**

This beginning course in electronics technology is to give a clear concept of direct current, the relationship between voltage, current and resistance. Also to familiarize with laboratory instruments, circuit components and basic measuring techniques. In order to build a solid foundation for the entire program, an individual must have a clear concept of D.C. electricity. The student must recognize basic electronic components, instruments and circuit symbols. The student should be able to draw a schematic diagram of a circuit. Last but not least, the student should know how to use the instruments and make quantitative measurements of electronic units. This introductory course is designed to lead students to understand and retain in their minds the basic circuit fundamentals of electronics. *Prerequisite: Simple understanding of mathematics.*

### **AUDI-0110      Music Technology I** **3 hours credit**

This class covers the Apple computer, MIDI and digital audio workstation (DAW) MIDI sequencing software, music notation and publishing software. Students will learn the function and operation of the Mac OS and the technical equipment found in a MIDI production studio, produce sequenced music projects and musical scores using specific industry software.

### **AUDI-0115      Circuit Analysis I** **3 hours credit**

A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition



## Course Descriptions

Theorem, Thevenin's Theorem and Norton's Theorem. Explanation of RC time constants, capacitive circuits, inductive circuits, transformers and tuned circuits. Study of basic amplifiers and construction of power supplies circuits. To understand circuit analysis, it is necessary to understand various affecting factors such as voltages, current resistive, capacitive and inductive components. This course is designed to give maximum understanding in circuit analysis and circuit buildup. **Prerequisites:** *AUDI/ENGR-0108 Electronic Circuit Fundamentals.*

### **AUDI-0130      Music Business** **3 hours credit**

This course will introduce students to the history, procedures, practices, economics, and careers of the music industry. The focus will be on the development of business related knowledge necessary to effectively obtain or maintain a professional music career. Business techniques and legal concepts central to many aspects of the music business will be introduced. Students will be taught to recognize situations requiring the services of an entertainment attorney and will be familiarized with the concepts of contracts, royalties, agents, management, and various aspects of the recording industry.

### **AUDI-0150      Live Sound Reinforcement 1** **1 hour credit**

This course will familiarize students with the equipment that forms a professional live sound system. Students will set up and operate this equipment at the front-of-house mixing position. Students will learn how to identify and correct technical and aural problems. Students will learn how to communicate and discuss system requirements and demands.

### **AUDI-0151      Live Sound Reinforcement 2** **1 hour credit**

This course will further familiarize students with the equipment that forms a professional live sound system, with a focus on dedicated monitor systems, wiring and soldering techniques, and sound reinforcement applications in the concert and theater setting. Students will set up and operate the equipment at the monitor mix position. Students will learn how to identify and correct technical and aural problems. Students will learn how to communicate and discuss system requirements and demands. **Prerequisite:** *AUDI-0150-Live Sound Reinforcement 1 with a grade of C or better.*

### **AUDI-0170      Lighting and Staging** **3 hours credit**

This course examines theories and methods of stage lighting and stage construction for music and concert productions. Topics studied include stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design, circuiting and computerized control systems, special effects, and production design. Stages, staging systems, trusses, hanging and suspension systems, and rigging concepts relevant to event production will also be studied.

### **AUDI-0201      Songwriting** **2 hours credit**

Songwriting introduces students to knowledge and skills which will enable them to develop their skills in commercial songwriting, and write more effective songs. Concepts of form and structure, melody, harmony, lyrics, orchestration, instrumentation and arranging techniques will be studied. Students will analyze commercially successful songs. Students will write one original song in addition to exercises given throughout the semester relating to the topic being studied. **Prerequisites:** *MUSC III Music Theory I, or permission of instructor.*

### **AUDI-0205      Internship in Audio** **1 hour credit**

An internship in an audio related field provides an opportunity for focused in-depth learning and practical experience of the professional audio industry to advanced students. The student is responsible for organizing the internship opportunity, which must be approved by the KCKCC's Audio Engineering Program Coordinator prior to enrollment in the class. The student must complete a minimum of 48 documented hours of internship. In addition to further developing technical and production student competencies this opportunity also provides for practical application of theories, techniques, and concepts discussed throughout the program. Students should further develop a sense of professionalism, reasoning and decision-making skills, resourcefulness, and independence. Students may also establish contacts within the industry that may lead to entry-level employment. **Prerequisites:** *AUDI 260 Advanced Recording I, AND permission of the instructor*

### **AUDI-0210      Music Technology 2** **3 hours credit**

This course is an introduction to the advanced skills of music computing, expanding skills learned in AUDI 106, Music Applications for Computers, with emphasis on MIDI and audio equipment and set-up, and creative use of music production software (audio, sequencing, and DAW). Aspects of sound design will be introduced as creative tools for more mainstream application. In addition to the practical "hands-on" training, time will be spent analyzing successful sequencing techniques. **Prerequisite:** *Music Applications for Computer, AUDI-0110 with a grade of C or better.*

### **AUDI-0230      Multimedia Production** **3 hours credit**

Students will learn the skills necessary to produce multimedia promotional materials. Digital video cameras, camera techniques, specialist lighting and blue-screen video techniques will be studied. Students will film a video project that will be edited using industry specific non-linear digital video editing software, and dissemination format authoring software. Students will also use world-wide-web authoring software to create web-sites containing sound, graphics, and video files. **Prerequisite:** *Music Applications for Computers, AUDI-0110 with a grade of C or better.*



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### **AUDI-0233      Music Video Projects**

#### **1 hour credit**

The course is for students who wish to work on additional music video projects. The course will emphasize advanced digital video camera techniques, lighting, the use of digital special effects, lip-syncing, scrolling titles, and advanced computer software for non-linear digital video editing. Students will be expected to complete at least one music video project during the semester. *Prerequisite: AUDI-0230, Music & Multimedia.*

### **AUDI-0240      Sound Editing and Synthesis**

#### **3 hours credit**

The theory and practical application of synthesis techniques will be studied. Students will understand the technical and theoretical concepts of, and be able to create sounds on “classic” analog synthesizers, digital software synthesizers, and software samplers. Students will improve their music and DAW production skills. Refer to ‘Special Class Fees’ section for current class fee. *Prerequisite: Music Applications for Computers, AUDI-0110 with a grade of C or better.*

### **AUDI-0250      Audio Recording 1**

#### **3 hours credit**

This course is an introduction to the recording studio, equipment, and recording techniques. Emphasis is placed on demonstrating an understanding of specific equipment and techniques through the completion of a sequence of assignments, leading to a group “band” recording session. Microphones, analog and digital equipment and recording systems, computer software, sound manipulation, and mixing and production techniques will be studied. *Prerequisite: AUDI-0110 with a grade of C or better.*

### **AUDI-0255      Audio Engineering Critical Listening**

#### **1 hour credit**

This course will develop critical listening and audio analysis aural skills. Pink noise and musical examples of different sonic manipulations of frequency content and image/dynamic changes will be studied. Commercial mixes will be analyzed against different criteria throughout the class. Historical production aesthetics will be placed in context by analyzing different production, mixing and mastering styles and comparing them to the present day. *Prerequisite: AUDI-0250 with a grade of C or better*

### **AUDI-0258      Applied Audio or Media**

#### **3 hours credit**

This course will teach the student a variety of skills and techniques necessary when working in non-musical audio fields. Sound design and running sound for theater, dialog replacement and TV spot production, voice-overs, and long form audio projects, and DVD authoring are some of the topics that will be studied. *Prerequisite: AUDI-0250 with a grade of C or better.*

### **AUDI-0260      Audio Recording 2**

#### **3 hours credit**

This course will build on the skills acquired in AUDI 250. Topics that will be studied include mixing techniques, microphone techniques, synchronization and console automation, auditory

perception, studio acoustics and design considerations, location recording, and digital studio issues. An emphasis is placed on gaining skill at using industry specific hardware equipment. *Prerequisite: MUSC-0250 with a grade of C or better.*

### **AUDI-0270      Audio Recording 3**

#### **3 hours credit**

This course will build on the skills acquired in AUDI 250 and AUDI 260. Topics that will be studied, using computer based DAW software include audio for broadcast, sound effect recording, Foley sound effect production and use, sound for picture, dialog replacement, and sound design. An emphasis will be placed on gaining skill at using industry specific computer based recording software. Refer to ‘Special Class Fees’ section for current class fee. *Prerequisite: AUDI-0260 with a grade of C or better.*

### **AUDI-0280      Audio Engineering Portfolio 1**

#### **1 hour credit**

This course will allow further exploration and development of the skills acquired in AUDI 260 and AUDI 270. The student will use industry specific computer based digital audio workstation systems (DAWs) and moving fader control surfaces to produce stereo and surround-sound projects. The professional workplace and how to adjust to it will be discussed and experientially practiced. The student will be required to produce a professional and well presented portfolio of recorded work, which may include (but is not limited to); music mixes, dramatic productions, library of sound effects, library of ambiences, audio for picture projects. *Prerequisite: AUDI-0270 with a grade of C or better. AUDI-0281 is a co-requisite requirement.*

### **AUDI-0281      Audio Engineering Portfolio 2**

#### **1 hour credit**

This course will allow further exploration and development of the skills acquired in AUDI 260 and AUDI 270. The student will use industry specific computer based digital audio workstation systems (DAWs) and moving fader control surfaces to produce stereo and surround-sound projects. The professional workplace and how to adjust to it will be discussed and experientially practiced. The student will be required to produce a professional and well-presented portfolio of recorded work, which may include (but is not limited to); music mixes, dramatic productions, library of sound effects, library of ambiences, audio for picture projects. *Prerequisite: AUDI-0270 with a grade of C or better. AUDI-0280 is a co-requisite requirement.*

### **AUDI-0264      Automated Mixing**

#### **1 hour credit**

This course introduces concepts, techniques and software for VCA automation of mixes produced on analog mixers, on board VCA dynamics processing, and recall of mixer settings and parameters. *Prerequisite: AUDI-0260, Advanced Recording I.*

### **AUTT-0101      Automotive Math**

#### **1 hour credit**

This class prepares students for situations that automotive

## Course Descriptions

technicians will encounter in automotive class work and automotive service on the job. As the student completes this course, they will have a stronger foundation in problem solving and dealing with issues that they will encounter on the job.

### **AUTT-0102      Automotive Safety**

#### **1 hour credit**

This class is a prerequisite for the Automotive Technology Program. Its design is to make the student aware of hazards in the automotive environment and learn safe procedures for operating basic equipment in the shop. Emphasis is placed on helping the student to identify hazards and take corrective measures to prevent negative outcomes.

### **AUTT-0106      Basic Automotive Care**

#### **2 hours credit**

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

### **AUTT-0107      Light Truck Power Equipment**

#### **2 hours credit**

This course is designed to cover Electrical, Hydraulic and Mechanical power units that are found on Snow Plows, Dump Beds and Dump Trucks. The Class will cover operation, diagnosis, and rebuilding of these power units.

### **AUTT-0141      Steering and Suspension 1**

#### **2 hours credit**

In this course students will: document fundamental suspension system concerns; perform fundamental diagnostics of steering systems; perform fundamental repairs of steering systems; perform fundamental diagnostics of suspension systems; perform fundamental repairs of suspension systems; determine the need for wheel alignment and adjustment; perform fundamental diagnostics of wheel and tire systems; perform fundamental repairs of wheel and tire systems through a variety of learning and assessment activities. *Prerequisites: AUTT0101 Automotive Math, AUTT0102 Automotive Safety, or approval from instructor.*

### **AUTT-0151      Brakes 1**

#### **3 hours credit**

In this course students will Perform system pressure and travel calculations utilizing Pascal's Law; Complete service work orders; Determine appropriate system pressure tests utilizing service specifications; Determine brake system concerns and necessary actions; Diagnose poor stopping, pulling or dragging concerns caused by malfunctions in the hydraulic system; Determine how to inspect, fabricate and/or replace brake lines and hoses; Determine the service specifications pertaining to the removal, cleaning and refinishing procedures on brake drums; Apply drum brake repair and replacement procedures; Diagnose poor stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns on disc-brake vehicles; Determine disc brake repair and replacement procedures; Deter-

mine how to caliper piston retractions; Diagnose wheel bearing noise, wheel shimmy and vibration concerns; Determine how to remove, inspect and replace bearing and hub assemblies through a variety of classroom and lab/shop learning and assessment activities. *Prerequisites: AUTT0101 Automotive Math, AUTT0102 Automotive Safety, or approval from instructor.*

### **AUTT-0161      Electrical 1**

#### **3 hours credit**

In this course 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. *Prerequisites: AUTT0101 Automotive Math, AUTT0102 Automotive Safety, or approval from instructor.*

### **AUTT-0162      Electrical 2**

#### **2 hours credit**

In this course students will: Perform battery diagnosis; perform battery service; perform starting system diagnosis; perform starting system repair; perform charging system diagnosis; perform charging system repair; identify current flow on starting and charging system diagrams through a variety of learning and assessment activities. *Prerequisites: AUTT0101 Automotive Math, AUTT0102 Automotive Safety, AUTT0161 Electrical 1, or approval from instructor.*

### **AUTT-0181      Engine Performance 1**

#### **3 hours credit**

In this learning plan 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. *Prerequisites: AUTT0101 Automotive Math, AUTT0102 Automotive Safety, AUTT0161 Electrical 1, or approval from instructor.*

### **AUTT-0209      Automotive Internship**

#### **4 hours credit**

Through an internship at a local company students will learn what it is like to work in a automotive repair facility or related field. Student must be working in an automotive repair or related job. *Prerequisites: AUTT0101 Automotive Math, AUTT0102 Automotive Safety, AUTT0262 Electrical 3, AUTT0282 Engine Performance 2.*

### **AUTT-0212      Engine Repair**

#### **5 hours credit**

This course contains competencies that can be used in their entirety within a single course or as needed for courses designed by a Kansas institution as Institutional Flexible Credit. Through

## Course Descriptions

a variety of learning and assessment activities students can: explore the theory and operation of internal combustion engine; demonstrate the ability to remove an automotive engine; demonstrate the ability to install an automotive engine; demonstrate the basic ability to inspect and repair cylinder head, valve trains and timing defects; demonstrate the ability to disassemble short block; demonstrate the ability to inspect short block; demonstrate the ability to repair short block; demonstrate the ability to reassemble short block; demonstrate the basic ability to inspect and repair engine lubrication; demonstrate the basic ability to inspect and repair engine cooling systems; inspect a cylinder head and valve train; repair a cylinder head and valve train; perform advanced level engine diagnosis. **Prerequisites:** *AUTT0101 Automotive Math, AUTT0102 Automotive Safety or approval of instructor.*

### **AUTT-0214      Advanced Engine Repair** **3 hours credit**

This course contains competencies that will allow the student to become disciplined in the skill necessary to rebuild automotive engines and understand advanced level engine repair techniques. **Prerequisite:** *AUTT0102 Automotive Safety, or approval by instructor.*

### **AUTT-0221      Automatic Transmission** **6 hours credit**

This course contains competencies that can be used in their entirety within a single course or as needed for courses designed by a Kansas institution as Institutional Flexible Credit. Through a variety of learning and assessment activities students can: explore the concept of theory and operation of automatic transmissions/transaxles; perform maintenance on an automatic transmission/transaxle; perform service on an automatic transmission/transaxle; diagnose automatic transmission/transaxles; inspect automatic transmission/transaxles; remove and reinstall automatic transmission; remove and reinstall automatic transaxles; disassemble automatic transmission and components; disassemble automatic transaxles and components; inspect automatic transmission components; inspect automatic transaxles and components; repair automatic transmission and components; repair automatic transaxles and components; reassemble automatic transmission and components; reassemble automatic transaxles and components. **Prerequisites:** *AUTT0101 Automotive Math, AUTT0102 Automotive Safety, or approval from instructor.*

### **AUTT-0231      Manual Drive Trains and Axles** **4 hours credit**

This course contains competencies that can be used in their entirety within a single course or as needed for courses designed by a Kansas institution as Institutional Flexible Credit. Through a variety of learning and assessment activities students can: determine the general drive train diagnosis procedures; explore the fundamentals of clutch operation; explore the fundamentals of clutch removal, inspection and repair; determine the power flow of the manual transmission and transaxle; perform fundamental manual transmission and transaxle inspection and repair according to service specifications; perform fundamental differential inspection and repair according to service specifications; perform

fundamental diagnosis, inspection and replacement of drive axle shafts and supporting components; perform fundamental diagnosis, inspection, adjustment and repair of four- and all-wheel drive components; diagnose drive train issues; diagnose clutch concerns; perform the removal, inspection and/or repair of the clutch and its components; conduct a transmission and transaxle inspection and repair according to service specifications; conduct a differential inspection and repair according to service specifications; conduct the diagnosis, inspection and replacement of drive axle shafts and supporting components; conduct the diagnosis, inspection, adjustment and repair of four- and all-wheel drive components. **Prerequisites:** *AUTT0101 Automotive Math, AUTT0102 Automotive Safety, or approval from instructor.*

### **AUTT-0241      Steering and Suspension 2** **2 hours credit**

In this course students will perform complex diagnostics and repair on steering and suspension systems. Additionally, students will perform pre-alignment inspection and complex repairs of wheel and tire systems. **Prerequisites:** *AUTT0101 Automotive Math, AUTT0102 Automotive Safety, AUTT0141 Steering and Suspension 1, or approval from instructor*

### **AUTT-0251      Brakes 2** **2 hours credit**

In this course students will: Determine necessary brake system correction; Conduct system pressure tests utilizing service specifications; Perform diagnosis and correction for poor stopping, pulling or dragging concerns caused by malfunctions in the hydraulic system; Conduct inspection, fabrication and/or replacement of brake lines and hoses; Diagnose poor stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns; Perform service specifications pertaining to the removal, cleaning and refinishing procedures on brake drums; Perform drum brake repair and replacement procedures; Diagnose poor stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns; Perform disc brake repair and replacement procedures; Machine rotor according to service specifications; Perform caliper piston retraction where applicable; Inspect and test power assist systems; Determine necessary action on wheel bearing noise, wheel shimmy and vibration concern diagnoses; Perform the removal, inspection and replacement of bearing and hub assemblies through a variety of classroom and lab/shop learning and assessment activities. **Prerequisites:** *AUTT0101 Automotive Math, AUTT0102 Automotive Safety, AUTT0151 Brakes 1 or approval from instructor*

### **AUTT-0262      Electrical 3** **5 hours credit**

This course contains competencies that can be used in their entirety within a single course or as needed for courses designed by a Kansas institution as Institutional Flexible Credit. Through a variety of learning and assessment activities students can: diagnose open circuit problems; diagnose short circuit problems; diagnose grounded circuit problems; diagnose high resistance problems; identify computer circuit problems using various test equipment; identify current flow on lighting, gauges, warning devices, driver information

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systems, horns, wiper/washer and accessory circuits on wiring diagrams; diagnose computer circuit problems using test equipment; repair computer circuit problems using test equipment; diagnose CAN/BUS systems; repair CAN/BUS systems; identify low/high voltage circuits and disconnects on hybrid vehicles. **Prerequisites:** *AUTT0101 Automotive Math, AUTT0102 Automotive Safety, AUTT0261 Paint and Refinishing 3, or approval from instructor*

### **AUTT-0271      Heating and Air Conditioning** **4 hours credit**

This course contains competencies that can be used in their entirety within a single course or as needed for courses designed by a Kansas institution as Institutional Flexible Credit. Through a variety of learning and assessment activities students can: explore the fundamentals of automotive HVAC operations and environmental concerns, identify the appropriate refrigerant recovery and recycling guidelines; service refrigerant, recycling and handling systems; document fundamental heating and air conditioning system concerns; perform fundamental diagnostics of A/C systems; perform fundamental diagnostics of refrigeration systems components; perform fundamental repairs of refrigeration systems components; perform fundamental diagnostics of heating, ventilation, and engine cooling systems; perform fundamental repairs of heating, ventilation, and engine cooling systems; perform fundamental diagnostics of operating systems and related controls; perform fundamental repairs of operating systems and related controls; perform complex diagnostics of A/C Systems; document complex heating and air conditioning system concerns; perform complex diagnostics of refrigeration system components; perform complex repairs of refrigeration system components; perform complex diagnostics of heating, ventilation, and engine cooling systems. **Prerequisites:** *AUTT0101 Automotive Math, AUTT0102 Automotive Safety, or approval from instructor*

### **AUTT-0282      Engine Performance 2** **2 hours credit**

This course contains competencies that can be used in their entirety within a single course or as needed for courses designed by a Kansas institution as Institutional Flexible Credit. Through a variety of learning and assessment activities students can: analyze engine mechanical integrity; analyze fuel system concerns; analyze ignition system concerns; analyze induction system concerns; analyze exhaust system concerns; service fuel system concerns; repair fuel system concerns; service ignition system concerns; repair ignition system concerns; service induction system concerns; service exhaust system concerns; repair induction system concerns; repair exhaust system concerns. **Prerequisites:** *AUTT0101 Automotive Math, AUTT0102 Automotive Safety, AUTT0161 Electrical 1, AUTT0181 Engine Performance 1 or approval from instructor*

### **AUTT-0284      Advanced Engine Performance** **2 hours credit**

Theory and operation of electronic engine controls and includes: electronic fuel injection, electronic ignitions, on-board diagnostics and current emission systems. Laboratory

practice includes proper set up and use of digital storage oscilloscopes, scan tools, engine analyzer, four and five-gas emission analyzers systems. **Prerequisites:** *AUTT0102 Automotive Safety, AUTT0282 Engine Performance 2 or approval by instructor.*

### **AUTT-0296      Hybrid and Electric Vehicles** **3 hours credit**

The student will learn the theory and operation of hybrid drive systems in the automobile. The content will cover batteries, charging, high voltage safety, transmission, inverter/converter operation, cooling systems, diagnosis and repair of these advanced and unique automobiles. The course will emphasize the importance of safety due to the deadly nature of the high voltage environment. Students are required to purchase their own high voltage class 0 gloves to participate in live lab experiences. **Prerequisites:** *AUTT0102 Automotive Safety, AUTT0262 Electrical 3 or approval of the instructor.*

### **BIOL-0104      Introduction to Public Health** **3 hours credit**

This is an introductory course in public health. It provides a background in many areas of public health with an emphasis on the health system and understanding and measuring health, disease and illness. Epidemiology, food safety and animal health will also be examined. Public health emergency preparedness, the public health workforce and public health administration will also be studied. Students will learn about public health nursing, public health education and the role of law and government in public health. Students will also examine environmental and occupational health. The different types of public health professional occupations and future challenges for public health will be examined.

### **BIOL-0105      Introduction to Biotechnology** **2 hours credit**

Introduction to Biotechnology is designed to give students an understanding of the foundational scientific principles and applications of the biotechnology. Students will focus on pharmaceutical, agricultural, medical, genomic and forensic applications of biotechnological methods and will deepen their understanding of biotechnology-related career fields in the process. Students will also explore the history of biotechnology, the regulatory methods used by industry, and the ethical issues raised by this application of science.

### **BIOL-0111      Biofeedback I** **1 hour credit**

Designed to help students develop stress-coping skills, this course presents an introduction to biofeedback instruments, information on how to deal with stress, and personal experience training in tension reduction. Students focus on relaxation techniques, improving self-control and concentration, and overcoming test anxiety and poor memory retention. Grading in this course is on pass-no credit basis only.

### **BIOL-0112      Biofeedback II** **1 hour credit**

A continuation of autogenic training on a variety of biofeedback instruments is offered in this course. Practice in progressive



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relaxation to develop deeper levels of relaxation and altered states of consciousness is given. Students receive information on the philosophy of biofeedback, muscle feedback training, brain rhythm training, biofeedback equipment, and basic biofeedback physiology. Grading in this course is on a pass-no credit basis only. **Prerequisite:** *Biofeedback I, BIOL-0111.*

### **BIOL-0116          General Pharmacology** **3 hours credit**

The General Pharmacology course covers the mechanisms of action, sites of action, and side effects of drugs. Emphasis will be placed on toxic signs, symptoms of adverse drug reactions, and various classes of drugs. **Prerequisite:** *Basic computer skills are necessary. Please review the online course requirements.*

### **BIOL-0119          Life and The Environment with Lab** **4 hours credit**

This course is an introduction to the structural organization and functional process of living systems. The basic concepts of biology at the cellular, organ, system, and population levels are emphasized. Genetics and mammal systems are taught as well. Included are laboratories using photomicrographs, simulated blood typing, osmosis and diffusion, a pulse rate and fish homeostasis, taste receptor, and genetics lab exercises. *Note: Students may not receive credit for both BIOL-0119 and BIOL-0121*

### **BIOL-0120          Medical Terminology** **1 hour credit**

This course will study the use of prefixes, suffixes and root words to build a vocabulary for medical personnel. The student begins by identifying roots, suffixes and prefixes of medical terminology, and then progresses by studying related medical terms of the body system (skin, skeleton, muscle, blood & lymph, cardiovascular, respiratory, digestive, & urinary systems). The students will explore how these terms relate to the general anatomy of the body. There are no on-ground meetings for this course.

### **BIOL-0121          General Biology** **5 hours credit**

General Biology introduces fundamental biological principles characteristic of all living things. Lecture and laboratory work will review the scientific method (experimental and observational science), levels of organization and emergent properties of life, molecular and cell biology, bioenergetics, reproduction, genetics, evolution and ecology. A prior course in Chemistry is recommended.

### **BIOL-0123          The Living Body** **3 hours credit**

In this course, emphasis is placed upon human anatomical and physiological systems, evolution, genetics and embryology, environmental effects on human growth and development, and recent developments in biological research. No laboratory is required. The Living Body is not open to students who have passed BIOL-0121.

### **BIOL-0125          Human Biology** **4 hours credit**

In this course, emphasis is placed upon human anatomical and physiological systems, evolution, genetics and embryology, environmental effects on human growth and development, and recent developments in biological research. In addition to lecture, this course requires completion of one, 2-hour laboratory each week. Human Biology is not open to students who have passed BIOL-0121.

### **BIOL-0126          Contemporary Issues in Biology** **1 hour credit**

This course is intended for all students interested in investigating critical issues in contemporary biological science. The course will be concerned with vital issues of our times. Students will have the opportunity to do independent research and to discuss solutions to many of the important problems of our day. They will learn the value of research in problem solving on a first-hand basis and the far reaching effect that Science can have on all of us.

### **BIOL-0131          Environmental Science** **3 hours credit**

This course introduces the interrelationships within and between the Biotic and Abiotic.

### **BIOL-0132          Environmental Science Lab** **2 hours credit**

This course introduces the interrelationships within and between the Biotic and Abiotic. The student will get hands on experience collecting, analyzing and interpreting environmental data. **Prerequisite:** *BIOL-0131 should be taken concurrently*

### **BIOL-0135          Principles of Cell and Molecular Biology** **4 hours credit**

This is an integrated lecture and laboratory course for biology majors and students planning to take additional courses in biology. This class introduces the fundamental biological principles characteristic of all living things. Since the cell is the basic unit of life, this course will focus on life at the cellular and molecular levels. Subjects covered include basic biochemistry, cell anatomy and physiology, bioenergetics, genetics and evolution. Emphasis will be placed on learning the process skills and equipment associated with being a biologist.

### **BIOL-0141          Human Anatomy and Laboratory** **4 hours credit**

In a systematic study of the gross anatomical organizations of the human body, students examine the interrelationships of the structure of the human body and the general structure and functions of tissues, organs, and organ systems by means of small mammal dissections, models, skeletons, charts, and audio visual materials. Six hours lecture/integrated lab are required each week. This course is recommended for Life Science and Health Career majors only.



## Course Descriptions

### **BIOL-0143      Human Anatomy and Physiology**

**5 hours credit**

This introductory course examines the structure and function of the organ systems of the body. Particular attention is paid to the role of the organ systems in maintaining homeostasis. Students examine structures by means of small dissections, models, skeletons, charts, and audiovisual materials. Physiological data is measured and collected. This course is not intended to satisfy requirements for anatomy and physiology for some allied health programs, especially pre-nursing and pre-physical therapy assistant.

### **BIOL-0145      Nutrition**

**3 hours credit**

Nutrition is a general biology course for building knowledge about nutrients in food. Students study how nutrients are used by the body and their relation to the new pyramid food groups and food labels. Proper nutrition for each stage of the human life cycle will be examined, as well as good nutrition in exercise, considerations of diet related health problems, and individual diet assessments.

### **BIOL-0155      Environmental Geology**

**3 hours credit**

Environmental Geology is an introduction to our natural environment and the human interactions and everyday problems with our environment and global community from a geological perspective. Topics to be covered will include; Earth Materials and Structure, Human Population Growth, Environmental Hazards such as Floods and Earthquakes, Pollution of the Environment, Waste Disposal, Natural Resources, and Energy Sources and their exploitation.

### **BIOL-0156      Environmental Geology Lab**

**1 hour credit**

This course introduces the interrelationships within and between geologic processes and the environment. The student will get hands on experience collecting, analyzing and interpreting data. *Prerequisite: BIOL-0155 should be taken concurrently.*

### **BIOL-0160      Kinesiology**

**3 hours credit**

Kinesiology provides a link between muscular origin and insertion and the mechanics of muscular action. Knowledge of the body mechanics and the body as a lever system assists students in the ability to analyze movement. This course will satisfy BIOL core requirements for graduation for OTA students only. *Prerequisites: Human Anatomy and Laboratory, BIOL-0141, Physiology, BIOL-0271/Physiology Laboratory, BIOL-0272, English Composition I, ENGL-0101.*

### **BIOL-0210      Introduction to Clinical Laboratory Sciences**

**3 hours credit**

Students will be introduced to the profession of clinical laboratory science and the role of clinical laboratorians in the health care team. Introduction to the profession will include a discussion of the major areas of the clinical laboratory, education requirements to enter the profession and issues impacting the laboratory and health care as a whole. In the

broader scope, students will be exposed to basic rules of medical terminology. Finally a systems approach will be utilized to introduce students to medical laboratory tests that aid in diagnosis and monitoring of body functions.

### **BIOL-0225      Diversity of Organisms**

**5 hours credit**

This course, for biology majors, is a whole-organism approach to the evolution and diversity of life, concentrating on plants and animals. Emphasis is placed upon structure/function relationships and phylogenetic origins of taxonomic groups. This course is divided into two parts, with lectures coordinated with labs as closely as possible. Generally, a section covering bacteria, fungi and plants will extend about 7 weeks. The remainder of the semester will cover protists and animals. *Prerequisite: General Biology, BIOL-0121.*

### **BIOL-0231      Animal Biology**

**3 hours credit**

The principles of animal biology and basic life processes are covered with special consideration given to the ecology, evolution, and comparative physiology of the great groups of animals.

### **BIOL-0232      Animal Biology Laboratory**

**2 hours credit**

Laboratory work emphasizing morphology, taxonomy, phylogeny, physiology, and evolution of the major animal groups with special consideration given to the phyla and classes of animals. Four laboratory hours each week are required.

### **BIOL-0240      Introduction to Genetics**

**4 hours credit**

This course provides an introduction to basic genetic principles from classical Mendelian inheritance to genetic recombination. Emphasis will be placed on problem-solving. Topics include: inheritance, molecular genetics, regulation of genetic information, application of genetic technology and population genetics. The laboratory component supplies hands-on experience with relevant genetic techniques. *Prerequisites: BIOL-0121, General Biology and MATH-0105, College Algebra.*

### **BIOL-0261      Microbiology**

**3 hours credit**

Microbiology is a basic inquiry into the significance of microbes in our environment. Students will investigate the chemical structure, and genetic flow of information within and between microbes. They will discover how disease is transmitted and developed, and how the immune response defends us. *Prerequisites: General Biology, BIOL-0121, General Chemistry, CHEM-0109, College Chemistry I and Lab, CHEM-0111, MTSC-0108, Mortuary Chemistry, or equivalent.*

### **BIOL-0262      Microbiology Laboratory**

**2 hours credit**

Using scientific procedures and diagnostic techniques, students investigate and perform laboratory work dealing with pathogenic and non-pathogenic microbes. *Prerequisites: General Biology, BIOL-0121, General Chemistry, CHEM-0109, College Chemistry I and Lab, CHEM-0111, or equivalent.*

## Course Descriptions

### **BIOL-0268      Human Sexuality**

#### **3 hours credit**

This course presents accurate information about human sexuality to help students develop understanding of their own and other's sexual expression and values. Topics include anatomy and physiology, sexuality across the life cycle, social/cultural influences, fertility issues, sexually transmitted diseases including AIDS, variations in orientation and expression, values and ethics, and current social issues.

### **BIOL-0271      Physiology**

#### **3 hours credit**

Students apply the basic principles of biochemistry and physics to understand how the organ systems of the human body function and interact. *Prerequisites: General Chemistry, CHEM-0109, General Biology, BIOL-0121, or Human Anatomy & Physiology, BIOL-0143.*

### **BIOL-0272      Physiology Laboratory**

#### **1 hour credit**

Using scientific procedures, students investigate and perform laboratory work dealing with basic physiological processes. *Prerequisite: Concurrent enrollment in Physiology, BIOL-0271, or consent of the instructor.*

### **BIOL-0285      Introduction to Pathophysiology**

#### **4 hours credit**

Introduction to Pathophysiology consists of a review of pathophysiological mechanisms with an emphasis upon mechanical, nutritional, infectious, and neoplastic stressors. Stressor induced responses are discussed with emphasis upon inflammation, immunity, and the generalized stress response. Stressor-stress induced response mechanisms are applied to diseases of each of the body systems. *Prerequisites: Human Anatomy and Laboratory, BIOL-0141, Physiology, BIOL-0271, and Physiology Laboratory, BIOL-0272.*

### **BIOL-0291      Introduction to Bioinformatics**

#### **6 hours credit**

This course will provide an introduction to the field of bioinformatics. This will include a brief survey of genes and genomics, hands-on experiences with some simple DNA sequencing activities, and manipulation of data using currently available programs for computational analysis of nucleic acids and protein sequences. This course is very active and although skills will be taught in class, the student will need to be able to take skills acquired in class and finish projects on their own time. This is a competency-based course and will be graded as such. *Prerequisites: Familiarity with using the Internet.*

### **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. *Prerequisites: Meet qualifying scores on Accuplacer/COMPASS and WorkKeys Accuplacer Reading score - 75 (COMPASS Reading - 79) Accuplacer Math score - 71 (COMPASS Math - 92) and WorkKeys Reading - 5 WorkKeys Math - 5 WorkKeys Locating Information- 4.*

### **BPMT-0104      Custodial Training**

#### **3 hours credit**

This is the basic course in Custodial Training. The course topics include: Environmental Sustainability. Every aspect of the custodial trade. Materials, tools, and special techniques needed to successfully complete custodial tasks, including room cleaning, equipment, scheduling, floor finishing, wet and dry mopping, lavatory, buffing, stripping waxing, carpets, tile, toilet and washstand cleaning. This course will provide the student with opportunities for practical hands-on applications. Students may earn a special certificate. *Prerequisite: Math Level 3 Recommended.*

### **BPMT-0110      Tech Math**

#### **3 hours credit**

This is the course in measurement. It is aligned with NCCER and the Kansas Board of Regents. The course topics include: Environmental sustainability, whole numbers, fractions, percents, powers and roots, estimating, and weights. It will also cover geometric shapes, angles, perimeter, square feet, cubic feet, square yards, cubic yards, speed and distance, fuel consumption, capacity, board feet, and decimals. Students will study the metric system, conversion, framing squares and measuring tapes. *Prerequisite: Math Level 3 Recommended.*

### **BPMT-0112      Residential Electrical**

#### **3 hours credit**

This is the basic course in residential electrical and repair. The course topics include: Environmental sustainability, sources of electricity, meter reading, voltage, resistance, watts, current, home distribution systems, circuit breakers, and codes. It will also cover types of conductors, circuit loads, switches, outlets, boxes, fixtures, and wiring. Students will study surface mounted wiring, low voltage, door chimes, thermostats, telephones and burglar alarm systems. Safety will be emphasized. *Prerequisites: KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

### **BPMT-0115      Residential Plumbing and Repair**

#### **2 hours credit**

This is the basic course in residential plumbing and repair. The course topics include: Environmental sustainability, plumbing codes, waste piping, drain, waste and vent systems, toilet maintenance, dislodging objects, clogged drains, garbage disposals, kitchen sinks, and sump pumps. It also covers PEX, steel and copper pipe. *Prerequisites: KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

### **BPMT-0121      Remodel Painting**

#### **3 hours credit**

This is the basic course in remodel paint repair. The course

## Course Descriptions

topics include: Environmental sustainability, surface prep, touch-up, rollers, pads, brushes, spray guns, and sponges will be covered. Paint types, uses, and limitations will be studied. Surface stain sealing, patching and textured paint will be covered. This course will offer instruction on paint problems and failure prevention. It will also cover estimating, masonry coating, mildew resistance and clean up. Painting aluminum and metal surfaces will be covered. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

### **BPMT-0124      Landscaping** **4 hours credit**

This is the basic course in landscaping. The course topics include: Environmental sustainability, landscaping tools, equipment and supplies. It will cover landscaping planning, methods, and procedures. It will also cover tool sharpening, equipment maintenance, planting and spacing. The student will study tree shade effects, heights, water conservation, soil management, lawns, mowing, sprinkler systems, fertilizing, weed control, sod placement, +++reseeding and ground cover. Golf course maintenance is a part of the curriculum. Twenty hours of mowing on riding equipment is required. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

### **BPMT-0130      Drywall Repair** **1 hour credit**

This is the basic course in drywall repair. The course topics include: Environmental sustainability, patching plaster walls, patching drywall, patching ceilings, and touch up painting. Students will learn to spray texture, hand apply texture, and repair commercial building wall coverings including patching scuff marks and tears. Special tool use will be covered. It will also cover paint matching. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

### **BPMT-0133      Masonry Repair** **3 hours credit**

This is the basic course in masonry repair. The course topics include: Environmental sustainability, concrete mix preparation, placing and finishing small jobs, edging, curing, repairing, computing volumes, and types of masonry mortars. It will also cover stone repair, bricklaying, fireplace repair and cleaning, and layout. Masonry cleaning will be covered, as will how to seal masonry and concrete. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

### **BPMT-0136      Roof Covering and Gutter Repair** **3 hours credit**

This is the basic course in repairing roofs and gutters. The course topics include: Environmental sustainability, types of roofing, types of roofing repairs, leak locating, repair of asphalt shingles, wood shingles, flat roof repair, flashing repair and replacement. It will also cover guttering fabrication, installation and repair, including leak sealing, tools, ladders and materials. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10. Math Level 3 Recommended.*

### **BUSN-0100      Introduction to Accounting** **3 hours credit**

Introduction to Accounting is designed to provide students with a thorough background of basic accounting concepts to prepare them for Accounting I BUSN- 0101. Students originally enrolled in Accounting I who are having difficulty with the material may withdraw from Accounting I and enroll in Introduction to Accounting during the first two weeks of the semester with the consent of the instructor. **Prerequisite:** *None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-0101      Accounting I** **3 hours credit**

An introduction to the theory and practice of modern accounting for an individual proprietorship is emphasized in this course. The basic structure of accounting, the accounting cycle, notes, accruals, receivables, inventory, plant assets, accounting systems, controls, concepts, and principles are covered. A grade of C or better in Accounting I, BUSN-0101, is needed for advanced work in accounting. **Prerequisite:** *None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-0102      Accounting II** **3 hours credit**

Accounting II examines accounting for partnerships and corporations and introduces the students to other accounting and managerial topics such as accounting for cash, payroll, statement of cash flows, and cost accounting. **Prerequisite:** *Completion of BUSN-0101, Accounting I, with a grade of "C" or better. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-0104      Small Business Management** **3 hours credit**

Small Business Management presents a thoroughly contemporary treatment of the startup and management of small firms. Strong emphasis is placed on entrepreneurial opportunities and new-venture activities needed for the successful operation of small firms. Emphasis will be on current issues affecting the start-up and operation of a small business. **Prerequisite:** *None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-0105      Personal Finance** **3 hours credit**

Personal Finance is a survey course on personal financial planning. Topics covered include personal budgeting, investments, insurance, credit, housing, and retirement planning. **Prerequisite:** *None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

## Course Descriptions

### **BUSN-0108      Human Relations in Business**

**3 hours credit**

Human Relations involves the way people interact with the social, organizational, and human elements they encounter in the work environment. Emphasis is placed on the role and foundation of first-line supervision and management factors found in most work environments that have profound effect on the working lives of individuals. *Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-0110      Business Math**

**3 hours credit**

Fundamentals of math as they are related to the field of business are studied. Included is a review of arithmetical operations, profit cost selling, price relations, and simple and compound interest. *Prerequisite: Accuplacer score of 31 in math or successful completion of Math Essentials. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-0113      Marketing**

**3 hours credit**

This course is designed to introduce students to the fundamentals of contemporary marketing. Students will learn how a marketing manager interacts with diverse areas of business; and they will learn basic marketing principles, including product strategy, promotion, pricing, and distribution, and their interrelationship. The student will view various internet addresses that are included in our text in proximity to relevant text discussions on the World Wide Web. *Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-1151      Keyboarding**

**1 hour credit**

This introductory course teaches students to type by touch while improving speed and comfort level. Topics include home keys, space bar, keyboarding numbers and the alphabet. The goal is 20-28 wpm. with 60-100 percent accuracy.

*Prerequisites: None*

*Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-1152      Document Formatting I**

**1 hour credit**

This course covers production of correspondence, reports, and simple tables. *Prerequisite: BUSN-1151 Keyboarding; or equivalent competency (20 wpm minimum with 5 errors maximum); or consent of instructor.*

### **BUSN-1153      Speedbuilding I**

**1 hour credit**

Speedbuilding I is for students who want to attain speed and accuracy on straight-copy keying with a goal of 20-40 wpm. *Prerequisite: BUSN-1151 Keyboarding; or equivalent*

*competency (20 wpm minimum with 5 errors maximum); or consent of instructor.*

### **BUSN-1163      Speedbuilding II**

**1 hour credit**

This course is for students who want to attain speed and accuracy on straight-copy keying with a goal of 30-50 wpm. *Prerequisite: BUSN-1153 Speedbuilding I; or equivalent competency (20 gross wpm minimum); or consent of instructor.*

### **BUSN-0126      Office Practicum**

**3 hours credit**

Enrollment in this course is limited to students who have acquired sufficient business skills to begin working in an office. Students receive three hours of credit for one semester of on-the-job training. Students will secure employment and demonstrate skills required for successful performance using office skills in a position (48 clock hours of work) in an office in their area of specialization. Basic computer skills, keyboarding, e-mail, Windows experience, and Internet access/skills are recommended. The student must be self motivated and must have access to the World Wide Web. *Prerequisite: Coordinator must approve student's coursework and appropriate office skills before enrollment. Please review the Online Course Requirements.*

### **BUSN-0150      Supervision Techniques**

**3 hours credit**

Supervision Techniques is an introductory course designed to prepare students to be effective supervisors. The course focuses on leadership and management principles with an emphasis on how supervisors work with people to inspire, empower, and develop them to become better and more effective in their workplace roles regardless of the type of organization or particular field.

### **BUSN-0164      Income Tax Procedures**

**3 hours credit**

Income Tax Procedures is designed to provide an overview of our Federal income tax system. Students will learn about their rights and responsibilities as taxpayers. This course will emphasize both income tax theory and practical application of income tax laws for individuals and small businesses. *Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-0166      Volunteer Income Tax Preparation (VITA)**

**2 hours credit**

This course prepares the student for preparation of federal and Kansas income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software. *Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*



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### **BUSN-0167 Volunteer Income Tax Preparation Internship (VITA)**

#### **1 hour credit**

This course incorporates the concept of service learning by providing an opportunity for the student to obtain practical experience in the preparation of federal and state income tax returns for individuals. Students will complete tax returns for persons who are elderly and/or economically disadvantaged. **Prerequisite: BUSN-0166, VITA Tax Preparation or consent of instructor. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0191 Microcomputer Applications I-II: (Advanced Word)**

#### **1 hour credit**

Microsoft Word 2007 is a full-featured word processing program that is a component of the Microsoft Office 2007 package. Using a hands-on approach, students will become familiar with advanced applications using title pages, tables, charts, and watermarks; form letters, mailing labels, and directories; and a professional newsletter. **Prerequisites: BUSN 1151 Basic Keyboarding or equivalent. Minimum typing speed of 35 words-per-minute. CIST 111 Microcomputer Business Software.**

### **BUSN-0202 Cost Accounting**

#### **3 hours credit**

Cost Accounting relates the principles and methods of analyzing accounting data for planning and control, product costing, and decision making. Emphasis is placed on job orders, process and standard cost accounting systems, budgeting, and cost-volume-profit analysis. The course is designed to satisfy both those students who desire a terminal course and those who need study preparatory to taking more advanced accounting courses. Students are expected to have all assignments completed on time. **Prerequisite: Completion of Accounting I (BUSN-0101) and Accounting II (BUSN-0102) with a grade of "C" or better in each. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0203 Managerial Accounting**

#### **3 hours credit**

This course covers the theory and practical application of modern managerial accounting techniques for manufacturing firms and other types of businesses. Topics will include tools that can be used by managers and others to determine how their businesses are performing and how this cost data may be used for decision making. The course is designed to satisfy both those students who desire a terminal course and those who need study preparatory to taking more advanced accounting courses. **Prerequisites: Completion of Accounting I (BUSN-0101), Accounting II (BUSN-0102) and Microcomputer Business Software (CIST-0111) with a grade of C or better in each. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0204 Business Law I**

#### **3 hours credit**

Business Law I acquaints students with the legal framework that regulates business activity in the United States. It includes a brief introduction to the history and philosophy of law and the American legal system as it relates to business activity. The course concentrates on the essential elements of legally enforceable contracts. The course also introduces students to the legal rules governing agency, partnerships, employment, and insurance. **Prerequisite: Accuplacer reading score of 75-120 or completion of READ-0092 with a C or better. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0205 Intermediate Accounting**

#### **3 hours credit**

Intermediate Accounting presents a review of the theory and application of accounting theory and an analysis of special problems which may arise requiring management decisions. Emphasis is placed on the preparation and analysis of financial reports. The course is designed to satisfy both those students who desire a terminal course and those who need study preparatory to taking more advanced accounting courses. **Prerequisites: Completion of Accounting I (BUSN-0101), Accounting II (BUSN-0102), Business Law I (BUSN-0204) and Managerial Accounting (BUSN-0203) with a grade of "C" or better in each. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0206 Business Law II**

#### **3 hours credit**

Business Law II further acquaints students with the legal framework that regulates business activity in the United States. This course introduces students to the legal rules governing sales, commercial paper, credit, and property (both real and personal). **Prerequisites: Accuplacer reading score of 75-120 or completion of READ-0092 with a C or better and Business Law I. Accuplacer reading score of 75-120 or completion of READ-0092 with a C or better. Business Law I is recommended, but not required. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0209 Computerized Accounting**

#### **3 hours credit**

This course provides hands-on experience in learning how automated accounting systems function. The microcomputer is used to record general ledger transactions, payroll, accounts receivable, accounts payable, and inventory management. **Prerequisite: Accounting I with a "C" or better. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**



## Course Descriptions

### **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.

### **BUSN-0211 Business Communications**

**3 hours credit**

Business Communications emphasizes correct business procedures, English, and psychology as they are related to business letters, reports, and other forms of official communication. *Prerequisite: Completion of ENGL-0101 (Composition I) with a passing grade. Keyboarding skills are also recommended. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-0213 Introduction to Employment Law**

**3 hours credit**

Employment Law addresses the major issues and rules of employment law in the work place. The course focuses on employment law as it relates to management, industrial relations or human resources in the work place. *Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-0214 International Business Cultures**

**3 hours credit**

This course is designed to acknowledge the importance of the cultural dimension in the field of international business. By exploring the contribution that cultural anthropology makes to the business field, students will realize a more effective and humane method of conducting international business. Theoretical approaches surveyed in the course include: Cultural-General Approach: Making the Connections between Anthropological Theory (Generalizations) and International Business; Understanding Communication Patterns—Verbal and Nonverbal; Cultural Self-Awareness: Their Values and Ours; Culture-Specific Approach: Finding Relevant Cultural Information. *Prerequisite: Basic computer skills and Internet access/skills.*

### **BUSN-2201 Records Management**

**1 hour credit**

Rules established by the Association of Records Managers and Administrators (ARMA) are used for alphabetic, geographic, subject, and numeric filing. *Prerequisite: None*

### **BUSN-2202 Business English**

**1 hour credit**

Business vocabulary and language usage are studied in parts of speech, sentence structure, capitalization, number style, and punctuation usage. *Prerequisite: None*

### **BUSN-2203 Proofreading**

**1 hour credit**

Students develop proofreading skills through ability to spell; to use fundamentals of word division, capitalization, expressions of numbers, punctuation, and grammar; and to read for meaning. *Prerequisite: Basic computer skills, keyboarding, e-mail, Windows experience, and Internet access/skills are recommended. The student must be self motivated and must have access to the World Wide Web. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-2251 Office Simulations**

**3 hour credit**

This course is designed to give the student a working knowledge of the administrative assistant's duties and responsibilities. *Prerequisites: BUSN1152 Document Formatting I, BUSN1153 Speedbuilding I or the equivalent (40 wpm), CIST0111 Microcomputer Business Software.*

### **BUSN-2252 Business Etiquette**

**1 hour credit**

Students develop appropriate business practices including telephone techniques and office ethics. Footnote: This course is offered during the spring semester only. *Prerequisite: Basic computer skills, keyboarding, e-mail, Windows experience, and internet access/skills are recommended. The student must be self motivated and must have access to the World Wide Web. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-2253 Customer Service**

**2 hours credit**

This course is designed to build and maintain critical skills necessary to be a dynamic and successful service professional. Students will gain insight on customer behavior and attitudes and will develop strategies to create positive customer relationships. *Prerequisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

### **BUSN-0240 Financial Accounting**

**3 hours credit**

The focus of this course is more on how accounting is used in the decision-making process and less on complex accounting rules. It discusses the accounting cycle, accounting for merchandising operations, accounting systems, cash, receivables, inventories, fixed and intangible assets, current liabilities, corporations, bonds payable and investments in bonds, statement of cash flows, and financial statement analysis. *Prerequisites: Approval of Honors Program Director. Concurrent requirement: BUSN-0281-68 Directed Independent Study. 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.*

## Course Descriptions

### **BUSN-0250      Obtaining Employment** **1 hour credit**

This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings, completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

**Prerequisites:** *None* **Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0255      Contemporary Business Issues** **3 hours credit**

This course introduces the student to contemporary business issues related to the conduct of business in a capitalistic context from an ethical perspective. It examines current business issues within philosophical constructs and ethical reasoning. It helps students understand the relationship of business and society, and the importance of seeing business in the larger context of social values. **Prerequisites:** *Basic computer skills and Internet access.* **Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0260      Principles of Advertising** **3 hours credit**

An introductory course in advertising, this class provides theory as well as practical experience in various aspects of the advertising industry, including creative work (writing, illustration and layout), account service, research, and media planning. **Prerequisites:** *None* **Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0262      Intro to Entrepreneurship** **3 hours credit**

This course provides a thoughtful, practical guide to the process of successfully launching and growing an entrepreneurial firm. To do this, the course provides you with a thorough analysis of the entrepreneurial process. **Prerequisites:** *None* **Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0280      Human Resource Management** **3 hours credit**

Personnel Management considers the major activities in personnel or “Human Resources” management. Instruction includes the interdependence of such topics as federal and state laws, technological change, manpower planning and forecasting, job design and analysis, selection, training and development, motivation, wage and salary administration, performance appraisal, discipline, personnel records, research, and equal employment opportunity. **Prerequisites:** *None* **Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0281      Directed Independent Study** **(Accounting I (Honors))**

#### **1 hour credit**

This course is an extension of BUSN-0240–68. A student may not enroll in this course unless he/she is enrolled in BUSN-0240–68. It entails a more in-depth focus on problems in the text to the extent that it focuses on the provocative as well as comprehensive problems. **Prerequisite:** *Concurrent enrollment in BUSN-0240–68.* **Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0285      Occupational Internship I** **3 hours credit each semester**

The general purpose of the occupational internship is to bridge the gap between work and school by insuring workplace skills meet the needs of students’ career goals and the needs of the employer. The course is offered in conjunction with the Business Administration/Mid-Management program to fulfill the requirement for on-the-job training. **Prerequisite:** *None* **Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0286      Principles of Management** **3 hours credit**

The latest major approaches and techniques of management are presented. Consideration is given to the functions of management planning, organizing, staffing, leading, and controlling. Other areas of consideration are communication, motivation, dealing with change, decision making, quantitative tools, and production. **Prerequisites:** *None* **Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0287      Occupational Internship II** **3 hours credit**

The general purpose of the occupational internship is to bridge the gap between work and school by insuring workplace skills meet the needs of students’ career goals and the needs of the employer. The course is offered in conjunction with the Marketing/Mid-Management program to fulfill the requirement for on-the-job training. **Prerequisites:** *Completion of BUSN-0285 (Occupational Internship I) and consent of the Marketing and Mid-Management Coordinator.* **Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0290      Motivational Dynamics** **2 hours credit**

The course is designed to build and maintain critical skills necessary to be a dynamic and productive employee, team member, or leader within any organization. Students will gain insight on the impact of interpersonal and communication skills on individuals they meet, work with, and/or supervise. They will learn and model positive behaviors and attitudes and develop strategies to create positive human relationships

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and further their personal and professional development. This course features assessing personal strengths and weaknesses; setting goals for personal and professional life; analyzing human relations problems; applying problem-solving strategies to human relations issues in the workplace; and, defining and comparing management styles. ***Prerequisites:*** **None Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **BUSN-0292      Current Topics in Supervision and Management**

#### **3 hours credit**

This course is designed to give students the tools and techniques for planning a productive meeting, facilitating a focused meeting, developing active participation, and effectively implementing meeting decisions. Participants will have multiple opportunities to observe and practice the actual application of skills and techniques, receive immediate feedback, and evaluate meeting effectiveness. ***Prerequisites:*** **None Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

### **CHEM-0090      Basic Math for Chemistry**

#### **2 hours credit**

This course is designed for students who have had no high school chemistry, have performed poorly in a chemistry course in high school or college, or are returning to college after an absence of several years and need General Chemistry or College Chemistry. Fundamental topics of inorganic chemistry including scientific notation, chemical mathematics, metric system, the periodic table, gases, and solutions. ***High school algebra or Elementary Algebra, MATH-0099 is strongly recommended.***

### **CHEM-0101      Introduction to Forensic Science and Laboratory**

#### **5 hours credit**

This course introduces the basic principles and relationships between the applications of chemistry to forensic science as they relate to the criminal investigative process. The course is designed to give students insight into the many areas of forensic science and how chemistry and other sciences play a role. Areas included are blood analysis, hair analysis, firearms and identification, fiber comparisons, paints, glass compositions, soil comparisons, and seminal fluid analysis. Upon completion of this course students should understand the potential value of forensic science and also the limitations. ***Prerequisites: None: High School Algebra or Elementary Algebra, MATH-0099, strongly recommended.***

### **CHEM-0109      General Chemistry**

#### **5 hours credit**

Primarily for the liberal arts, allied health, and non-science majors, General Chemistry develops the principles of inorganic, organic, and biochemistry. Three lecture periods and two 2-hour laboratory/discussion periods are required weekly. Students may not receive credit for both CHEM-0109 and CHEM-0111. This course may not be used as a prerequisite for CHEM-0112. ***Prerequisites: Intermediate Algebra, MATH-***

***0104 with a grade of “C” or better, or an ACCUPLACER score of 100 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. ***Prerequisites: College Algebra, MATH-0105, or an ACCUPLACER score of 100 or better.***

### **CHEM-0112      College Chemistry II and Lab**

#### **5 hours credit**

College Chemistry II is a continuation of College Chemistry I. It is designed for the student who needs more than five hours of credit in chemistry or is going to take advanced chemistry courses or pre- professional programs such as pre-med and pre-dentistry. Normally, in Chemistry II, the topics covered are chemical thermodynamics, chemical kinetics, chemical equilibrium, electrochemistry, nuclear chemistry, descriptive chemistry, introductory organic chemistry and other topics if time permits. ***Prerequisite: College Chemistry I and Lab, CHEM-0111.***

### **CHEM-0201      Forensic Science Analytical Techniques**

#### **3 hours credit**

This course is designed for the student who will be a science major in the field of Forensic Science. It starts with an introduction to the role of the expert witness and emphasizes throughout proper procedures for the handling of evidence. It incorporates three major laboratory processes within the criminal investigative processing of evidence. The principle and laboratory techniques of FT-IR, GC/MS and Electrophoresis will be covered in relationship to Forensics. ***Prerequisite: CHEM-0112, College Chemistry II and Lab or concurrent enrollment.***

### **CHEM-0202      Forensic Science Internship**

#### **3 hours credit**

This course is set up to award forensic science students three hours credit for “on-the-job” training. Students will be required to work a minimum of 144 clock hours, at the intern site, during the internship. The purpose of this type of course is two-fold: to give students practical experience in the field of forensic science, and to allow prospective employers to be aware of student’s abilities. ***Prerequisites: Introduction to Forensic Science CHEM-0101, and Forensic Science Analytical Techniques CHEM-0201 (or concurrent enrollment in this course).***

### **CHEM-0203      General Organic Chemistry**

#### **5 hours credit**

This course introduces and surveys the field of organic chemistry. Major types of aliphatic and aromatic compounds are surveyed as to naming, structure’s preparations, and reactions. The laboratory portion emphasizes modern techniques of organic chemistry. Three lectures and four laboratory/discussion hours per week are required. ***Prerequisite: General Chemistry, CHEM-0109 or College Chemistry I and Lab, CHEM-0111.***

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### **CHEM-0211      Organic Chemistry I** **3 hours credit**

The course covers aliphatic and aromatic compounds with emphasis on organic reactions and reaction mechanisms, nomenclature, stereoisomerism, and spectroscopy. Three hours of lecture per week are required. Students should enroll in Organic Chemistry Laboratory, CHEM-0213 at the same time. *Prerequisites: College Chemistry II and Lab, CHEM-0112.*

### **CHEM-0212      Organic Chemistry II** **3 hours credit**

A continuation of Organic Chemistry I, CHEM-0211 lectures cover the main functional groups not discussed in 0211: ethers, acids, esters, aldehydes ketones, and amines. *Prerequisite: Organic Chemistry I, CHEM-0211.*

### **CHEM-0213      Organic Chemistry I Lab** **2 hours credit**

This first-semester laboratory deals with the fundamental techniques involved in organic laboratories such as distillation, crystallization, extraction, solubility, and various types of chromatography. Four laboratory hours per week are required. It is recommended that students enroll concurrently in Organic Chemistry, CHEM-0211. *Prerequisites: College Chemistry II and Lab, CHEM-0112.*

### **CHEM-0214      Organic Chemistry II Lab** **2 hours credit**

The emphasis of this continuation of Organic Chemistry I Lab, CHEM-0213 is on organic synthesis and identification. *Prerequisites: Organic Chemistry I, CHEM-0211 and Organic Chemistry I Lab, CHEM-0213.*

### **CHEM-0250      Biochemistry** **4 hours credit**

The biochemistry course is an introduction to the structure and functional relationships of the major bio-molecules including: proteins, lipids, carbohydrates, and nucleic acids. An overview of the major metabolic pathways and current techniques in molecular biology will also be provided. *Prerequisites: Organic Chemistry I, CHEM-0211 and Organic Chemistry I lab, CHEM-0213, or General Organic Chemistry, CHEM-0203.*

### **CHEM-0251      Biochemistry Lab** **2 credit hours**

The laboratory will consist of qualitative and quantitative biochemical experiments. Particular emphasis will be placed upon biochemistry laboratory techniques including: chromatography, spectroscopy, electrophoresis and computer modeling. *Prerequisites: CHEM-0201, General Organic Chemistry OR CHEM-0211 and CHEM-0212 Organic Chemistry I and Organic Chemistry I lab.*

### **CHLD-0100      Fundamentals of Early Care Education** **3 hours credit**

This course is designed to help students prepare for a career in Early Care and Education. Students will learn practical ways to guide young children through a variety of daily experiences in safe, educational ways.

### **CHLD-0101      Early Childhood Substitute Teacher Training** **1 hour credit**

This course is designed to prepare students to become substitute teachers with infants, toddlers, and preschoolers in early childhood education settings. Students will be trained in basic first aid, abuse/neglect identification and reporting, recognizing signs and symptoms of illness, universal precautions, and basic early childhood curriculum. Students will learn practical ways to guide young children through a variety of developmentally appropriate experiences. Students will learn how to market themselves to enter the field of early childhood education as a substitute teacher. A Kansas Bureau of Investigation check will be conducted at the beginning of the session for a substitute career in Early Care and Education. *Prerequisites: TB Skin test.*

### **CHLD-0110      Infants and Toddlers I** **3 hours credit**

This course will expose students to a variety of ways to establish and maintain safe and healthy learning environments for infants and toddlers. Students will learn steps to take to advance physical and intellectual competence in infants and toddlers, as well as to support language development. *Prerequisites: CHLD-0100 Fundamentals of Early Care Education*

### **CHLD-0111      Infants and Toddlers II** **3 hours credit**

This course will expose students to a variety of ways to support social and emotional development of infants and toddlers. Students will learn to establish positive and productive relationships with families in infant toddler's settings, and steps to ensure a well-run, purposeful program responsive to infants and toddler's needs. Students will also learn how to maintain a commitment to their professionalism. *Prerequisites: CHLD-0100, Fundamentals of Early Care Education, and CHLD-0110, Infants and Toddlers I.*

### **CHLD-0112      Preschoolers I** **3 hours credit**

This course will expose students to a variety of ways to establish and maintain safe and healthy learning environments for preschoolers. Students will learn steps to take to advance physical and intellectual competence in preschoolers, as well as to provide a language rich environment to establish pre-reading and writing skills. *Prerequisites: CHLD-0100, Fundamentals of Early Care Education.*

### **CHLD-0113      Preschoolers II** **3 hours credit**

This course will expose students to a variety of ways to support social and emotional development of preschoolers. Students will learn to establish positive and productive relationships with families in preschooler's settings, and steps to ensure a well-run, purposeful program responsive to preschooler's needs. Students will also learn how to maintain a commitment to their professionalism. *Prerequisites: CHLD-0100, Fundamentals of Early Care Education, and CHLD-0112, Preschoolers I.*



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### **CHLD-0114      Infant and Toddler First Aid and CPR** **1 hour credit**

This course is designed for the child care giver. First aid and safety in the preschool years will be emphasized. CPR will also be taught. The student will be required to attend all 16 hours of the course to be certified by American Heart Association.

### **CHLD-0115      Family Child Care I** **3 hours credit**

Designed for family child care providers who offer early care and education within their own homes for children from birth through school age. This comprehensive and practical course addresses the full range of information and competencies that are the components of quality child care.

### **CHLD-0116      Family Child Care II** **3 hours credit**

This course is designed to be used as a sequel to Family Child Care I for the more experienced family child care providers who offer early care and education within their own homes for children from birth through school age. This comprehensive and practical course continues to address the full range of information and competencies that are the components of quality child care. *Prerequisite: CHLD-0115 Family Child Care I.*

### **CHLD-0123      Care of Children with Disabilities** **3 hours credit**

This course is based on the University of Colorado College of Nursing "First Start" training program which provides training in the daily care of infants and toddlers with disabilities. Upon completion of this course students will receive a First Start Training Certificate. The course is designed for special education paraprofessionals, early childhood education majors, therapeutic recreation majors, and other individuals who must be prepared to address the special needs of infants and toddlers with disabilities. Students who have received credit in CHLD-0120, CHLD-0121 and CHLD-0122 are not eligible to receive credit in CHLD-0123.

### **CHLD-0124      Early Childhood Lab Experiences I** **2 hours credit**

This course is designed to give students an opportunity to work within an early childhood classroom. Students will work with children ages 0-5. Students will have the opportunity to experience various routines and learning activities with the children. Emphasis will be placed on interactions with the children, professional behavior and health and safety.

### **CHLD-0125      School-Age Care I** **3 hours credit**

This introductory course provides an overview for the School-age provider in the areas of: health and safety, human relationships, environments, inclusion, development, guidance, activity planning and program management.

### **CHLD-0126      Early Childhood Lab Experiences II** **3 hours credit**

This course is designed to give students an opportunity to work within an early childhood classroom. Students will work

with children ages 0-5. Students will have the opportunity to experience various routines and learning activities with the children. Emphasis will be placed on interactions with the children, professional behavior and health and safety.

### **CHLD-0140      Observing Children's Behavior** **3 hours credit**

Students learn to record observations of children in group care at work and play. Observations and class work help students develop an ability to determine typical age characteristics of the early years.

### **CHLD-0142      Child Nutrition** **3 hours credit**

Child Nutrition is a course for people who are currently working with or will be working with young children in a childcare or school setting. Basic nutrition and feeding practices will be studied, with emphasis on the nutritional needs of children from birth through 8 years of age. Ways to integrate nutrition education into the young child's curriculum are stressed. Safe and hygienic food practices are studied.

### **CHLD-0143      Creative Experience I** **3 hours credit**

This is a basic course designed to assist teachers and prospective teachers of young children, particularly 3 and 4 years old, develop a repertoire of varied activities for young children.

### **CHLD-0144      Creative Experience II** **3 hours credit**

A continuation of CHLD-0143, this second course presents more detailed techniques, songs, storytelling, art, science, math, and language development with emphasis on creativity and involving the whole child. *Prerequisites: Creative Experience I, CHLD-0143 or consent of the instructor.*

### **CHLD-0146      Child Care Administration** **3 hours credit**

Business and administrative aspects of starting a child care program are introduced. Students set up a hypothetical child care center and study licensing, and health and safety requirements. Staffing, scheduling, room arrangement, children's program components, budgeting, office management, personnel training, advertising, and parent involvement are demonstrated and discussed. *Prerequisites: Completion of required courses in the first year of Child Care Education Program or the consent of the instructor.*

### **CHLD-0150      Multicultural Education of Children: Teaching Children from Around the World**

**3 hours credit**

This course assists early childhood educators to confirm and celebrate each child's cultural heritage. The increasing diverse nature of American culture and the importance of understanding, sharing, and validating cultural roots are examined. Each student is given the opportunity to explore their personal cultural heritage and analyze the impact that heritage may have on the approach to the early childhood education curriculum.



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### **CHLD-0165      Parenting and Parent Involvement in Child Care Education**

#### **3 hours credit**

The course will cover historical and cultural concepts of family, contemporary parenting, theories of family interaction, and parenting concerns. Students will learn about local support systems available to parents and become familiar with parenting experts.

### **CHLD-0215      Science in Early Childhood Settings**

#### **3 hours credit**

This is a basic course designed to assist Early Childhood Educators and prospective teachers, develop an awareness of the importance of science content, process skills, design of lesson plans that guide young children in science investigation. Activities in this course will pertain to life science, physical science and earth and environmental science. The process of integrating science with other subject areas will be included in writing of developmentally appropriate lesson plans. Investigation will include the use of observation and exploring skills, problem solving, and organizing information,

### **CHLD-0220      Wellness, Health and Safety for the Young Child**

#### **3 hours credit**

Students examine the interrelationship of health, safety, nutrition, and movement exploration, with an emphasis on quality care and on organized quality care environments for young children. Current literature is explored.

### **CHLD-0225      Assessment & Interventions for Children with Special Needs**

#### **3 hours credit**

This multi-disciplinary course is designed to provide students in the Child Care Education and other health related program with knowledge and skills in the assessment & intervention strategies in the developmental areas of: fine & gross motor skills, language & communication, social and play skills, attention & emotional problems, positioning & feeding needs, parenting needs and health & developmental screening. Through this course, students will be prepared to provide appropriate care and intervention for preschool children with special needs.

### **CHLD-0227      Child Development Associate Prep**

#### **2 hours credit**

The student will prepare materials required for the application process of the Child Development Associate Credential (CDA). The student will write statements of competence, an autobiography and collect and organize materials for their resource file. (Observation and application fee not included.)

### **CHLD-0231      Home Child Care Business Development**

#### **2 hours credit**

A presentation of information to help persons seeking to start their own Family Child Care Home Business or those currently operating a Family Child Care Home Business, become a successful entrepreneur at managing their own business. Information will be presented and skills will be learned to create a Parent/Provider Handbook and a Business Plan. Other

topics included will be tax and insurance information, state regulations, marketing plan, financial plan, developing policies, communication skills, networking skills and addressing the needs of the children in your care.

### **CHLD-0240      Curriculum Planning for Young Children**

#### **3 hours credit**

This course is designed to explore methods of planning curriculum based on activity areas and appropriate themes. Students develop knowledge of educational theories with particular attention to the process of learning, developmentally appropriate principles, and Piagetian cognitive concepts. Workable goals and lesson plans for use with children are formulated. *Prerequisites: Consent of the instructor or completion of the first year of the Child Care Education Program. Special Note: See Child Care Internship II.*

### **CHLD-0242      Developing Language and Literacy in Early Childhood**

#### **3 hours credit**

This course will prepare current or future early childhood teachers and caregivers to enhance the early language and literacy outcomes of young children by improving teachers' knowledge of early literacy development and their skills in facilitating early language and literacy with young children from birth through age eight. *Prerequisites: Introduction or Fundamentals of Early Childhood Education*

### **CHLD-0244      Child Care Internship I**

#### **3 hours credit**

In-service teacher aide training with children in groups is provided. Emphasis is placed on developing basic observing and recording skills through in-depth case studies. Students participate in assistance tasks and interact with children. *Prerequisites: Completion of the first semester Child Care Education courses or consent of the instructor.*

### **CHLD-0245      Child Care Internship II**

#### **3 hours credit**

The course provides additional internship experience in child care centers. Emphasis is placed on planning and carrying out lesson plans and experiences developmentally appropriate to the group of young children at the intern site. *Prerequisites: Successful completion of CHLD-0244, Child Care Internship I or consent of the instructor. This course may be taken concurrently with CHLD-0240, Curriculum Planning for Young Children.*

### **CIST-0100      Introduction to the Internet**

#### **3 hours credit**

This course is designed for the student who has had little or no experience accessing the Internet. Students will learn the basic technology behind computer networking and explore a variety of the vast resources available on the Internet through hands-on activities.

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### **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 three most common programs of spreadsheets, database management, and word processing are used as models. *Prerequisites: Keyboarding skills are required.*

### **CIST-0117 Local Area Networking (Cisco 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 net works). The students will be study network topologies, network protocols, network hardware, and network software. Students will also perform experiments and troubleshoot common network failures. *Prerequisites: CIST-0101 Computer Concepts and Applications and knowledge of OS recommended.*

### **CIST-0132 Introduction to Data Warehousing**

#### **3 hours credit**

Introduction to Data Warehousing provides an overview of Data Warehousing technology. The course will explore the fundamental concepts of data warehousing; provide common data warehousing terminology and language, and provide practical approaches and requirements for designing, implementing and maintaining a data warehouse. *Prerequisites: CIST-0101, Computer Concepts and Applications*

### **CIST-0137 HTML Web Page Development**

#### **3 hours credit**

This course is designed to assist students in the fundamentals of creating documents to be viewed on the World Wide Web. The instruction in Hypertext Markup Language (HTML) in the creation of Web Pages as well as an introduction to HTML Editors is included as a foundation to the construction of interesting Web Sites. *Prerequisites: CIST-0101 Computer Concepts and Applications, OR CIST-0111 Microcomputer Business Software. It is strongly suggested that a student have a familiarity with Windows as well as a working knowledge of Internet navigation.*

### **CIST-0143 Computer Operating System (Windows XP)**

#### **4 hours credit**

This class covers a microcomputer operating system used by personal and/or workstation computer. With new computer

systems being introduced, this class will introduce students to the most current "version" and to a specific operating system. The specific operating system name will be provided in the class schedule after "CPU O/S=Win XP" and may vary in credit hours. *Preparation MCP for Exam 70-270. Prerequisites: CIST-0117 Local Area Networking.*

### **CIST-0145 Computer Operating System (Windows Vista)**

#### **4 hours credit**

This class covers a microcomputer operating system used by personal and/or workstation computer. With new computer systems being introduced, this class will introduce students to the most current "version" and to a specific operating system. The specific operating system name will be provided in the class schedule after "CPU O/S=Win Vista" and may vary in credit hours. *Preparation MCP for Exam 70-620. Prerequisites: CIST-0117 Local Area Networking.*

### **CIST-0150 Web Graphics and Multimedia**

#### **3 hours credit**

Web Graphics and Multimedia provides graphic theory and hands-on exercises for web backgrounds, buttons, rollovers, GIFs, JPEGs, PNGs, animated GIFs, web safe color palettes, cluts, and swatches; alignment techniques; seamless tiles; transparent GIFs; web typography, vector animation; and other web imaging techniques for graphics and design. *Prerequisites: CIST-0137, HTML Web Page Development.*

### **CIST-0152 JavaScript**

#### **3 hours credit**

JavaScript examines client-side JavaScript programming techniques. Students learn how to seamlessly integrate JavaScript code with HTML 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. *Prerequisites: CIST-0137, HTML Web Page Development.*

### **CIST-0154 Principles of Data Warehousing**

#### **4 hours credit**

This course will provide the student with an understanding of the principles of data warehousing. Topics will include data model development, star schemas, snowflake schemas, and dimensional modeling. Metadata (formal descriptions of tables, columns, domains, and constraints will also be included. Students will have an understanding of what must be included in a data warehouse as well as ten mistakes to avoid. *Prerequisites: CIST-0101, Computer Concepts and Applications.*

### **CIST-0158 Introduction to Internetworking and Routers (Cisco 2)**

#### **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

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multiple operating systems (Windows XP), Windows 2000, Cisco IOS and others). This class uses the Cisco Academy Material, CCNA semester 2. **Prerequisites:** *CIST-0117 Local Area Networking.*

### **CIST-0161            System Manager (Windows 2003 Server)**

#### **4 hours credit**

Participants will learn how to manage the hardware and software of a Microsoft 2003 Local Area Network, as well as how to set up users, directories and security. Login scripts and System Console, File Management, Sessions, Print Management and utilities will provide participants with the ability to efficiently implement the Microsoft Server Software. Student will demonstrate practical knowledge and will prepare for the Microsoft Certification Exam 70-290. **Prerequisites:** *CIST-0117, Local Area Networking & CIST-0143, Computer Operating System: (Windows XP). CIST-0145 CPU Operating System: (VISTA).*

### **CIST-0166            Microcomputer Applications: (Spreadsheets)**

#### **3 hours credit**

Spreadsheet applications will cover the fundamental aspects of any popular software package. Typically those subjects that will be presented are: 1) spreadsheet uses in business, 2) commands dealing with spreadsheet construction and editing, 3) typical business applications and 4) numerous practical projects. **Prerequisites:** *CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

### **CIST-0168            Microcomputer Applications I (Assistive Technology)**

#### **1 hour credit**

This course explores assistive technology that can assist individuals with disabilities in fulfilling their educational and career goals. Students that take this course can either focus on their own assistive technology needs or obtain an overview of assistive technology that can be used in their own career field, i.e. occupational therapy or education. **Prerequisites:** *CIST-0101, Computer Concepts and Applications.*

### **CIST-0170            Computer Systems Overview**

#### **3 hours credit**

This course explores computers examining such topics as the history of computers, computer applications, computer design, program translation, hardware, theory of computation, artificial intelligence, and how computers fit into society. Students will complete lab assignments that are designed to enhance the topics covered in the course modules. **Prerequisites:** *CIST-0101, Computer Concepts and Applications.*

### **CIST-0178            Human Factors in Computer System**

#### **3 hours credit**

This course examines the application of human factors when designing and using information systems. Topics covered include history, development, and current state of human-computer interface development. Additional areas of study include psychology, engineering, and physiology and their

influence on the development of ergonomics. **Prerequisites:** *CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

### **CIST-0180            Visual Basic**

#### **3 hours credit**

This course is an introduction to the Visual Basic Language. It will be used by students to program within the Windows Operating System. Students will learn basic Object Oriented programming. Extensive hands on experiences are emphasized. **Prerequisites:** *CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

### **CIST-0182            Desktop Publishing and Presentations**

#### **3 hours credit**

Desktop Publishing introduces the fundamentals of word and image production using a personal computer. The course covers 1) the elements of page composition, 2) publication design, 3) text construction, 4) graphs, 5) typical hardware, and 6) business applications. **Prerequisites:** *CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

### **CIST-0184            Software and Hardware Concepts**

#### **3 hours credit**

Software and Hardware Concepts is a technical survey of computer systems. This course emphasizes the interrelationships of hardware architecture, system software, and applications software. Topics of discussion include computer architecture, processors and storage systems, implications for system software design, and the effects of hardware architecture and system software on the development of applications programs in a business environment. **Prerequisites:** *CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

### **CIST-0189            Web Animation**

#### **4 hours credit**

This course is designed to give students an introduction to the Macromedia Flash program. Flash is not only used for animation on the web, but is becoming a valuable tool for designing interactive training. Students will learn to use Flash as an interactive tool for Web Design. The student will create by using the basic drawing tool and the importing of other graphic and multimedia material into a finished interactive web site. Students need to have basic computer skills.

### **CIST-0190            Web Page Design (Adobe Suite)**

#### **4 hours credit**

This course is designed to instruct the student in the proper approach to commercial web page/site design. Students will learn the basics of web page design and basic web page/site construction. Students will also be introduced to the use of cascading style sheets, DHTML, and XML/XHTML. Different web design tools will be explained. Some of these tools will be covered in detail in following courses. Web job opportunities and current issues will be discussed. **Prerequisites:** *CIST-0137, HTML Web Page Development.*

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### **CIST-0202      Data Integration from Disparate Sources**

#### **3 hours credit**

This course will provide the student with an understanding of what disparate data is (data from different disciplines, with different requirements, different representations, different geographic regions, and in different formats), and the problems associated with integrating this data. *Prerequisites: CIST-0154, Principles of Data Warehousing.*

### **CIST-0204      Data Cleansing**

#### **3 hours credit**

This course will provide the student with an understanding of a critical dimension of data performance, data quality. The student will gain an understanding of how to cope with dirty data and the causes of it. *Prerequisites: CIST-0154, Principles of Data Warehousing.*

### **CIST-0206      Selecting Data Warehousing Tools**

#### **3 hours credit**

This overview course will provide the student with an understanding of how important selecting the right data warehousing tool is. Topics discussed will include access, query, reporting, cleansing and analysis tools available for purchase from various software vendors. This course will further address the strengths and weaknesses of the various tools available. *Prerequisites: CIST-0154, Principles of Data Warehousing.*

### **CIST-0208      Data Marts and Query Tools**

#### **3 hours credit**

This overview course will provide the student with knowledge of data marts. Discussion will further include reporting tools such as Crystal Reports (Seagate) and analysis tools such as DSS Agent or SAS. *Prerequisites: CIST-0154, Principles of Data Warehousing.*

### **CIST-0210      Data Mining**

#### **4 hours credit**

This course will provide the student with an overview of Data Mining. More specifically, students will be introduced to Data Mining techniques as applied to Marketing, Sales, and Customer support. Students will further be introduced to the relationship between Data Mining, On-line Analytical Processing (OLAP), and Relational On-line Analytical Processing as well as how Data Mining may be used to turn data into useful information. *Prerequisites: CIST-0154, Principles of Data Warehousing.*

### **CIST-0214      Home Computer Repair/Maintenance**

#### **4 hours credit**

This course is specially designed for troubleshooting, computer terminals, printers, modems, all kinds of disk drives and tape storage systems. Also, this course will include peripheral chips, their architecture and I/O bus structure. Students will also learn about control Rams for terminals, videos, disc drives and printers. *Prerequisites: CIST-0117, Local Area Networking AND CIST-0143, Computer Operating System: (Windows XP). or CIST -0145 Computer Operating System: (VISTA)*

### **CIST-0216      Advanced WAN Internetworking (Cisco)**

#### **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. *Prerequisites: CIST-0158 Introduction to Internetworking and Routers (Cisco 2).*

### **CIST-0218      Advanced System Manager (Windows 2000 Infrastructure)**

#### **4 hours credit**

This class covers the Microsoft 2003 Network Infrastructure used by server operating system. This class is designed to be a preparatory course for taking the Microsoft MCP exam 70-291. This certification exam measures your ability to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows 2003 network infrastructure. In addition, this provides the skills required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services. *Prerequisite: CIST-0161, System Manager (Windows 2003 Server).*

### **CIST-0220      Service and Support**

#### **4 hours credit**

This course covers the service and support of Microsoft 2003 Network Directory Services used by the server operating system. This class is designed to be a preparatory course for taking the Microsoft MCP exam 70-294. This class teaches skills needed to install, configure, and troubleshoot the Windows 2003 Active Directory components, DNS for Active Directory, and Active Directory security solutions. 'Special Class Fees' section for current class fee. *Prerequisite: CIST-0161, System Manager (Windows 2003 Server).*

### **CIST-0224      Advanced Desktop Publishing**

#### **3 hours credit**

Advanced Desktop Publishing introduces the advancement of work and image production using a personal computer. The course covers: 1) the elements of page composition, 2) publication design, 3) text construction, 4) typical hardware, and 6) business applications. *Prerequisite: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*



## Course Descriptions

### **CIST-0226      SQL Server** **4 hours credit**

This course will provide the student with knowledge of SQL Server Software and provide an overview of the application of a relational database. Topics will include platform requirements, distribution architecture and operating system considerations. Software installation and configuration of SQL will be also be performed. Instruction will further include considerations for database building, creating tables, using constraints, indexes and establishing triggers. Additionally, this course will cover security, backup and data restoration. Preparation for Microsoft Exam 70-028(MCSE elective. *Prerequisite: CIST-0161, System Manager (Windows 2003 Server).*

### **CIST-0227      Advanced Visual Basic** **3 hours credit**

This course will provide students with experience in real-world problem solving using event-driven programming techniques with the Microsoft® Visual Basic® programming language to manage information databases, graphics and other complex data formats as time allows. Students will also learn to employ the Microsoft® Windows® Applications Programming Interface (API) and third party function libraries to add sophisticated program capabilities not directly available from within Visual Basic®. Object oriented programming techniques and program code reusability will be emphasized. *Prerequisite: CIST-0180, Visual Basic.*

### **CIST-0228      Computer Management** **Information Systems**

**3 hours credit**  
A study of the role information systems play in organizations. The course examines the influence information systems have on the objectives and structure of an organization. This course will focus on such topics as human aspects of computing, types of computer systems, and the general theory of systems. *Prerequisite: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

### **CIST-0230      Advanced Web Page Design** **3 hours credit**

Advanced Web Page Design teaches advanced techniques in the construction and maintenance of a web page/site through application software. Students learn how to design and develop the goals, audience, functions, and content for the project. The creation of template pages speed HTML production and unify the site's design. Students will learn that in order to distinguish a site from its competition, designers must create unique experiences, using a variety of Web technologies. *Prerequisite: CIST-0137, HTML Web Page Development.*

### **CIST-0231      Introduction to Computer Based** **Information Systems (Honors)**

**3 hours credit**  
This course offers problem solving in Excel as well as giving transfer students a tailored background in a selection of fundamental computer topics which include: the CPU, data communications, networks, operating systems, programming concepts, relational algebra, databases and computer security. *Prerequisite: CIST-0137, HTML Web Page Development or*

### *CIST-0117, Local Area Networking.*

### **CIST-0232      Linux Web Server** **3 hours credit**

This course will instruct the student in the hands-on installation of a Linux Web Server. The basic commands needed to administrate and manage the Linux OS using the command line structure will be covered as well. In addition to the installation of a Linux Web Server, the student will get practical experience in the management of the Web Server and services that can include: WWW Server, FTP Server, Security and miscellaneous services. *Prerequisite: CIST-0117, Local Area Networking.*

### **CIST-0236      Database Management (MS Access)** **3 hours credit**

This course explores a "user" directed computer language. The software is used to perform tasks that once required hours of coding and logic development. Topics and projects include planning, building, modifying, maintaining, and using a database, sorting and indexing a file. Keyboarding skills are beneficial. *Prerequisites: CIST-0101 Computer Concepts and Applications or CIST-0111 Microcomputer Business Software.*

### **CIST-0240      C++ Programming** **3 hours credit**

The C++ programming language is a general purpose programming language featuring short statements, ease of writing and utilization of a wide variety of standard pre-written library functions and objects as well as installation (user) defined and cataloged functions and objects. It allows the programmer to secure functions and data through the use of objects. *Prerequisite: CIST-0180, Visual Basic.*

### **CIST-0242      JavaScript II** **3 hours credit**

JavaScript II continues with more advanced uses of JavaScript in Web Page Programming. Students will learn to use JavaScript with Dynamic HTML and use JavaScript with CSS Styles. Students will learn to set and read cookies and be introduced to security concerns with JavaScript. Server-side JavaScript Development with Netscape LiveWire and Microsoft Active Server Pages will be introduced. Students will receive an overview of connecting to databases with LiveWire and MS Active Server Pages. Finally, the use of JavaScript and Java in Web Development will be introduced. *Prerequisite: CIST-0152, JavaScript.*

### **CIST-0246      Special Problems in Data Warehousing** **3 hours credit**

This course will further enhance and hone the students' data warehousing skills. The students will complete a project based on the needs of the community at the time of the course offering. Students will mine, develop, and load data, to create a data warehouse as a means of offering assistance to the community while at the same time gaining practical real world experience. *Prerequisites: CIST-0154, Principles of Data Warehousing.*



## Course Descriptions

### **CIST-0248      Web Database Connectivity**

#### **3 hours credit**

Web Database Connectivity provides students with the knowledge to connect a Web Server to various databases, construct web-based forms to retrieve information dynamically from databases and store information from consumer's input. Students will also learn the fundamentals of secure websites for e-commerce. **Prerequisites:** *CIST-0137, HTML Web Page Development or CIST-0117, Local Area Networking.*

### **CIST-0250      O/S Features Review (Cisco 4)**

#### **4 hours credit**

This is the fourth of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Topics that will be covered include wide area networks (WAN), WAN design, point to point protocol (PPP), integrated services digital network (ISDN), frame relay, and advanced network management. Students will complete their design and documentation of a hypothetical network. This class uses the Cisco Academy Material, CCNA semester 4. **Prerequisites:** *CIST-0216, Advanced WAN Internetworking (Cisco 3).*

### **CIST-0252      Data Design and Implementation (MCSE SQL)**

#### **4 hours credit**

This course will prepare the student for work in a medium to enterprise computing environment that uses SQL Server, implementing relational databases in environments with the following characteristics:

- Heterogeneous databases
- SQL Server security integrated with Windows Authentication
- Client/server configurations of 50 to 5,000 or more users
- Web configurations that use Internet Information Services (IIS) or COM+
- Databases as large as 2 TB
- Multiple installations of SQL Server

Preparation for *Microsoft Exam 70-029(MCSE elective)*. **Prerequisites:** *CIST-0226, SQL Server.*

### **CIST-0254      Operating System Security: (Windows 2000 Server)**

#### **3 hours credit**

Participants will learn how to design and manage security of a Microsoft 2000 Local Area Network and domains. Security includes: Controlling access to resources, Auditing access to resources, Authentication, Encryption. Student will demonstrate practical knowledge and will prepare for the Microsoft Certification Exam 70-220. (Windows 2000 Network Security–MCSE) **Prerequisites:** *CIST-0161 System manager Windows 2003 Server.*

### **CIST-0256      Java**

#### **3 hours credit**

This is an introductory programming course designed to take a

student from no previous knowledge of Java to the point where they can write their own applications. The aim of this course is to teach students how to create Java programs, and to get a firm grasp of the language itself. All programs will be console applications, meaning they use a DOS-like screen for input and output. This will keep things simple in order to get a solid grounding in Java. Refer to 'Special Class Fees' section for current class fee. **Prerequisite:** *CIST-0180, Visual Basic.*

### **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 scene" work that is involved in programming that uses GUI. **Prerequisites:** *CIST-0240, C++ Programming.*

### **CIST-0270      Web Server (NT & IIS)**

#### **3 hours credit**

Web Server will instruct the student with the tools required to install and manage the IIS Web Server site. Topics will include the setup of: TCP/IP, security and miscellaneous services. **Prerequisites:** *CIST-0117, Local Area Networking.*

### **CIST-0272      CGI Pearl**

#### **3 hours credit**

CGI Perl teaches CGI scripting techniques using the CGI Perl module. Students learn how to create on-demand, server-based HTML; write and process fill-out forms; write responses to form submissions back to the client browser; store and process cookies; handle file uploads securely; create, read, and write to text databases; attach JavaScript and cascading style sheets to created-on-demand web documents; and to maintain state through multi-page forms. Students also explore CGI Perl's role in server push technology and continuous page updating (NPH). Students are not required to have previous Perl programming experience, although a thorough knowledge of HTML is necessary. **Prerequisites:** *CIST-0137, HTML Web Page Development.*

### **CIST-0280      Advanced Java Programming**

#### **3 hours credit**

This course is designed as a continuation of course CIST-0256, Java. This course will include a brief review of the material covered in CIST-0256 and then proceed to address the more advanced features of the Java language. Programs and projects are designed to illustrate the use of inheritance and objects. The Abstract Windows Toolkit (AWT) will be examined in detail. The life cycle and use of applets (with graphics) will be reviewed along with screen management. Event driven

## Course Descriptions

processing, multithreading and exception handling will be demonstrated by class projects. File processing will be covered. **Prerequisites:** *CIST-0256, Java.*

### **CIST-0299 Industrial Internship (Computer)** **3 hours credit**

This course is designed with the help of the participating industries to provide students with industrial environment experience. This college supervised industrial internship (computers) will provide applied industrial practices, policies, processes and procedures. Students will be exposed to shop floor safety, customer relationship and documentation. This course will bridge the gap between industrial practices and college teaching. After completing this college supervised industrial internship, students will have better transition from college to industries. This course may also open new doors for employment opportunities. **Prerequisites:** *CIST-0117, Local Area Networking. Students should be enrolled in either 3rd or 4th Semester. Students should get advanced approval of internship project.*

### **CONS-0101 Safety Orientation** **1 hour credit**

This is the basic safety course. It is in alignment with NCCER and the Kansas Board of Regents. It is also a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance Program. The course topics include: OSHA 10 certification, Environmental sustainability, Introduction to Safety Orientation, Hand and Power Tool Safety, Hazard Recognition - Evaluation and Control, Elevated Work and Fall Protection, Construction Health, Work Permit Systems, Personal Protective Equipment, Trenching Safety, Signs - Signals and Barricades, Materials Handling and Storage, Housekeeping, Emergency Response, Electrical Hazards, Specialty Work, and Fire Protection and Prevention. Hazard Communication, Work-Zone Safety, High-Voltage Hazards, Welding Safety, Steel Erection, Walking and Working Surfaces, Ladders and Scaffolding, Horizontal Directional Drilling Hazards, Heavy-Equipment, Crane, and Rigging Safety, Trenching Safety, Forklift Safety, Lockout/Tagout, Confined Spaces, and Concrete and Masonry. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0106 Introductory Craft Skills** **3 hours credit**

This is an introduction to the construction trades. It is in alignment with NCCER and the Kansas Board of Regents. It is also a component (in part) of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Introduction to Materials Handling. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0107 Masonry (Level 1)** **2 hours credit**

This is the basic masonry course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to Masonry, Masonry Tools and Equipment, Measurements, Drawings, and Specifications, Mortar, and Masonry Units and Installation Techniques. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0108 Carpentry Basics** **4 hours credit**

This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Orientation to the Trade, Building Materials, Fasteners, and Adhesives, Hand and Power Tools, Reading Plans and Elevations, and Commercial Drawings. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0109 Floors, Walls & Ceiling Framing** **4 hours credit**

This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Hand and Power Tools, Floor Systems, Wall and Ceiling Framing, Thermal and Moisture Protection, and Exterior Finishing. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0110 Concrete Finishing (Level 1)** **3 hours credit**

This is the basic concrete finishing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to Concrete Construction and Finishing, Safety Requirements, Properties of Concrete, Tools and Equipment, Preparing for Placement, Placing Concrete, Finishing, Part One, Curing and Protecting Concrete, and Introduction to Troubleshooting. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0111 Roof Framing** **3 hours credit**

This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Hand and Power Tools, Roof Framing, and Roofing Applications. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

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### **CONS-0112      Drywall Level 1-2**

#### **3 hours credit**

This is the course in Drywall. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Orientation to the Trade, Construction Materials and Methods, Thermal and Moisture Protection, Drywall Installation, and Drywall Finishing. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0113      Windows, Doors, & Stairs**

#### **3 hours credit**

This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Hand and Power Tools, Windows and Exterior Doors, and Basic Stair Layout. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0115      Electrical (Level 1)**

#### **3 hours credit**

This is the basic electrical course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Fasteners and Anchors, Electrical Theory One, Electrical Theory Two, Electrical Test Equipment, Introduction to the National Electrical Code®, Boxes, and Fittings, Conductors, and Wiring: Residential. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0123      Insulating**

#### **3 hours credit**

This is the course in Insulating. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Orientation, Trade Relations, Tools of the Trade, Material Handling, Storage, and Distribution, and installing Mineral Wool Insulation. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0136      Rigging Fundamentals**

#### **3 hours credit**

This is the course in Rigging. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Basic Rigging, Rigging Equipment and Rigging Practices. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0140      Painting (Level 1)**

#### **3 hours credit**

This is the basic course in Painting. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Careers in the Painting Trade, Safety, Ladders, Scaffolds, Lifts, and Fall Protection, Identifying Surface/Substrate Materials and Conditions, Protecting Adjacent Surfaces, Basic Surface

Preparation, Sealants and Repair/Fillers, Introduction to Paints and Coatings and Brushing and Rolling Paints and Coatings. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0142      Plumbing (Level 1)**

#### **3 hours credit**

This is the basic plumbing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to the Plumbing Profession, Plastic Pipe and Fittings, Copper Pipe and Fittings, Fixtures and Faucets, Introduction to Drain - Waste - and Vent (DWV) Systems, and Introduction to Water Distribution Systems. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0151      Scaffolding**

#### **2 hours credit**

This is the course in Scaffolding. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to the Trade, Trade Safety, Trade Tools and Equipment, Trade Math, Stationary Scaffolds, Mobile Scaffolds and Suspension Scaffolds. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0155      Sprinkler Fitting (Level 1)**

#### **2 hours credit**

This is the basic course in Sprinkler Fitting. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Orientation to the Trade, Introduction to Components and Systems, Steel Pipe, CPVC Pipe and Fittings, Copper Tube Systems and Underground Pipe. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0208      Carpentry (Level 2)**

#### **3 hours credit**

This is the advanced course in Carpentry. It is aligned with NCCER and the Kansas Board of Regents. The course topics include: Environmental sustainability, Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Drywall Installation, Drywall Finishing, Doors and Door Hardware, Suspended Ceilings, Window - Door - Floor and Ceiling Trim, Cabinet Installation, and Cabinet Fabrication. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0209      Masonry (Level 2)**

#### **2 hours credit**

This is the advanced course in Masonry. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Residential Plans and Drawing Interpretation, Residential Masonry, Grout and Other Reinforcement, Metal Work in Masonry, and Advanced Laying Techniques. ***Prerequisites:** KBOR approved Core Curriculum. OSHA 10, Masonry 1. Math Level 3 Recommended*

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### **CONS-0210 Concrete Finishing (Level 1)**

#### **3 hours credit**

This is the basic concrete finishing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to Concrete Construction and Finishing, Safety Requirements, Properties of Concrete, Tools and Equipment, Preparing for Placement, Placing Concrete, Finishing, Part One, Curing and Protecting Concrete, and Introduction to Troubleshooting. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0215 Electrical (Level 2)**

#### **3 hours credit**

This is the advanced course in Electrical. It is in alignment with NCCER (selected Modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Alternating Current, Motors: Theory and Application, and Electric Lighting. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Electrical 1, Math Level 3 Recommended.*

### **CONS-0240 Painting (Level 2)**

#### **3 hours credit**

This is the advanced course in Painting. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Painting Failures and Remedies, Job Planning and Completion, Low-Pressure Water Cleaning, Coatings Two and Spray Painting (Conventional, Airless and HVLP). *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Painting 1, Math Level 3 Recommended.*

### **CONS-0242 Plumbing (Level 2)**

#### **3 hours credit**

This is the advanced course in Plumbing. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Hangers - Supports - Structural Penetrations and Fire Stopping, Types of Valves, Installing and Testing Water Supply Piping, Installing Water Heaters. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

### **CONS-0259 Sprinkler Fitting (Level 2)**

#### **2 hours credit**

This is the advanced course in Sprinkler Fitting. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Hangers, Supports, Restraints, and Guides, General Purpose Valves, General Trade Math, Shop Drawings, Standard Spray Fire Sprinklers, Wet Pipe Fire Sprinkler Systems and Dry-Pipe Systems. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Sprinkler Fitting 1. Math Level 3 Recommended.*

### **COSM-0101 Scientific Concepts**

#### **3 hours credit**

This course provides classroom instruction in sanitation, hair and scalp, skin, nails for 115 hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

### **COSM-0105 Physical Services I**

#### **6 hours credit**

This course provides both classroom and clinical instruction in Shampoos and rinses, scalp and hair care, facials and make-up, manicuring, pedicures and artificial nail enhancements. The course consists of 60 classroom hours and 115 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

### **COSM-0106 Physical Services II**

#### **6 hours credit**

This course provides both classroom and clinical instruction in Facials and make-up, artificial nail enhancements. The course consists of 60 classroom hours and 115 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

### **COSM-0107 Physical Services III**

#### **2 hours credit**

This course provides both classroom and clinical instruction in artificial nail enhancements. The course consists of 15 classroom hours and 35 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

### **COSM-0110 Chemical Services I**

#### **4 hours credit**

This course provides both classroom and clinical instruction in basic hair coloring, hair lightening, chemical waving, and chemical hair relaxing. The course consists of 45 classroom hours and 90 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

### **COSM-0111 Chemical Services II**

#### **5 hours credit**

This course provides both classroom and clinical instruction in basic hair coloring, hair lightening, chemical waving, and chemical hair relaxing. The course consists of 50 classroom hours and 110 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

### **COSM-0112 Chemical Services III**

#### **5 hours credit**

This course provides both classroom and clinical instruction in basic hair coloring, hair lightening, chemical waving, and chemical hair. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

### **COSM-0115 Hair Designing I**

#### **5 hours credit**

This course provides both classroom and clinical instruction in basic hair shaping, hair styling, and thermal techniques. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology.



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**Prerequisites:** *Meet requirements for Kansas Board of Cosmetology Apprentice License.*

**COSM-0116      Hair Designing II**  
**5 hours credit**

This course provides both classroom and clinical instruction in intermediate hair shaping, hair styling, and thermal techniques. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology.

**Prerequisites:** *Meet requirements for Kansas Board of Cosmetology Apprentice License.*

**COSM-0117      Hair Designing III**  
**2 hours credit**

This course provides both classroom and clinical instruction advanced hair shaping, hair styling, thermal techniques, and care and styling of hair pieces. The course consists of 15 classroom hours and 35 clinical hours as prescribed by the Kansas Board of Cosmetology. **Prerequisites:** *Meet requirements for Kansas Board of Cosmetology Apprentice License.*

**COSM-0120      Business Practices I**  
**1 hour credit**

This course provides classroom instruction in management practices, salon development, insurance, client records and salesmanship. The course consists of 25 classroom hours as prescribed by the Kansas Board of Cosmetology.

**Prerequisites:** *Meet requirements for Kansas Board of Cosmetology Apprentice License.*

**COSM-0121      Business Practices II**  
**2 hours credit**

This course provides classroom instruction in management practices, salon development, insurance, client records and salesmanship. The course consists of 50 classroom hours as prescribed by the Kansas Board of Cosmetology.

**Prerequisites:** *Meet requirements for Kansas Board of Cosmetology Apprentice License.*

**COSM-0125      Kansas State Law**  
**2 hours credit**

This course provides classroom instruction in the Kansas Board of Cosmetology General Laws, Rules and Regulations. The course consists of 50 classroom hours as prescribed by the Kansas Board of Cosmetology. **Prerequisites:** *Meet requirements for Kansas Board of Cosmetology Apprentice License.*

**CRJS-0101      Introduction to Criminal Justice**  
**3 hours credit**

This course provides an in-depth look at policy issues related to policing, courts, and corrections. It gives the student the opportunity to focus on difficult issues including the links between police, politics, law, corrections and the administration of Justice. This course will review changes in law and police practices, preparation for prosecution, the court system, and finally the link between prisons and probation.

**CRJS-0102      Introduction to Corrections**  
**3 hours credit**

This course will focus on the origins, processes, organization, and contemporary trends of corrections in America. It examines the total spectrum of management, control and treatment of juvenile and adult offenders. Students will examine programs, practices, institutions and philosophies in order to see corrections as a part of the criminal justice system.

**CRJS-0103      Police Patrol Procedure**  
**3 hours credit**

This course is designed to acquaint the student with appropriate procedures for successful police patrol. Emphasis will be on current rules, regulations, general orders and standard operating procedures that would apply to police departments operating in the state of Kansas. Special attention will be given to hostage and terrorist situations. *Note: Only police recruits are eligible to take this course.*

**CRJS-0104      Interpersonal Communications  
and Crisis Situations**

**3 hours credit**

This course will deal with verbal and non-verbal communication from the point of both sender and receiver. Much of the focus for this course will be on the skills necessary to defuse and arbitrate civil disturbances in such a fashion that enforcement action is not necessary (when possible and practical). Special attention will be paid to the problem areas of family crisis, stress, rape crisis, the hearing impaired and abuse of alcohol. *Note: Only police recruits are eligible to take this course.*

**CRJS-0105      Vehicle Stops and Special  
Tactical Situations**

**3 hours credit**

Vehicle Stops and Special Tactical Situations deals with positive tactics police officers may employ on the street to effectively use their own firearms to defeat those of assailants. This course is devoted exclusively to understanding and mastering techniques that work for survival in real life situations. *Note: Only police recruits are eligible to take this course.*

**CRJS-0106      Defensive Tactics for Police**

**3 hours credit**

This course helps students to recognize common hazards facing the police officer and to learn the skills necessary to deal with these hazards. *Footnote: Only police recruits are eligible to take this course.*

**CRJS-0107      Firearms Training and Safety**

**3 hours credit**

The Firearms Training and Safety course is designed to present the student with the principles and fundamentals of the basic operation of the Glock 17 & 19, 9 mm Semi-automatic pistol as well as the Remington 870 pump shotgun. Special attention will be given to safety liabilities as well as cleaning and care. *Note: Only police recruits are eligible to take this course.*



## Course Descriptions

### **CRJS-0112      Organization and Administration of Criminal Justice Police Agencies**

#### **3 hours credit**

Students examine the principles, functions, and activities of police organization and administration, including planning and research, public relations, personnel and training, inspection and control, and policy formulation. *Footnote: This course is offered online and in the classroom.*

### **CRJS-0114      Techniques of Corrections**

#### **3 hours credit**

This overview of institutional corrections and the theory of penology exposes students to methods of probation and parole, services available to the offender after leaving an institution, correctional reform, and the relationship between institutional and field techniques. *Prerequisite: Introduction to Corrections, CRJS-0102, or approval of instructor.*

### **CRJS-0115      Probation and Parole**

#### **3 hours credit**

Students are taught the history and development of probation and parole and will examine issues in rehabilitation, legal aspects of parole and probation, supervision theory and techniques, and the relationship of probation and parole to other parts of the criminal justice system. *Prerequisite: Introduction to Corrections, CRJS-0102.*

### **CRJS-0116      Juvenile Delinquency and Justice**

#### **3 hours credit**

This course examines the historical precedents of philosophical reasons for treating juveniles differently from adults. It also reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

### **CRJS-0117      Professional Responsibility in Criminal Justice**

#### **3 hours credit**

Explores the major components involved in the study of ethics, particularly as it applies to the field of Criminal Justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. Focus of the course is to produce professionals who are critical thinkers, and have the skills necessary to pursue sound ethics in their day to day decisions and activities.

### **CRJS-0118      Law Enforcement Operations and Procedures**

#### **3 hours credit**

This course examines the role of police in society and the application of law concepts to policing scenarios. Students identify, discuss, and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

### **CRJS-0119      Organization and Administration of Criminal Justice (Corrections) Agencies**

#### **3 hours credit**

This course acquaints the student with the conduct of practical modern administration theory, supervisory, management and principles and application within the unique operating structure of the corrections organizations.

### **CRJS-0120      Cultural and Religious Diversity in Offender Populations**

#### **3 hours credit**

This course provides interaction and guidelines for dealing with cultural, religious and ethnic differences in potentially-volatile offender-settings. Students will learn to employ interventions strategies amidst varied and diverse offender populations.

### **CRJS-0201      Criminal Investigation**

#### **3 hours credit**

Scientific aspects of criminal investigation are emphasized, including recording the crime scene; collection, preservation, and examination of evidence; techniques of criminal investigation; and examination of the capabilities and limitations of the advanced police science laboratory. This course provides an introduction to Criminal Investigation procedures, including theory of an investigation, case preparation, specific techniques of selected offences, questioning witnesses and suspects, and problems in criminal investigation.

### **CRJS-0202      Criminal Investigation II**

#### **3 hours credit**

An introduction to criminal investigation procedures, the course includes theory of an investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation.

*Prerequisite: Criminal Investigation I, CRJS-0201 or consent of the instructor.*

### **CRJS-0203      Criminal Law**

#### **3 hours credit**

This course provides a comprehensive overview of the classification and components of crimes, with particular emphasis on common and Kansas criminal law. The student will be provided basic theories of substantive criminal law. The student will develop the ability to identify crimes and to ascertain lesser charges that may be appropriate. Emphasis will be place on using examples based on actual court cases. The nature, sources and typed of criminal law will be examined. Note: This course is generally only offered in the fall semester.

### **CRJS-0204      Criminal Procedure**

#### **3 hours credit**

This course acquaints the students with the principles, duties, and mechanics of criminal procedure in the areas of arrest, force, and search and seizure. The types, degrees, admissibility, competence, and weight of evidence and proof are studied, and the course specifically deals with rules of evidence and procedures to follow at the operational level. *Prerequisites: CRJS-0203 Criminal Law I, or consent of instructor.*

## Course Descriptions

### **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**

Focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system. *Prerequisite: None.*

### **CRJS-0207      World Terrorism (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.

### **CRJS-0209      Community Corrections**

#### **3 hours credit**

This course will focus on all forms of community-based correctional facilities. The student will examine origins, organization and trends in current traditional corrections as well as focusing on non-traditional community corrections: electronic monitoring, house arrest, day-treatment, boot-camp and fines. The course will also cover the shift in legislative strategy from how to help the offender to how to protect the community.

### **CRJS-0210      Legal Issues in Corrections**

#### **3 hours credit**

This course will investigate the origin, development and classification of criminal law as it applies to the correctional officer. It will review the rules of evidence of particular importance at the operational level, procedures in use of force, and search and seizure law. Additionally, it will discuss the applied correctional law of prisoner rights, legal responsibilities and liabilities of correctional personnel at the local, state, and federal level including juvenile offenders, probation and parole, and female offenders.

### **CRJS-0211      Confinement Operations**

#### **3 hours credit**

This course will provide an overview of the operation and management principles of the institutional setting. The

course prepares the student to perform supervisory functions related to control of prisoners and contraband, segregation and accountability of prisoners, prisoner privileges and records and reports required at correctional facilities.

### **CRJS-0220      Supervision Techniques in Law Enforcement**

#### **3 hours credit**

This course places emphasis on examining the leadership, management and supervision techniques used in police organizations. This will include the administration, functions and development of such items as policies, procedures, rules and regulations that govern the operation of the police. Further, emphasis will be on planning, problem solving, public intervention, training, inspection and control, and field supervision techniques for various divisions or departments.

### **CRJS-0221      Criminal Justice Practicum**

#### **3 hours credit**

Students are required to observe (on site) and work with a criminal justice agency. The Program Coordinator and the agency must mutually agree to the practicum. Arrangements must be made for this practicum in the semester prior to enrollment. *Prerequisite: Completion of the first three semesters of the criminal justice program (45 credit hours), a C grade average or better, and approval of both the Program Coordinator and the agency in which the practicum will occur.*

### **CRJS-0222      Current Topics in Law Enforcement**

#### **2 hours credit**

Includes in-service training for law enforcement agencies, covers current police operations and the law. Emphasis placed on current topics such as officer survival, ethics, and effective communications.

### **CRTE-0102      Introduction to the Personal Computer, Safety and Tool Usage for PC Technicians**

#### **3 hours credit**

Students will gain a understanding of what IT Industry Certifications are available. Students will be introduced to what a computer system is. Students will identify the names, purposes, and characteristics of cases and power supplies. Identify the names, purposes, and characteristics of internal components. Identify the names, purposes, and characteristics of ports and cables. Identify the names, purposes, and characteristics of input devices. Identify the names, purposes, and characteristics of output devices. Explain system resources and their purposes. Basic safety practices for the computer repair workplace including: hardware and software tools, and the disposal of hazardous materials and MSDS sheets. Learn safe use of Digital Multi-Meters and basic electricity. Students will be introduced to Surge Suppressors, UPS and SPS. *Prerequisite: Basic Computer Skills are required for enrollment.*

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### **CRTE-0104      Computer Assembly and Troubleshooting for PC Technicians**

#### **3 hours credit**

In this class we will learn how to properly open cases. Learn power supply installation, motherboard installation, attachment of devices to the motherboard. Install internal drives. Install drives in external bays. Install adapter cards. Connect all internal cabling. Re-attachment of side panels and connect external cables to the computer, boot the computer for the first time. Learn Preventive maintenance as a regular and systematic inspection, cleaning, and replacement of worn parts, materials, and systems. Utilize Preventive maintenance as a means to prevent failure of parts, materials, and systems by ensuring that they are in good working order. Troubleshoot as a systematic approach to locating the cause of a fault in a computer system. How a good preventive maintenance program can help minimize failures. How Preventative maintenance and systematic troubleshooting can save an organization time and money. Students will be introduced to a systematic method of solving a problem. Students will learn to utilize flowcharts to help solve difficult problems. ***Prerequisites:** CRTE0102 Introduction to Personal Computing, Safety and Tool Usage for PC Technicians.*

### **CRTE-0106      Operating Systems for PC Technicians**

#### **3 hours credit**

In this class we will explain the purpose of an operating system. Describe and compare operating systems to include purpose, limitations, and compatibilities. Determine the operating system based on customer needs. Install an operating system. Navigate a GUI. Identify and apply common preventive maintenance techniques for operating systems. Troubleshoot operating systems. We will discuss the history of the operating system, Microsoft's End User Licensing Agreement and legal aspects of installing Windows. This course investigates the installation, configuration, and optimization of operating systems examined in greater detail. There are various brands of operating systems available on the market today, including Microsoft Windows, Apple Mac OS, UNIX, and Linux. A technician must consider the current computer system when selecting an operating system. Additionally, there are several versions or distributions of an operating system. Some versions of Microsoft Windows include Windows 2000 Professional, Windows XP Home Edition, Windows XP Professional, Windows Media Center, Windows Vista Home Basic, Windows Vista Business, and Windows Vista Premium. Each of these operating systems offers many of the same features with a similar interface. However, some functions necessary for specific customer needs may not be available in all of them. You must be able to compare and contrast operating systems to find the best one based on your customer's needs. After completing this course, you will meet these objectives: Select the appropriate operating system based on customer needs. Install, configure, and optimize an operating system. Describe how to upgrade operating systems. Describe preventive maintenance procedures for operating systems. Troubleshoot operating systems. ***Prerequisites:** CRTE-0104 Computer Assembly and Troubleshooting for PC Technicians.*

### **CRTE-0108      Laptops and Portable Devices for PC Technicians**

#### **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. ***Prerequisites:** CRTE0106 Operating Systems for PC Technicians.*

### **CRTE-0110      Printers and Scanners for PC Technicians**

#### **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. 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. ***Prerequisites:** CRTE0108 Laptops and Portable Devices for PC Technicians.*

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### **CRTE-0112      Networking for PC Technicians** **3 hours credit**

This chapter will provide an overview of network principles, standards, and purposes. The following types of networks will be discussed in this class: Local Area Network (LAN), Wide Area Network (WAN), and Wireless LAN (WLAN). The different types of network topologies, protocols, and logical models as well as the hardware needed to create a network will also be discussed in this class. Configuration, troubleshooting, and preventive maintenance will be covered. You will also learn about network software, communication methods, and hardware relationships. This course focuses on advanced networking topics, including network design, network component upgrades, and e-mail server installations. Basic networking topics such as safety, network components, and preventive maintenance are also discussed. To meet the expectations and needs of your customers and network users, you must be familiar with networking technologies. You must understand the basics of how a network is designed and why some components affect the flow of data on a network. Troubleshooting advanced network situations is also described in this course. After completing this chapter, you will meet these objectives. *Prerequisites: CRTE0110 Printers and scanners for PC technicians.*

### **CRTE-0114      Security for PC Technicians** **3 hours credit**

This class focuses on the technicians need to understand computer and network security. Failure to implement proper security procedures can have an impact on users, computers, and the general public. Private information, company secrets, financial data, computer equipment, and items of national security are placed at risk if proper security procedures are not followed. After completing this chapter, you will meet these objectives: Explain why security is important. Describe security threats. Identify security procedures. Identify common preventive maintenance techniques for security. Troubleshoot security. *Prerequisites: CRTE-0112 Networking for PC Technicians.*

### **CRTE-0116      Advanced Topics and Customer Skills for PC Technicians** **3 hours credit**

This class will discuss the students' potential career as a technician, your ability to determine if a component for a customer's computer should be upgraded or replaced. It is important that you develop advanced skills in installation procedures, troubleshooting techniques, and diagnostic methods for computers. This course discusses the importance of component compatibility across hardware and software. It also covers the need for adequate system resources to efficiently run the customer's hardware and software. After completing this course, you will meet these objectives: Give an overview of field, remote, and bench technician jobs. Explain safe lab procedures and tool use. Describe situations requiring replacement of computer components. Upgrade and configure personal computer components and peripherals. Identify and apply common preventive maintenance techniques for personal computer components. Troubleshoot computer components and peripherals. This class will discuss the relationship

between communication skills and troubleshooting? As a computer technician, you will not only fix computers but will also interact with people. In fact, troubleshooting is as much about communicating with the customer as it is about knowing how to fix a computer. In this class, you will learn to use good communication skills as confidently as you use a screwdriver. *Prerequisites: CRTE-0114 Security for PC Technicians.*

### **CRTE-0204      Operating System Fundamentals for Server+** **2 hours credit**

This course examines the components of the most popular networking operating systems in operation today, including Windows 2000 and Linux. In this module, desktop operating systems will be reviewed, including their components, limitations, and their relationship to network operating systems. This module provides an overview of PCs including the OS and computer networks. Microsoft Windows is detailed from the beginnings of MS-DOS to the latest Windows XP. The UNIX and Linux operating systems are also detailed from their origins to the current configurations. Most network applications, including the Internet, are built around a client/server relationship. The student will learn how this relationship works along with the components and configurations of the NOS. *Prerequisites: CRTE-0116 Advanced Topics and Customer Skills for PC Technicians.*

### **CRTE-0205      Introduction to Networking for Server+** **2 hours credit**

This course starts with an overview of networking. The student will learn about the types of networks used today, including LAN, WAN, peer-to-peer, and client/server. The benefits of an open system as opposed to a proprietary system are discussed. The OSI model represents an open system. As covered in this chapter, the OSI reference model divides the functions of the network into seven layers that enable communication. The student will gain an understanding of protocol suites including specific protocols used in TCP/IP, IPX/SPX, and AppleTalk. This course will also explain LAN architecture, Ethernet, Token Ring, and FDDI. *Prerequisites: CRTE-0204 Operating Systems for Server+.*

### **CRTE-0206      Physical Components of a Network for Server+** **2 hours credit**

In this course, the student will study the fundamentals of the network. The choices that are made when a computer network is designed determine how well the system works. This course discusses how the physical and logical topology combined with the network media and devices allow all the computers connected to the system to communicate with each other and the Internet. *Prerequisites: CRTE-0205 Introduction to Networking for Server+.*

### **CRTE-0207      TCP/IP Networking for Server+** **2 hours credit**

In this course the student will learn how the layers of the TCP/IP work together to communicate on a network, how addresses are assigned, and how a computer name is translated into an IP address and back again. Additionally, the functions performed



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by each of the major protocols that compose the TCP/IP protocol suite will be discussed. **Prerequisites:** *CRTE-0206 Physical Components of a Network for Server+.*

### **CRTE-0208      Overview of Network Services for Server+**

#### **2 hours credit**

This course provides an introduction to network operating systems (NOSs). The ability to access a remote system is also discussed. This allows a system administrator to efficiently maintain a network. A directory service provides system administrators with centralized of all users and resources across the entire network. The student will learn other NOS services that allow users to communicate, share files, and print. They will also learn how to access the Internet, an intranet, and an extranet. **Prerequisites:** *CRTE-0206 Physical Components of a Network for Server+.*

### **CRTE-0209      Introduction to Network Operating Systems for Server+**

#### **2 hours credit**

A computer operating system (OS) is the software foundation on which the computer applications and services run. Similarly, a network operating system (NOS) enables communication between multiple devices and the sharing of resources across a network. A NOS is, generally, an operating system that runs on a network server, such as Linux, UNIX, or Microsoft Windows Server. This course covers the following network operating systems: Microsoft Windows NT 4.0 Microsoft Windows 2000/XP Microsoft Windows 2002/2003 Server Linux UNIX. **Prerequisites:** *CRTE-0208 Overview of Network Services for Server+.*

### **CRTE-0211      NOS Installation and Boot Process for Server+**

#### **2 hours credit**

An IT professional is typically asked to perform software installations, including application software and operating systems. Installing an operating system (OS), especially a network operating system (NOS), can be one of the most complex installation tasks. This course is an overview of the NOS installation process, including how to plan for the installation and how to troubleshoot installation problems.

### **CRTE-0212      Windows 2000 Professional for Server+ 2 hours credit**

This course details the Windows 2000 operating system. There are four steps to the installation. Once it is verified that the system is compatible, Windows 2000 guides the administrator to the final step of logging on. The chapter also covers the management of user accounts and file systems in order to provide the administrator with the necessary information to share folders, files, and assign permissions. The student will also learn about Windows 2000 services that are configured to provide access to the web, e-mail, and other computers. **Prerequisites:** *CRTE-0211 NOS Installation and Boot Process for Server+.*

### **CRTE-0214      Linux Installation Procedures for Server+**

#### **2 hours credit**

This course covers the installation and configuration of X server on a Linux system. Some distributions install and configure X automatically. However, this chapter covers how to customize or change any of the X server settings once the installation is complete. Once the operating system has been installed there are several post installation tasks and configurations that need to be done. **Prerequisites:** *CRTE-0212 Windows 2000 professional for server+.*

### **CRTE-0215      Linux Administration for Server+ 2 hours credit**

This course details the Linux operating system. Linux is primarily intended to be a server based Network Operating System (NOS). The installation includes a few additional steps that are not found in Windows 2000. Once it is verified that the system is compatible, Linux guides the administrator to the final step of logging on. Managing user accounts and the file system are also covered in this chapter in order to provide the administrator with the necessary information to share folders, files, and assign permissions. The student will also learn about Linux daemons that are configured to serve web content, provide e-mail service, and so on. **Prerequisites:** *CRTE-0214 Linux Installation for Server+.*

### **CRTE-0217      Advanced NOS Administration for Server+**

#### **2 hours credit**

This course will cover the types of backups that can be done. In addition, the student will learn how to map a drive in order to provide users with access to information stored on network servers. Monitoring the system is a required task that allows the administrator to keep track of resources, including disk management, CPU usage, and memory usage. This course also covers the key concepts of analyzing and optimizing the network. With this information, problem-solving guidelines can be implemented in the troubleshooting process. **Prerequisites:** *CRTE-0215 Linux Administration for Server+.*

### **CRTE-0218      Installing and Maintaining Hardware in Linux for Server+**

#### **2 hours credit**

This course covers how to manually configure new hardware with the various hardware that is used on a Linux system. This course also covers special installations and tweaks that will need to be done when installing Linux on a laptop or mobile device. **Prerequisites:** *CRTE-0217 Advanced NOS Administration for Server+.*

### **CRTE-0220      Troubleshooting the Operating System for Server+**

#### **2 hours credit**

This course analyzes how experienced system administrators rely on a proven and systematized methodology to solve system problems. How they must be able to recognize common error conditions and know their usual causes. How they must learn to evaluate symptoms in such a way as to isolate their probable origin. Then it is necessary to apply their experience



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in knowing what sorts of tests to run and avenues to explore in order to verify hypotheses regarding the problem, or to gather more data. They need to know what to do to fix the problem, or where to go to get assistance quickly, then follow through by doing it. They should document what they learn along the way to make it easier to attack any recurrences of the problem. Finally, they need to educate users in a way that will either prevent the problem from occurring again, or at least enable them to provide meaningful feedback if it does. **Prerequisites:** *CRTE-0218 Installing and Maintaining Hardware in Linux for Server+.*

### **CRTE-0221      Network Security for Server+ 2 hours credit**

This course will detail the importance of developing a security policy in order to guard against the internal and external threats to a network. The student will learn the security measures to implement. Patching and upgrading the Network Operating System (NOS) will ensure that the system is current. Additionally, the student will gain an understanding of firewalls and proxies. **Prerequisites:** *CRTE-0220 Troubleshooting the Operating System for Server+.*

### **CRTE-0223      Work Place Skills for PC Technicians 3 hours credit**

This course is an introduction to work place skills. The course topics include: Resume writing, cover letters, applications, personal data sheets, portfolios, interviewing tactics, work place ethics and basic work place soft skills.

### **CRTE-0224      Work Place Skills for Server+ 2 hours credit**

This course is an introduction to the basic concepts, personal qualities, habits, attitudes and social graces that make someone a good employee and a compatible co-worker.

### **CULN-0100      Equipment and the Industry 1 hour credit**

Students will learn about the food service industry including: history, current trends and important people. Also, we will cover equipment/utensils (use and care, safety, and the importance of kitchen design).

### **CULN-0120      Cooking Methods 2 hours credit**

During this course students will learn to read and follow a recipe, convert recipes, learn how to properly use and care for knives, practice mise en place, and explore basic cooking methods including seasoning and flavoring dishes.

### **CULN-0130      Food Production I 4 hours credit**

This course will explore stock making; soups; sauces; salad and salad dressings; and breakfast preparation. Students will participate in labs while also focusing on prior concepts of safety and sanitation, mise en place and knife skills. **Prerequisites:** *ServSafe Certification, Cooking Methods.*

### **CULN-0140      Food Production II 4 hours credit**

We will be exploring red meats, game, poultry, game birds, fish and shellfish during this course. Composition, structure, inspection, grading, classification, handling and storage will be covered for each type of meat. Students will be exposed to various cooking methods for each type and pairing with sides will be discussed. Presentation and appropriate garnish for each meat will be covered and practiced. **Prerequisites:** *ServSafe, Cooking Methods, Food Production I.*

### **CULN-0150      Food Production III 4 hours credit**

This course will expand on prior knowledge but also includes vegetable cookery, pasta and rice cookery, sandwich making, hors d'oeuvres, and food presentation. Students will be required to plan a 4 course menu and execute it appropriately using their prior knowledge from other courses. Also, students will explore International Cooking to apply all skills learned throughout the class.

### **CULN-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-0180      Customer Service 1 hour credit**

This course will teach the students about the importance of customer service to a business and how to obtain consistent quality service that ensures a profit for the business. Students may receive a national certification after successfully completing the ManageFirst exam.

### **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

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passing the exam students will receive a certification and can participate in food preparation labs.

### **CULN-0210      Baking & Pastry**

**4 hours credit**

This course will explore the principles of bakeshop production including the science of baking. Students will receive instruction and lab experience in yeast breads; quick breads; cakes/icing; pies; cookies; pastry products.

### **CULN-0220      Culinary Capstone**

**3 hours credit**

Students will apply all knowledge gained from previous Culinary Arts courses by creating, planning and executing a mock restaurant. Students will be managing other students in order to help them execute their restaurant concept. In turn, students will participate in other students mock restaurant experiences. In addition, students will be creating a portfolio using this experience to take with them for their future in the industry. *Prerequisites: Pass all courses in the Culinary Arts Program.*

### **CULN-0230      Culinary Arts Internship**

**3 hours credit**

Through an internship at a local company students will learn what it is like to work in the restaurant industry. Student must be working or interning at a job in the food service industry. *Prerequisites: Pass all required Culinary Arts classes.*

### **DIGI-0115      Beginning Photoshop**

**3 hours credit**

This course is an introduction to Adobe Photoshop. It is oriented to students who have not been exposed to the formal study of this program. Students will learn the basic Photoshop work area and tools, including such concepts as selecting, layers, filters, painting, retouching, creating special effects. Students will work on various projects and may work with animation and preparing images for the web.

### **DIGI-0116      Intermediate Photoshop**

**3 hours credit**

Students will acquire a working knowledge of the tools and techniques of Adobe Photoshop, as they are applied to graphic design, multi-media and other studio art applications. It is intended to build on the Computer Art One (Beginning Photoshop) course. The course will cover: advanced operation of tools and palettes, file formats, preparing and optimizing images for the web with Adobe Image Ready, transferring files, masks, paths and channels, color adjustment for printing and prepress production, advanced filters, animation for the web and general tips. *Prerequisite: DIGI-0115, Beginning Photoshop.*

### **DIGI-0117      Advanced Photoshop**

**3 hours credit**

Students will acquire an advanced knowledge of the tools and techniques of Adobe Photoshop, as they are applied to graphic design, multi-media and other studio art applications. The course will cover: operation of tools and palettes in advanced design projects. *Prerequisite: DIGI-0116, Intermediate Photoshop or its equivalent.*

### **DIGI-0131      Two Dimensional Design I**

**3 hours credit**

A course for beginning art students and those interested in art fundamentals, Two-Dimensional Design I introduces basic elements, principles, and techniques or organization used by artists. Six hours of studio per week are required.

### **DIGI-0132      Two Dimensional Design II**

**3 hours credit**

Two Dimensional Design II continues from Two Dimensional Design I. It requires the student to complete a series of designs based on the esthetics of various 20th century painting movements. *Prerequisites: DIGI 131 Two Dimensional Design I.*

### **DIGI-0174      Beginning Illustrator**

**3 credit hours**

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 credit hours**

Students will acquire an advanced knowledge of the tools and techniques of Adobe Illustrator, as they are applied to graphic design, multi-media and other studio art applications. The course will cover: advanced operation of tools and palettes. *Prerequisite: DIGI-0174, Beginning Illustrator.*

### **DIGI-0176      Graphic Design: Multi-Media and Web I**

**3 hours credit**

Students will acquire an introductory knowledge of the design and development of multimedia interactive interfaces and production of graphic images for those interfaces. A variety of software programs will be utilized in the production of still images and animations including some video editing. *Prerequisite: DIGI-0115, Beginning Photoshop.*

### **DIGI-0177      Graphic Design: Multi-Media and Web II**

**3 hours credit**

Students will acquire an advanced knowledge of the design and development of multimedia interactive interfaces and production of graphic images for those interfaces. A variety of software programs will be utilized in the production of still images and animations, including video editing. The production of interactive multimedia projects for student's professional portfolios will be emphasized. *Prerequisite: DIGI-0176, Graphic Design: Multi-Media and Web I.*

### **DIGI-0178      Graphic Design: Print Media I**

**3 hours credit**

This course is an introduction of techniques and information for graphic design focusing on print media. This course stresses creative development with sections on the history of graphic design, the design process, text and typography, layout, advertising design and electronic prepress. *Prerequisites: DIGI-0115, Beginning Photoshop.*

## Course Descriptions

### **DIGI-0179            Graphic Design: Print Media II**

#### **3 hours credit**

This course is an advanced course covering a continuation of techniques and information for graphic design focusing on print media covered in the prerequisite DIGI -0178 Graphic Design: Print Media I. This course stresses creative development with sections on the history of graphic design, the design process, text and typography, layout, advertising design and electronic prepress. This course emphasizes the practical use of digital tools and processes in graphic design as well as color management for graphic design. *Prerequisites: DIGI-0115, Beginning Photoshop; DIGI-0174, Beginning Illustrator; DIGI-0180, Publication Design (Quark), DIGI-0178, Graphic Design: Print Media I.*

### **DIGI-0180            Publication Design (Adobe InDesign)**

#### **3 hours credit**

Publication Design teaches the skills necessary for employment in the Design Industry or additional education. The class focuses on Adobe Indesign and the use of additional software in graphic design and page layout. The course covers digital typesetting, page composition, publication design as used in a professional environment, desktop publishing, the use of scanners, printers, digital drawing tablets, as well as files and images from a variety of programs which include Adobe applications and their proper use in page layout in Indesign.

### **DIGI-0191            Internship: Digital Graphics**

#### **3 hours credit**

Students will work in an approved training situation under instructional supervision. The internship is designed to give the student the opportunity to use the skills learned in the digital graphics program. Student interns will be required to complete a minimum of 135 hours of on-the-job training. *Prerequisites: DIGI-0176, Graphic Design: Multimedia and Web I, DIGI-0178, Graphic Design: Print Media I.*

### **DIGI-0192            Career Preparation: Digital Graphic Design**

#### **3 hours credit**

This course will provide interactive media majors instruction in the presentation of his or her work in a digital portfolio format of professional quality. A printed and written resume will be produced. Self-promotion, networking, job searches and interview skills will also be covered. *Prerequisites: DIGI-0176, Graphic Design: Multimedia and Web I.*

### **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.

### **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.

### **ECON-0203            Introduction to Labor Studies**

#### **3 hours credit**

This course is an integrated approach to the study of labor and economics and builds on the premise that the labor process, or work in general, can be better understood if it is grounded in the economic system within which it occurs. This course will thoroughly examine the American economic system together with specific issues and problems faced daily by American workers.

### **ECON-0210            Principles of Community Economic Development**

#### **3 hours credit**

This course is a multidisciplinary and a multicultural approach to the study of community economic development. It examines the theoretical and the practical aspects of community economic development with particular emphasis is on the socio-economic and political indicators. Critical issues such as income, jobs, the environment, sustainability, taxation, political participation, entrepreneurship and community resource mapping among others are addressed. *Prerequisite: ECON-0201, Principles of Macroeconomics or ECON-0202, Principles of Microeconomics or consent of the instructor.*

### **ECON-0250            Introduction to the Political Economy of Globalization**

#### **3 hours credit**

This course is a multidisciplinary approach to the study of global political economy in general and GLOBALIZATION in particular. It is designed to introduce students to the basic concepts, theories and the history of contemporary globalization. To that end, competing theories and various historical epochs particularly the Post World War II era are discussed. Of particular interests are an examination of the impact of globalization on the nation-states' socio-economic and political structures, the nature and the scope of global capitalist class alliance, capital/ labor relations, war and peace, global inequality, environmental issues, and human rights. *Prerequisite: ECON-0201 Principles of Macroeconomics ECON-0202 Principles of Microeconomics, or SOSC-0107 Sociology, or GEOG-0101 Introduction to Cultural Geography, GEOG-0102 Introduction to Physical Geography, or INBU International Relations.*

## Course Descriptions

### **EDUC-0160 Introduction to Teaching: Career Awareness**

#### **3 hours credit**

The goal of the course is increase awareness of self in relation to the roles of teachers. Career opportunities in education are considered. Field experience is an important component of the course. It consists of three hours observing at three school levels (elementary, middle, and secondary) and six hours interacting with practicing professionals (e.g., regular-classroom and special-area teachers, administrators, school psychologists, school counselors, and speech therapists). Group discussion is a second important component of the course. The discussions focus on reactions to the field experience, with emphasis on relating observations to self.

### **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 individuals and describing their characteristics. Twelve hours of observations in various classroom settings to observe individuals at different age levels and identify cognitive, socio-emotional, and psychomotor developmental patterns, is required.

### **EDUC-0262 Education in a Multicultural Society**

#### **3 hours credit**

This class encourages an approach to teaching and learning that is based on cultural pluralism and an interdependent world. It promotes the concept of equal access and educational excellence among all children and youth. Students are introduced to the integration of multicultural perspectives into traditional curriculum and methods of instruction. The content of this class focuses on the social constructions of class, ethnicity, gender, and culture.

### **ELET-0100 Electrical Safety**

#### **1 hour 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 regulations, 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**

#### **3 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 1**

#### **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. *Prerequisites: Math Assessment Test.*

### **ELET-0130 Basic Electricity**

#### **3 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 Basic 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



## Course Descriptions

expected to provide other basic hand tools and/or equipment.  
**Prerequisites:** *ELET-0101 Electromechanical Systems or ELET-0110 National Electric Code I.*

### **ELET-0151          Basic Residential Wiring II** **4 hours credit**

This course covers in more details electrical installation, operation, and maintenance for residential wiring. It will repeat some of the information in Residential Wiring I and focus on the National Electrical Code as well as wiring, equipment and etc. **Prerequisites:** *ELET-0150 Basic Residential Wiring I.*

### **ELET-0200          Commercial Wiring** **5 hours credit**

This course covers commercial wiring methods. Upon successful completion of this course, the student should be able to read commercial blueprints and apply the current National Electrical Code to commercial wiring systems. The student will gain working knowledge and hands-on experience with commercial wiring techniques. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment.  
**Prerequisites:** *ELET-0101 Electromechanical Systems.*

### **ELET-0203          Analog Circuits** **2 hours credit**

This course presents the basic concepts of electrical, electronic and digital circuits, components and theory of operation.

### **ELET-0206          Communication Fundamentals** **2 hours credit**

This course is designed to provide specialized skills for installing and testing local area network cabling and wireless installation. Twisted-pair, coax and fiber cables will be introduced and contrasted based on their characteristics and applications. Laboratory exercises for terminating and testing network cables and installing wireless systems will accompany the lectures. Students will be trained how to use common wiring tools and testing instruments. Methods of documenting LAN systems will also be introduced.

### **ELET-0210          National Electric Code II** **2 hours credit**

Upon successful completion of this course, the student should be able to use the current National Electrical Code to do calculations involving loads, lighting and circuit sizing. The course will cover typical load calculations used in both residential and commercial settings. The student should also be able to interpret and apply the National Electrical Code rules to special wiring systems including Hazardous Locations, Elevators, Remote-control circuits and Fire Alarm systems.  
**Prerequisites:** *ELET-0110 National Electric Code I.*

### **ELET-0232          Electrical circuits, Instruments, and Measurements**

**2 hours credit**  
This course introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: Electrical Symbols, Component Identification, Print Reading, Scales and Measurement. **Prerequisites:**

*ELET-0100 Electrical Safety, ELET-0101 Electromechanical Systems.*

### **ELET-0240          HVAC Systems** **2 hours credit**

This is a beginning course in heating, ventilation and air conditioning technology that is appropriate for HVAC majors and other interested students. Upon successful completion of this course, the student should be able to identify the function of the basic components of an air-conditioning system. Topics will include heat laws, refrigerants, oils and refrigeration cycles of residential and light commercial systems. In the lab, students will design, assemble and operate a working refrigeration system. Competencies will include brazing, wiring, evacuating and charging a system. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment.

### **ELET-0245          Troubleshooting Techniques** **2 hours credit**

Students study all areas of electrical trouble shooting including evaluating customer complaints, observing system operations, formulating a plan, reading and interpreting schematics.

### **ELET-0250          Industrial Wiring** **3 hours credit**

This course will demonstrate the installation of wiring systems for a classified area. Demonstrate bending ability as applied to IMC, GRC, and EMT conduit systems, to size feeders and branch circuits for multi-motor and single-motor systems and apply proper protective devices, and to learn work ethics.

### **ELET-0253          Motor Controls** **3 hours credit**

Students will have the opportunity to install manual and magnetic starters and contactors. The photoelectric and proximity controls and controls for agricultural and commercial equipment will be studied.

### **ELET-0255          Programmable Controllers** **2 hours credit**

This is an introductory course in programmable logic controllers. The course is designed for individuals without extensive electrical or controller backgrounds. Hardware aspects and programming aspects of controller operation are covered. The foundational controller logic symbols and controller logic operations necessary to interpret and write ladder logic programs are taught in this class. Students will enter, edit and test controller programs through assigned laboratory projects.

### **ELET-0260          Digital Circuits** **2 hours credit**

This is a beginning course in which students will study and practice the basic concepts of digital electronics. Topics will include digital number systems, logic gates, logic circuits, flip-flops, digital arithmetic, counters and registers.



## Course Descriptions

### **ELET-0265      Generators and Transformers** **2 hours credit**

This is an advanced course on the use of generators, transformers and motors. Upon successful completion of this course, the student should be able to interpret and apply the rules of the current National Electrical Code to wiring systems composed of these electrical components. Also, the student will gain a working knowledge of the theory of these single-phase and 3-phase electrical components and their practical applications in everyday use in the electrical industry. **Prerequisites:** *ELET-0101 Electromechanical Systems.*

### **ELET-0280      Electrical Internship I** **2 hours credit**

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes. **Prerequisites:** *Program Facilitator Approval.*

### **EMTC-0101      Applied Math for EMS** **3 hours credit**

EMTC-0101 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.

### **EMTC-0105      Emergency Medical Responder** **4 hours credit**

The EMTC-0105 course provides the opportunity to gain the knowledge and develop the skills necessary to administer basic life support care to ill or injured patients, and upon defined successful completion, apply for certification as a First Responder in the state of Kansas. EMTC-0105 must be successfully completed with a grade of "C" or better. **Due to State of Kansas requirements discussed at the first class, attendance of the first class session is mandatory.** **Prerequisite:** *ACCUPLACER Reading score of 65+ or equivalent.*

### **EMTC-0123      Emergency Medical Technician (EMT)** **8 hours credit**

The EMT courses (EMTC-0123 and EMTC-0124) provide the opportunity to gain the knowledge and develop the skills necessary to administer basic life support care to ill or injured patients, and upon defined successful completion, apply for certification as an EMT in the state of Kansas. Ten clock hours of clinical work, in addition to scheduled class time, are required. EMTC-0123 must be successfully completed with a grade of "C" or better prior to taking EMTC-0124. Due to State of Kansas requirements discussed at the first class, attendance of the first class session is mandatory. **Prerequisite:** *ACCUPLACER score of 65+.*

### **EMTC-0124      Emergency Medical Technician II** **4 hours credit**

The EMT courses (EMTC-0123 and EMTC-0124) provide the opportunity to gain the knowledge and develop the skills necessary to administer basic life support care to ill or injured patients, and upon defined successful completion, apply for certification as an EMT in the state of Kansas. A minimum of ten clock hours of clinical or field work, in addition to scheduled class time, are required. This will be scheduled through your instructor. EMTC-0123 must be successfully completed with a grade of "C" or better prior to taking EMTC-0124. Due to State of Kansas requirements discussed at the first class, attendance of the first class session is mandatory. **Prerequisite:** *Successful completion of EMTC-0123 with a grade of "C" or better. ACCUPLACER score of 65+.*

### **EMTC-0128      Emergency Medical Technician** **(EMT) Accelerated**

#### **10 hours credit**

The EMTC-0128 course provides the opportunity to gain the knowledge and develop the skills necessary to administer basic life support care to ill or injured patients, and upon defined successful completion, apply for certification as an EMT in the state of Kansas. A minimum of ten clock hours of clinical or field work, in addition to scheduled class time, are required. This will be scheduled through your instructor. EMTC-0128 must be successfully completed with a grade of "C" or better. Due to State of Kansas requirements discussed at the first class, attendance of the first class session is mandatory. **Prerequisite:** *Accuplacer Reading score 65+ or equivalent, and Kansas First Responder Certification or equivalent or Human Anatomy and Laboratory (BIOL-0141) or equivalent or Human Anatomy and Physiology (BIOL-0143) or equivalent; OR Instructor Approval.*

### **EMTC-0140      EMT Review** **2 hours credit**

This course is a review of didactic material. Its primary intent is to assist the student in preparing for the National Registry of Emergency Medical Technicians computer-adaptive test. The student should have completed an EMT Program and be eligible to sit for the NREMT Basic level exam. It may also aid currently-certified EMT's in obtaining continuing education.

In this discussion-oriented class the emphasis is placed on presenting an organized approach to examination preparation. It will provide the student with the opportunity to complete a number of computer-adaptive practice examinations by focusing the student's attention on the entry-level exam matrix. This course will help the student identify the entry-level content areas that require attention. **Prerequisite:** *None* **Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:**

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

## Course Descriptions

### **EMTC-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. The roles and responsibilities of the Mobile Intensive Care Technician will be discussed from a legal, practical, and philosophical point of view. The paramedic should be well versed in the legalities of emergency medical care. Practical considerations will be addressed. This section will also provide the paramedic student with an overview of the EMS system and its components/relationships. Rescue techniques and extrication, as well as emergency vehicle operations will be addressed. A section is devoted to the practical and mental response to a major incident including planning phases and triage. Additionally, sections on stress response and management, anatomy and physiology for the paramedic, basic pharmacology for the paramedic, and trauma and burns are also included. These sections familiarize the paramedic with such items as the causes and manifestations of stress in others and themselves, a working knowledge of normal body anatomy and physiologic processes, an introduction to the basic principles of pharmacology, and the medications used in the pre-hospital setting and how to handle trauma and burn cases. *Prerequisite: College course in Human Anatomy and Laboratory (BIOL-0141) or Human Anatomy and Physiology (BIOL-0143), Kansas state certification as an Emergency Medical Technician – Basic, Acceptance into the Kansas City Kansas Community College Mobile Intensive Care Technician Training Program.*

### **EMTC-0228 Paramedic Concepts II**

**8 hours credit**

In this course the student will learn to identify, assess, and manage illnesses and injuries involving the following body systems:

- Respiratory
- Cardiovascular
- Endocrine
- Genitourinary
- Reproductive

Within the body systems, specific attention is given to the following topics:

- Acute Abdomen
- Anaphylaxis
- Toxicology
- Alcoholism and Drug Abuse
- Infectious Diseases
- Environmental Concerns
- OB/GYN
- Behavioral

Although this class covers the entire lifespan, special attention will be given to the geriatric and pediatric populations. During this course students will also take the American Heart Association Advanced Cardiac Life Support Provider Course. Successful affirmation as a provider in this class is a requirement for completing this course. **FEES:** There is a \$150.00 lab fee for this course. *Prerequisites: EMTC-0227 Paramedic Concepts I.*

### **EMTC-0229 Paramedic Concepts III**

**4 hours credit**

In addition to continued classroom activities, presented in this integrated course are the opportunities for students enrolled in the MICT program to actively observe and participate in skills development learned in previous sections of the program. Students will have encounters with patients afflicted with illness or injury. *Prerequisite: Completion of MICT I, MICT II, (EMTC-0227 Paramedic Concepts I, EMTC-0228 Paramedic Concepts II).*

### **EMTC-0230 Paramedic Concepts IV**

**4 hours credit**

This course provides the student the opportunity to apply the principles of patient assessment, ECG interpretation, pharmacology, airway management, and patient treatment modalities in the pre-hospital setting. Students will be scheduled with a local EMS organization that provides advanced life support ambulance treatment and transportation. (Type I License) Students are assigned to work directly with a certified MICT. *Prerequisites: EMTC-0227 Paramedic Concepts I, EMTC-0228 Paramedic Concepts II, EMTC-0229 Paramedic Concepts III.*

### **EMTC-0241 Paramedic Clinical Practice I**

**4 hours credit**

This course provides the student an opportunity to apply didactic content 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 Emergency, Intensive Care, and Surgery. *Prerequisites: EMTC-0227 Paramedic Concepts I, EMTC-0228 Paramedic Concepts II Co-requisites: EMTC-0229 Paramedic Concepts III, EMTC-0242 Paramedic Clinical Practice I.*

### **EMTC-0242 Mobile Intensive Care Technician Clinical Practice II**

**4 hours credit**

This course provides the student an opportunity to apply didactic content 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 Dialysis, Labor & Delivery, Respiratory Therapy, Pediatrics, Burn Unit, Behavioral Health, Cath Lab, and First Response Pumper. Students are required to complete Community Service as part of this clinical practicum also. *Prerequisites: EMTC-0227 Paramedic Concepts I, EMTC-0228 Paramedic Concepts II. Co-requisites: EMTC-0229 Paramedic Concepts III, EMT-0241 Paramedic Clinical Practice I.*

## Course Descriptions

### **EMTC-0251 Paramedic Field Internship I**

**4 hours credit**

This course provides the student an opportunity to apply didactic 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 practice safe operation of equipment, and appropriate technology selection for desired therapeutic effects under the direct supervision of a paramedic preceptor. *Prerequisites: EMTC-0229 Paramedic Concepts III. Co-requisites: EMTC-0230 Paramedic Concepts IV, EMTC-0252 Paramedic Field Internship II, EMTC-0253 Paramedic Field Internship III*

### **EMTC-0252 Paramedic Field Internship II**

**4 hours credit**

This course provides the student an opportunity to apply didactic 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 practice safe operation of equipment, and appropriate technology selection for desired therapeutic effects under the direct supervision of a paramedic preceptor. *Prerequisites: EMTC-0229 Paramedic Concepts III. Co-requisites: EMTC-0230 Paramedic Concepts IV, EMTC-0251 Paramedic Field Internship I*

### **EMTC-0253 Paramedic Field Internship III**

**5 hours credit**

This course provides the student an opportunity to apply didactic 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 practice safe operation of equipment, and appropriate technology selection for desired therapeutic effects under the direct supervision of a paramedic preceptor. *Prerequisites: EMTC-0229 Paramedic Concepts III Co-requisites: EMTC-0230 Paramedic Concepts IV , EMTC-0251 Paramedic Field Internship I , EMTC-0252 Paramedic Field Internship II*

### **EMTC-0260 Paramedic Concepts- Medical Emergencies**

**4 hours credit**

In this course the student will learn to identify, assess, and manage illnesses and injuries involving the following body systems and topics:

- Genitourinary
- Toxicology
- Alcoholism and Drug Abuse
- Infectious Diseases
- Environmental Concerns
- Behavioral

Although this class covers the entire lifespan, special attention will be given to the geriatric and pediatric populations. During this course students will also take the American Heart Association Advanced Cardiac Life Support Provider

Course. Successful affirmation as a provider in this class is a requirement for completing this course. *Prerequisites: EMTC-0228 Paramedic Concepts II*

### **ENGL-0099 Pre-Composition**

**3 hours credit**

This course is designed to introduce students to college level writing and to prepare students for successful completion of Composition I and Composition II. Specifically this course focuses on principles of grammar, usage, sentence structure, and concepts of paragraph and essay writing. *Prerequisite: Appropriate assessment score as determined by the KCKCC Academic Resource Center Assessment Procedure.*

### **ENGL-0101 Composition I**

**3 hours credit**

Composition 101 is the first of two required composition courses. It is designed to help students achieve language proficiency and write paragraphs and essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience. *Prerequisite: Accuplacer scores of 75 in reading & 70 or higher in writing or completion of ENGL-0099 with a "C" or higher.*

### **ENGL-0102 Composition II**

**3 hours credit**

Composition 102 is the second of two required composition courses. A continuation of ENGL-0101, Composition I, this course emphasizes research, bibliographic, and writing skills. Students write a minimum of four (4) graded documented essays in MLA format. *Prerequisite: Completion of Composition I, ENGL-0101, with a "C" or higher.*

### **ENGL-0104 Introduction to Literature**

**3 hours credit**

Introduction to Literature explores the literary elements of the short story, poem, novel, play, and essay. As students read and discuss representative works by well-known authors, they will form baseline knowledge regarding a writer's style and the distinctive features of different genres. Moreover, students will come to understand their own literary preferences while developing an appreciation for quality literature.

### **ENGL-0105 Early World Literature**

**3 hours credit**

This introductory course to early world literature provides a general exposure to many western and non-western literary masterpieces composed from the ancient world through the Middle Ages and the Renaissance.

### **ENGL-0106 Modern World Literature**

**3 hours credit**

This introductory course to modern world literature provides the student with a general exposure to the great literary masterpieces on all world continents from the Enlightenment period to the present. Students will develop a greater depth and breadth of literary awareness, as well as a greater appreciation of different cultures and their respective masterpieces.

## Course Descriptions

### **ENGL-0107 Children's Literature**

#### **3 hours credit**

Children's Literature is a course designed for students interested in bringing children and books together. It is especially for students with English or Education majors, for pre-school or elementary school teachers, for parents, for those working with children in day-care centers, for librarians, and for parents and grandparents. The course would also be beneficial for those exploring the field of writing and illustrating children's books. Students will identify children's needs and interests, learn the criteria for choosing books for children, and demonstrate the means by which children and books can be brought together. Students will read, examine, and critique a variety of children's literature selected by author, genre, and historical time period.

### **ENGL-0108 Introduction to Poetry**

#### **3 hours credit**

This course covers a representative selection of classical and contemporary English and American verse, along with foreign-language poetry in translation. Students will have an opportunity to study poetry ranging from traditional styles to experimental forms. This course is a literature class, not a creative writing workshop.

### **ENGL-0109 Introduction to Fiction**

#### **3 hours credit**

Introduction to Fiction explores the short story and the novella and fosters an understanding of the essential vocabulary of literary criticism through class discussion and the writing of scholarly literary analysis.

### **ENGL-0131 The Movies**

#### **3 hours credit**

This course surveys the history of movies, with special emphasis on important films, directors, movements, and techniques. The students will become familiar with the rise of Hollywood and the studio system, several film genres and their evolution, and the chronological growth of film from the silents to the emergence of today's independent filmmakers both from the United States and on a global level. Films will be shown and discussed in class.

### **ENGL-0132 Science Fiction**

#### **3 hours credit**

This course investigates the formal, thematic, and stylistic characteristics of Science Fiction in a variety of formats such as the short story, the novel, and film. Students can expect a broad overview of the genre, including authors from the 19th and 20th centuries, and ending with any contemporary developments in Science Fiction, Fantasy, and/or related areas.

### **ENGL-0133 Women in Literature**

#### **3 hours credit**

This is an introductory course to the representative literature of women authors beginning in the late seventeenth-century through the twentieth century. The literature will be explored from the historical, social, and literary perspectives while seeking to articulate gendered roles and identities. The course will address issues such as the social construction of gendered roles and identities; the perceptions of women's strengths and

weaknesses; women's self-perception; and the varying ways in which women negotiate their positions as subordinate members in a society that privileges males. Different literary forms will be studied, including poetry and short stories. While the focus will be on common themes and perspectives, the course will also address differences in women's writing based on race, class, and ethnicity. The selections will include literature from the dominant culture, from minority cultures within the United States, as well as literature from international female authors.

### **ENGL-0135 World Mythology**

#### **3 hours credit**

This course introduces world myths that pervade cultures of both ancient and modern civilizations, enabling students to recognize and write about allusions to such myths found in art, architecture, and literature.

### **ENGL-0136 Short Story**

#### **3 hours credit**

This course examines one of the most popular literary genres: the short story. The popularity of the short story may arise from its conciseness in form, its focus on one major event, theme, or character. Stories include both nineteenth century classics and contemporary works. In addition to investigating the literary elements that form the short story genre, students may expect to study important schools of literary criticism and important movements within the history of the short genre.

### **ENGL-0137 The Bible as Literature: Old Testament**

#### **3 hours credit**

This introductory course to the Bible as literature exposes students to the study of the Old Testament as literature. Selected readings from the Old Testament will be subjected to the scrutiny of literary and gendered analysis. The question of dates and authorship will be discussed. Students will learn about some of the different types of literature to be found in the Old Testament. Additionally, the materials will be analyzed in terms of imagery, symbolism, metaphor, theme, purpose, diction, voice, etc.

### **ENGL-0140 Detective Fiction**

#### **3 hours credit**

Detective Fiction offers students a chronological overview of the genre. Several styles and authors will be covered, including the rise of the hard-boiled style of the 1930s and the 'noir' style of the 1950s, the rise of the 'cozy' mystery, and the evolution of the genre in the United States and globally. Various novels and short stories will be covered.

### **ENGL-0204 Creative Writing**

#### **3 hours credit**

Introduction to Creative Writing is open to all students regardless of skill level or prior experience with creative writing. With this in mind, ENGL-0204 is an introductory course designed to explore the art and craft of writing poems and short stories. In this course, we will read and discuss classic and contemporary examples of poems and short stories with the goal of understanding and increasing our awareness of the aesthetic choices writers face when composing poems and short stories. In addition, we will examine the formal and



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technical aspects of poetry and short stories. To this end, this course will employ a workshop format (common to upper-division creative writing courses) that will require students to submit original pieces of creative writing to the class for peer review.

### **ENGL-0206      Technical Writing**

#### **3 hours credit**

Designed for concise writing in the technical fields of computer science, engineering technology, electronics, drafting, construction management, and sciences, the course includes description tools and mechanisms, processes, analysis, editing, examination of literature in the major, and a field project. Technical management finds this course useful. *Prerequisites: Completion of ENGL-0101, Composition I, with a "C" or higher.*

### **ENGL-0210      Early American Literature**

#### **3 hours credit**

Early American Literature is a survey course which traces the origins of America's spiritual, political, and cultural growth from the Colonial Period to the Civil War. From the religious writings of authors such as Jonathan Edwards, Cotton Mather, and Anne Bradstreet, to the political writings of authors such as Thomas Paine, Benjamin Franklin, and the Federalist Papers; from the antislavery writings of authors such as Harriet Beecher Stowe, Frederick Douglass, and Henry David Thoreau, to the fiction of authors such as Hawthorne, Cooper, and Poe; students will come to understand the texts that serve as the foundation for much of what America has become today.

### **ENGL-0211      Modern American Literature**

#### **3 hours credit**

Modern American Literature is a survey course which covers literature from the Civil War to the present. This course explores the birth of authentic American voices and themes. From local color writing and realism of the mid 1800's, to naturalistic writing in the early twentieth century, through imagism, surrealism, and minimalism; this is an exciting time in American Literature, producing nine Nobel Prize winners including Toni Morrison, John Steinbeck, Ernest Hemingway, William Faulkner, and Eugene O'Neil.

### **ENGL-0212      Drama as Literature: Early to Modern**

#### **3 hours credit**

Drama as Literature is a course designed to allow students the opportunity to study plays as a literary form as distinguished from studying plays as performance. The course will begin with a survey of Classical Greek drama and finish by investigating the currents of the modern and contemporary stages. The goal of this course is to develop a heightened sensitivity to the vital elements of drama including plot, characterization, setting, dialogue, music, movement, and theme. Students will also examine various movements within dramatic history. Finally, students will apply critical methods of reading drama that will illuminate the intersection of class, race, gender, and power in the chosen plays.

### **ENGL-0214      Afro-American Literature**

#### **3 hours credit**

This is a survey course of African American literature and culture examining the aesthetics of the African American literary tradition and exploring the African American experience through the analysis of music, poetry, fiction, nonfiction, and drama. The course content asks that we reconsider the sources of our knowledge of the past and to augment that knowledge through the voices of African Americans.

### **ENGL-0217      Early English Literature**

#### **3 hours credit**

Major British authors are studied within the context of their times and traditions. Through a variety of readings, including poetry, drama, and the essay, the class will explore the changing aesthetic, social, political, and ethical conventions of our literary heritage. Selected readings include English literature from Beowulf to the Neoclassical period. The survey may include works by Chaucer, Marlowe, Shakespeare, Milton, and others.

### **ENGL-0218      Modern English Literature**

#### **3 hours credit**

Major British authors are studied within the context of their times and traditions. Through a variety of readings, including poetry, drama, and the essay, the class will explore the changing aesthetic, social, political, and ethical conventions of our literary heritage. There will be selected readings in English literature beginning in the Romantic period with William Blake and concluding in the twentieth century. The survey may include works by Shelley, Keats, Tennyson, Yeats, Lawrence, Eliot, and others.

### **ENGL-0220      American Indian Literature**

#### **3 hours credit**

This course surveys the literary traditions—from oral to contemporary literature—of tribes indigenous to the contiguous United States, fostering a familiarity with literary terms particular to understanding native literary elements, while examining American Indian influences on various periods of American literature through the discussion of and the writing of scholarly literary analysis.

### **ENGL-0221      Latino Literature and Cultures**

#### **3 hours credit**

The literatures and cultures from six representative regions in Latin America are explored. These regions include the Southern Cone (Argentina), the Andean Region (Peru), Central America (Guatemala and Nicaragua), the Caribbean (Colombia and Puerto Rico), Mexico, and Chicana literature in the United States. By reading short stories, two novels, and a testimonial, students will reflect on such issues as self-identity, recognition of otherness, race, class, gender, marginalization, and encroachment.

### **ENGR-0103      Descriptive Geometry**

#### **3 hours credit**

Graphic solution of geometric problems in three dimensions, problems relate to points, lines and planes, the intersection and development of surface and forms and the practical



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applications of the principals involved. Emphasis is placed on developing the students' ability to read exactly, to think exactly, and to draw exactly.

### **ENGR-0104      Applied Math I**

#### **5 hours credit**

A survey of topics relevant to computer technicians that includes: number systems, logic, truth tables, Boolean algebra, base02 and base 16 representation and circuit reduction. The course will emphasize problem solving techniques. *Prerequisite(s): above 31 on Accuplacer or MATH-0099, Elementary Algebra & CIST-0101, Computer Concepts & Applications or Instructor Permission.*

### **ENGR-0105      Print Reading**

#### **3 hours credit**

Students will read, interpret and visualize drawings and prints from actual industries. This Course is designed to assist beginning and intermediate students to read and understand Industrial and Architectural prints.

### **ENGR-0106      Computer Aided Drafting**

#### **3 hours credit**

Computer-Aided Drafting introduces students to CAD concepts, processes, and systems. Students are instructed on new methods of producing engineering drawings with computers. Various output methods are employed including laser, inkjet and multi-color plotting.

### **ENGR-0107      Construction Management**

#### **4 hours credit**

This course will provide the student with an overview of the construction process from excavation to final landscaping. Instruction will include calculating the cost of earthmoving, concrete preparation and finishing, and wood frame construction. Students will plan and schedule a construction project using the linear scheduling method, the bar chart method, and the critical path method.

### **ENGR-0108      Electronic Circuit Fundamentals**

#### **3 hours credit**

This beginning course in electronics technology is to give a clear concept of direct current, the relationship between voltage, current and resistance. Also to familiarize with laboratory instruments, circuit components and basic measuring techniques. In order to build a solid foundation for the entire program, an individual must have a clear concept of D.C. electricity. The student must recognize basic electronic components, instruments and circuit symbols. The student should be able to draw a schematic diagram of a circuit. Last but not least, the student should know how to use the instruments and make quantitative measurements of electronic units. This introductory course is designed to lead students to understand and retain in their minds the basic circuit fundamentals of electronics. *Prerequisite: Simple understanding of mathematics.*

### **ENGR-0109      Semiconductor Electronics**

#### **3 hours credit**

Semiconductor Electronics is an introduction to semiconductor

materials, the concept of junction and biasing, diodes, and transistors. Students use semiconductor components in circuits and construct circuits in laboratory experiments as well as recognize various semiconductor components and their characteristic data from the manufacturer's data books. *Prerequisite: Concurrent enrollment in ENGR-0108, Electronic Circuit Fundamentals recommended.*

### **ENGR-0115      Circuit Analysis I**

#### **3 hours credit**

A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, Thevenin's Theorem and Norton's Theorem. There will be an explanation of RC time constants, capacitive circuits, inductive circuits, transformers and tuned circuits. Study of basic amplifiers and construction of power supplies circuits. To understand circuit analysis, it is necessary to understand various affecting factors such as voltages, current resistive, capacitive and inductive components. This course is designed to give maximum understanding in circuit analysis and circuit buildup. *Prerequisites: ENGR-0108 Electronic Circuit Fundamentals.*

### **ENGR-0140      Introduction to Global Positioning Systems**

#### **4 hours credit**

This course will provide the student with knowledge of the Global Positioning System. The student will learn how to use NAVSTAR GPS to locate precise positions on the globe; to plot a course and navigate using a handheld global positioning receiver. This course will show how civil drafting data may be collected on a GPS receiver and input into the computer to generate plot plans.

### **ENGR-0151      Drafting Technology**

#### **3 hours credit**

This course is designed to provide fundamental knowledge of the principles of drafting as well as skill in the basic drafting construction methods. It covers such topics as orthographic projection, dimensioning, geometric construction, sketching, auxiliary views, sectioning, and charts and graphs.

### **ENGR-0152      3D Modeling Drafting with Inventor**

#### **4 hours credit**

This course is designed to provide the student with a basic knowledge of machine drafting and design. Instruction covers dimensioning, tolerancing, fits, fastening devices, gears, cams, welding drawings, assembly and working drawings as well as an understanding of drafting standards and industrial drafting practices. *Prerequisite: ENGR-0151, Basic Drafting Technology.*

### **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.

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### **ENGR-0195      Fundamentals of ArcView GIS**

#### **4 hours credit**

This course is designed to present the concepts upon which GIS technology is based, what it does, and how it works. ESRI ArcView Software will be used which will allow the student to become familiar with the most widely used GIS Software in the world. It will further allow students to visualize information in new ways revealing relationships, trends, and patterns that are not visible in other systems. The student will learn how to use ArcView Software to answer a variety of questions.

**Prerequisite:** *ENGR-0131, Introduction to Geographic Information Systems.*

### **ENGR-0196      GIS for Homeland Security**

#### **3 hours credit**

In the wake of September 11, Hurricane Katrina, and Hurricane Ike, much attention has been focused on how to provide our communities and agencies with the most effective tools and solutions to prepare for, protect against, recover from, and respond to threats to our national security. GIS for Homeland Security will provide students with a hands-on, broad-based approach to learning GIS (Geographic Information System Technology) with emphasis in homeland security planning and operations. This course includes a series of exercises that will integrate the best practices of GIS and public safety in times of deliberate attacks and natural disasters. Students will utilize ESRI ArcView software to manipulate and analyze data and scenarios developed by the U.S. Department of Homeland Security. Students will apply geospatial analysis to enhance situational awareness, disseminate information, protect infrastructure and help communities recover from destructive and devastating events.

### **ENGR-0204      Applied Calculus I**

#### **5 hours credit**

This course is designed for Electronic students in particular, to teach them application of calculus in Electronics. Students will learn Limits, Graphic Differentiation, Derivatives, Maxima, Minima, Hyperbolic Function, Partial Derivatives, Integration, Maclaurin Series and Fourier series. Students will learn Fourier analysis and Laplace transform. They will perform laboratory experiments and do calculations using Laplace transforms.

**Prerequisite:** *ENGR-0104, Applied Math I.*

### **ENGR-0206      Advanced Computer Aided Drafting**

#### **3 hours credit**

This course is designed to advance the students' knowledge of CAD concepts, processes and systems. Students receive instruction on advanced methods of producing engineering drawings with computers. Subjects include architectural and engineering CAD template drawing, three dimensional drawing, database interchange, drawing digitization, CAD slide shows, and script file drawing. Advanced methods of drawing creation, management and storage will be utilized. Advanced output methods will include multicolor hardcopy and multipen plotting. **Prerequisite:** *ENGR-0106, Computer Aided Drafting.*

### **ENGR-0211      Digital Electronics I**

#### **4 hours credit**

Detailed study of sequential logic circuits, counters, shift registers and clocks. Explain decoders, encoders, multiplexers, demultiplexers. There will be a study of code converters, memories and logic arrays. Explanation of digital test equipment and frequency counters. This course is a continuation of Digital Electronics, Part I. Upon completion of this course, the students will have a thorough understanding of computers and their operation. Students will be able to understand logic circuit, fault-finding and repair. Students will also have a firm understanding of memories used in digital computer systems and their capacities. Students, upon completion of this course, will be able to design and make any kind of digital displays, counters and registers. This course will lead to a good understanding of microprocessors. **Prerequisite(s):** *Completion of ENGR-0108, Electronic Circuit Fundamentals.*

### **ENGR-0216      CAD-MicroStation**

#### **3 hours credit**

Designed to introduce Computer-Aided Design (CAD) using MicroStation by Bentley™, this course provides students with the opportunity to practice and develop proficiencies using software command syntax, CAD drawing strategies, cells libraries, and the input of numerical data.

### **ENGR-0225      Voice and Data Communication**

#### **4 hours credit**

There will be a detailed study of voice and data communication network systems. A study of receivers, transmitters, station equipment and transmission media in telephone industries. Students will also learn about switching and networking, and will perform experiments in modulation, sampling, multiplexing and the telephone lines.

### **ENGR-0251      Building Planning with REVIT**

#### **3 hours credit**

This course will provide fundamental knowledge of such topics as sketching, architectural lettering styles, symbols and their interpretations. This course will also provide knowledge of basic house construction with building codes, building materials, dimensioning and section details. Students will design and draw a set of house plans and a presentation plan using AutoCAD and architectural desktop software. **Prerequisite:** *ENGR-0106, Computer Aided Drafting.*

### **ENGR-0253      Structural Steel Drawing with REVIT**

#### **3 hours credit**

This course covers the practical and related information concerning the various types of structural steel, reinforced concrete, and curtain wall construction. A study is made of overall construction problems with emphasis on interpretations of technical drawings, erection plans, and detailed drawings.. **Prerequisite:** *ENGR-0106, Computer Aided Drafting.*

### **ENGR-0257      CAD Systems**

#### **3 hours credit**

This course is designed for the person that will maintain daily operation of CAD systems. Information covered will be hardware selection, drawing naming and archiving techniques,

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keeping time records, file recovery techniques, using Windows to organize hard disk space, setting up CAD software for maximum performance, menu systems, symbol libraries, bill of material extraction, advanced CAD commands and an introduction to advanced Rendering. A continual shift from traditional drafting to computer aided drafting has created a need for individuals to learn management of CAD systems.  
**Prerequisites:** *ENGR-0106, Computer Aided Drafting.*

### **ENGR-0260      Advanced Machine Drafting** **4 hours credit**

Students choose the field of specialization from the areas of architectural drawing, structural steel drawing, machine drafting, commercial building planning, or industrial illustration. They will follow the course outline designated for their area of specialization and proceed with advanced problems of that area performing both research and development using AUTOCAD™.

### **ENGR-0262      Commercial Building Planning** **4 hours credit**

This course is designed to provide knowledge of light commercial building through such topics as problems in planning a building, traffic flow, site conditions, building codes, general use categories, landscaping and miscellaneous problems. Drawings will be completed using AUTOCAD™ and architectural software. The student will design and draw plans for a light commercial building.

### **ENGR-0264      Industrial Illustration** **4 hours credit**

Students choose an area of specialization from the areas of architectural, structural steel, machine drafting, or industrial illustration. Students will follow the course outline designed for their area of specialization and proceed with advanced problems in that area performing research and development.

### **ENGR-0266      Structural Steel Drafting** **4 hours credit**

This course is a continuation of the Introduction to Structural Drawing, ENGR-0253. This course further develops the students' knowledge of prefabricated steel structures and advanced work in Computer-Aided Drafting (CAD).

### **ENGR-0268      Civil Drafting Technology** **4 hours credit**

This course will provide the student with information in the area of civil drafting. It will provide instruction from surveying to construction, courthouse research to artistic interpretation. It will further include GIS (Geographic Information Systems) as applied to civil drafting and the basic components of mapping.

### **ENGR-0281-0282 Drafting Field Project I - II** **3 hours credit each**

These courses are set up to award drafting technology students three hours credit for "on-the-job" training. The purpose of this type of course is two-fold: to give students practical experience in the field of drafting, and to allow prospective employers to be aware of student's abilities.

### **ESOL-0030      Improving Pronunciation – A Class for 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-0040      Beginning ESL Vocabulary I** **3 credit hours**

Beginning ESL Vocabulary I provides three (3) hours of contact time per week for the purpose of increasing vocabulary, reading comprehension, listening, and writing skills. New words are presented in the context of 38 thematic units such as work, transportation, health, and government.

### **ESOL-0041      Beginning ESL Vocabulary II** **3 credit hours**

Beginning ESL Vocabulary II is a continuation of Beginning ESL Vocabulary I. It provides three (3) hours of contact time per week for the purpose of increasing vocabulary, reading comprehension, listening, and writing skills. New words are presented in the context of 38 thematic units such as education, science, and commerce. **Prerequisites:** *Beginning ESL Vocabulary I, ESOL-0040 or equivalent.*

### **ESOL-0042      Intermediate ESL Vocabulary I** **2 hours credit**

Intermediate ESL Vocabulary I provides two (2) hours of contact time per week for the purpose of increasing vocabulary, reading comprehension, listening, and writing skills. New words are presented in the context of 25 thematic units such as government, banking, and education. **Prerequisites:** *Beginning ESL Vocabulary II, ESOL-0041 or equivalent.*

### **ESOL-0043      Intermediate ESL Vocabulary II** **2 hours credit**

Intermediate ESL Vocabulary II is a continuation of Intermediate ESL Vocabulary I. It provides two (2) hours of contact time per week for the purpose of increasing vocabulary, reading comprehension, listening, and writing skills. New words are presented in the context of 25 thematic units such as environment, politics, and geography. **Prerequisites:** *Intermediate ESL Vocabulary I, ESOL-0042 or equivalent.*

### **ESOL-0060      Beginning ESL Listening/Speaking I** **2 hours credit**

This course is designed to improve listening comprehension and oral expressive skills for non-native speakers of English at the beginning level.

### **ESOL-0061      Beginning ESL Listening/Speaking II** **2 hours credit**

This course is a continuation of Beginning ESL Listening/Speaking I and is designed to improve listening comprehension and oral expression skills for non-native speakers of English at the beginning levels. **Prerequisite:** *Beginning ESL Listening/Speaking I, ESOL-0060 or equivalent.*

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### **ESOL-0062      Beginning ESL Reading I**

#### **3 hours credit**

Beginning ESL Reading I includes instruction on the use of vocabulary, idioms, dictionary skills, comprehension, and study skills for beginning level non-native readers and writers of English. Presented in a thematic context, students explore different aspects of the American experience.

### **ESOL-0063      Beginning ESL Reading II**

#### **3 hours credit**

Beginning ESL Reading II is a continuation of ESOL-0062. Instruction includes use of vocabulary, idioms, dictionary skills, comprehension, and study skills for beginning level non-native readers and writers of English. Presented in a thematic context, students explore different aspects of the American experience. *Prerequisite: Beginning ESL Reading I, ESOL-0062 or equivalent.*

### **ESOL-0064      Beginning ESL Writing/Grammar I**

#### **4 hours credit**

Beginning ESL Writing/Grammar I is designed to provide practice in skills which can begin to bridge the gap between the study of English as a Second Language and the effective use of English in the college classroom. The course includes integrated units of study in listening comprehension, pronunciation, grammar, writing, reading, and vocabulary for beginning level ESL students.

### **ESOL-0065      Beginning ESL Writing/Grammar II**

#### **4 hours credit**

Beginning ESL Writing/Grammar II is a continuation of Beginning ESL Writing/Grammar I and is designed to provide further practice in skills which can begin to bridge the gap between the study of English as a second language and the effective use of English in the college classroom. The course includes continued study in listening, writing, reading, and vocabulary for beginning level ESL students. *Prerequisite: Beginning ESL Writing/Grammar I, ESOL-0064 or equivalent.*

### **ESOL-0066      Intermediate ESL Listening/Speaking I**

#### **3 hours credit**

Intermediate ESL Listening / Speaking I is designed for students who have previously studied English and have basic knowledge of grammar and vocabulary, but who lack the skills and confidence to converse fluently. Activities include listening, speaking, and communicative exercises for pairs and small groups, as well as a major individual presentation. *Prerequisite: Beginning ESL Listening / Speaking II, ESOL-0061 or equivalent.*

### **ESOL-0067      Intermediate ESL Listening/ Speaking II**

#### **3 hours credit**

Intermediate ESL Listening / Speaking II is a continuation of Intermediate ESL Listening / Speaking I designed for students who have previously studied English and have basic 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. *Prerequisite: Intermediate ESL Listening / Speaking I, ESOL-0066 or equivalent.*

### **ESOL-0068      Intermediate ESL Reading I**

#### **3 hours credit**

Intermediate ESL Reading I provides three (3) hours of contact time per week and includes instruction, discussion, and practice in vocabulary, idioms, special expressions, and dictionary skills for intermediate level non-native readers. Cultural topics such as holidays, food taboos, body language, and the changing role of women are included for the purpose of increasing vocabulary and reading comprehension. Students are also asked to select outside reading materials. *Prerequisite: Beginning ESL Reading II, ESOL-0063 or equivalent.*

### **ESOL-0069      Intermediate ESL Reading II**

#### **3 hours credit**

Intermediate ESL Reading II provides three (3) hours of contact time per week and includes instruction, discussion, and practice in vocabulary, idioms, special expressions, and dictionary skills for intermediate level non-native readers. Speed and accuracy of reading comprehension is also stressed. *Prerequisite: Intermediate ESL Reading I, ESOL-0068 or equivalent.*

### **ESOL-0070      Intermediate ESL Writing/Grammar I**

#### **4 hours credit**

Intermediate ESL Writing/Grammar I provides four contact hours per week and includes integrated units of study in grammar and writing for intermediate level non-native speakers and writers of English. This course is designed to provide 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 the college classroom classrooms. *Prerequisite: Beginning ESL Writing/Grammar II, ESOL-0065 or equivalent.*

### **ESOL-0071      Intermediate ESL Writing/Grammar II**

#### **4 hours credit**

Intermediate ESL Writing/Grammar II is a continuation of Intermediate ESL Writing/Grammar I. It provides four contact hours per week and includes integrated units of study in grammar and writing for intermediate level non-native speakers and writers of English. It is designed to provide 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. *Prerequisite: Intermediate ESL Writing/Grammar I, ESOL-0070 or equivalent.*

### **ESOL-0072      Advanced ESL Listening/Speaking I**

#### **3 hours credit**

Advanced ESL Listening / Speaking I provides three contact hours per week and includes units of study in speaking and listening for advanced level non-native speakers of English. It is designed to provide 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. *Prerequisite: Intermediate ESL Listening / Speaking II, ESOL-0066 or equivalent.*



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### **ESOL-0073      Advanced ESL Listening/Speaking II** **3 hours credit**

A continuation of Advanced ESL Listening / Speaking I, this course is designed to improve listening, note taking, and pronunciation skills for non-native speakers and writers of English at an advanced level. *Prerequisite: Advanced ESL Listening / Speaking I, ESOL-0072 or equivalent.*

### **ESOL-0074      Advanced ESL Vocabulary I** **2 hours credit**

Advanced ESL Vocabulary I provides two (2) hours of contact time per week for the purpose of increasing vocabulary, reading comprehension, listening, and writing skills. New words are presented in the context of 25 thematic units such as governmental systems, chemistry, and sociology. *Prerequisite: Intermediate ESL Vocabulary II, ESOL-0043 or equivalent.*

### **ESOL-0075      Advanced ESL Vocabulary II** **2 hours credit**

Advanced ESL Vocabulary II provides two (2) hours of contact time per week for the purpose of increasing vocabulary, reading comprehension, listening, and writing skills. New words are presented in the context of 25 thematic units such as governmental systems, chemistry, and sociology. *Prerequisite: Advanced ESL Vocabulary I, ESOL-0074 or equivalent.*

### **ESOL-0076      Advanced ESL Reading I** **3 hours credit**

Advanced ESL Reading I features authentic readings of broad appeal in the areas of sociology, art science, anthropology, business, and psychology. *Prerequisite: Intermediate ESL Reading II, ESOL-0069 or equivalent.*

### **ESOL-0077      Advanced ESL Reading II** **3 hours credit**

Advanced ESL Reading II features twenty (20) timeless short stories of varying theme, approach, tone, and difficulty. Students are encouraged to explore the underlying meanings for each story, as well as each author's distinct literary style. *Prerequisite: Advanced ESL Reading I, ESOL-0076 or equivalent.*

### **ESOL-0078      Advanced ESL Writing/Grammar I** **4 hours credit**

Advanced ESL Writing/Grammar I includes integrated units of study in grammar and writing for the advanced level non-native speakers and writers of English. Designed to bridge the gap between the study of English as a second language and the effective use of English in the college classroom, the course emphasizes writing and grammar. *Prerequisite: Intermediate ESL Writing/Grammar II, ESOL-0071 or equivalent.*

### **ESOL-0079      Advanced ESL Writing/Grammar II** **4 hours credit**

Advanced ESL II is a continuation of ESOL-0078 Advanced ESL Writing/Grammar I and includes further study in grammar and writing for the advanced level non-native speakers and writers of English. Designed to bridge the gap between the study of English as a second language and the effective use of English in the college classroom, the course emphasizes

writing and grammar. *Prerequisite: Advanced ESL Writing/Grammar I, ESOL-0078 or equivalent.*

### **ESOL-0080      TOEFL Preparation** **3 hours credit**

TOEFL Preparation provides three (3) hours of contact time per week and gives students the skills, strategies, practice and confidence they need to increase their scores on all sections of the TOEFL. *Prerequisite: Permission of ESL coordinator.*

### **ESOL-0081      English for Academic** **Purposes: Nursing**

#### **3 hours credit**

Students whose first language is not English can increase their opportunity for success in future nursing courses, especially Fundamentals of Nursing and clinicals. Special attention will be given to the improvement of oral communication, reading comprehension, and multicultural understanding. *Prerequisites: ESOL-0073, Advanced ESL Listening/Speaking II or equivalent and ESOL-0079, Advanced ESL Writing/Grammar II or equivalent and HUDV-0101, Strategies for Academic Excellence/Lifelong Learning.*

### **EXSC-0101      Aerobics (Group Fitness)**

#### **1 hour credit**

A list of various types of aerobic classes will be available for students to participate in each semester. A list of aerobic classes and times is located within the KCKCC Wellness & Fitness Center website or at the front desk of the wellness center. The aerobic classes will include cardiovascular, resistance training, muscle toning, stability and flexibility. Aqua aerobic classes are not included within this group fitness. *Prerequisite: Students MUST have a KCKCC student ID card to participate in Aerobic (Group Fitness) classes. Students must check in at the Wellness & Fitness Center prior to the start of the class. Students arriving more than 10 minutes late will not be permitted to attend class because they have missed the warm-up routine. For safety purposes, all students must participate in the entire class format including warm-up.*

### **EXSC-0101      Aerobics (Aqua)**

#### **1 hour credit**

Students will meet as a group with an aqua aerobics instructor two times per week. Students are not expected to have prior understanding of aqua aerobics. The course will take place in a swimming pool and will include cardiovascular and resistance training to aerobic music led by a certified aquatic instructor. There may be many levels of participation, and the instructor will cater the class so that everyone can enjoy the instruction at their own level. This is also a chance to form new friendships, and meet people with similar interests. *Prerequisites: Participants must be able to swim and have no fear of the water.*

### **EXSC-0108      Bowling**

#### **1 hour credit**

Instruction in skills, history, and etiquette of bowling is provided. The individual gains practice in fundamental skills and techniques. Students will be responsible for their own bowling fees. KC Bowl charges a fee of \$2.00 per game (\$4.00 per week Fall, Spring, and \$6.00 Summer session).



## Course Descriptions

### **EXSC-0114      Infant and Toddler First Aid and CPR 1 hour credit**

This course is designed for the child care giver. First aid and safety in the preschool years will be emphasized. CPR will also be taught. The student will be required to attend all 16 hours of the course to be certified by American Heart Association.

### **EXSC-0115      First Aid 2 hours credit**

The theory and practice of First Aid and safety are covered. The methods of administering first aid in case of accident or sudden illness; bandaging; resuscitation; and caring for wounds and injuries, CPR and AED training. First aid lab sessions are required for this course. Students can complete these lab sessions on ground at KCKCC Allied Health building during scheduled dates or complete the lab work under the supervision of a certified first aid instructor within your local area. Successful completion of this course results in certification by American Heart Association. *Prerequisite: Basic computer skills and regular Internet access/skills. Please review the On-Line Course Requirements.*

### **EXSC-0116      Current Topics and Issues in Exercise Science**

#### **1 hour credit**

This course examines significant and recent topics or development in the field of exercise science, wellness, health and fitness. It is also designed to integrate topics from a variety of disciplines and other health care providers in area which have common interest. Emphasis will be placed on current educational topics such as relaxation & stress management, weight management & nutrition, alternative medicine, new cardiovascular and strength exercise techniques, professional credentials, hypokinetic diseases, and fitness testing which have an immediate impact on the exercise science profession.

### **EXSC-0120      Golf 1 hour credit**

There will be instruction in the etiquette, skills, rules, and terminology of golf. Practice in development of techniques and strategy in golf.

### **EXSC-0128-0131      Running Awareness 1 hour credit**

Running Awareness is designed to improve cardiovascular fitness. Topics include proper mechanics of running and training, why stretching is important, shoe wear, target zone of heart rate to achieve maximum benefit from running, proper warm up, and injury prevention and care.

### **EXSC-0132      Beginning Swimming 1 hour credit**

This is an introductory course for students to acquire beginning swimming skills. Students will gain skills in buoyancy, support and propulsion, basic backstroke, kick and pull, breathing, glide, sidestroke, crawl stroke and breaststroke.

### **EXSC-0133      Intermediate Swimming 1 hour credit**

This course is designed for students to review the crawl and

breaststroke and improve them to competitive levels. In addition, students will learn the butterfly, backstroke and competitive turns. *Prerequisite: Completion of EXSC-0132, Beginning Swimming, or current Red Cross beginning swimming certification.*

### **EXSC-0134      Advanced Swimming and Lifesaving 1 hour credit**

This course is designed for students to improve all the basic swimming strokes, turns and dives. In addition, students learn how to guard, anticipating and preventing problems before they occur, and taking action to help those in danger when necessary. *Prerequisite: Completion of EXSC-0132, Beginning Swimming, and EXSC-0133, Intermediate Swimming, or Current Red Cross Beginning and Intermediate Swimming Certification.*

### **EXSC-0135      Tennis I 1 hour credit**

Tennis class is designed for two purposes: 1) to appreciate the game of tennis; 2) to learn proper techniques and improve the student's knowledge and skills.

### **EXSC-0139      Walking for Fitness 1 hour credit**

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, learning experiences, and performances outside the classroom. Methodology will be selected to best meet student needs.

### **EXSC-0143      Weight Training - Physical Conditioning 1 hour credit**

This is a multi-level course designed to improve the participant's muscular strength and/or endurance and to provide instruction on how to safely perform numerous resistance training exercises and how to design your own resistance training plan.

### **EXSC-0147      Employee Wellness 1 hour credit**

Student/Staff ID required to check-in. Appropriate workout attire. Men over 40 and women over 50 are required to show physician's approval to exercise. Students with any major medical problems, including cardiovascular disease, hypertension, diabetes, obesity or pregnancy must show physician's approval. Physician's approval forms can be picked up at the fitness center prior to the fitness screening.

### **EXSC-0148-151      Wellness and Fitness Center 1 hour credit (pass/no pass)**

"Wellness & Fitness Center" is a one credit, pass/no pass exercise class. Participants exercise and attend seminars at the Wellness & Fitness Center for a minimum of 22.5 hours per semester. This course is designed specifically for the person who is just interested in exercising at the fitness center. Community members can take this course (EXSC-0148) continuously each semester. Students on financial aid can take this class four times as EXSC-0148, EXSC-0149, EXSC-0150 and EXSC-0151.

## Course Descriptions

### **EXSC-0152-155    Personal Fitness**

#### **2 hour credit**

"Personal Fitness" is a one credit hour, graded exercise class. Participants exercise and attend seminars at the Wellness & Fitness Center for a minimum of 22.5 hours per semester. The student will be able to also complete The Wellness Workbook. Participants can also take advantage of the full fitness assessment, nutrition analysis, body fat testing, and personal training for an additional fee. Students on financial aid can take this class four times as EXSC-0152, EXSC-0153, EXSC-0154 and EXSC-0155.

### **EXSC-0157            Personal Trainer Exam Review Course**

#### **2 hours credit**

This course is designed to provide theoretical knowledge and practical skills in preparation for 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.

### **EXSC-0158            Group Fitness Instructor Exam Review Course**

#### **2 hours credit**

The course is designed to provide theoretical knowledge and practical skills in preparation for American Council on Exercise national certification exam in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the instructor-participant relationship, the principles of motivation to encourage adherence in the group fitness setting, effective instructor-to-participant communication techniques, methods for enhancing group leadership, and the group fitness instructor's professional role. Upon completion of this course, students are eligible to sit for the ACE-GFI exam.

### **EXSC-0160            Kinesiology**

#### **3 hours credit**

The intent of this course is to provide a link between muscular origin and insertion and the mechanics of muscular action. Knowledge of body mechanics and the body as a lever system will assist in the ability to analyze movement. ***Prerequisites:** BIOL-0271, Physiology, BIOL-0272, Physiology Laboratory, MATH-0104, Intermediate Algebra, NASC-0130, Introductory Physics, PHTR-0130, Introduction to Physical Therapy.*

### **EXSC-0171            Introduction to Leisure Studies**

#### **3 hours credit**

This is an introductory course to the philosophical foundation of play, fitness, exercise, wellness and leisure. Various career opportunities in fitness, wellness, physical education and leisure field are explored. No on ground meetings are required for this course.

### **EXSC-0175            Fieldwork I**

#### **3 hours credit**

Student must complete a minimum of 200 hour field placement experience in a community-based or clinical-based agency

under a certified exercise science professional. There are no on ground requirements for this course. ***Prerequisite:** Exercise Science major and completion of at least four (4) exercise science core courses.*

### **EXSC-0180            Techniques of Baseball**

#### **3 hours credit**

This course will be a comprehensive overview of baseball techniques. Topics studied will include the elements of base running, defensive skills, hitting mechanics and philosophy, components of a sound pitching delivery, compiling statistics, as well as being able to develop a year around conditioning program.

### **EXSC-0181            Techniques of Basketball**

#### **2 hours credit**

This course will be a comprehensive overview of basketball techniques. Topics studied will include the elements of rebounding, man to man defensive skills, shooting mechanics and 3-point shooting philosophy, different types of zone defenses and offenses, different types of full court presses, ball handling skills, passing skills, setting screens, defending screens, outlet passing, and free throw shooting.

### **EXSC-0182            Techniques of Soccer**

#### **2 hours credit**

This course will teach all the fundamental techniques required to play soccer.

### **EXSC-0183            Techniques of Soccer (Soccer Tactics)**

#### **2 hours credit**

This course will teach students how to apply good soccer techniques effectively. Topics will involve decision making, how, where, and when to use a particular technique. Students will be developing a tactical awareness and understanding of the game of soccer, including positional play and offensive and defensive principles of soccer. ***Prerequisite:** Students need to have mastered the basic techniques of soccer. Ideally, students will be players on the college soccer team.*

### **EXSC-0184            Techniques of Soccer (Soccer Fitness)**

#### **2 hours credit**

This course will condition students for playing soccer. The course is designed to meet the specific conditioning needs of the soccer player. Soccer is a high intensity, high speed and a very skill dominant game. The training in this course reflects that, as well as addressing all the fundamentals in terms of movement.

### **EXSC-0186            Techniques in Strength Training**

#### **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.

## Course Descriptions

### **EXSC-0186-10      Techniques in Strength Training (Exercise Science Majors)**

#### **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-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**

#### **2 hours credit**

Techniques of Strength Training, is designed to improve overall fitness. This is a sport specific course. Topics include proper mechanics of lifting and training, why stretching is important, target zone of heart rate to achieve maximum benefit from running, proper warm up, weight room safety, and injury prevention and care.

### **EXSC-0190              Camping and Outdoor Education**

#### **3 hours credit**

This is an introduction to the history and philosophy of camping. Involves training in leadership and camp counseling. Included will be an introduction to a variety of outdoor educational programs and activities, survival, wilderness camping, camping for special populations and beginning camping skills. There are no on ground meetings for this course.

### **EXSC-0200              Group Exercise Teaching Methods**

#### **2 hours credit**

Group exercise teaching methods is designed to prepare Exercise Science majors to organize, lead, and evaluate their participants in various types of health/fitness activities. Topics include class lesson plan development, proper body mechanics and techniques, FIT principle, target rate heart, rate of perceive exertion, safety/injury prevention, choreography, and a variety of fitness activities.

### **EXSC-0201              Introduction to Exercise Science**

#### **3 hours credit**

This course is to introduce the scientific discipline of Exercise Science. Students will be exploring the areas of exercise science, exercise physiology, preventive and rehabilitation of sports-related injuries, biomechanics, sport psychology, motor learning, nutrition, and health benefits of exercise.

### **EXSC-0203              Foundations in Coaching**

#### **3 hours credit**

This course will be a comprehensive overview in the foundations of coaching. This course will be an introductory level for those students who are interested in pursuing a career in coaching.

### **EXSC-0204              Sport and Exercise Psychology**

This course will cover various psychological principles associated with sport. Discussions will consist of which psychological variables can hinder athletic performance as well as which variables can enhance performance. Class content will also illustrate numerous psychological techniques which can enhance sport performance.

### **EXSC-0205              Personal School Community Health**

#### **3 hours credit**

Scientific and well-balanced information concerning personal, school, family, and community health is presented. The emphasis is on the application of fundamental principles of health for traditional and non-traditional students. Nutrition, stress, exercise, AIDS, cancer, smoking, drugs, aging and the environment are key issues.

### **EXSC-0206              Lifetime Fitness**

#### **3 hours credit**

This course is designed to expose students to the dimensions of wellness, with an emphasis on the benefits of physical fitness. Risk factors for heart disease and cancer, as well as a variety of personal health issues are covered. Students are required to exercise in the KCKCC Wellness & Fitness Center or some other fitness center in their area to improve their physical wellness. On ground meetings for this course are not required. *Prerequisite: Basic computer skills and regular Internet access/skills. Please review the Online Course Requirements.*

### **EXSC-0209              Physical Education for the Elementary Teacher**

#### **3 hours credit**

This course is designed to prepare students to teach physical education to children grades K-6. It will use a developmental approach and stress exploratory methods of teaching young children a variety of games, dance, gymnastics, and health-related fitness activities.

### **EXSC-0210              Sports Officiating**

#### **2 hours credit**

The rules of football, basketball, baseball, soccer, track, volleyball and swimming will be taught. This course is designed for those interested in officiating and/or coaching.

### **EXSC-0211              Care and Prevention of Athletic Injuries**

#### **3 hours credit**

The Care and Prevention of Athletic Injuries course is designed to give students the knowledge to recognize and treat injuries as they occur in athletics or recreational activities. This course is designed for any person interested in the health professional field, as an athletic trainer, coach, or those involved in recreational activities, to help recognize and care for injuries or potential injuries they may encounter.

## Course Descriptions

### **EXSC-0212      Exercise Physiology**

#### **3 hours credit**

This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. The emphasis is on physiological responses and adaptation to exercise. Basic elements of exercise physiology, kinesiology, and motor learning are addressed. *Prerequisite: BIOL-0141, Human Anatomy and Laboratory, BIOL-0271/0272, Physiology and Physiology Laboratory.*

### **EXSC-0213      Exercise Testing and Prescription**

#### **3 hours credit**

This course is a survey of the practical aspects of the physical fitness industry. The topics covered include health appraisal, exercise testing and prescription for patients ranging from apparently healthy to those with known disease. *Prerequisites: BIOL-0121, General Biology or BIOL-0143, Human Anatomy and Physiology.*

### **EXSC/ 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. *Prerequisites: BIOL-0143, Human Anatomy and Physiology, EXSC-0115, First Aid, EXSC-0290, Cardio-Pulmonary Resuscitation.*

### **EXSC-0270      Adaptive Physical Education**

#### **3 hours credit**

This course is to prepare students majoring in physical education, recreation, sport management, special education, exercise

science, and related disciplines. The student is acquainted with history and overview of adaptive physical education and sports, the organization and management of programs and an overview of various types of disabilities. Students will also learn about individual education programming, measurement and appraisal, behavior management, perceptual-motor development, and assistive devices.

### **EXSC-0291      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 is community CPR - adult, child and infant, and includes AED training certified by the American Heart Association.

### **FNAR-0101      Art Appreciation**

#### **3 hours credit**

Art Appreciation is a general introduction to the visual arts, media, techniques, and history. The course is designed to create a deeper appreciation of the creative processes involved in the visual arts. Reviews two- and three-dimensional art forms, methods, and media; examines the visual elements and principles of design; and briefly surveys art styles from the prehistoric to the 20th Century. It is oriented to students who have not been exposed to the formal study of these disciplines. It is a beginning level class to familiarize students with the different types of art and to learn how to speak/write intelligently about art.

### **FNAR-0102      Art History I**

#### **3 hours credit**

This course is an introduction to World Art from the Prehistoric Period through the Late Medieval and Gothic. It will investigate the painting, sculpture, and architecture of the different periods and place an emphasis on the elements of style which identify them. There is no prerequisite for this course.

### **FNAR-0103      Art History II**

#### **3 hours credit**

This course is an introduction to World Art from the Renaissance through the Modern and Post-Modern periods. It will investigate the painting, sculpture, and architecture of the different periods and place an emphasis on the elements of style which identify them. There is no prerequisite for this course.

### **FNAR-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.

### **FNAR-0112      Drawing II**

#### **3 hours credit**

This course involves intermediate problems in drawing with an emphasis on the development of drawing skills, increased power of observation, and work from models, still-life, and landscape. *Prerequisite: FNAR-0111, Drawing I.*



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### **FNAR-0113      Drawing III**

#### **3 hours credit**

This course involves intermediate problems in drawing with an emphasis on the development of drawing skills, increased power of observation, and work from models, still-life, and landscape. *Prerequisites: FNAR0111, Drawing I and FNAR0112, Drawing II.*

### **FNAR-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.

### **FNAR-0122      Painting II**

#### **3 hours credit**

The course teaches the fundamentals of painting to intermediate students. Students will explore the technical and expressive possibilities of painting media. The class will focus on the formal, conceptual, and technical problems in painting from observation. *Prerequisite: Painting I, FNAR-0121.*

### **FNAR-0123      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. *Prerequisites: Painting I, FNAR-0121 and Painting II, FNAR-0122.*

### **FNAR-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.)

### **FNAR-0151      Sculpture I**

#### **3 hours credit**

The course introduces students to 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.

### **FNAR-0152      Sculpture II**

#### **3 hours credit**

The course provides students with intermediate studio experience in the traditional sculptural techniques of carving, modeling, and constructing. Students will exemplify these techniques through the creation of relief sculpture, sculpture in the round, and mold-making. *Prerequisite: FNAR-0151, Sculpture I.*

### **FNAR-0153      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. *Prerequisites: FNAR-0152, Sculpture II.*

### **FNAR-0161      Ceramics I**

#### **3 hours credit**

Ceramics I is a one-semester study of three-dimensional design in the medium of clay. The techniques of hand building and wheel throwing will be introduced with an emphasis on the development of an understanding of the form and functions of utilitarian and sculptural projects in clay. The design quality of the project form and surface treatment will be emphasized. The concepts of aesthetics and art criticism will be explored.

### **FNAR-0162      Ceramics II**

#### **3 hours credit**

Ceramics II is a one-semester study of three-dimensional design 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. Each student, with the approval of the instructor, will develop a concentration area or areas in the ceramic arts. Each student will develop a portfolio of works by the end of the semester. The areas of concentration will be developed from research. *Prerequisite: FNAR-0161, Ceramics I.*

### **FNAR-0163      Ceramics III**

#### **3 hours credit**

Ceramics III is a one-semester study of three-dimensional design in the medium of clay. This course allows students who have successfully completed Ceramics II the opportunity to develop their skills in the ceramic arts. Each student, with the approval of the instructor, will develop a concentration area or areas in the ceramic arts. Each student will develop a portfolio of works by the end of the semester. The areas of concentration will be developed from research. *Prerequisite: FNAR-0162, Ceramics II.*

### **FRSC-0100      Firefighter I**

#### **3 hours credit**

This course meets all requirements for Firefighter I certification. Students will be provided the opportunity to take the third party certification test. *Prerequisite: None.* Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is open

### **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



## Course Descriptions

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 **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra

### **FRSC-0101 Fundamentals of Fire Prevention** **3 hours credit**

A number of basic concepts are covered in this course. The organization and function of the fire prevention organization; surveying and mapping procedures; recognition of fire hazards, engineering a solution to the hazard; enforcement of the solution; and public relations as affected by fire prevention included. **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **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

**Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **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 attack tactics and strategy. **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra

71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0113 Building Construction for Fire Science** **3 hours credit**

An update of policies in the construction industry, this course includes a current review of local and state codes as they apply to fire protection. Students will learn the relationships of construction materials and fire damage to a building. **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **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. **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0117 Fire Protection Equipment Alarm Systems**

#### **3 hours credit**

A study is made of the function and operation of all types of portable and fixed extinguishers. Students examine the use and operation of alarm systems and the required standard of water supply and protection systems. Automatic sprinklers and special extinguishing systems, including the analysis of various automatic signaling and detection systems, are also studied. **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0153 Techniques in Strength Training** **2 hours credit**

This is a multi-level course designed to improve the participant's muscular strength and/or endurance. **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary*

## Course Descriptions

*Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0170 Introduction to Homeland Security and Weapons of Mass Destruction**

#### **5 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. **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **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. **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0202 Fire Hydraulics**

#### **3 hours credit**

Students examine fluid 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. **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0203 Fire Administration II**

#### **3 hours credit**

This course includes an exploration of organization principles with an emphasis on making decisions in the fire community. This is a study of the management theories, methods, and principles of fire department organization; both formal and

informal, line and staff functions. Emphasis is placed on supervisory responsibilities and functions. Productivity, Budgets, Cost Analysis are also major areas of study.

### **FRSC-0205 Fire Inspection**

#### **3 hours credit**

An introduction to the objectives and techniques of fire prevention and inspection programs, the course examines building and electrical codes, fire prevention codes, zoning controls, and other fire protection standards; surveys the authority and responsibilities of municipal fire inspectors; and teaches basic blueprint reading, sketching and mapping.

**Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0210 Building and Fire Codes**

#### **3 hours credit**

Building and fire codes of city, state and federal governments will be taught. Codes and guides promulgated by other national organizations. Emphasis on provisions of city administrative code, the multiple dwelling law and code, rezoning resolutions, and city fire prevention regulations are emphasized. **Prerequisite: None** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0211 Firefighter II**

#### **4 hours credit**

This course focuses on a study of chemical characteristics and reactions related to storage, transportation and handling hazardous materials. Emphasis is on emergency situations and fire fighting and control. It meets the requirements for the Firefighter II certification. **Prerequisite: FRSC-0100.** *Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:*

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0214 Current Topics and Technology in Fire Science**

#### **1-3 hours credit**

Significant and recent topics or developments in the fire service community are examined. The course is also designed to integrate other emergency services in areas which have common interest. Emphasis is placed on current educational topics which have an immediate impact on the fire services'

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and related organizations. **Prerequisite: None** Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0220 Fire Service Computer and Intelligent Machines**

#### **3 hours credit**

This is an introduction to computer applications in the fire service field. Fire Service Computers covers the technology and theory behind the use of robots in the fire service. This course is of particular value to the fire service manager.

**Prerequisite: None** Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0225 Arson Intelligence**

#### **3 hours credit**

This is an introduction to the application of intelligence to the arson problem. Fire Service intelligence emphasizes the development of techniques for analysis and intelligence estimates or projections. **Prerequisite: None** Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0230 Fire Service Instructional Methodology**

#### **3 hours credit**

Dealing with the basic operation of a fire training division with emphasis on the training officer, students receive instruction in program development, instructional analysis, training records and construction of training aids. **Prerequisite: None** Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0233 Industrial Fire Protection & Safety**

#### **1-3 hours credit**

This course is devoted to the instruction of Industrial fire protection and safety. Fire brigade operations are examined in this course which meets most fire brigade training requirements. **Prerequisite: None** Mandatory placement for first time college students or first time math students is based

on the ACCUPLACER Elementary Algebra test: The following scores determine placement:

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **FRSC-0272 Historical Foundations of the Fire Service**

#### **3 hours credit**

Emphasis 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. **Prerequisite: None** Mandatory placement for first time college students or first time math students is based on the ACCUPLACER Elementary Algebra test: The following scores determine placement:

0-30	MATH-0097 Math Essentials
31-70	MATH-0099 Elementary Algebra
71-99	MATH-0104 Intermediate Algebra
100-120	Enrollment is Open

### **GEOG-0101 Introduction to Cultural Geography**

#### **3 hours credit**

The course is a general introduction to the discipline of Geography and it is designed to familiarize students with the basic concepts, theories, traditions and techniques in geography. They will be utilized to study various regions of the world in terms of their cultural characteristics, cultural integration, ethnic/racial composition, natural and human resources, ecology, diffusion, development, population and environmental influences, conflict and war. Cultural diversity is a major theme with an emphasis upon the planet earth as an ecosystem with interdependence among humans as well as between humans and their environment.

### **GEOG-0102 Introduction to Physical Geography**

#### **3 hours credit**

This course examines the fundamental physical processes that have shaped the Earth and its biosphere. The emphasis is on the determinants of landform processes, weather and climatic changes and their impact on human civilization.

### **HIST-0103 Modern Asia**

#### **3 hours credit**

The course is an introduction to China, Japan, and India. Emphasis is placed on important cultural, economic, political, and social developments during the post-World War Two era.

### **HIST-0104 United States to 1877**

#### **3 hours credit**

Major trends and events of American history through the Reconstruction period are examined. Emphasized are the social, intellectual, political, and economic problems of the Colonial, Revolutionary, early National period, Antebellum period, the Civil War and Reconstruction. Historical interpretations from the dominant professional colleges of thought on leading controversial issues are examined and compared.

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### **HIST-0105      United States Since 1877**

#### **3 hours credit**

Major trends and events of American history since Reconstruction are examined. Emphasized are the social, political, and economic developments of the twentieth century. Stressed are present problems and events in the light of their historical background. Historical interpretations from the dominant professional colleges of thought on leading controversial issues are examined and compared.

### **HIST-0106      Black History**

#### **3 hours credit**

Black History surveys the historical, political, economic, and cultural role of African-Americans in the development of the world. African heritage, Latin-American slavery, origins and nature of North American slavery, black institutions and culture, race conflict and adjustment, black revolutionary movements, the concepts of racism, integration, separation, and black nationalism, and contemporary problems are examined.

### **HIST-0107      Modern Europe**

#### **3 hours credit**

Students examine various changes and events in the history of Europe from 1870 until the early twenty-first century

### **HIST-0108      Religion in America**

#### **3 hours credit**

Designed to acquaint students with American religious history from the religious practices of the land's earliest occupants to the religions practiced by Americans today, Religion in America explores topics such as revivalism, fundamentalism, and millenary thinking, with a special emphasis on the growth of religious diversity.

### **HIST-0109      The Bible as History**

#### **3 hours credit**

This course is designed to acquaint the student with the social, political, economic, religious and intellectual events and institutions in the lives of the people of the Old and New Testaments, which have affected the lives and times of succeeding generations.

### **HIST-0112      Modern Latin America**

#### **3 hours credit**

Students are introduced to historical analysis within the context of the process of modernization in Latin America. Pre-modern structures, forms of social, economic, and political organization and cultural values interact and accommodate with modern structures over time to produce national identities. The countries include those that have had major reform movements in the 20th century. The course content will compare and contrast the way in which each of these countries modernized, or changed their social, economic, political, cultural, and demographic structures. For example, changes in education are analyzed in terms of how they affected political participation, economic growth, social mobility, and industrialization.

### **HIST-0115      World Civilization I**

#### **3 hours credit**

World Civilization I surveys significant developments in world

history from the origins of culture to the pre-modern era. In addition, students learn to apply the historical method and concepts from culture studies, economics, geography, and political science to the study of the past. Honors students also devote a part of the semester applying historical literacy to contemporary issues.

### **HIST-0116      World Civilization II**

#### **3 hours credit**

Students examine changes and patterns in and among various societies from the early modern era to the twenty-first century. In addition, students learn history as a form of critical thinking by developing skills that explore historical contexts and evidence.

### **HIST-0117      Readings in Western Civilization I**

#### **1 hour credit**

Students read, discuss, and write about ideas that shaped Western Civilization from its Middle Eastern origins to the changes of the early modern era. This course and World Civilization I satisfy the Western Civilization requirement at the University of Kansas.

### **HIST-0118      Readings in Western Civilization II**

#### **1 hour credit**

Students read, discuss, and write about ideas that shaped Western Civilization from the Enlightenment to the twenty-first century. This course and World Civilization II satisfy the Western Civilization requirement at the University of Kansas.

### **HIST-0120      History and Culture of Wyandotte County**

#### **3 hours credit**

This course surveys the commercial, ethnic, and social development of Kansas City, Kansas and Wyandotte County. Emphases are placed on Native American cultures and the ethnic communities that contributed to the city's and county's history. The histories of towns in the county are also explored. The course is co-sponsored by the Wyandotte County Historical Society and Kansas City Kansas Community College.

### **HIST-0122      History of Kansas**

#### **3 hours credit**

This course surveys the exploration, settlement, industrialization, and urbanization of the state of Kansas. Emphasis is placed on the cultural and ethnic history of the state. Students will gain and appreciation and understanding of Kansas's role in the history of the American nation.

### **HIST-0204      Western Civilization I**

#### **3 hours credit**

Students read, think about, discuss, and write about original sources that provide insights into the development of Western Civilization from its Middle Eastern origins to the changes of the late Middle Ages.

### **HIST-0205      Western Civilization II**

#### **3 hours credit**

Students will read, discuss, and write about ideas that have influenced Western Civilization from the Enlightenment to



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the twenty-first century. This course satisfies the Western Civilization II requirement (HWC 115 and HWC 205) at the University of Kansas.

### **HIST-0211            Contemporary Issues**

#### **3 hours credit**

Students learn and apply skills that produce an understanding of a wide range of domestic and global issues.

### **HONR-0101            Honors Tutorial I**

#### **1 hour credit**

Honors Tutorial I is the first in a sequence of core courses required of Presidential Scholarship recipients and replaces their HUDV Learning Strategies requirement for graduation. This course is an opportunity for the student to acclimate to college life and the Honors Education Program. This course offers a cohort experience with the goal of creating a sense of community in which they practice self-directed, and collaborative learning, begin constructing an academic portfolio, and set academic and professional goals. *Prerequisite: Admission to the Honors Education Program and permission of the Director of Honors Education Program.*

### **HONR-0102            Honors Tutorial II**

#### **1 hour credit**

Honors Tutorial II offers an opportunity to refine scholarship skills. Current readings in critical thinking are the basis for discussions and analyses of patterns of thought. Practice sessions will add to the students' understanding of how to enhance personal critical thinking skills and methods of problem solving. *Prerequisite: Admission to Honors Education, HONR-0101 Honors Tutorial I, & Enrollment by the Director of Honors Education.*

### **HONR-0201            Honors Tutorial III-Service Learning & Capstone**

#### **1 hour credit**

Honors Tutorial III is the fourth, and final, in a sequence of core courses for students seeking Honors Scholar distinction and is intended to emphasize self-directed and collaborative learning while students design and implement projects for an audience outside the classroom. This course serves as the capstone course for the Honors Education Program and will include Program post-assessments and fulfillment of the Portfolio component students began in Honors Tutorial I. Projects will focus on the concept of service to local, national or global communities as related to the current Phi Theta Kappa Honors Study Topic. *Prerequisite: Admission to the Honors Education Program and permission of the Director of Honors Education Program.*

### **HONR-0202            Phi Theta Kappa Leadership Development Studies**

#### **3 hours credit**

The Leadership Studies course provides an opportunity to explore classical and contemporary theories of leadership. Students will practice a scholarly examination of leadership theory, philosophies of leadership, and moral and ethical responsibilities related to leadership through experiential exercises, films and readings. *Prerequisite: Completion of Honors Seminar I.*

### **HUDV-0100            Freshman Orientation**

#### **1 hour credit**

This course will include topics designed to acquaint the student with the campus community, classroom expectations, counseling services, testing, and other experiences incidental to a successful adjustment to college life. College Orientation is a required course for all first time freshmen college students. College Orientation is a freshman enrollment requirement for students who score above 75 in Reading and Sentence Skills on the Accuplacer. The student must complete the class with a passing grade. *Prerequisite: Completed application to enroll at KCKCC.*

### **HUDV-0101            Strategies for Academic Excellence/Lifelong Learning**

#### **2 hours credit**

This course will include topics designed to acquaint the student with the campus community, classroom expectations, counseling services, testing, and other experiences incidental to a successful adjustment to college life. Also covered are study skills, note taking, stress and fitness, and human relationships. The course Strategies for Academic Excellence/Lifelong Learning is required for all freshmen except those who meet one of the five exemptions listed in the KCKCC catalog. This course is an enrollment requirement. Should a student not pass this two-hour orientation course, he/she assumes the responsibility to re-enroll each semester until the course is satisfactorily completed. Students who have not completed the course with a grade of "C" or better will be told when they have their degree check-which usually occurs during the semester the students expects to graduate-that they will not be allowed to graduate until the course has been satisfactorily completed. *Prerequisite: Completed application to enroll at KCKCC and completed Accuplacer.*

### **HUDV-0180            New Horizons for Women**

#### **2 hours credit**

This course will emphasize personal and career growth and development especially for women by exploring the family of origin, developing insight and self-confidence, and making assertive life choices. We will focus on the individual woman's ability to find answers from within, and the development of the class as a group.

### **HUDV-0263            American Sign Language I**

#### **3 hours credit**

Structured to give students a basic foundation in the language of signs, the course examines the history of signs, linguistic principles, finger spelling and manual alphabet, and a vocabulary of at least 364 signs.

### **HUDV-0264            American Sign Language II**

#### **3 hours credit**

Students increase the vocabulary acquired in the American Sign Language course. They improve their skills in expressive and receptive finger spelling, and increase their knowledge of the culture in the community that uses sign language. *Prerequisites: American Sign Language I, HUDV-0263 or consent of the instructor*



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### **HUDV-0268      Human Sexuality** **3 hours credit**

This course presents accurate information about human sexuality to help students develop understanding of their own and other's sexual expression and values. Topics include anatomy and physiology, sexuality across the life cycle, social/cultural influences, fertility issues, sexually transmitted diseases including AIDS, variations in orientation and expression, values and ethics, and current social issues.

### **HUMN-0101      Arts and Culture of the Early World** **3 hours credit**

This course seeks to enhance the student's understanding and appreciation of world civilization and the humanities through an exploration of painting, sculpture, architecture, literature, philosophy, and music. Students will examine the major cultural achievements of both Eastern and Western civilizations within the context of relevant historical events from the Paleolithic period to the present day.

### **HUMN-0102      Arts and Culture of the Modern World** **3 hours credit**

This course will acquaint students with the arts and ideas of the world's major civilizations from the Renaissance to the modern age. The approach will be interdisciplinary, covering the artistic values embodied in painting, sculpture, architecture, literature, theater, music, and dance as they have emerged out of their historical contexts. In addition to providing the fundamental principles, methodologies, and theories used in the study of the humanities, the course aims to enhance students' understanding of the contemporary world.

### **HUMN-0150/      Introduction to Women's Studies** **WMSD-0101** **3 hours credit**

This introductory course provides initial exposure to the purpose and subject matter of Women's Studies. Specific areas of investigation may include the social construction of gender as pertaining to women, women's well-being, position of women within patriarchal institutions, women's spirituality, and women's artistic expressions. This brief but intense exposure to different aspects of women's socialization, position, and role in society should help build a foundation for more specialized courses in the area of Women's Studies.

### **HUMN-0151/      Men & Masculinities** **WMSD-0102** **3 hours credit**

Students will investigate their own lives in comparison to historically and locally dominant ideas of what it means to be a man or a woman. With this objective in mind we start by asking a simple question: What does it mean to be a man in the United States? To answer this question we will engage in a cultural survey (history, literature, music, film, etc.) of the prevailing definitions of American masculinity. We will consider how the meaning of "man" has changed through time, and look at the similarities and differences in the masculinities of men across ethnicity, race, class, age and sexuality. Against all this, we will attempt to identify and evaluate the conflicting definitions of masculinity in our time as well as imagine possible future developments.

### **HUMN-0152/      Women in Religion** **WMSD-0103** **3 hours credit**

This course focuses on the depiction of females in mythology and religion. Students will be exposed to a variety of mythological and religious writings that span across continents and cover nearly 3,500 years of written materials. Through exposure to such a wide variety of primary sources, students should develop a greater depth and breadth of literary awareness, as well as a greater appreciation of the role of mythology and religion in shaping and perpetuating gender stereotypes and norms.

### **HUMN-0200      Foundations of Film and Theater** **3 hours credit**

This interdisciplinary course explores and analyzes the rhetorical, critical, and functional aspects of film and theater as visual, performance, and literary genres. Students learn to read the basic signs, syntax, and structures of dramatic and cinematic language.

### **HUMN-0207      Comparative World Religions** **3 hours credit**

This course examines the six dimensions of religion: experiential, mythic, ritual, doctrinal, ethical, and social. The focus is on the inter-relatedness among the six dimensions and how people live their lives in a religiously pluralistic society. The major world religions studied are Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

### **HVAC-0101      Refrigeration Theory** **(Introduction Safety and Tools) 1**

#### **2 hours credit**

This is a required course for all students entering the Heating & Refrigeration Program. The introduction will cover the history of refrigeration and air conditioning from 1834 to present. Career opportunities and certification programs will also be covered. *Prerequisites: General Safety. Math Level 3 Recommended.*

### **HVAC-0102      Refrigeration Theory 2** **1 hour credit**

This part of this course will cover basic safety, shop safety, equipment safety, tool safety, and electrical safety. *Prerequisites: General Safety. Math Level 3 Recommended.*

### **HVAC-0103      Refrigeration System Components 1** **2 hours credit**

This course is an introduction to refrigeration and system components. This course will cover refrigerants, refrigeration process, pressure and temperature relationship, refrigeration components (evaporator, compressor, condenser, and refrigerant metering devices), pumping characteristics, and plotting the refrigerant cycle. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0104      Refrigeration System Components 2** **2 hours credit**

This course is an introduction to refrigeration and system components. This course will cover refrigerants, refrigeration

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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** **2 hours credit**

This course will introduce students to basic electricity and electrical components. The course will start with the movement of electrons, conductors, insulators, direct and alternating current and electrical units of measurement. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0106      Electrical Theory** **(Electrical & Components) 2**

#### **2 hours credit**

This course will cover electrical circuits, Ohm's Law, series and parallel circuits and electrical power. The course will also cover automatic controls and components, troubleshooting basic controls, and electronic and programmable controls. *Prerequisites: General Safety Math Level Recommended.*

### **HVAC-0107      Basic Sheet Metal** **2 hours credit**

This course will introduce students to basic methods of sheet metal fabrication. This course will include basic sheet metal bending, cutting, special tools, all types of screws, rivet assembly, and blue print reading. Students will learn the safe and proper methods of sheet metal work. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0108      Basic Sheet Metal Layout/Fabrication** **2 hours credit**

This course will continue to look at fabrication techniques, special tools, layout fundamentals, and blue print reading. *Prerequisites: HVAC-0107 Basic Sheet Metal.*

### **HVAC-0109      Customer Relations** **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. *Prerequisites: General Safety. Math Level 3 Recommended.*

### **HVAC-0110      Wiring 1** **2 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. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0111      Tubing, Piping, Soldering and Brazing 1** **2 hours credit**

This course will cover the safe and proper procedures for

tubing and piping in the heating and refrigeration field. This will include tubing identification, cutting procedures for copper tubing, tube bending, soldering, brazing, swaged joints, threading steel pipe and proper procedures for plastic pipe.

*Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0102 Refrigeration Theory 2, HVAC-0103 Refrigeration System Components 1.*

### **HVAC-0203      Heat Pump Systems** **3 hours credit**

(GREEN TECHNOLOGY) This course will cover the fundamentals of heat pump systems. This will include reverse-cycle refrigeration, four-way valves, ground source heat pumps, water source heat pumps, air source heat pumps, refrigerant line identification, types of metering devices, and liquid-line accessories. Installation and troubleshooting will also be covered. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0204      System Servicing and Troubleshooting** **2 hours credit**

This course will cover the fundamentals of system servicing and troubleshooting. This will include air conditioning, all weather systems, centrifugal fan, complex circuits, controls, electric motors, four-way valves, gas furnaces, humidifiers, ice makers, output voltage transformers, pilot safety switches, refrigeration systems, and thermocouples. *Prerequisites: General Safety. Math Level 3 Recommended.*

### **HVAC-0210      Wiring 2** **2 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. *Prerequisites: HVAC0101Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0211      Refrigerant Transition and Recovery** **2 hours credit**

This course will help to prepare you to take the Environmental Protection Agency (EPA) Section 608 certification. The test will be given after 3 days of study and review. This is a must have class if you want to work around refrigerants. The certification is good for a life time.

### **HVAC-0212      Beginning Heating and Refrigeration** **2 hours credit**

This course will cover basic refrigeration cycle, basic electricity, and trouble shooting of systems for anyone who would like to get started in the heating and refrigeration field.

### **HVAC-0213      Advanced Heating and Refrigeration** **2 hours credit**

For those who have some skill in the heating and refrigeration field and wish to experience hands-on recovery of refrigerant, charging of systems, wiring, diagrams, heat pumps and HVAC service procedures. *Prerequisites: HVAC 0212 Beginning Heating and Refrigeration.*

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### **HVAC-0215      Heating and Refrigeration Internship** **3 hours credit**

This course is designed to give students an opportunity to work in an HVAC related position. Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes. ***Prerequisites:** Successful completion of two-thirds of course work and recommendation of instructor.*

### **HVAC-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-0224      Heating (Gas)** **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. ***Prerequisites:** HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0225 Heating (Electric).*

### **HVAC-0225      Heating (Electric)** **2 hours credit**

This course will cover the fundamentals of residential electrical heating and indoor air quality (IAQ). Each system will be studied and discuss as to efficiency, relative purchase cost, operation cost, and troubleshooting problems. ***Prerequisites:** HVAC 0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0226      Cooling 1** **3 hours credit**

This course will cover the fundamentals of residential cooling. This will include comfort and psychometrics, residential refrigeration applied to air conditioning, and air distribution and balance. ***Prerequisites:** General Safety. Math Level 3 Recommended.*

### **HVAC-0227      Cooling 2** **3 hours credit**

This course will cover the fundamentals of residential cooling. This will include installation, controls, typical operating conditions, and troubleshooting. Different types of systems will be discussed and evaluated. ***Prerequisites:** HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0228      Refrigeration 1** **3 hours credit**

This course will introduce students to domestic refrigerators. The course will begin with a brief description of the refrigeration process and proceed with various types of evaporators and evaporator defrosts. ***Prerequisites:** HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0229      Refrigeration 2** **3 hours credit**

This course will introduce students to domestic and commercial refrigeration. The course will discuss compressors, condensers, and metering devices. Wiring and controls, defrost cycle, sweat prevention heaters, fan motors, and ice makers will also be covered. ***Prerequisites:** HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0230      Special Projects 1** **2 hours credit**

This course gives students hands on experience in working with customers on outside projects under the supervision of an instructor. ***Prerequisites:** HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0226 Cooling 1, HVAC-0228 Refrigeration 1, HVAC-0225 Heating (Electric), HVAC-0224 Heating (Gas), HVAC-0232 Electrical Controls (Motors) 2, HVAC-0102 Refrigeration Theory 2, HVAC-0106 Electrical Theory (Electrical & Components) 2, HVAC-0203 Heat Pump Systems, HVAC-0204 System Servicing and Troubleshooting, HVAC-0103 Refrigeration System Components 1, HVAC-0105 Electrical Theory.*

### **HVAC-0231      Special Projects 2** **3 hours credit**

This course gives students hands on experience in working with customers on outside projects under the supervision of an instructor. Students who do not choose or are not qualified for an internship will take this course. ***Prerequisites:** HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0226 Cooling 1, HVAC-0228 Refrigeration 1, HVAC-0225 Heating (Electric), HVAC-0224 Heating (Gas), HVAC-0232 Electrical Controls (Motors) 2, HVAC-0106 Electrical Theory (Electrical & Components) 2, HVAC-0203 Heat Pump Systems, HVAC-0204 System Servicing and Troubleshooting.*

### **HVAC-0232      Electrical Controls (Motors) 1** **1 hour credit**

This course will give students a basic understanding of electric motors. The course will cover starting and running components, motor speeds, power supplies, single and split-phase motors. ***Prerequisites:** HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0233      Electrical Controls (Motors) 2** **2 hours credit**

This course will give students an understanding of electric motors. The course will cover centrifugal switches, shaded-pole motors, three-phase motors, single-phase hermetic motors, two speed motors, and variable speed motors. The course will also cover application of motors, motor controls,

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and troubleshooting electric motors. **Prerequisites:** *HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

### **HVAC-0235      Heating (Other) Geothermal (Green Technology)**

#### **1 hour credit**

This course will cover the Geothermal heat pumps which are refrigeration machines. Geothermal heat pumps use the earth, or water in the earth, for their heat source and heat sink. Energy is transferred daily to and from the earth by the sun's radiation, rain, and wind. Each year, more than 6000 times the amount of energy currently used by humans is striking the earth from the sun. This is the study of how we can use this energy.

**Prerequisites:** *HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0203 Heat Pump Systems.*

### **HVAC-0260      How to Start Your Own Home-Based Business**

#### **1 hour credit**

This course covers the skills to operate a personal business, including qualifications, ethics, budgeting, fee structuring, cash flow and fee collection, staff and administrative issues, insurance and liability, recordkeeping, marketing and developing new leads.

### **HZMT-0100      Theory of Environmental Laws 3 hours credit**

The purpose of this course is to provide a historical overview of the occupational, consumer and environmental health and safety issues. The student will be introduced to past and present government regulations which helped shape the worker, consumer, and environmental protection programs in the United States. Emphasis will be placed on identifying applicable OSHA regulations, interpreting them, and recommending compliance strategies.

### **HZMT-0115      Hazardous Materials Map & Terrain Analysis**

#### **2 hours credit**

With hazardous materials stored, transported, used and produced throughout the country, it has become increasingly necessary to rely on maps to supply information to Haz-Mat elements, and to help resolve problems caused by emergencies in remote areas of the United States. Equipment, personnel and materials must be transported and phased into a Haz-Mat operation at the proper time and place. Maps are a tool that is used to perform these tasks. The second part of the course deals with the skills required to analyze the local terrain and make sound command decisions. Topics are covered which improve the ability to determine local terrain conditions and potential problems when dealing or planning for a chemical release or spill.

### **HZMT-0120      Hazardous Materials Awareness and Operations**

#### **4 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. Also implement the various portions of the plan as required.

### **HZMT-0125      Industrial Health & Safety 3 hours credit**

Emphasis is placed on where hazardous materials are used and generated in various types of industrial processes. Understanding the constraints of product lines are discussed. Special attention is paid to potential acute and chronic hazard exposures from various industrial processes. Also, emphasis is placed on how to achieve greater safety and efficiency and to eliminate costly accidents.

### **HZMT-0150      Air Monitoring Techniques 2 hours credit**

Emphasis will be on introduction of concepts, terminology, techniques, potential applications and mechanics of specific hardware in air monitoring.

### **HZMT-0285      Hazardous Materials Industrial Processes**

#### **3 hours credit**

This industrial process course will familiarize the student with five common categories of industrial process facilities. Using the techniques developed in this course, the student will learn how to familiarize him or herself with a variety of industrial processes from a hazardous materials focal point.

### **HZMT-0290      Recycling and Resource Conservation 3 hours credit**

This is a course designed to address the methods that can be used in the recycling of paper, plastics, glass metals, and other items which can be used in some other process. Other topics that are covered are energy conservation, fertilizers and pesticides, water pollution, safe foods, lawn care, and safe products and services.

### **JOUR-0174      Principles of Photo and Photojournalism 3 hours credit**

This course is designed to familiarize you with basic camera mechanics and techniques. Though the emphasis of the course is on photojournalism and the use of photography as a storytelling device, you will receive instruction in skills that have a variety of applications. Instruction will be supplemented by discussion of the laws governing photojournalism, as well as journalism ethics. You will also learn basic darkroom techniques and digital photo editing.

### **JOUR-0175      Introduction to Mass Communications 3 hours credit**

This course is a general survey of the various media of mass communication and their roles in American society.

### **JOUR-0176      Reporting I 3 hours credit**

This course is designed to introduce you to the different types of writing found in most print, on-line and broadcast media. Styles covered include news stories, community reporting, editorials, columns, sports and other beat assignments. You may also have the opportunity to get your writing published in the college newspaper.



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### **JOUR-0178      Principles of Mass Media Advertising** **3 hours credit**

An introductory course in advertising, this class provides theory as well as practical experience in various aspects of the advertising industry, including creative work (writing, illustration and layout), account service, research, and media planning.

### **JOUR-0179      Survey of Television and Television Production** **3 hours credit**

This course examines areas of broadcast communications. Television, because of its prominence, is emphasized, as are other developing media.

### **JOUR-0180      Modern Newspaper Design** **2 hours credit**

Modern Newspaper Design introduces the fundamentals of publication design using a personal computer. The course covers: 1) the elements of page composition, 2) publication design, 3) digital typesetting, 4) typical desktop publishing 5) hardware and software, and 6) journalism applications.

### **JOUR-0277      Production Processes I** **2 hours credit**

Students are involved in actual processes of publishing a newspaper. Students may become involved in specialized areas including reporting, editing, photography, layout, commentary and business management.

### **JOUR-0278      Production Processes II** **2 hours credit**

Students are involved in actual processes of publishing a newspaper. Students may become involved in specialized areas including reporting, editing, photography, layout, commentary and business management. In Production Processes II you will develop new skills or refine skills already developed in previous classes.

### **KSPN-0102      KSPN Foundations of Nursing** **4 hours credit**

This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

### **KSPN-0104      KSPN Foundations of Nursing - Clinical** **2 hours credit**

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

### **KSPN-0106      KSPN Medical Surgical Nursing I** **4 hours credit**

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process

in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

### **KSPN-0108      KSPN Medical Surgical Nursing I - Clinical** **3 hours credit**

Simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care setting. An emphasis is placed on critical thinking and clinical decision-making skills.

### **KSPN-0110      KSPN Pharmacology** **3 hours credit**

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body as well as the administration of medications. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan.

### **KSPN-0120      KSPN Medical Surgical Nursing II** **4 hours credit**

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

### **KSPN-0122      KSPN Medical Surgical Nursing II - Clinical** **3 hours credit**

Simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care setting. An emphasis is placed on critical thinking and clinical decision-making skills.

### **KSPN-0124      KSPN Maternal Child Nursing** **2 hours credit**

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

### **KSPN-0126      KSPN Maternal Child Nursing - Clinical** **1 hour credit**

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

### **KSPN-0128      KSPN Gerontology Nursing** **2 hours credit**

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



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### **KSPN-0130      KSPN Mental Health Nursing** **2 hours credit**

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

### **LANG-0101      French I** **5 hours credit**

Students acquire basic skills at a reasonable level of proficiency. The course is integrated with cultural aspects which form the basis of objectives for all language study. Primary emphasis is on the four essential skills: listening, speaking, reading, and writing within which the components of grammar and culture are included.

### **LANG-0102      French II** **5 hours credit**

This course is a continuation of French I - LANG-0101. Students acquire basic skills at a reasonable level of proficiency. The course is integrated with cultural aspects which form the basis of objectives for all language study. Primary emphasis is on the four essential skills: listening, speaking, reading, and writing. *Prerequisite: French I, LANG-0101 or consent of the instructor.*

### **LANG-0121      German I** **5 hours credit**

This course is an introductory course designed for college students and other adults. Students are provided a sound basis for learning German as it is spoken and written today. Practice is provided in all four skill areas: listening, speaking, reading and writing. The course is designed to spark the interests of students in German history and culture.

### **LANG-0122      German II** **5 hours credit**

This course is a continuation of German I, with increased attention given to structure, fluency in reading, writing, and oral work. Ideals and realities of German culture are examined for comparative insight. *Prerequisite: German I or consent of the instructor.*

### **LANG-0139      Conversational Spanish** **3 hours credit**

This course does not meet the foreign language requirements. Conversational Spanish is designed for students who want to acquire a speaking knowledge of the language with the focus on communication, comprehension and cultural information about Hispanic customs. It is very helpful for those interested in traveling to a Spanish country, people who deal with the Hispanic community or those who want to enrich themselves by learning a foreign language.

### **LANG-0141      Spanish I** **5 hours credit**

Spanish I is the first semester of Spanish for students with little or no previous instruction in Spanish. This course enables students to attain a basic competency in all language skills: speaking, listening, reading, writing, and culture.

### **LANG-0142      Spanish II** **5 hours credit**

The Spanish II curriculum emphasizes the combination of conversation, reading, writing, grammar and culture. *Prerequisite: LANG 141, Spanish I.*

### **LANG-0150      Command Spanish® for Nurses** **3 hours credit**

This course prepares non-Spanish-speaking future nurses to provide essential basic medical care to Spanish-speaking patients. In addition, exposed students to trans-cultural information related to their future career and the Hispanic culture. This course will prepare students to obtain essential patient information, vital signs, in addition to perform routing nursing procedures. Emphasis is placed on enhancing the cultural understanding and the quality of patient care. This course does not meet the foreign language requirements.

### **LANG-0151      Spanish for School Administrators, Teachers, Paraprofessionals, and Support Staff**

#### **3 hours credit**

Spanish for School Administrators, Teachers (0-12), and Support Staff is a comprehensive language course design to provide functional Spanish language skills for school personnel who have contact with Spanish speaking students, parents, and visitors. It also includes extensive training for non-Spanish speaking classroom teachers who have Spanish speaking children or young adults in their classroom. In addition, it includes a cross-cultural component with emphasis on family issues, Hispanic etiquette, literacy, cultural expectations, and the Latin American educational system. No prior knowledge of Spanish is necessary.

### **LANG-0152      Spanish for Child Care Facility Personnel**

#### **2 hours credit**

This is a comprehensive program designed to provide functional Spanish language skills for child care facility personnel who have contact with Spanish-speaking parents and children. The program utilizes phonetic encoding to address the most important commands, and phrases critical to child care facilities. This course will include a cross-cultural component with emphasis on family issues. No prior knowledge of Spanish is necessary.

### **LANG-0153      Spanish for Law Enforcement** **3 hours credit**

This course does not meet the foreign language requirements. Spanish for Law Enforcement is a comprehensive language course design to provide functional Spanish language skills for law enforcement personnel/officers who have contact with Spanish speaking individuals. In addition, it includes language training pertinent to the Miranda Warning and Waiver, alert words, vital phrases of law enforcement operations and procedures.

### **LANG-0160      Conversational Arabic** **3 hours credit**

This course does not meet the foreign language requirements.

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Conversational Arabic is designed for students who want to acquire a speaking knowledge of the language with the focus on communication, comprehension, and cultural information about the Arabic-speaking world and its people. It is very helpful for those interested in traveling to an Arabic-speaking country, people who deal with the Arabic-speaking community or those who want to enrich themselves by learning a foreign language.

### **LANG-0161      Arabic I**

#### **5 hours credit**

Arabic I is the first semester of Arabic for students with little or no previous instruction in Arabic. This course enables students to attain a basic competency in all language skills: speaking, listening, reading, writing, and culture.

### **LANG-0162      Arabic II**

#### **5 hours credit**

The Arabic II curriculum emphasizes the combination of conversation, reading, writing, grammar, and culture.  
*Prerequisite: LANG-0161, Arabic I.*

### **LANG-0203      French III**

#### **3 hours credit**

The study of grammar is reviewed and continued. Extensive conversational drills are included and some directed composition based on reading of French texts is required.  
*Prerequisite: French II, LANG-0102 or consent of the instructor.*

### **LANG-0204      French IV**

#### **3 hours credit**

This course is a continuation of French III LANG-0203.  
*Prerequisite: French III, LANG-0203 or consent of the instructor.*

### **LANG-0223      German III**

#### **3 hours credit**

Reading and discussion of selected works of modern German literature are emphasized, with grammatical analysis and practice. Computer-assisted instruction and telecourse materials are used. Historical and contemporary aspects of German culture and philosophy are discussed. *Prerequisite: German II, LANG-0122 or consent of the instructor.*

### **LANG-0224      German IV**

#### **3 hours credit**

German IV examines readings of modern prose along with intensive practice in German composition and conversation. Computerized instructional techniques are utilized and a German language telecourse is used. Students discuss the promise and paradoxes of German Philosophy. *Prerequisite: German III, LANG-0223 or consent of the instructor.*

### **LANG-0243      Spanish III**

#### **3 hours credit**

Spanish III is the first half of a yearlong intermediate Spanish course. The objective of the course is to increase students' competence in all language skill areas (speaking, reading, writing, listening and culture). By the end of the semester,

students who have applied themselves and studied seriously will be able to converse, to read and understand short stories and other publications, and to express themselves in writing, all in Spanish. *Prerequisite: Spanish II, LANG-0142.*

### **LANG-0244      Spanish IV**

#### **3 hours credit**

Spanish IV is the second half of a year-long intermediate Spanish course. The objective of the course is to increase students' competence in all language skill areas (speaking, reading, writing, listening and culture). By the end of the semester, students who have applied themselves and studied seriously will be able to converse, to read and understand short stories and other publications, and to express themselves in writing, all in Spanish. *Prerequisite: Spanish III, LANG-0243.*

### **MACH-0101      OSHA 10-30**

#### **3 hours credit**

This course will locate and apply OSHA safety and health standards, policies and procedures. Introduce OSHA standards and regulations to supplemental and on-going safety and health programs. Identify common violations of OSHA standards and propose abatement actions. Describe appropriate abatement procedures for selected safety and health hazards. *Prerequisites: Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0102      Workplace Ethics**

#### **2 hours credit**

This course is an introduction to work place skills. The course topics include: Resume writing, cover letters, applications, personal data sheets, portfolios, interviewing tactics, work place ethics and basic work place soft skills.

### **MACH-0103      Bench Work**

#### **1 hour credit**

This course will introduce layout and bench work procedures that will provide the learner with the principles of locating, analyzing and performing techniques used for machining process to be performed, and the common tools that can be associated with the procedures. It will also cover some repair procedures that may be needed, common to the industry. *Prerequisites: Quality Control and Inspection MACH0105, Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0104      Industry Print Reading**

#### **3 hours credit**

This course will give the learner the knowledge to be proficient in the understanding and interpretation to translate and communicate information from drawings that will be needed to inspect, assemble and produce parts. Special emphasis will be implemented on providing realistic print reading examples and problems based from engineering and manufacturing Fundamentals.

### **MACH-0105      Quality Control and Inspection**

#### **1 hour credit**

This course will introduce Quality Control Procedures that will

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provide the learner with the principles of locating, analyzing and performing techniques used for precision measurement to be obtained, and the common tools that can be associated with the procedures. The course will also emphasize on the importance of interchangeability. **Prerequisites:** *Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0106      Metallurgy**

#### **1 hour credit**

Metallurgy Fundamentals is designed for those who desire to learn the basics of the behavior of metals and provide them with a broadened range of the industrial knowledge of the entire field of metals (metallurgy). The course content will provide the student learner the whys and how's of the selection of metals for their particular applications. It will also cover physical conditions that working or deforming may have on metals in relationship to being machined. **Prerequisites:** *Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0107      Machine Tool Processes**

#### **1 hour credit**

This course will introduce the learner with the hazards that may be found in an industrial type setting and will emphasize how to make quality suggestive changes. It will also concentrate on tool selection for a particular job and allow the student to make sound decisions in estimating and machine cycle times. Group problem solving skills will be applied in this course to brain storm cost analysis and tool geometry. **Prerequisites:** *Fundamentals of mathematics w/ a grade of "C" or higher or appropriate score on the math assessment test.*

### **MACH-0108      Machining Fundamentals I**

#### **3 hours credit**

This course will introduce the learner with the skills to properly identify, set-up, and operate metal turning and milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. **Prerequisites:** *MACH-0101, Safety, MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, and fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0109      Machining Fundamentals II**

#### **3 hours credit**

This course will introduce the learner with the skills to properly identify, set-up, and operate metal turning and milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. **Prerequisites:** *MACH-0101, Safety, MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-*

*0108 Machining Fundamentals II and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0110      CNC Operations I**

#### **3 hours credit**

This course will introduce the learner with operations and to properly identify, set-up, and operate Computer Numerical Controlled (CNC) metal turning, milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. **Prerequisites:** *MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I ~IV MACH-0109 ~ MACH-0202 and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0111      Mathematics for Manufacturing**

#### **3 hours credit**

This course will introduce the learner to the step by step approach to mastering the mathematical skills needed by today's technicians. This course will enable the learner to relate basic math concepts and operations specific to today's industry. **Prerequisites:** *Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0201      Machining Fundamentals III**

#### **3 hours credit**

This course will introduce the learner with the advanced operations and to properly identify, set-up, and operate metal turning, milling equipment and safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. Materials covered in this course will enhance the procedures learned in MACH-0108, MACH-0109. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. **Prerequisites:** *MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I, MACH-0109 Machining Fundamentals II and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0202      Machining Fundamentals IV**

#### **3 hours credit**

This course will introduce the learner with the advanced operations and to properly identify, set-up, and operate metal turning, milling equipment and Surface Grinders safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. Materials covered in this course will enhance the procedures learned in MACH 0108, 0109, 0201. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner

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outcomes. *Prerequisites: MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I, MACH-0109 Machining Fundamentals II, MACH-0201 Machining Fundamentals III and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0203      CNC Operations II** **6 hours credit**

This course will introduce the learner with operations and to properly identify, set-up, and operate Computer Numerical Controlled (CNC) metal turning, milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I ~IV, MACH-0109 ~ MACH-0202 and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

### **MACH-0204      CAD/CAM I** **4 hours credit**

The learner will be introduced to computer fundamentals by creating part files, and interpreting part starting procedures. Several software's will be introduced and taught (Master Cam, Gibbs, and Feature Cam) Students will make a choice of which or all will be mastered. *Prerequisites: Core curriculum Certificate A or documentation of NIMS, or successfully passing a machining credentialing testing method per instructor.*

### **MACH-0205      CAD/CAM II** **4 hours credit**

The learner will be introduced to geometry creation by the use of icon driven methods to create lines, points and circles that will produce a drawing that can be used to create a part. This part creation will then be sent to our equipment to produce programs that CNC operators use to operate our equipment. Several software's will be introduced and taught (Master Cam, Gibbs, and Feature Cam) Students will make a choice of which or all will be mastered. *Prerequisites: MACH-0204 CAD/CAM I.*

### **MACH-0206      CAD/CAM III** **4 hours credit**

The learner will be introduced to work coordinates and also work groups that are required to create a 3 dimensional drawing to produce multi axis machining operations. Three, 4, and 5 axis machining practices will be implemented. Several softwares will be introduced and taught (Master Cam, Gibbs, and Feature Cam) Students will make a choice of which or all will be mastered. *Prerequisites: MACH-0204 CAD/CAM I, MACH-0205 CAD/CAM II.*

### **MAPR-0100      Electrical and Mechanical Safety** **1 hour credit**

Study of safety measures required for major appliance technicians to recognize and avoid hazards of an electrical or mechanical nature.

### **MAPR-0103      Tools of the Trade** **1 hour credit**

This class will teach the proper safe use of hand tools, refrigeration tools, ladders, appliance trucks, and electrical test instruments. This course will utilize hands-on instruction that will reinforce subjects lecture.

### **MAPR-0108      Basic Electricity** **3 hours credit**

Students will study Ohm's Law, series circuits, parallel circuits, series-parallel circuits, alternating current, inductance, capacitance, transformers, switching devices, and control circuit boards. The course teaches schematic and wiring diagram interpretation. The student will learn basic electrical theory and troubleshooting complex electrical circuits. This course will provide practice in application of electrical theory and diagnostic procedures, as well as the interconnection of components.

### **MAPR-0112      Fundamentals of Refrigeration** **2 hours credit**

List and identify the components of a refrigeration system, explain theory of refrigeration and the operation of all the compressor, evaporator, condenser, and metering device. Explain and understand the scientific principles heat transfer, enthalpy, sensible, and latent heat.

### **MAPR-0115      Parts Research and Ordering Systems** **1 hour credit**

Upon successful completion of this course, the student should be able to utilize parts manuals, on-line, and parts ordering software. This course will teach invoice accounting, parts labeling, retail price calculation, packaging, and parts distribution systems.

### **MAPR-0120      Principles of Combustion** **2 hours credit**

Identify the components of gas combustion; safety measures when working with gas; components of a gas supply system, components of a gas burner system. The student will be able to define: Air to gas ratio, flame speed, characteristics of an ideal flame, principles of venturi entrainment, and obtain an understanding of; burners, pilot and ignition systems, gas pressure, and gas pipe load sizing.

### **MAPR-0135      Oxy/Acetylene Safety/Usage** **2 hours credit**

Upon completion of this course the student will be trained and proficient in the safe use of an oxygen/acetylene torch kit. This course must be completed and the student must pass a hands-on evaluation prior to having torch privileges for shop use. This course teaches the safe ignition, handling, and maintenance of oxygen and acetylene tanks, regulators, hoses, and tips.



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### **MAPR-0140      Brazing/Swaging/Silver and Soft Soldering**

#### **3 hours credit**

This course teaches the proper methods of brazing similar and dissimilar metals used in the refrigeration industry. Also taught, are the methods, procedures, and tools used to swage tubing properly for the interconnection of refrigerant components, within a sealed system. Silver and soft soldering will then be used, to assemble and seal up the tubing of the refrigeration system. *The successful completion of MAPR – 0135 will be required to participate in the hands-on portion of this course.*

### **MAPR-0160      Workplace Skills/Customer Relations/Record Keeping**

#### **2 hours credit**

Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career in their chosen field. Topics include listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, time and resource management, work ethics and career planning.

### **MAPR-0205      Gas and Electric Wall Ovens Domestic/Professional**

#### **3 hours credit**

The purpose of this course is to obtain an understanding of the process of heat transfer from the heat source through the food product, and the importance of accurate heat control. This course will teach proper gas/electrical connecting, gas ignition systems, temperature/electrical controls, disassembly, oven calibration, proper flame adjustment, and self clean functions. Student will be taught the safe use of an oven dolly for the removal of a built in wall oven. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

### **MAPR-0210      Gas and Electric Ranges/Cook Tops-Domestic-Professional/Commercial**

#### **3 hours credit**

Obtain an understanding of the process of heat transfer from the heat source through the food product and the importance of accurate heat control. This course will teach proper gas/electrical connecting, gas ignition systems, temperature/electrical controls, disassembly, oven calibration, proper flame adjustment, self clean functions and sealed surface burner service. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

### **MAPR-0215      Ventilation Hoods/Make-up Air Blowers Domestic/Commercial**

#### **3 hours credit**

Upon successful completion of this course, the student will be able to identify and explain operation, trace circuits, diagnose and repair several makes of ventilation hoods, snorkel vents, conditioned and non-conditioned make-up air systems. Student will identify, explain the operation, diagnose and repair various and different types of controls. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

### **MAPR-0220      Dishwashers Domestic/Professional/Commercial**

#### **3 hours credit**

This course teaches the student to use safe and correct procedures, to disassemble, identify components, explain operation, diagnose, repair and reassemble several types of dishwashers, as well as to identify controls, explain their operation, and identify common repair problems with dishwashers. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

### **MAPR-0222      Advanced Refrigeration**

#### **2 hours credit**

This course instructs the students to safely connect gauges for testing and servicing, to use safe, correct and legal procedures to service typical home and commercial refrigerated units, to use proper procedures to correctly analyze refrigeration problems, and to identify and explain the operation of different types of controls such as temperature and deicing. The course will teach the proper methods and procedures of refrigerant recovery, charging, and system vacuuming.

### **MAPR-0230      Refrigerators/Freezers Domestic/Commercial**

#### **3 hours credit**

This course provides instruction in techniques used to disassemble and identify components, explain operation, trace circuits, diagnose and repair several makes of refrigerators, freezers, icemakers, dehumidifiers and window air conditioning units. By learning to trace circuits using wiring diagrams, and to identify, explain the operation, diagnose and repair various and different types of controls, students learn proficiency in this line of work. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

### **MAPR-0233      Ice Makers Domestic/Clear Ice/Commercial Ice Makers**

#### **3 hours credit**

Upon successful completion of this course, the student will be able to identify and explain operation, trace circuits, diagnose and repair as needed several makes of ice makers, domestic clear ice machines, and commercial grade ice machines. Student will identify, explain the operation, diagnose and repair various and different types of controls. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

### **MAPR-0235      Commercial Walk-in/Reach-in Freezers/Coolers**

#### **3 hours credit**

This course instructs students in techniques to disassemble and identify components, explain operation, trace circuits, diagnose and repair as needed several makes of commercial walk-ins, reach-in freezers/coolers. By learning to trace circuits using wiring diagrams and be able to identify, explain the operation, diagnose and repair various and different types of controls students learn proficiency in this line of work. Customer service, repair order write-up, service and parts manual usage,



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parts ordering and follow through will be discussed and practiced. This course will also teach proper load calculating for commercial walk-in design.

### **MAPR-0240      Steam Ovens/Proffers/Deep Fryers Domestic/Commercial**

#### **3 hours credit**

Students will learn the principals of steam generation for the purposes of cooking and raising bread dough. This course provides instruction in techniques used to disassemble and identify components, explain operation, trace circuits, diagnose and repair several makes of steam ovens, bread proffers, and commercial deep fryers. By learning to trace circuits using wiring diagrams and to be able to identify, explain the operation, diagnose and repair various and different types of temperature and electrical controls, students learn proficiency in this line of work. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

### **MAPR-0243      Microwave Ovens Domestic/ Commercial**

#### **3 hours credit**

Disassemble and identify components, explain operation, trace circuits, diagnose and repair as needed several makes of microwave ovens. Trace circuits using wiring diagrams and be able to identify, explain the operation, diagnose and repair various and different types of controls. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced. This course will also teach proper microwave leak prevention and detection, as well as wattage testing.

### **MAPR-0245      Top and Front Load Clothes Washers Domestic/Commercial**

#### **3 hours credit**

This course provides instruction in techniques used to ensure safe and correct procedures, to disassemble, identify components, explain operation, diagnose, repair and reassemble several types of clothes washers. By learning to identify controls, explain their operation, and identify common repair problems, students learn proficiency in this line of work. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

### **MAPR-0247      Gas and Electric Clothes Dryers/ Stack Laundry Domestic/Commercial**

#### **3 hours credit**

This course provides instruction in techniques used to obtain an understanding of the process of removing moisture from the clothing, the dryer, and the structure where the unit is located. This course will teach proper gas/electrical connecting, gas ignition systems, temperature/electrical controls, disassembly, drive motor functions, air flow, venting and parts replacement. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

### **MAPR-0284      Special Projects**

#### **3 hours credit**

This course gives students hands on experience in working with customers on outside projects under the supervision of an instructor. *Prerequisites: Program Facilitator Approval.*

### **MAPR-0290      Internship I**

#### **2 hours credit**

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes. *Prerequisites: Program Facilitator Approval.*

### **MAPR-0291      Internship II**

#### **3 hours credit**

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes. *Prerequisites: Program Facilitator Approval.*

### **MATH-0097      Math Essentials**

#### **4 hours credit**

Math Essentials emphasizes skill building in the operations of basic addition, subtraction, multiplication, and division as they relate to whole numbers, fractions, and decimals. These basic skills are then applied to the areas of ratio and proportion, percents, measurement, basic geometric concepts, and statistics. Algebra is introduced with the study of signed numbers, algebraic expressions, and basic equations. Students will be expected to use appropriate technology as one tool to achieve competency in Math Essentials. *Prerequisite(s):*

- 1) *Math ACCUPLACER score 0 – 40*
- 2) *Read ACCUPLACER score of 40 or better*

### **MATH-0099      Elementary Algebra**

#### **3 hours credit**

Elementary Algebra is an introductory algebra course for the student who has a solid foundation in arithmetic. Topics studied will include operations with signed numbers, linear equations and inequalities, problem solving, graphs of linear equations, operations with polynomials, factoring, quadratic equations, rational expressions, and radical expressions. Students will be expected to use appropriate technology as one tool to achieve competency in Elementary Algebra. *Prerequisite:*

- 1) *Grade of "C" or higher in MATH0097 Math*

## Course Descriptions

*Essentials OR Math ACCUPLACER score of 41 - 70*

- 2) *Grade of "C" or better in READ0091 OR Read ACCUPLACER score of 60 or better*

First-time college students who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in Math if their score is ACT023/SAT 575 or higher in math.

### **MATH-0104 Intermediate Algebra**

**3 hours credit**

Intermediate Algebra includes a brief review of Elementary Algebra, linear functions and graphs, rational expressions and equations, radical expressions and complex numbers, quadratic equations and graphs, and an introduction to logarithmic functions. Students will be expected to use appropriate technology as one tool to achieve competency in Intermediate Algebra. *Prerequisites:*

- 1) *Grade of "C" or higher in MATH0099 Elementary Algebra OR Math ACCUPLACER score of 71 – 99, Grade of "C" or better in READ0091 OR Read ACCUPLACER score of 60 or better*

### **MATH-0105 College Algebra**

**5 hours credit**

College Algebra includes a brief review of Intermediate Algebra; analysis and graphing of functions, including constant, linear, absolute value, square root, polynomial, rational, exponential and logarithmic functions and non-functions; and solving equations and inequalities, including polynomial equations, exponential equations, logarithmic equations, and systems of linear equations and inequalities. Students will be expected to use appropriate technology as one tool to achieve competency in College Algebra. *Prerequisites: First Time Placement: See Mandatory Placement Guidelines. Grade of "C" or higher in MATH0104 Intermediate Algebra.*

### **MATH-0107 Graphing Calculator I**

**1 hour credit**

Graphing Calculator I is designed for students with limited or no background in the use of the TI-83 or 84 Plus graphing calculator. The purpose of this course is to provide basic instruction in the use of the graphing calculator that is required in MATH-0105 College Algebra and above. *Prerequisite(s): Grade of "C" or higher in Math0099 Elementary Algebra.*

### **MATH-0108 Pre-Calculus Mathematics**

**3 hours credit**

Pre-Calculus includes the analysis and graphing of functions, including constant, linear, absolute value, square root, polynomial, rational, exponential and logarithmic functions and non-functions; solving equations and inequalities, including polynomial equations, exponential equations, logarithmic equations, systems of linear equations and inequalities; conic sections; and sequences and series. *Prerequisite Grade of "C" or higher in MATH-0104 Intermediate Algebra. May be taken concurrently with MATH-0112 Trigonometry.*

### **MATH-0112 Trigonometry**

**2 hours credit**

Trigonometry includes trigonometric and inverse trigonometric functions, radian and degree measure, graphing, identities, and applications to physical problems. Students will be expected to use appropriate technology as one tool to achieve competency in Trigonometry. *Prerequisite: First Time Placement: See Mandatory Placement Guidelines Grade of "C" or better in MATH0104 Intermediate Algebra. May be taken concurrently with MATH0108, Pre-Calculus mathematics.*

### **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, estimating the mean, hypothesis tests, and linear regression. Students will be expected to use appropriate technology as one tool to achieve competency in Statistics. *Prerequisite: First Time Placement: See Mandatory Placement Guidelines. Grade of "C" or higher in MATH0105 College Algebra or MATH0108 Pre-Calculus mathematics.*

### **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. *Prerequisites: Grade of First Time Placement: See Mandatory Placement Guidelines. Grade of "C" or better in MATH 105 College Algebra OR MATH0108 Pre-Calculus mathematics.*

### **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. *Prerequisites: Grade of "C" or higher in (1) MATH-0112 Trigonometry and MATH-0120 Calculus I (Non-Engineering).*

### **MATH-0122 Calculus and Analytic Geometry I**

**5 hours credit**

Calculus I is designed for students in mathematics, hard sciences, and engineering. Content includes limits and their properties, differentiation and its applications, integration, and calculus of exponential and logarithmic functions. Students will be expected to use appropriate technology as one tool to achieve competency in Calculus I. *Prerequisites: Grade of "C" or higher in MATH-0105 College Algebra or MATH-0108 Pre-Calculus Mathematics and MATH-0112 Trigonometry.*

### **MATH-0123 Calculus and Analytic Geometry II**

**5 hours credit**

Calculus & Analytic Geometry II is designed for students in

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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. **Prerequisite:** *Grade of "C" or higher in MATH0122 Calculus and Analytic Geometry I.*

### **MATH-0208      History of Mathematics**

**3 hours credit**

This course is designed to acquaint students with the development and practices of mathematics in ancient, medieval, and modern times. This worldwide multicultural development will then be brought up to date with the students' exposure to current thought and philosophy in mathematics as well as the technology that has revolutionized our modern world. **Prerequisite:** *Grade of "C" or higher in MATH0105 College Algebra or Bachelor's or higher degree.*

### **MATH-0224      Calculus and Analytic Geometry III**

**5 hours credit**

Calculus & Analytic Geometry III is designed for students in mathematics, hard sciences, and engineering. Content includes analytic and solid geometry, vectors, multivariable calculus, multiple integrals, and applications of these topics. Students will be expected to use appropriate technology as one tool to achieve competency in Calculus and Analytic Geometry III.. **Prerequisites:** *Grade of "C" or higher in MATH0123 Calculus and Analytic Geometry II. May be taken concurrently with MATH0227 Differential Equations.*

### **MATH-0227      Differential Equations**

**3 hours credit**

Differential Equations is designed for students in mathematics, hard sciences, and engineering. Content includes standard types of ordinary differential equations, (first, second, and higher order), systems of differential equations, and applications to geometry and physical science. Students will be expected to use appropriate technology as one tool to achieve competency in Differential Equations **Prerequisite:** *Grade of "C" or higher in MATH0123 Calculus and Analytic Geometry II. May be taken concurrently with MATH0224 Calculus and Analytic Geometry III.*

### **MEDA-0105      Medical Administrative Aspects**

**4 hours credit**

This course provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

### **MEDA-0110      Human Body in Health and Disease**

**3 hours credit**

This course focuses on diseases that are frequently diagnosed and treated in the medical office setting.

### **MEDA-0115      Medical Professional Issues**

**2 hours credit**

This course reviews the role and function of the Medical Assistant. This course focuses on the basic concept of the professional practice of medicine and the scope of practice of the Medical Assistant. Students discuss the personal and professional characteristics and legal and ethical standards for Medical Assistants, explore professional and personal therapeutic communication, and address time management and goal setting.

### **MEDA-0120      Medical Assistant Patient Care I**

**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-0125      Medical Assistant Patient Care 2**

**4 hours credit**

This course focuses on expanding the knowledge and skills in Patient Care 1. 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-0130      Pharmacology Administration**

**1 hour credit**

In this course students prepare and administer medications via several routes including oral, parenteral (excluding intravenous), transdermal, and inhalation. Emphasis is placed on safe and accurate administration.

### **MEDA-0135      Clinical Lab 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-0140      Insurance 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-0145      Medical Assistant Externship**

**5 hours credit**

This course provides opportunity to apply clinical, laboratory, and administrative skills in a supervised, non-remunerated

## Course Descriptions

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).  
**Prerequisites:** *MEDA-0125 Medical Assistant Patient Care 2*

### **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.

### **MMVP-0110      Introduction to Multimedia** **3 hours credit**

The fundamentals of multimedia will be studied from definition to implementation process including the elements of multimedia, authoring programs, presentation programs, development and design, management and distribution as well as web based implementation and CD delivery of multimedia content.

### **MMVP-0130      Introduction to Digital Imaging** **3 hours credit**

The student will identify key historical development in analog and digital photography as well as be exposed to various methods of image capture, transfer and storage. Elements and Principles of photography will be emphasized including composition, lighting and aesthetics. Digital manipulation through industry standard software such as PhotoShop will be reviewed as well as copyright and ownership as it pertains to digital imaging.

### **MMVP-0140      Introduction to Video Production** **3 hours credit**

The fundamentals of video production will be studied including the production process, the production team the function and elements of the camera, proper mounting, balance and composition.

### **MMVP-0150      Introduction to Animation** **3 hours credit**

The fundamentals of digital animation will be studied including key events in history, image creation, alternative input devices, timing, character construction and animation, walk cycles, lip sync as well as story boards and staging. **Prerequisites:** *MMVP-0130 Introduction to Digital Imaging.*

### **MMVP-0160      Introduction to 3D Modeling** **4 hours credit**

The fundamentals of digital 3D animation will be studied including modeling, endomorph creation, animating using key frame and graph editing and rendering for multiple output. Lighting and camera work and surfacing will be reviewed and practically employed in a project format.

### **MMVP-0166      Introduction to Web Animation** **3 hours credit**

This course is designed to introduce the fundamentals of Adobe's Scaleable Vector Graphic Program to the student. Flash is pervasive in the multimedia and web design industries used for website design and construction to animation and video encoding. Students will create interactive animations using the drawing tools and importing of other material.

### **MMVP-0170      Introduction to Game Design** **3 hours credit**

The fundamentals of digital Game Design will be explored including conditional statements, Gaming concepts as well as the history and guidelines to creating interactive game media. Various genres and design styles will be employed and career opportunities and growth areas identified.

### **MMVP-0180      Audio for Video Production** **3 hours credit**

The fundamentals of Audio for Digital Video Production will be studied including capture, formats and compression as well as non linear, non destructive editing with industry standard software, application of special effects and output. **Prerequisites:** *MMVP-0140 Introduction to Video Production*

### **MMVP-0190      Digital Video Production** **3 hours credit**

The fundamentals of Digital Video Production will be studied including image capture, tape formats and compression as well as non linear, non destructive editing with industry standard software, application of special effects and output to tape and DVD. **Prerequisites:** *MMVP-0140 Introduction to Video Production*

### **MMVP-0201      Macintosh Digital Video Production** **2 hours credit**

The fundamentals of Digital Video Production on the Macintosh will be studied including image capture, non linear, non destructive editing with industry standard software, application of special effects and output to tape and DVD. **Prerequisites:** *MMVP-0190 Digital Video Production*

### **MTSC-0101      Orientation to Funeral Service** **2 hours credit**

This Funeral Service Area is a survey of the history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices as well as the progression of Associations and Education within Funeral Service.

### **MTSC-0105      Mortuary Law** **3 hours credit**

The subject area guidelines for Mortuary Law are designed to introduce the student to sources of law; the legal status of the dead human body; the duty of burial, right to control funeral arrangements and final disposition and liability for funeral expenses; torts involving the dead human body and the funeral director; wills, estates and probate proceedings; cemeteries and issues related thereto; state and federal laws and regulations pertaining to funeral service; and the legal aspects of being a licensed funeral director/mortician.



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### **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. *Prerequisite: Human Anatomy and Laboratory, BIOL-0141.*

### **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. *Prerequisite: MTSC-0108 Mortuary Chemistry or equivalent.*

### **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. *Prerequisites: Human Anatomy and Laboratory, BIOL-0141.*

### **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. *Prerequisites: Psychology, PSYC-0101, and The Grieving Process, PSYC-0115.*

### **MTSC-0240      Mortuary Science Practicum I**

#### **3 hours credit each semester**

Students work in local funeral home under the direct supervision of a licensed funeral director. Combines 13-16 hours per week in an approved funeral home, which involves training and experience in a funeral home setting.

### **MTSC-0241      Mortuary Science 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 work (13-16 hours) per week in the funeral home. *Prerequisites: MTSC-0205 Embalming Theory and MTSC-0240 Mortuary Science Practicum I.*

### **MUSC-0101      Music Appreciation**

#### **3 hours credit**

A general education course, Music Appreciation may be used to satisfy part of the Humanities requirement in the General Education Core requirements. This course provides students with a basic introduction and background in music listening. The focus is on art music (the classical traditions of Western and non-Western music), covering all periods from medieval to modern. Students develop an understanding of the elements that create music, an ability to identify music by historical periods, and an acquaintance with a wide variety of music styles and forms.

### **MUSC-0102      Music Literature I**

#### **3 hours credit**

Music Literature I is intended for the music major who plans to transfer to a four-year institution. It is designed to introduce student to music literature through listening, discussion, and score study. Style periods covered include the Baroque through the Twentieth Century. *Prerequisite: MUSC-0112 Music Theory II or permission of instructor*

### **MUSC-0110      Music Fundamentals**

#### **3 hours credit**

Designed for two groups of students, Fundamentals of Music is for non-music majors interested in learning the basics of reading and playing music or for music majors lacking sufficient background to successfully complete Music Theory I. Course work covers fundamentals of music notation, piano keyboard knowledge, and writing basic notes, symbols, scales, chords, and intervals.



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### **MUSC-0111 Music Theory I**

#### **4 hours credit**

The purpose of this course is to provide the student with a thorough introduction to the elements of music, such as intervals, scales, and chords, as well as an introduction to diatonic harmony and part writing, and elements of musicianship including sightsinging, dictation, rhythm, and keyboard skills.

### **MUSC-0112 Music Theory II**

#### **4 hours credit**

The purpose of this course is to continue the studies begun in Music Theory I. This course will complete the study of diatonic harmony. Topics covered will include inversions and seventh chords, non-harmonic tones, and diatonic modulation, and elements of musicianship including sightsinging, dictation, rhythm, and keyboard skills. *Prerequisite: Music Theory I, MUSC-0111.*

### **MUSC-0113-0118 Instrumental Ensemble**

#### **1 hour credit**

The instrumental ensembles focus on small group performance. This class is open to brass and woodwind players, percussionists and string players. Ensembles will be divided up based on ability level. The ensembles rehearse 2 or 3 times per week and perform on campus and around the metropolitan area.

### **MUSC-0119-0124 Concert Band**

#### **1 hour credit**

Concert Band is open to any college student with prior experience in instrumental music organizations. All types of band literature are studied and rehearsed: concerts are performed. *Prerequisite: Instrumental Experience.*

### **MUSC-0125-128 Jazz Band**

#### **1 hour credit**

The jazz band is open to instrumentalists who play woodwind, brass, and percussion instruments. Traditional big band repertoire is studied and performed. This group performs several concerts per semester. *Prerequisite: Consent of the instructor.*

### **MUSC-0131-0135 String Orchestra**

#### **1 hour credit**

String Orchestra is open to any student with string experience. All styles of string orchestra literature are studied and rehearsed. *Prerequisite: Violin, Viola, Cello, or Bass experience.*

### **MUSC-0137 Jazz Improvisation**

#### **2 hours credit**

This course is designed to provide the music student with basic fundamentals in improvisation. Jazz Improvisation class time is divided equally between theory and practical performance. The objective of the class is an ability to identify scales, chords, and perform fundamental improvisation.

### **MUSC-0139-144 Choir**

#### **1 hour credit**

Choir is for any and all students enrolled at the College who desire to sing and participate in choral activities. Music studied

and performed will include music from all style periods of music history. Ethnic and cultures other than Western Europe will also be included when appropriate. All members of choir are required to perform in public.

### **MUSC-0145-150 Vocal Ensemble**

#### **1 hour credit**

Members of this choir are selected by audition at the beginning of each semester. The choir performs vocal literature from all style periods including madrigals, jazz, or contemporary classical. *Prerequisites: Audition. Corequisite: enrollment in Choir, MUSC-0139-0144.*

### **MUSC-0151-154 Piano Class**

#### **1 hour credit**

Piano class is designed for music majors to develop basic piano proficiency skills, including scales, chords, harmonizing melodies, improvisation, sightreading, and developing basic piano repertoire. In each successive semester of enrollment in piano class (up to four semesters), students will work on more difficult levels of the elements of musicianship listed above. Students other than music majors may enroll if space is available.

### **MUSC-0155-0156 Voice Class**

#### **1 hour credit**

Voice class is for beginning voice students, non-voice music majors, and other college students who desire training in vocal production with emphasis on performance. Many types of solo literature are studied and performed. Two hours of class time per week are required.

### **MUSC-0169-174 Applied Voice**

#### **1 hour credit**

This course is for students who desire private, one-on-one instruction in voice. One credit hour indicates a one-half hour private lesson per week. Performance in the final recital is mandatory. *Refer to 'Special Class Fees' section for current class fee. Prerequisite: Permission of the instructor.*

### **MUSC-0175-180**

### **Applied Piano**

#### **1 hour credit**

This course is designed for students who desire private, one-on-one instruction in piano. One credit hour indicates a one-half hour private lesson per week. The course will enable students to gain increased proficiency in the performance of piano literature. Performance in the final recital is mandatory. *Refer to 'Special Class Fees' section for current class fee. Prerequisite: Permission of the instructor.*

### **MUSC-0181-184 Applied Strings**

#### **1 hour credit**

This course is for students who desire private, one-on-one instruction in violin, viola, guitar, or bass. One credit hour indicates a one-half hour private lesson per week. Performance in the final recital is mandatory. *Refer to 'Special Class Fees' section for current class fee. Prerequisite: Permission of instructor.*

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### **MUSC-0185-190 Applied Woodwinds**

#### **1 hour credit**

This course is for students who desire private, one-on-one instruction in flute, oboe, bassoon, clarinet, or saxophone. One credit hour indicates a one-half hour private lesson per week. Performance in the final recital is mandatory. *Refer to 'Special Class Fees' section for current class fee. Prerequisite: Permission of instructor.*

### **MUSC-0191-194 Applied Brass**

#### **1 hour credit**

This course is for students who desire private, one-on-one instruction in trumpet, French horn, trombone, or tuba. One credit hour indicates a one-half hour private lesson per week with one hour daily practice expected for each credit hour. Performance in the final recital is mandatory. *Refer to 'Special Class Fees' section for current class fee. Prerequisite: Permission of instructor.*

### **MUSC-0195 Applied Percussion**

#### **1 hour credit**

This course is for students who desire private, one-on-one instruction in drums or percussion. One credit hour indicates a one-half hour private lesson per week with one hour daily practice expected for each credit hour. Performance in the final recital is mandatory with the exception of the non-traditional student. *Refer to 'Special Class Fees' section for current class fee. Prerequisite: Permission of instructor.*

### **MUSC-0205 Internship in Audio**

#### **1 hour credit**

An internship in an audio related field provides an opportunity for focused in-depth learning and practical experience of the professional audio industry to advanced students. The student is responsible for organizing the internship opportunity, which must be approved by the KCKCC's Audio Engineering Program Coordinator prior to enrollment in the class. The student must complete a minimum of 48 documented hours of internship. In addition to further developing technical and production student competencies this opportunity also provides for practical application of theories, techniques, and concepts discussed throughout the program. Students should further develop a sense of professionalism, reasoning and decision-making skills, resourcefulness, and independence. Students may also establish contacts within the industry that may lead to entry-level employment. *Prerequisite: MUSC-0260 Advanced Recording I, AND permission of the instructor.*

### **MUSC-0206-209 Music Composition**

#### **1 hour credit**

Music Composition introduces students to the basic procedures and skills of composing music. Emphasis is placed on writing both acoustic and electronic music. Students also study scores and listen to a variety of classical music in order to help them understand the techniques that are typical of various compositional styles. A minimum of three original works, preferably written for a variety of media, is required. Students present a neat, handwritten or computer-generated copy of each work to the instructor for an end-of-semester evaluation. *Prerequisite: MUSC-0106, Music Applications*

*for Computers, MUSC-0111, Music Theory I, or permission of instructor.*

### **MUSC-0213 Music Theory III**

#### **4 hours credit**

The purpose of this course is to continue the studies begun in Music Theory I and II. This course will be concerned with the study of chromatic harmony. Topics covered will include secondary dominants, borrowed chords, Neapolitan chords, and augmented sixth chords, and elements of musicianship including sightsinging, dictation, rhythm, and keyboard skills. *Prerequisites: Music Theory II, MUSC-0112.*

### **MUSC-0214 Music Theory IV**

#### **4 hours credit**

The purpose of this course is to continue the studies begun in Music Theory I, II and III. This course will complete the study of chromatic harmony and include a complete study of twentieth-century theoretical techniques. Topics covered will include enharmonic modulation, Impressionism, modes, scales, twelve tone techniques, and quartal harmony, and other twentieth century materials, plus elements of musicianship including sightsinging, dictation, rhythm, and keyboard skills. *Prerequisite: Music Theory III, MUSC-0213.*

### **MUSC-0220-225 Chamber Ensemble**

#### **1 hour credit each semester**

Members of this choir are selected by audition at the beginning of each semester. The choir performs vocal literature from all style periods including jazz or classical repertoire, depending on the course section number. *Prerequisites: Audition or consent of the instructor.*

### **MUSC-0233 Music Video Projects**

#### **1 hour credit**

The course is for students who wish to work on additional music video projects. The course will emphasize advanced digital video camera techniques, lighting, the use of digital special effects, lip-syncing, scrolling titles, and advanced computer software for non-linear digital video editing. Students will be expected to complete at least one music video project during the semester. *Prerequisite: MUSC-0230, Music and Multimedia.*

### **MUSC-0250 Audio and Recording Techniques**

#### **3 hours credit**

This 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. *Refer to 'Special Class Fees' section for current class fee. Prerequisite: Music Applications for Computers, MUSC-0106.*

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### **NAIL-0101      Scientific Concepts**

#### **3 hours credit**

This course will provide the student with a practical knowledge of public sanitation and an understanding of the general concepts of chemistry, the chemical composition of professional nail products, chemical safety and OSHA regulations applicable in the professional beauty industry. The student will be provided with an understanding of basic anatomy, physiology and histology of the human body. This course will also provide the student with a working knowledge of the structure, composition, growth, regeneration, irregularities, and diseases of the natural nail and the structure, functions, growth, regeneration and disorders of the skin as well as an understanding of the muscles, nerves and blood, their structure and function. *Prerequisites: Meet requirements to apply for Kansas Board of Cosmetology Apprentice License.*

### **NAIL-0105      Manicuring Skills**

#### **3 hours credit**

This course will provide the student with an understanding of the purpose and effect of manicures and pedicures as well as a working knowledge of the equipment, implements, supplies and products used in the performance of professional manicures and pedicures. The student will also be instructed in the proper preparation and procedures involved in performing basic manicures, reconditioning treatments, repair techniques, hand and arm massage, foot and leg massage and application of polish. The student will perform a minimum of 25 manicures and 10 pedicures. *Prerequisites: NAIL-0101 Scientific Concepts.*

### **NAIL-0110      Artificial Nails**

#### **5 hours credit**

This course will provide the student with the abilities and skills required by every successful nail technician. This course offers sound lessons in exceptional client service in addition to hands-on step-by-step procedures that are essential for any nail technician looking to perform with confidence and capability. *Prerequisites: NAIL-0101 Scientific Concepts and NAIL-0105 Manicuring Skills.*

### **NAIL-0115      Business Practices**

#### **3 hours credit**

A variety of instructional methods may be used depending on content area. These may include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs. *Prerequisites: NAIL-0101 Scientific Concepts, NAIL-0105 Manicuring Skills, NAIL-0110 Artificial Nails.*

### **NAIL-0120      Kansas State Law Nail Technology**

#### **1 hour credit**

This course provides classroom instruction in the Kansas Board of Cosmetology General Laws, Rules and Regulations. The course consists of 20 classroom hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

### **NASC-0101      Introduction to Physical Science**

#### **3 hours credit**

This is an introductory course into the major areas of the physical sciences including concepts of physics such as forces, energy, electricity / magnetism, nuclear science, earth science and astronomy. This course is designed to acquaint the student with the scientist's approach to the world. It is not recommended for science majors. No laboratory is required. *Prerequisite: None. Good algebra skills are helpful.*

### **NASC-0103      General Physical Science**

#### **5 hours credit**

The study of matter and energy is the central theme unifying the various areas of physical science such as motion of objects, energy, waves, electricity / magnetism, light, nuclear science, earth science and astronomy. This is a general course which satisfies the laboratory natural science requirement. The course requires numerous brief laboratory and discussion activities plus outside work. This is not an online course but does require minimal computer skills. The KCKCC computer labs are available for students not having a home computer. *Prerequisite: None. Good algebra skills are helpful.*

### **NASC-0107      Introduction to Astronomy**

#### **3 hours credit**

A survey of astronomy, the topics included in this course are the moon, planets, the sun, stellar birth and death, galaxies and their evolution, and the evolution of our universe. Emphasis is descriptive rather than mathematical. *Prerequisite: None. Good algebra skills are helpful.*

### **NASC-0108      Introduction to Astronomy Lab**

#### **1 hour credit**

This laboratory introduces the variety of techniques used by astronomers to learn information about the planets, stars, and galaxies. This course counts as a lab science when taken concurrently or after NASC-0107 Introduction to Astronomy. *Prerequisite: None. Good algebra skills strongly recommended.*

### **NASC-0130      Introductory Physics**

#### **3 hours credit**

This is an introduction to the important concepts of physics such as motion of objects, forces, momentum, energy, waves, electricity, optics and nuclear science. This course has a conceptual rather than mathematical emphasis. Designed for liberal arts majors, the course may serve as a background course for science majors. *Prerequisite: College Algebra, MATH-0105 is recommended.*

### **NASC-0131      Introductory Physics Laboratory**

#### **1 hour credit**

A laboratory related to Introductory Physics, NASC-0130. The course counts as a lab science when preceded or accompanied by NASC-0130. *Prerequisite: College Algebra, MATH-0105 is recommended.*

### **NASC-0175      Introduction to Meteorology**

#### **4 hours credit**

This course provides students with a comprehensive study of

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the principles of meteorology while simultaneously providing classroom and laboratory applications focused on current weather situations. It provides real experiences demonstrating the value of computers and electronic access to time-sensitive data and information. The structure and composition of the atmosphere, the general circulation pattern over the Northern Hemisphere and how it arises, winds in relation to pressure patterns, and weather maps and their analyses are among the topics covered. **Prerequisite:** *College Algebra, MATH-0105 is recommended.*

### **NASC-0186      Physical Geology and Lab** **5 hours credit**

This course provides students with a comprehensive study of the principles of geology while simultaneously providing classroom and laboratory applications. The course is a study of the structural and dynamic features of the Earth. Rock-forming minerals, rocks and their decay are studied. A short history of the Earth is included. **Prerequisite:** *College Algebra, MATH-0105 is recommended.*

### **NASC-0231      General Physics I** **5 hours credit**

This course covers a study of the fundamental principles and mathematical analysis in mechanics, fluids, heat, and wave motion. These basic concepts and mathematical analysis are presented in five hours of lecture, recitation, demonstrations, and two hours of laboratory per week. [The student must be concurrently enrolled in NASC-1231 - General Physics I Lab.] This is a general course and is not suggested for engineering students. General Physics I is offered in the Fall semester only. **Prerequisites:** *College Algebra, MATH-0105 is required; Trigonometry, MATH-0112 is recommended.*

### **NASC-0232      General Physics II** **5 hours credit**

This is the second course of two sequential courses commonly required for the study of all the areas of physics. This course covers a study of electricity, magnetism, light, and concepts of modern physics. Mathematical analysis and understanding of fundamental concepts is emphasized. [The student must be concurrently enrolled in NASC-1232 - General Physics II Lab.] This is a general course and is not suggested for engineering students. General Physics II is offered in the spring semester only. **Prerequisite:** *General Physics I, NASC-0231 or consent of the instructor.*

### **NASC-0245      Engineering Physics I** **5 hours credit**

This course is a study of Newtonian mechanics, energy, work and momentum relations, simple harmonic motion, fluids and thermodynamics. Mathematical analysis using calculus and a greater depth of understanding of fundamental concepts is emphasized. [The student must be concurrently enrolled in NASC-1245-Engineering Physics I Lab.] The course is designed primarily for those students who are majoring in pre-engineering and is offered only in the fall semesters. **Prerequisites:** *Completion of Calculus and Analytic Geometry I, MATH-0122 and concurrent enrollment in or completion of MATH-0123, Calculus and Analytic Geometry II.*

### **NASC-0246      Engineering Physics II** **5 hours credit**

This is the second semester of a two semester sequential course of study in basic physics. The course is designed primarily for those students who are majoring in pre-engineering. Electricity, magnetism, light, and concepts of modern physics are studied in this course. [The student must be concurrently enrolled in NASC-1246-Engineering Physics II Lab.] This course will be offered during spring semester only. **Prerequisites:** *Engineering Physics I, NASC-0245, and Calculus and Analytic Geometry II, MATH-0123, or consent of the instructor.*

### **NASC-0248      Statics** **3 hours credit**

Material covered in this course includes forces and force systems as applied to engineering problems, equilibrium, moment of force, center of gravity, and moment of inertia. Emphasis is on problem solving using vector notation. **Prerequisites:** *Engineering Physics I, NASC-0245 and Calculus and Analytic Geometry II, MATH-0123.*

### **NASC-0249      Dynamics** **3 hours credit**

This is a three-credit hour course involving lecture/recitation with strong emphasis on problem solving using vector notation. It is designed to give a general background in engineering mechanics (dynamics) for all students majoring in engineering. **Prerequisites:** *Engineering Physics I, NASC-0245 and Calculus and Analytic Geometry II, MATH-0123.*

### **NETW-0140      Home and Small Business Networking** **8 hours credit**

Networking for Home and Small Businesses is a course that is designed to introduce students to the basic concepts of setting up a personal computer system, including the operating system, interface cards, and peripheral devices. Students will also learn to plan and install a home or small business network and connect it to the Internet and be able to verify and troubleshoot network and Internet connectivity. Students will learn about sharing resources such as files and printers among multiple computers and recognize and mitigate security threats to a home network. Students will be able to configure and verify common Internet applications and configure basic IP services through a GUI.

### **NETW-0142      Voice and Data Cabling** **7 hours credit**

This course is an introduction to the basic concepts, theories, and research findings in the evolving field of psychology. By learning to think psychologically, students gain insight into themselves and the dynamics of human thinking, behavior, and emotions. **Prerequisites:** *NETW-0140 Home and Small Business Networking.*

### **NETW-0144      Small-to-Medium Business or ISP** **8 hours credit**

The Working at a Small-to-Medium Business or ISP course is designed to introduce students to the structure of the Internet and how Internet communications occur between hosts.



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Students will install, configure, and troubleshoot Cisco IOS® devices for Internet and server connectivity as well as, plan a basic wired infrastructure to support network traffic. Students will be able to implement basic WAN connectivity using Telco services and demonstrate proper disaster recovery procedures and perform server backups. Students will learn how to monitor network performance and isolate failures and troubleshoot problems using organized, layered procedures. Students will also be able to describe the OSI model and the process of encapsulation and how it relates to the different aspects of sending data across a network. **Prerequisites:** *NETW-0140 Home and Small Business Networking.*

### **NETW-0146      Routing and Switching in the Enterprise** **8 hours credit**

Routing and Switching in the Enterprise is designed to introduce students to networking from a larger business standpoint. Students will learn how to implement a LAN for an approved network design and configure a switch with VLANs and inter-switch communication. Students will also implement access lists to permit or deny specified traffic. Students will learn how to implement WAN links and configure routing protocols on Cisco devices. Students will also perform LAN, WAN, and VLAN troubleshooting using a structured methodology and the OSI model. **Prerequisites:** *NETW-0144 Small-to-medium Business or ISP.*

### **NETW-0148      Designing and Supporting** **Computer Networks**

#### **8 hours credit**

Designing and Supporting Computer Networks is a course designed to introduce students to concepts many technicians are required to perform. Students will learn to gather customer requirements and design a simple Internetwork using Cisco technology. Students will be required to design an IP addressing scheme to meet LAN requirements and create an equipment list to meet LAN design requirements. Students will learn how to create and present a proposal to a customer and install and configure a prototype Internetwork. Students will be taught how to obtain and upgrade Cisco IOS Software in Cisco devices and perform password recovery on Cisco devices. **Prerequisites:** *NETW-0146 Routing and Switching in the Enterprise.*

### **NETW-0150      Workplace Skills** **1 hour credit**

This course will include all necessary skills to acquire and keep a job. These important Job Skills will be covered in the course as well as practiced by the students in discussion, role playing and assisting the school computer support technicians. Students will attend seminars given by our Jobs Placement Coordinator. Participation in SkillsUSA is encouraged.

### **NUPN-0132      Leadership for the Practical Nurse** **2 hours credit**

Course introduces students to the topic of Leadership and Management within the discipline of nursing. Leading and managing are two essential expectations of all nurses. To lead and to manage successfully, nurses must possess not only knowledge and skills, but also a caring and compassionate

attitude. The topics to be explored include strategies in planning, goal setting and marketing, problem solving and decision making, managing time, leading and organizing groups of people, team building, care delivery systems and learning how to utilize empowerment in nursing.

### **NUPN-0134      Theory Application through** **Assessment and Simulation**

#### **3 hours credit**

The course will allow the student to enhance their basic assessment skills in providing care for clients of all ages and cultures. The basic techniques of inspection, palpation, and auscultation will be used to assess body systems. The student will also gain experience in history taking and documentation while developing a caring attitude.

### **NURS-0100      Orientation to Nursing** **2 hours credit**

This course is designed to help the student recognize personal strengths and support systems that will contribute to the student's success. The student is introduced to language and math skills necessary for the nursing program and introduced to foundations of medical and nursing terminology. Study skills, test taking skills and time management skills are discussed and evaluated as an essential component for the nursing program. Stress reduction techniques are discussed along with identifying the various college resources available throughout the nursing program. Introduction to the nursing process is presented. **Prerequisite:** *The student who enrolls in this course is planning to enter or has entered the Kansas City Kansas Community College nursing program.*

### **NURS-0121      Nursing Care Techniques** **1 hour credit**

This course establishes the basic knowledge and competencies necessary to prepare the student to function as an entry-level nursing care provider. The student will have the opportunity to practice and develop competency of basic nursing care skills in the nursing lab. Emphasis will be placed on interventions for the Basic Physiologic Domain, Client's Rights and the Well Older Client. **Prerequisite(s):** *Acceptance into the Nursing program and completed (or concurrent) Health Assessment course and Human Development (or Child Development).*

### **NURS-0122      Foundations of Nursing Care I** **3 hours credit**

This course establishes the basis for more specialized knowledge and competencies, which will become the foundation for the student's future practice as a registered nurse. Emphasis is placed on the integrated concepts of cultural awareness, caring, health maintenance and promotion and teaching/learning. The student will interact with faculty, peers and clients as they explore communication skills and techniques and discover how they are essential to nursing practice. The student builds knowledge in order to be prepared for the dynamic changing roles, which occur in the nursing profession today. The nursing process is introduced and utilized as a systematic method to meet basic client needs. Faculty has created a learning community of diverse settings and clients where people learn together beyond the classroom.



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Teaching-learning activities include a variety of learning opportunities with emphasis placed on the development of student creativity and critical thinking. The student will be introduced to Nursing Interventions of the Basic Physiologic Domain, including nutrition, safety, and self-care facilitation.

**Prerequisites:** *Concurrent health assessment course and child or developmental psychology and NURS-0121 Nursing Care Techniques.*

### **NURS-0123 Foundations of Nursing Care II**

#### **4 hours credit**

This course is a continuation of the basis of specialized knowledge and competencies, which will become the foundation for the student's future practice as a registered nurse. Emphasis will continue to be placed on the concepts of cultural awareness, caring, health maintenance and promotion and teaching/learning. The student will interact with faculty, peers, and clients and the health care team as they explore communication skills and techniques. The nursing process is continued to be utilized as a systematic method to meet basic client needs. Teaching-learning activities include a variety of learning opportunities with emphasis placed on the development of student creativity and critical thinking. Pharmacology and medication administration will be introduced as well as basic and complex physiologic nursing interventions. **Prerequisites:** *NURS-0121, Nursing Care Techniques and NURS-0122, Foundations of Nursing Care I and NURS-0193, Health Assessment.*

### **NURS-0124 Concepts of Care I**

#### **4 hours credit**

The course content expands on the concepts necessary to provide a safe caring environment for adult clients in whom psychosocial and physiologic integrity is compromised. The course content will explore care that supports homeostatic regulation for clients with electrolyte and acid-base imbalances, respiratory, and tissue perfusion concerns in a culturally diverse population. Course experiences will incorporate the nursing process and critical thinking while caring for patients in diverse settings. Communication and documentation skills will be applied to the multi-disciplinary health care team. Didactic and clinical experiences will integrate teaching and learning activities that enhance self-care, health promotion and maintenance. **Prerequisites:** *Successful completion of NURS-0122, Foundations of Nursing Care I and NURS-0123, Foundations of Nursing Care II.*

### **NURS-0125 Transition Concepts**

#### **2 hours credit**

Through this course the student applying for advanced standing is familiarized with the Kansas City Kansas Community College Philosophy and Objectives. The student is introduced and oriented to client needs as the conceptual framework of the Nursing Department. The student is expected to come with basic concepts of therapeutic communication, the nursing process, and growth and development. The relationship of this knowledge to the total curriculum is explored. Emphasis is placed on the use of critical thinking in the nursing process to develop care plans. Dosage computation, safe administration of drugs, and legal and ethical responsibilities of administering

medications are discussed. Principles of nutritional and physical assessment are reviewed. The legal and ethical ramifications affecting the role transition from LPN to RN are explored. Students are introduced to IV therapy skills and procedures in the nursing laboratory.

The bridge course provides content that orients the student to the conceptual framework, philosophy and expectations of the Kansas City Kansas Community College Nursing Program. The course also reflects that content which the faculty has identified as being distinctive to registered nurse programs. **Prerequisites:** *BIOL-0141 Human Anatomy and Laboratory, PSYC-0101 Psychology, PSYC- Human/Child Development, BIOL-0143 Human Anatomy and Physiology and Lab, CHEM-0 Chemistry and Laboratory, BIOL-0261 Microbiology, and MATH-0104 Intermediate Algebra.*

### **NURS-0126 Concepts of Mental Health/Illness**

#### **4 hours credit**

This course provides the student with the opportunity to care for clients from childhood to late adulthood with acute or chronic mental illness. Client needs specific to psychosocial integrity and adaptation are investigated. Emphasis is placed upon promoting the client's ability to adapt or problem-solve situations related to illness or stressful events. The principles of therapeutic communication are discussed and practiced with a variety of clients. Therapeutic communication, nursing process, and critical thinking are documented in the process recording and care plans. Teaching plans specific to medications and nutrition provide the opportunity to integrate teaching/learning concepts. Caring, cultural awareness, and therapeutic communication are integrated into both didactic content and clinical experience. Documentation of these concepts is demonstrated in the clinical area and weekly required paperwork. **Prerequisites:** *Completion of NURS-0122 Foundations of Nursing Care I and NURS-0123 Foundations of Nursing Care II (or equivalent) with a "C" or better.*

### **NURS-0127 Concepts for LPN Articulation**

#### **2 hours credit**

The course content expands on the concepts necessary to provide a safe, effective care environment for adult and/or neonatal clients whose psychosocial and physiologic integrity are compromised. The course content will explore care that supports homeostatic regulation for clients with electrolyte and acid-base imbalances, respiratory, and tissue perfusion concerns in a culturally diverse population. Content will examine nursing care for women whose adaptive reserve and defenses are compromised by problems occurring during the maternity cycle or related to altered reproductive system function. Maternal/fetal and neonatal assessment is included. Didactic experiences will integrate relevant concepts of critical thinking in the nursing process, caring, communication, cultural awareness, documentation, self-care, and teaching/learning. **Prerequisites:** *Completion of NURS-0125 Transition Concepts. This may be taken concurrently with NURS-0126 Concepts of Mental Health/Illness and NURS-0212 Children and Families.*

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### **NURS-0135      Pathophysiology for Nurses** **3 hours credit**

Through this course, the student is introduced to basic concepts of nursing pathophysiology. The mechanisms of disease, alterations in body structure and function with resulting clinical manifestations will be presented. These concepts provide a basis for discussion of implications for nursing care. **Prerequisites:** *BIOL-0143 Human Anatomy and Physiology or concurrent enrollment.*

### **NURS-0144      MICT/RRT to RN Concepts of Care** **4 hours credit**

The course content expands on the concepts necessary to provide a safe caring environment for adult clients in whom psychosocial and physiologic integrity is compromised. The course content will explore care that supports homeostatic regulation for clients with endocrine, oncological, metabolic, surgical care needs and tissue perfusion concerns in a culturally diverse population. Course experiences will incorporate the nursing process and critical thinking while caring for patients in diverse settings. Communication and documentation skills will be applied to the multi-disciplinary health care team. Didactic and clinical experiences will integrate teaching and learning activities that enhance self-care, health promotion and maintenance. **Prerequisites:** *Successful completion of NURS-0145 MICT/RRT to RN Transition Concepts and NURS-0147 Concepts for MICT/RRT Articulation.*

### **NURS-0145      MICT/RRT to RN Transition Concepts** **2 hours credit**

The bridge course provides content that orients the student to the conceptual framework, philosophy and expectations of the Kansas City Kansas Community College Nursing Program. The student is expected to come with basic concepts of therapeutic communication and patient care process. The relationship of this knowledge to the total curriculum is explored. An emphasis is placed on the use of critical thinking in the nursing process to develop care plans. Other topics include patient safety, health promotion, and nursing hospital documentation. The legal and ethical ramifications affecting the role transition to RN are explored. **Prerequisites:** *BIOL-0141 Human Anatomy and Laboratory, PSYC-0101 Psychology, PSYC Human/Child Development, BIOL-0271 Physiology and BIOL-0272 Physiology Laboratory, CHEM-0 Chemistry and Laboratory, BIOL-0261 Microbiology, and MATH-0104 Intermediate Algebra or consent of instructor.*

### **NURS-0147      Concepts for MICT/RRT Articulation** **2 hours credit**

The course provides content that transitions the MICT/RRT to the clinical role of nursing. The content includes pharmacokinetics, drugs dosage calculation and medication administration in the hospital. Assessment and treatment of pain, including cultural differences, is also presented. Care of the patient with fluid imbalances, nutritional needs and musculoskeletal problems are explored. Nursing responsibilities for lab and diagnostic tests are applied to patient care. **Prerequisites:** *BIOL-0141 Human Anatomy and Laboratory, PSYC-0101 Psychology, PSYC-0 Human/Child Development, BIOL-0271 Physiology and BIOL-0272*

*Physiology Laboratory, CHEM-0 Chemistry and Laboratory, BIOL-0261 Microbiology, MATH-0104 Intermediate Algebra (or consent of instructor).*

### **NURS-0193      Health Assessment for Nurses** **2 hours credit**

This course is a requirement to be taken prior to or concurrent with first level nursing courses. The course will allow the student to enhance their physical assessment skills in providing care for clients of all ages and cultures. The basic techniques of inspection, palpation, percussion, and auscultation will be used to assess each body system. The student will also gain experience in history taking and documentation while developing a caring attitude. **Prerequisites:** *BIOL-0271 Physiology required.*

### **NURS-0207      Philosophical Foundations in** **Health Care Ethics**

#### **3 hours credit**

After a brief survey of some standard ethical theories, this course will examine some of the more difficult issues in contemporary physical and mental Health Care Ethics: Ethical Principles (respect for autonomy, nonmaleficence, beneficence, justice); Beginning of Life (reproductive technologies, disposal of unused zygotes, surrogacy, abortion, stem cell research, cloning); End of Life (futile treatment, active and passive euthanasia, physician-assisted suicide); and Genetics (the eugenics movement, testing for genetic disorders, embryonic and neonatal testing). This course will also address issues of informed consent, paternalism, confidentiality, medical research, randomized clinical trials, disadvantaged populations and the distribution of health care resources.

### **NURS-0210      Women and Neonates** **4 hours credit**

Emphasis is placed on health promotion and maintenance during the neonatal and women's reproductive life stages of growth and development. The course content expands concepts necessary to provide a safe, effective care environment promoting psychosocial coping, adaptation and physiological integrity for women, neonates, and their significant others, in diverse settings. Didactic content and clinical experience will integrate relevant concepts of critical thinking in nursing process, caring, communication, cultural awareness, documentation, self care, and teaching/learning. **Prerequisite:** *Completion of NURS-0122 Foundations of Nursing Care I, NURS-0123 Fundamentals of Nursing Care II, NURS-0124 Concepts of Care I, and NURS-0126 Concepts of Mental Health/Illness (or equivalent) with a grade of "C" or better.*

### **NURS-0212      Children and Families** **4 hours credit**

In this course, the student's clinical competency and critical thinking skills increase in order to provide a safe-effective care environment for pediatric clients and their families in whom psychosocial and physiological integrity is compromised. The course content will be applied to increase proficiency in the use of the nursing process while working with hospitalized children who are experiencing disorders of the respiratory, hematological, immune, neurological, cardiovascular,

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gastrointestinal, and musculoskeletal systems. Documentation and communication skills will be refined while caring for culturally diverse infants, children, adolescents, and families. Clinical emphasis is placed on professional accountability, including working with multidisciplinary teams, and examining ethical and legal issues. Children's developmental and health promotion needs will be analyzed in diverse settings to determine teaching and service-learning activities which will enhance the child's and family's self-care ability.

**Prerequisites:** *Completion of NURS-0122 Foundations of Nursing Care I, NURS-0123 Fundamentals of Nursing Care II, NURS-0124 Concepts of Care I, and NURS-0126 Concepts of Mental Health/Illness (or equivalent) with a grade of "C" or better.*

### **NURS-0224 Concepts of Care II**

**4 hours credit**

This is the final medical surgical nursing course. In this course accumulated nursing knowledge and skills to provide a safe, effective, and caring environment for adult clients whose psychosocial and physiologic integrity are compromised will be demonstrated. The student will provide nursing care that supports the homeostatic regulation of clients in the areas of fluid volume, tissue perfusion, acute respiratory and neurologic management in a culturally diverse population. During this course the use of the nursing process, critical thinking skills and documentation, along with communication skills in the areas of teaching/learning, patient care management, and delegation will be focused upon in the interactions with the multidisciplinary care team. **Prerequisites:** *Completion of NURS-0121 Nursing Care Techniques, NURS-0122 Foundations of Nursing Care I, NURS-0123 Foundations of Nursing Care II, NURS-0124 Concepts of Care I, NURS-0126 Concepts of Mental Health/Illness, NURS-0210 Women and Neonates, NURS-0211, and NURS-0212 Children and Families (or equivalent) with a grade of "C" or better.*

### **NURS-0226 Nursing Care Coordinators**

**5 hours credit**

This is the capstone course that will further develop the student's critical thinking skills in the care of culturally diverse clients. This course will also focus on assisting the student in the transition from the student role to the role of the professional nurse. Through exposure to diverse topics and clinical settings, the student will learn the principles of management and apply them in a clinical setting. Various legal and ethical issues will be addressed. The student, who completes this course will demonstrate novice level competency in such areas as delegation, client/time management, patient teaching, and communication skills with a multidisciplinary health care team.

**Prerequisites:** *Completion of NURS-0122 Foundations of Nursing Care I, NURS-0123 Foundations of Nursing Care II, NURS-0124 Concepts of Care I, NURS-0126 Concepts of Mental Health/Illness, NURS-0210 Women and Neonates, and NURS-0211 (or equivalent) with a grade of "C" or better. Refer to 'Special Class Fees' section for current class fee.*

### **ONED-0110 Microcomputer Applications I (Online Teaching)**

**4 hours credit**

This course is designed to assist in developing classes for delivery via the World Wide Web. This is an introductory course. The intent is to provide instruction for very basic course planning. A brief orientation to a classroom management program will be provided. A variety of articles will be assigned for reading and discussion. Sites on the World Wide Web will be visited to demonstrate the variety of course design options.

**Prerequisite:** *Requires consent of instructor.*

### **PHIL-0103 Introduction to Philosophy**

**3 hours credit**

Designed to introduce students to the contributions made by major thinkers on central questions concerning humanity and the multicultural human condition, this philosophy course focuses on the nature of human experience, knowledge, and social existence. Applications of significant philosophical ideas to contemporary human issues are stressed.

### **PHIL-0105 Logic**

**3 hours credit**

Logic is studied in order to develop standards of critical thinking in any area of knowledge that employs inference and argument. Wherever conclusions are supposed to be supported by evidence, logic attempts to distinguish correct from incorrect forms of reasoning. Logic provides guidance for the examination of controversial issues confronting thoughtful people in the late 20th (early 21st) century.

### **PHIL-0107 Business Ethics**

**3 hours credit**

Business Ethics is designed to help students understand the rules of conduct in the current American business world. Emphasis is directed to the inseparability of business and society and the importance of seeing business in the larger context of the values of that society.

### **PHIL-0200 Philosophy of Religion**

**3 hours credit**

This course will offer a philosophical analysis of the nature and function of religion and its relation to culture. The methodology employed is that of logical and linguistic analysis. That is, this course will focus on analyzing arguments in order to determine their validity and, if possible, soundness (truth). This course will focus on the importance of understanding religious language (i.e., definitions of 'God' the impact of religious terms, etc.). This course will emphasize the relationship between belief and action (ethical, social, and political action), the legitimacy (rationality) of religious belief(s), and whether or not religious beliefs are consistent with prescribed actions. This course will also focus on the consequences, or impact, of actions prescribed by religious beliefs on society.

An examination will be made of the basis of religion, and special attention will be given to the problems of religion and reality, religion and science, religion and morality, faith and reason, and the character and significance of religion in the present. Attention will also be given to various conceptions of God in different cultures and religious traditions, traditional

## Course Descriptions

arguments for the existence of God, the nature of God and the problem of evil, and free will. *Prerequisite: PHIL-0103, Introduction to Philosophy or PHIL-0105, Logic.*

### **PHIL-0206            Ethics**

#### **3 hours credit**

This branch of philosophy is primarily concerned with the values and principles which underlie human acts and purposes. Multicultural philosophical contributions to solving ethical problems are examined for critical understanding. Ethics focuses on evaluating theories about what constitutes the good life.

### **PHIL-0207            Philosophical Foundations in Health Care Ethics**

#### **3 hours credit**

After a brief survey of some standard ethical theories, this course will examine some of the more difficult issues in contemporary physical and mental Health Care Ethics: Ethical Principles (respect for autonomy, nonmaleficence, beneficence, justice); Beginning of Life (reproductive technologies, disposal of unused zygotes, surrogacy, abortion, stem cell research, cloning); End of Life (futile treatment, active and passive euthanasia, physician-assisted suicide); and Genetics (the eugenics movement, testing for genetic disorders, embryonic and neonatal testing). This course will also address issues of informed consent, paternalism, confidentiality, medical research, randomized clinical trials, disadvantaged populations and the distribution of health care resources.

### **PHTR-0160            Musculoskeletal I**

#### **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 intervention strategies, as well as components of assessment and discharge planning. *Prerequisites: PHTR-0130, Introduction to Physical Therapy*

### **PHTR-0165            Clinical Skills**

#### **2 hours credit**

This course is designed to prepare the students with the basic skills needed for clinical experience. This course must be taken with PHTR 0160 Fundamentals of Treatment Procedures. The intent of this course is to teach Physical Therapist Assistant students the safe patient preparation, assessment techniques needed for various patient diagnoses, manual therapy, and functional training activities including bed mobility, transfers, gait training and basic therapeutic exercise. The student will learn medical terminology needed for patient care.

### **PHTR-0170            Fundamentals of Treatment Procedures**

#### **5 hours credit**

The intent of this course is to teach Physical Therapist Assistant students' safe patient preparation, assessment techniques needed for various patient diagnosis, manual therapy, training activities including bed mobility, transfers, gait training and basic therapeutic exercise. The student will learn the medical terminology needed for patient care.

### **PHTR-0180            Clinical Skills II**

#### **2 hours credit**

This course is designed to continue instruction in the basic skills needed to be successful in clinical experiences. Topics covered will include health care systems, reimbursement, patient advocacy, the health care team, and legal direction and supervision of the physical therapist assistant. In addition the student will review and expand on patient care skills including positioning, vital signs, bed mobility, transfers, and ambulation.

### **PHTR-0195            Clinical Skills III**

#### **4 hours credit**

This course is a four (4) 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 the clinical modules related to the patient as an individual, risk management, administration, and accountability.

### **PHTR-0220            Pathophysiology for Rehabilitation**

#### **5 hours credit**

This course is designed to prepare the physical therapist assistant student to work with patients commonly seen in the rehabilitation setting. Topics will include tests and measures, proper interventions for various systems. Additionally, discharge planning and culture and diversity will be discussed.

### **PHTR-0230            Musculoskeletal III**

#### **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 will cover the role of the physical therapist assistant in the management of common musculoskeletal disorders of the head and trunk, amputations and 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 wellness, injury prevention, occupational health and other complex musculoskeletal issues seen in physical therapy.

### **PHTR-0240            Clinical Skills IV**

#### **5 hours credit**

Clinical Skills IV consists of a six (6) 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 the clinical module related to obtaining employment.

### **PHTR-0245            Clinical Skills V**

#### **5 hours credit**

Clinical Skills V consists of a six (6) 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



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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 the clinical module related to continuing education.

### **PHTR-0250      Musculoskeletal II** **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 upper extremity. This course also covers the role of the physical therapist assistant in the management of common musculoskeletal disorders of the upper extremity. The student will learn the theoretical foundation for intervention strategies, as well as components of assessment and discharge planning.

**Prerequisites:** *Successful completion of PHTR 0160 Musculoskeletal I, 0165 Clinical Skills, and 0170 .*

### **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      NPTE Comprehensive Review** **2 hours credit**

This comprehensive review course is intended to assist the student in preparing for the National Physical Therapist Assistant Exam (NPTE). The student must be in the final semester of the accredited PTA program or a graduate of an accredited PTA program. 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 practiced examination and streamline the credentialing examination preparation process by focusing the student's attention on the entry-level examination matrix. This course will help the student identify the entry level content areas that require remediation. Students will have the opportunity to perform skill sets in the PTA lab to help enhance learning concepts. Each student is required to successfully pass a mock NPTE exam to complete this course. **Prerequisite:** *None.*

### **POSC-0101      Introduction to Political Science** **3 hours credit**

Containing a wealth of factual, historical, and theoretical materials, this course is designed to acquaint the students with a variety of political systems and their components. To help the students to fully comprehend the subject matter, the course will adopt a conceptual framework which, tracking the origin and development of different political traditions in the West (i.e., liberal democratic, socialist, and social democratic traditions). 1) Will allow us to categorize the existing political system in terms of these traditions, and 2) a "cross-sectional" approach which will show the similarities and differences among the political systems grouped within each tradition in terms of ideology, mode of representation, types of government, party system, etc.

### **POSC-0102      International Relations/Foreign Policy** **3 hours credit**

Various theories of international relations are examined, with stress given to the national interest approach. The history of a few nations' foreign policy objectives is also emphasized. Three levels of analysis (system, state, and individual) of international relations are utilized throughout the course.

### **POSC-0111      American Government** **3 hours credit**

This is a study of the historical backgrounds, governing principles, institutions, domestic and foreign policy goals of the National Government of the United States.

### **POSC-0112      State and Local Government** **3 hours credit**

This course is a survey of general structure and principles underlying the state and local governments in the United States. Special emphasis is given to the rejuvenation to state and local government in the past two decades. Students are made aware that Americans are relying for solution of domestic problems on state and community leadership. The role of government in state political economies and the influence of political ideology and political leaders are pointed out as very significant factors in every state and communities progress.

### **POSC-0201      Political Science Internship** **3 hours credit**

The course is an opportunity for students to gain governmental experience. The course will be flexible enough to provide an educational experience to the student and to satisfy the needs of the governmental agency. It provides the history/political science major an opportunity for experience in the political arena. This political experience may be at the local, state or national level, serving as an intern in city government, state offices in Kansas City, Kansas or the Kansas City Office of a Kansas congressperson or senator.

### **POSC-0245      Introduction to Public Administration** **3 hours credit**

This is the introductory course for the major in the Public Affairs program leading to an Associates in Arts Degree. The student will be introduced to the various theories of public management/administration; organizational development; policy development, implementation and evaluation; personnel management; budgeting and fiscal administration. **Prerequisites:** *POSC-0111 American Government or POSC-0112 State and Local Government or Consent of Instructor.*

### **PRLG-0121      Introduction to Law** **3 hours credit**

This introductory study of the legal system covers the nature and functions of law and the operation and structure of state and federal court systems and administrative agencies. This course surveys the major areas of substantive law. Appropriate for students with a general interest in the law.

### **PRLG-0131      Legal Research I** **3 hours credit**

This is a practical approach to legal research problems.



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Projects familiarize students with legal publications and how to use them in solving legal problems.

### **PRLG-0132      Litigation I**

#### **3 hours credit**

This course explores civil litigation and practical aspects involved in the trial of a civil lawsuit. Specific topics include civil procedure and trial preparation. *Prerequisites: Introduction to Law, PRLG-0121, and Legal Research I, PRLG-0131.*

### **PRLG-0152      Real Estate Law**

#### **3 hours credit**

Real property and common types of real estate transactions will be examined. Students will study the preparation of deeds, contracts, leases, deeds of trust, and mortgages. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131 or coordinator approval.*

### **PRLG-0162      Family Law**

#### **3 hours credit**

Specific topics covered include: adoption, guardianship, child custody and support, divorce, and separation. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I or coordinator approval.*

### **PRLG-0205      Legal Writing**

#### **3 hours credit**

Legal Writing has been designed to enhance legal and factual research skills and to introduce the preparation of documents commonly used in law office operations and in routine communications with clients, witnesses and other professional personnel. Emphasis will be on the preparation of a legal memorandum or brief and other legal related documents. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

### **PRLG-0207      Criminal Law for the Paralegal**

#### **3 hours credit**

This course will explore the field of criminal law from the viewpoint of a representative. Theories of representation for the state/prosecution as well as for the defendant will be studied. Students will have the opportunity to apply the theory through model criminal cases. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

### **PRLG-0212      Business Organizations**

#### **3 hours credit**

Business entities - such as corporations, partnerships, and sole proprietorships - will be Corporations, partnerships, and sole proprietorships will be examined. The role of the lawyer and the legal assistant in forming these entities will be discussed along with the legal concepts applicable to each type of organization and the preparation of related documents. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

### **PRLG-0231      Legal Research II**

#### **3 hours credit**

A continuation of the first level of legal research. Projects will include in-depth practical application of research methods and an introduction to computerized legal research software: *Prerequisite: Legal Research I, PRLG-0131.*

### **PRLG-0232      Litigation II**

#### **3 hours credit**

In this continuation of Litigation I, emphasis will be on the trial and appellate stages of civil litigation. Students will study an actual case through discussion of all the steps involved before, during, and after trial. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

### **PRLG-0241      Wills, Trusts and Probate Administration**

#### **3 hours credit**

Included in this study of the administration of estates are techniques for fact gathering, use of trusts, will drafting, and probate procedures. This course is also appropriate for individuals with a general interest in wills and trusts. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

### **PRLG-0268      Bankruptcy**

#### **1 hour credit**

This course covers the general rules of Chapters 7, 11, 12, and 13 of the U.S. Bankruptcy Code. Emphasis is on the preparation of forms. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

### **PRLG-0270      Insurance Law**

#### **3 hours credit**

This course is designed to acquaint students with insurance law theory in the areas of contracts, property and casualty, life, accident, and health insurance. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

### **PRLG-0271      Seminar: Legal Interviewing and Investigation**

#### **2 hours credit**

In this course, students will implement skills acquired in prerequisite courses and will study in-depth legal ethics. Emphasis is on client contact. *Prerequisite: PRLG-0121, Introduction to Law, PRLG-0231, Legal Research II, and PRLG-0232, Litigation II.*

### **PRLG-0275      Paralegal Internship I**

#### **1 hour credit**

Students will work in an approved training situation under instructional supervision. This internship is designed to give students the opportunity to apply the skills they acquired in the paralegal specialty courses. *Prerequisite: PRLG-0121, Introduction to Law, PRLG-0231, Legal Research II, and PRLG-0232, Litigation II and PRLG-0271, Seminar: Legal Interviewing and Investigation.*

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### **PRLG-0276 Paralegal Internship II**

**1 hour credit**

Students continue the practical experience required in Paralegal Internship I. *Prerequisite: Paralegal Internship I, PRLG-0275.*

### **PSYC-0101 Psychology**

**3 hours credit**

This course is an introduction to the basic concepts, theories, and research findings in the evolving field of psychology. By learning to think psychologically, students gain insight into themselves and the dynamics of human thinking, behavior, and emotions.

### **PSYC-0112 Psychology of Personal Adjustment**

**3 hours credit**

This course is designed to accomplish two purposes:

- (a) To explore characteristics of a healthy personality and aid students in gaining insight that will foster their own personal growth, and
- (b) To explore the characteristics of healthy relationships and foster growth in these areas.

### **PSYC-0115 The Grieving Process**

**3 hours credit**

Students examine the psychological and ethical issues inherent in grief in order to understand the complex responses that result from a significant loss. This interdisciplinary course draws material from psychology, psychiatry, sociology, anthropology, medicine, religion, and philosophy.

### **PSYC-0202 Child Development**

**3 hours credit**

This course is an overview of the psychological study of child development, from conception through adolescence. Students will focus on the physical, cognitive and emotional/social areas of child development. Students will also gain some increased understanding of how these factors continue to impact us personally as adults. And increased understanding of how adults can support the children in their lives. *Prerequisite: PSYC-0101, Psychology.*

### **PSYC-0203 Human Development**

**3 hours credit**

This course is an overview of the psychological study of human development. Students will focus on the physical, cognitive and social/personality areas of human development. The periods of infancy, childhood, adolescence, adulthood, and death are studied. *Prerequisite: Psychology, PSYC-0101.*

### **PSYC-0204 Personality**

**3 hours credit**

An examination of the main tenets, research methods and findings, and applications of major psychological theories of personality, the course provides information on how those theories are constructed, tested, and evaluated. *Prerequisite: Psychology, PSYC-0101.*

### **PSYC-0214 Social Psychology**

**3 hours credit**

The interaction of the individual with the social and cultural environment is the focus of this course. A variety of topics, such as attitude formation, the influence of the group on the individual, and the like, are considered in relation to such continuing social problems as prejudice, aggression, social deviance, and conformity. This course provides an introduction to major concepts, theories, and research findings in social psychology. *Prerequisite: Psychology, PSYC-0101.*

### **PSYC-0280 Biofeedback and Management Skills**

**3 hours credit**

This course seeks to inform teachers, education majors, and helping professionals on how to use Biofeedback concepts and skills to lower stress in the work place and increase the learning climate.

### **PSYC-0295 Special Problems in Psychology**

**3 hours credit**

This course will provide but not be limited to providing the student with the experience of reviewing a variety of common disorders encountered in an addiction treatment center. Students will observe and learn the importance of application of psychological principles in mental health centers. An enhancement of student understanding of mental disorders and extend the students understanding of Co-occurring conditions in the treatment of substance related disorders. *Prerequisites: Social Psychology, PSYC-0214 and consent of the instructor; OR Counseling the Alcoholic and Drug Abuser II, ADCN-0206 and consent of the instructor.*

### **PSYC-0296 Special Problems in Child Development**

**1-3 hours credit**

This course will provide the student with the experience of observing and participation in the education of emotionally disturbed, mildly retarded, or learning disabled children. Students gain practical experience working with disturbed children through volunteer work at an approved school or institution. Students earn one hour of credit for each 20 hours of work completed. *Prerequisites: PSYC-0101, Psychology, and PSYC-0202, Child Development and consent of instructor.*

### **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 written materials, reading comprehension strategies, and writing skills. The focus of this course will be on reading comprehension strategies such as vocabulary development, main idea/supportive detail comprehension, and written communications. This is the first class in a sequence of two reading classes. *Prerequisite: Assessment score of 0-54 on the Accuplacer test as administered by the KCKCC Academic Resource Center.*

### **READ-0092 College Reading Strategies**

**3 hours credit**

College Reading Strategies is designed for students to further

## Course Descriptions

develop general reading skills and college level reading strategies with an emphasis on higher levels of reading with vocabulary, comprehension, critical thinking and writing. **Prerequisite:** *Completion of READ-0091 or assessment score of 55-74 on the Accuplacer test as administered by the KCKCC Academic Resource Center.*

### **RSCR-0120      Fundamentals of Respiratory Care** **3 credit hours**

This course introduces the student to topics related to the role of an entry level Respiratory Care Practitioner (RCP). This discussion oriented class covers health care organizations and structures, health care communications, medical ethics, medical-legal documentation, medical terms and symbols. Students will learn to use patient records, compile patient records, and report technical data to other members of the health care team. **Prerequisite:** *Working on respiratory therapy program co-requisites.*

### **RSCR-0124      Technical Interventions I** **3 credit hours**

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. **Prerequisites:** *Acceptance into the Respiratory Therapy Program, or permission of the instructor.*

### **RSCR-0125      Cardiopulmonary Care I** **4 credit hours**

In this applications oriented class, students put lecture content and lab competencies to use on clinical rounds. Students become familiar with cardiopulmonary diseases and diagnostic symptoms. Bedside testing, patient monitoring, and pharmacologic interventions are key components of this course. **Prerequisites:** *Admission to the Respiratory Therapy program, or permission of the instructor.*

### **RSCR-0129      Clinic Practice I** **3 credit hours**

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.

### **RSCR-0160      Sleep Studies** **3 credit hours**

This course explores physical and physiological topics related to sleep and sleep disorders in an introductory approach. Normal sleep, sleep disorders, sleep assessments, and sleep remedies are studied. The course is preparatory for respiratory therapy students, and health care providers who will screen, test, treat, and support clients with sleep disorders. The course is informative for general students interested in sleep topics.

The course provides resources and support for participants who are personally dealing with sleep disorders. **Prerequisite(s):** *Basic Computer Skills.*

### **RSCR-0220      Introduction to Respiratory Care** **3 credit hours**

This course introduces the student to topics related to the role of an advanced level Respiratory Care Practitioner (RCP). This lecture oriented class covers health care organizations and structures, health care communications, medical ethics, medical-legal documentation, medical terms and symbols. Individuals in this class investigate Respiratory Therapy career options and learn the areas of specialization within Respiratory Care. In addition, students learn the introductory methods of reviewing professional literature, evaluating patient records, compiling patient results, and appraising other members of the health care team of patient status. **Prerequisite(s):** *Admission to the Respiratory Therapy RRT Accelerated Track, or permission of the instructor.*

### **RSCR-0224      Therapeutic Interventions I** **3 credit hours**

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. **Prerequisite:** *Acceptance into the Respiratory Therapy Accelerated RRT Track, or permission of the instructor.*

### **RSCR-0225      Cardiopulmonary Care & Diagnostics I** **4 credit hours**

In this applications oriented class, students put lecture content and lab competencies to use on clinical rounds. Students become familiar with cardiopulmonary diseases and diagnostic symptoms. Bedside testing, patient monitoring, and pharmacologic interventions are key components of this course. **Prerequisite:** *Admission to the Respiratory Therapy RRT accelerated track, or permission of the instructor.*

### **RSCR-0229      Therapist Clinical Practice I** **3 credit hours**

Students make clinical rounds with Respiratory Care Practitioners (RCP) and physicians. Activities are directed so that students gain familiarity with initiating respiratory therapy in a variety of adult-child acute care and rehabilitation settings. Emphasis is placed on professional clinical practice guidelines for basic therapies. Students will practice safe operation of equipment, and appropriate technology selection for desired therapeutic effects. **Prerequisite:** *Admission to the Respiratory Therapy Accelerated RRT Track, or permission of the instructor.*

### **RSCR-0230      Technical Devices** **2 credit hours**

Technical devices used in respiratory care are covered in this lecture class. Students become familiar with equipment used to deliver high flow oxygen, positive pressure, and pulmonary hygiene. Operation of analyzers, manometers, and

## Course Descriptions

other respiratory measuring devices are included. Adult and pediatric applications are discussed. Contact Hrs: Lecture Hours-32. **Prerequisite:** *Program Sequence.*

### **RSCR-0234      Technical Intervention II** **3 credit hours**

Students learn to identify signs and symptoms of respiratory distress and to respond with appropriate technical intervention. Theory and application of physical inspection, airway care, positive pressure breathing, and pulmonary hygiene are covered in this lecture/lab class. **Prerequisite:** *RSCR-0124, Technical Interventions I or RSCR-0224, Therapeutic Interventions I, or permission of the instructor.*

### **RSCR-0235      Cardiopulmonary Care II** **4 credit hours**

Students become familiar with respiratory tests used to identify a variety of lung problems. Methods to determine the severity of breathing and airway conditions are discussed. Respiratory care techniques to measure airway flow rates, lung volumes, blood gas values, and cardiopulmonary lab values are studied. **Prerequisite:** *RSCR-0125, Cardiopulmonary Care I, or permission of the instructor.*

### **RSCR-0239      Clinic Practice II** **4 credit hours**

In this clinically focused class, students apply techniques for performing positive pressure breathing, pulmonary hygiene, airway maintenance, and collection of clinical data. Additionally, students require skills for initiating respiratory care in emergent situations. **Prerequisites:** *RSCR-0125 Cardiopulmonary Care I, RSCR-0129 Clinic Practice I.*

### **RSCR-0240      Therapeutic Devices** **2 credit hours**

Students become familiar with medical devices used in caring for patients with cardiopulmonary problems. This course requires an understanding of physics to mechanically regulate pressures, gas flow, compliance, resistance elasticity, and conductance. Students learn safe operation of equipment, and equipment troubleshooting, in the treatment of adults, pediatrics and neonates. **Prerequisite:** *RSCR-0220, Introduction to Respiratory Care.*

### **RSCR-0244      Therapeutic Interventions II** **3 credit hours**

Students learn to identify signs and symptoms of respiratory distress and to respond with appropriate technical intervention. Theory and application of physical inspection, airway care, positive pressure breathing, and pulmonary hygiene are covered in this lecture/lab class. **Prerequisite:** *RSCR-0224, Therapeutic Interventions I or consent of instructor.*

### **RSCR-0245      Cardiopulmonary Care & Diagnostics II** **4 credit hours**

Students become familiar with respiratory tests used to identify a variety of lung problems. Methods to determine the severity of breathing and airway conditions are discussed. Respiratory care techniques to measure airway flow rates, lung

volumes, blood gas values, and cardiopulmonary lab values are studied. **Prerequisite:** *RSCR-0225, Cardiopulmonary Care & Diagnostics I or consent of instructor.*

### **RSCR-0249      Therapist-Clinic Practice II** **4 credit hours**

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.

### **RSCR-0270      Technical Case Studies** **1 credit hour**

The student develops a case study integrating data covering respiratory care technology, applications of medical devices, and patient response to technical intervention. Emphasis is on the student's affective ability to collect data, reference literature, evaluate as well as use equipment, and explain clinical significance of the information compiled.

### **RSCR-0274      Technical Intervention III** **3 hours credit**

Students learn the function, operation, and application of cardiopulmonary equipment including pneumatic devices, ventilators, and transport units. Technical operation to modes of ventilation, alarm parameters, and monitoring systems is emphasized. **Prerequisite:** *Program Sequence.*

### **RSCR-0275      Technical Intervention IV** **1 hour credit**

Students apply their cumulative respiratory therapy program experience to critical care and mechanical ventilation scenarios and problems. Students take a comprehensive view of entry-level respiratory care. Students prepare for the National Board for Respiratory Care, NBRC, Certified Respiratory Therapist, CRT, Board Exam. **Prerequisite:** *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. **Prerequisites:** *RSCR-0235 Cardiopulmonary Care II, RSCR-0239 Clinic Practice II.*

### **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,



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post anesthesia care unit, intensive care, emergency room, and long-term ventilator weaning unit. **Prerequisites:** *RSCR-0275 Technical Interventions IV, RSCR-0279 Clinic Practice III*

### **RSCR-0285      Cardiopulmonary Care & Diagnostics III**

#### **4 hours credit**

The student learns advanced cardiopulmonary life support standards, critical care concepts, hemodynamic monitoring, special procedures related to mechanical ventilation, neonatal mechanical ventilation, and home mechanical ventilation. Development of care plans and recommendations for therapy are key elements for this applications orientated class. **Prerequisite:** *Program Sequence.*

### **RSCR-0286      Asthma Disease Management**

#### **3 hours credit**

This course teaches a stepwise approach to asthma disease management. It is designed for health care providers involved in any aspect of asthma prevention, diagnosis, treatment, education, or management. The course may lead to asthma educator - certified designation through the National Asthma Educators certification board. **Prerequisite:** *Health Care professional, or student involved in any aspect of preventing, diagnosing, treating, educating, or managing asthma.*

### **RSCR-0288      Introduction to Pulmonary Function Testing**

#### **3 hours credit**

This course explores indications for pulmonary function testing, the core pulmonary function tests, the procedures for testing, and the evaluation of test results. The course is preparatory for respiratory therapy students who will screen, test, treat, and support clients with lung disorders. **Prerequisite:** *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 neonatal and child anatomy, physiology, assessment, diagnosis and treatment. **Prerequisite:** *Program Sequence.*

### **RSCR-0294      Neonatal Resuscitation**

#### **3 hours credit**

This course teaches a stepwise approach to neonatal resuscitation. It is designed for health care providers involved in any aspect of neonatal resuscitation. The course may lead to the neonatal resuscitation program (NRP) provider designation through the American Academy of Pediatrics and American Heart Association. **Prerequisite:** *Health Care Professional, or student involved in any aspect of neonatal resuscitation.*

### **RSCR-0297      CRT Comprehensive Review Studies**

#### **3 hours credit**

This respiratory therapy comprehensive review course is intended to assist the student in preparing for the National Board of Respiratory Care (NBRC) Entry-Level Examination.

The student must be a maximum of 6 months from completing or has completed a Committee of Accreditation for Respiratory Care (CoArc) accredited program, or is an eligible candidate for the NBRC entry level exam.

In this discussion orientated class the emphasis is placed on presenting an organization approach to examination preparation. It will provide the student the opportunity to complete a computer-based practiced examination and streamline the credentialing examination preparation process by focusing the student's attention on the entry-level examination matrix. This course will help the student identify the entry level content areas that require remediation. Students will have the opportunity to perform skill sets in the RT lab to help enhance learning concepts. Each student is required to successfully pass a mock Entry level CRT exam to complete this course.

### **RSCR-0299      Final Project Seminar**

#### **1 hour credit**

The student develops a case study presentation integrating data collection, patient assessment, therapeutic intervention, and diagnostic components. Emphasis is on the student's affective ability to perform clinical research and explain applications to other health care providers.

### **SOSC-0103      Introduction to Social Science**

#### **3 hours credit**

This course is intended to introduce students to the disciplines and methodologies of Social Sciences. Disciplines such as psychology, sociology, political science, geography, economics, anthropology and history comprise the core methodologies concerned with human social life.

### **SOSC-0107      Sociology**

#### **3 hours credit**

This course is a general introduction to the field of sociology. It includes both a study of the theoretical aspects, as well as the actual behavior pattern of human groups and associations. Emphasis is placed on scientific evidence to illustrate and illuminate sociological theories and principles.

### **SOSC-0108      Sociology of The Family**

#### **3 hours credit**

This course promotes understanding of the diverse forms of family through their structural relationships with the larger society. Family study as such is a special area within Sociology and hence a prerequisite course in introductory sociology is helpful but not absolutely necessary for students. The course focuses on the changing nature of families. Although other orientations outside sociology claim that family flux signals problems 'within' the family, sociologists see families as forms of social organization that exist within larger social systems. This social structure and the distribution of resources within it, creates much diversity among families. Individual family experiences and social 'myths' about families often obscure and mystify this structural reality. Hence it is the purpose of this course to penetrate these myths and provide the student with the fundamental social science concepts necessary to illuminate real family relations and forms.



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### **SOSC-0109      Diversity Studies**

#### **3 hours credit**

This course is an examination of the patterns and causes of prejudice and discrimination. It surveys the history and current status of groups in American society that have been subjected to discrimination based on race ethnicity, sex or religion. *Prerequisite: SOSC-0107, Sociology or approval of instructor.*

### **SOSC-0134      Criminology**

#### **3 hours credit**

This course is a general introduction to the field of criminology and the sociological perspectives and theories concerning the causes of crime and how society attempts to deal with crime. This course presents an overview of criminological research methods in each category of crime and the laws governing each category. *Prerequisite(s): Sociology, SOSC-0107 or Introduction to Criminal Justice, CRJS-0101, or permission of the instructor.*

### **SOSC-0207      Urban Sociology**

#### **3 hours credit**

Although humans have only been living in cities for approximately 5,500 years out of our total history, city living has become the norm. In relation to our own society, urbanism has become the American way of life. For the majority of people in America, life will be spent in an urban area. Those rural living environments which remain today are tied to urban areas, culturally, politically and economically. Thus, regardless of where one lives or what occupation one follows the city must be taken into account. Development of the modern city and its functions are emphasized. The influence of urban life on personality, social programs, and social interaction are studied. *Prerequisite: Sociology, SOSC-0107 or consent of the instructor.*

### **SOSC-0209      Social Problems**

#### **3 hours credit**

Attention is given to both the theoretical and the practical aspects of such social problems as poverty, unemployment, racism, crime, the aged, youth, and education. *Prerequisite: Sociology, SOSC-0107 or consent of the instructor.*

### **SOSC-0210      Introduction to Social Work**

#### **3 hours credit**

This course is designed to provide an introduction to the nature of Social Work as a helping profession within the larger arena of the social service system. As such, it serves three major purposes:

- As one of the required introductory courses for students planning to obtain the Bachelor of Social Work degree, it provides the fundamental knowledge about and beginning socialization to the social work profession.
- It serves as a career-testing course for those who are considering Social Work as a profession.
- It provides information for students who would like to know more about Social Work and its activities.

### **SOSC-0211      Field Project in Social Work**

#### **1-3 hours credit**

This course is a continuation of Introduction to Social Work, SOSC-0210 and Introduction to Social Welfare, SOSC-0212. This course is available in 1, 2, or 3 credit hour versions. This course provides 30 to 90 hours of actual contact with the profession of Social Work through projects with agencies in the community and provides opportunities for students to observe Social Workers in the field. This course is an exposure course and is not a field practicum. Generally the minimum required credit hours for this course are two. The course may be taken for up to three credit hours in various combinations. Students are urged to check with their prospective college or university for exact requirements. *Prerequisite: SOSC-0210, Introduction to Social Work or SOSC-0212, Introduction to Social Welfare may be taken concurrently. The student should have a basic knowledge of APA writing format.*

### **SOSC-0212      Introduction to Social Welfare**

#### **3 hours credit**

This course examines the history of Social Welfare, the structure of Social Service Agencies, and the problems of welfare in an industrialized society. *Prerequisite: None. Enrollment is open. Students should have a basic understanding of APA writing style.*

### **SOSC-0215      Introduction to Human Service**

#### **3 hours credit**

This course examines the history of Human Service, the structure of Human Service Agencies, and the problems of welfare in an industrialized society. *Prerequisite: None. Enrollment is open. Students should have a basic understanding of APA writing style.*

### **SOSC-0216      Field Project in Human Service**

#### **3 hours credit**

This course is a continuation of SOSC-0215, Introduction to Introduction to Human Services. This course is available in 1, 2, or 3 credit hour versions. This course provides 30 to 90 hours of actual contact with the Human Services profession through projects with agencies in the community. This course is an exposure course and is not a field practicum. Generally the minimum required credit hours for this course are two. The course may be taken for up to three credit hours in various combinations. Students are urged to check with their prospective college or university for exact requirements. *Prerequisite: Introduction to Human Services, SOSC-0215, may be taken concurrently. The student should have a basic knowledge of American Psychological Association (APA) writing format.*

### **SOSC-0250      Introduction to the Political Economy of Globalization**

#### **3 hours credit**

This course is a multidisciplinary approach to the study of global political economy in general and GLOBALIZATION in particular. It is designed to introduce students to the basic concepts, theories and the history of contemporary globalization. To that end, competing theories and various historical epochs particularly the Post World War II era are

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discussed. Of particular interests are an examination of the impact of globalization on the nation-states' socio-economic and political structures, the nature and the scope of global capitalist class alliance, capital/ labor relations, war and peace, global inequality, environmental issues, and human rights. **Prerequisite:** *ECON-0201 Principles of Macroeconomics or ECON-0202 Principles of Microeconomics or SOSC-0107 Sociology, or GEOG-0 Geography, or POSC-0102 International Relations/Foreign Policy.*

### **SOSC-0285      Directed Independent Study (Advanced Sociology)**

#### **3 hours credit**

This course is designed to enable the interested student to conduct independent research under the supervision of a faculty member on a topic of sociological relevance. **Prerequisite:** *SOSC-0107, Sociology, consent of the instructor, and consent of the Honors Education Director.*

### **SPCH-0151      Public Speaking**

#### **3 hours credit**

This is a basic speech course dealing with the oral communication process through the study of public speaking. Students will learn to select topics, analyze their audience, organize and gather support for a speech, improve delivery skills and reduce communication apprehension, listen for information and evaluation purposes, and distinguish between different types of speeches. Each student will develop and deliver a minimum of four speeches during the course.

### **SPCH-0153      Interpersonal Communication**

#### **3 hours credit**

This is a basic speech course dealing with the oral communication process through the study of interpersonal communication. Interpersonal communication is the study of communication that takes place between two or more persons in day to day life. This course will help you understand what works and what doesn't in your communication with friends, families, and coworkers. Areas of study include: perception, verbal and nonverbal messages, listening, relationship development, relationship, maintenance, repair, and/or dissolution, and the differences in these things between cultures.

### **SPCH-0160      Debate**

#### **2 hours credit**

This course introduces students to the principles of basic argumentation as well as methods of competition in collegiate debate tournaments. Research of a current major national or international controversy, is used as the model for examining the fundamentals of reasoning and evidence. Students are expected to participate in intercollegiate debate competition.

### **SPCH-0161      Discussion and Debate**

#### **2 hours credit**

This course expands the study of the principles of basic argumentation and discussion. Students are introduced to higher levels of research techniques including online data bases such as Lexis/Nexis. Research of a current major national or international controversy, is used as the model for gathering the research. Students are expected to participate in intercollegiate

debate competition. **Prerequisites:** *Debate, SPCH-0160 or permission of instructor.*

### **SPCH-0162      Advanced Debate**

#### **2 hours credit**

This course provides students with more experience in traditional argumentation and more argumentation theory, examining contributions by Toulmin, Mill, Burke, and other theorists. Students learn to develop and defend kritiks and alternate proposals as means of analyzing arguments. Students are expected to participate in intercollegiate debate competition. **Prerequisite:** *Discussion & Debate, SPCH-0161 or permission of instructor.*

### **SPCH-0163      Advanced Discussion and Debate**

#### **2 hours credit**

This course provides students with more experience in debating and using group techniques for resolving conflicts and exerting public influence. Students are taught more advanced theories of conversation, implication, and audience reasoning. This course expands the study of the principles of basic argumentation and discussion. Students are expected to participate in intercollegiate debate competition.

### **SPCH-0222      Voice and Diction**

#### **3 hours credit**

This is a course in which students explore, expand, and refine the properties of the human speaking voice, with the assumption that the student is a prospective professional in a field in which control, flexibility, and understanding of the voice are essential skills. Students are instructed in a series of voice and diction exercises and techniques to free the voice and improve projection, resonance, and articulation. The course additionally covers the sounds of the International Phonetic Alphabet employed in American English and standard stage speech.

### **SPCH-0283      Oral Interpretation of Literature**

#### **3 hours credit**

The student will develop techniques for effective spoken performance of literature. Using poetry, fiction and nonfiction, students will create literary interpretations and then master both the verbal and nonverbal methods necessary for effective spoken expression of those interpretations. This course includes topics such as selecting literacy works for performance, interpretation of literary works, audience analysis and performance. Skills acquired in this course will be essential to actors, broadcast journalists, educators and other public speakers.

### **SPED0221      Behavior and Classroom Management for Paraeducators**

#### **3 hours credit**

This course is designed to provide the paraprofessional with practical knowledge of positive behavior management strategies. Emphasized is the use of nonaversive intervention to teach replacement skills and to support behavior change. Data collection, analysis, and monitoring student progress are included. Within the classroom or community setting, paraprofessionals assist various support personnel. Also addressed are strategies for including communication and self-

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care, community, recreation, and vocational skills, along with the role to assist the support personnel.

### **SPED0251            Inclusive Education                               for Paraprofessionals**

#### **3 hours credit**

The purpose of this inclusive course is to inform and prepare paraprofessionals for working in settings with students with disabilities. This curriculum will provide assistance to meet the present needs and priorities of the paraprofessional in the area of including students with disabilities into general education classrooms.

### **THTR-0101            Theatre Appreciation**

#### **3 hours credit**

Theatre Appreciation is a survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism.

### **THTR-0105            Introduction to Acting**

#### **3 hours credit**

This is an introduction to the theory and practice of acting, including improvisation, storytelling, puppetry, and script and program development in drama.

### **THTR-0110            Improvisation**

#### **1 hour credit**

Students experience an introduction to the art of performing without a script. Various creative forms of impromptu acting are explored throughout the semester to enhance student creativity and confidence performing before an audience.

### **THTR-0112            Dance History**

#### **3 hours credit**

This course is an overview of the history of dance from earliest societies to present. Dance as an art form and as a reflection of historical events, cultural factors, and controversies will be examined. An evolution of various forms of dance will be observed through readings, research, and video recordings.

### **THTR-0115            Acting I**

#### **3 hours credit**

Fundamental techniques and terminology of acting through physical and vocal expression are learned. Emphasis is placed on characterization as developed through improvisation, vocal exercises, intention exercises, and awareness of body acting centers.

### **THTR-0120            Vocal Production for the Stage**

#### **3 hours credit**

This is a course in which students explore, expand, and refine the properties of the human speaking voice, with the assumption that the student is a prospective professional in a field in which control, flexibility, and understanding of the voice are essential skills. Students are instructed in a series of voice and diction exercises and techniques to free the voice and improve projection, resonance, and articulation. The course additionally covers the sounds of the International Phonetic Alphabet employed in American English and standard stage speech.

### **THTR-0125            Introduction to Tap Dance**

#### **1 hour credit**

This is an introduction to tap dance techniques emphasizing fundamentals of body placement, vocabulary, and styles in tap. Students will develop dance combinations to enhance technical skills, memory, and performance qualities.

### **THTR-0126            Tap Dance II**

#### **1 hour credit**

An intermediate level of instruction in tap dance techniques emphasizing advanced body placement, vocabulary, and styles in tap. Students will develop advanced dance combinations to enhance technical skills, memory, and performance qualities.

**Prerequisite:** *THTR-0125 Introduction to Tap Dance or permission of Instructor.*

### **THTR-0130            Stage Movement I**

#### **3 hours credit**

This course is an introduction to the theory and practice of modern stage movement and performance skills at the beginning level.

### **THTR-0131            Stage Movement II**

#### **3 hours credit**

This course includes the theory and practice of modern stage movement at the advanced beginning level and the development of movement quality and performance skills.

**Prerequisite:** *THTR-0130 Stage Movement I or permission of the instructor.*

### **THTR-0133            Introduction to Ballroom Dancing**

#### **1 hour credit**

This course is an introduction to basic ballroom/social dancing including ballroom, Latin, country, and swing dances. Basic dance positions will be introduced, as well as etiquette, history, characteristics, lead/follow technique, terminology, amalgamations, and styles.

### **THTR-0140            Ballet**

#### **1 hour credit**

This progressive ballet system is designed to produce muscular strength, flexibility, and a working knowledge of anatomy, plus the aesthetic satisfaction of expressing yourself through a classical art form. This course is offered to students of all ages and experience, both beginners as well as those who have had some training.

### **THTR-0145            Jazz Dance**

#### **1 hour credit**

This course is an introduction to the concepts and motor skills involved with jazz dance. Basic body position will be introduced, as well as basic terminology, jazz history, various jazz styles and the basic techniques involved, isolations, combinations, choreography and musical/rhythmic influences.

**Prerequisite:** *No Text Required.*

### **THTR-0148            Modern Dance I**

#### **1 hour credit**

An introduction to the theory and practice of modern dance movement for the stage and performance skills at the beginning level.

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### **THTR-0150      Stagecraft**

#### **3 hours credit**

Course emphasis is placed upon the procedures of technical theatre production in a laboratory/demonstration atmosphere. Topics include the design and construction of scenery, lighting, costuming, and properties.

### **THTR-0151      Technical Theatre Practicum**

#### **1 hour credit**

This course is designed to give college credit to the technical production crews of college theatre productions.

### **THTR-0155      Dance Practicum**

#### **1 hour credit**

This course is designed to give college credit to members of the college dance ensemble to technically prepare students to perform at various events, including college dance productions and community outreach events. Admittance to the dance ensemble is by audition only. Participants must commit to rehearsals, performances, fundraisers, outreach projects, and group events. Students must also be enrolled in a dance technique class. *Prerequisite: Enrollment in a dance technique class.*

### **THTR-0160      Stage Lighting I**

#### **3 hours credit**

This course examines basic theories and methods of stage lighting for all production types. Emphasis on technical/theoretical facts, artistic/design concept development, and “teamwork” structure of theatre. This course also examines stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design.

### **THTR-0170      Stage Make Up**

#### **2 hours credit**

This course is an introduction to the basic techniques and philosophies concerning the effective application of theatrical makeup. The objective of the course is to give the student a practical, working knowledge of the principles of highlighting, shadowing, and contouring the human face with makeup in a laboratory environment. Explorations into the basic techniques involved in working with crepe hair, and various three-dimensional processes shall also be undertaken as time permits.

### **THTR-0175      Acting Practicum**

#### **1 hour credit**

This course is designed to give college credit to the cast of college theatre productions using the fundamental techniques and terminology of acting through physical and vocal expression in a practical production/laboratory setting. Emphasis is placed on characterization as developed through the rehearsal process from audition to final performance utilizing improvisation, vocal exercises, intention exercises, and awareness of body acting centers.

### **THTR-0185      Stage Management**

#### **3 hours credit**

The course is designed to enable students to understand and apply the fundamental methods, techniques and responsibilities

of the Stage Manager in Theatrical Production, from pre-production to auditions and from the first rehearsal through closing night and strike.

### **THTR-0210      Improvisation**

#### **1 hour credit**

Students experience advanced training in the art of performing without a script. Various creative forms of impromptu acting are explored throughout the semester to enhance student creativity and confidence performing before an audience. *Prerequisite: THTR-0115 Acting I or permission of instructor.*

### **THTR-0215      Acting II: (Play Production)**

#### **3 hours credit**

Scene work, vocal exercise, and selected stage movement techniques are the focus of this course. Progressive exercises are designed and applied to the principles of characterization. *Prerequisite: THTR-0115, Acting I.*

### **THTR-0216      Acting III**

#### **3 hours credit**

This course includes study of theory and practice in advanced acting techniques employed in film and video presentations. *Prerequisite: THTR-0215, Acting II or permission of instructor.*

### **THTR-0220      Costume Production**

#### **3 hours credit**

Costume Production is an introduction to the processes and the techniques employed in the creation of costumes for theatrical performances and film. The focus of the class is the processes involved in building costumes, not costume design. Topics will include construction techniques, materials, fabrics, sewing, equipment, patterning, and cutting.

### **THTR-0222      Voice and Diction**

#### **3 hours credit**

This is a course in which students explore, expand, and refine the properties of the human speaking voice, with the assumption that the student is a prospective professional in a field in which control, flexibility, and understanding of the voice are essential skills. Students are instructed in a series of voice and diction exercises and techniques to free the voice and improve projection, resonance, and articulation. The course additionally covers the sounds of the International Phonetic Alphabet employed in American English and standard stage speech.

### **THTR-0255      Stagecraft II**

#### **3 hours credit**

This course is a continuation of Stagecraft I, with an emphasis on more advanced construction techniques and problems. Students will serve in supervisory capacities on productions. Practical work outside of class is required on productions. This is a project-oriented course that allows a student to devote extended time to exploration in a particular area of interest utilizing skills gained in Stagecraft I. Specific projects are designed by the students and approved by the instructor. *Prerequisite: THTR-0150, Stagecraft I.*

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### **THTR-0260      Stage Lighting II**

**3 hours credit**

This course examines advanced theories and methods of stage lighting for all production types. An in-depth study of technical/theoretical facts, the artistic/design concept development, and the “teamwork” structure of theatre. Advanced work in stage lighting optics, instrument selection and application, color theory, circuiting and computerized control systems, special effects, and production design. *Prerequisite: THTR-0160, Stage Lighting I.*

### **THTR-0265      Scene Painting**

**3 hours credit**

This course is an exploration and application of the techniques and materials used in creating character in the various elements of set design—walls, floors, furniture, beaches, rocks, trees, etc. Methods to include set preparation, coating, mixing, palette preparation, spraying, transfer, texturing, finishing, and wallpapering are studied. *Prerequisite: THTR-0255, Stagecraft II.*

### **VTSP-0101      Victimology**

**3 hours credit**

Victimology is an introduction to victimology, with special emphasis on family violence, sexual assault, restitution, compensation, culpability, victim rights, vulnerability, victim surveys, and the international victimology movement.

### **VTSP-0102      Victim/Survivor 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.

### **VTSP-0103      Family Violence**

**3 hours credit**

This course covers the typology and history of family abuse, including legal guidelines, treatment approaches, emotional abuse, sexual abuse, spousal abuse, elderly abuse, and child abuse.

### **VTSP-0104      Rape and Child Abuse**

**3 hours credit**

Rape and Child abuse inquires into the phenomenon of rape, myths about rape and rapists, and the treatment of rape victims. Perspectives on child victimization are developed through the examination of several social phenomena: child abuse/neglect, divorce, media exploitation, and sexual abuse. The psychological, familial, social, legal, and cultural contexts of victimization are discussed.

### **VTSP-0201      Legal Policy in Victim Services**

**3 hours credit**

Legal Policy in Victim Services takes a look at the traditional legislative process and an analysis of the tools of advocacy with government agencies. A discussion of the use of the media in victim services is analyzed, and the current legal rights for victims will be surveyed.

### **VTSP-0202      Diversity Issues in Victim Services**

**3 hours credit**

Diversity Issues focuses on the additional problems of minority victims in our society. The history of biased responses and the current need for innovative services for these victims is surveyed.

### **VTSP-0203      Crisis Counseling**

**3 hours credit**

Crisis Counseling focuses on the process and effects of victimization. Students learn to counsel direct and indirect victims and guide them to services - including hot lines, stress reduction, support groups, and referrals - which can assist them in regaining control of their lives.

### **VTSP-0250      Victimology Practicum**

**3 hours credit**

Students serve as volunteers in a victim services agency for 150 hours during the course of a semester. Various experiences and supervision are provided. *Prerequisite: Completion of required vocational (Victimology) courses.*

### **WELD-0100      Welding Safety**

**2 hours credit**

Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; and explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

### **WELD-0105      Welding Blueprints**

**3 hours credit**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: identify basic lines, views and abbreviations used in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a bill of materials; and identify standard AWS weld symbols.

### **WELD-0110      Cutting Processes**

**3 hours credit**

Through classroom and/or shop/lab learning and assessment activities, students in this course will: distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade; demonstrate the safe and correct set up, operation and shut down of the Oxy-fuel (OFC) workstation; demonstrate the safe and correct set up, operation and shut down of the Plasma Arc (PAC) workstation; demonstrate the safe and correct set up, operation and shut down of the Carbon Arc Cutting with Air (CAC-A) workstations; demonstrate safe and proper operation of several types of mechanical cutting equipment; and inspect quality and tolerance of cuts according to industry standards. *Prerequisite: WELD-0100 Welding Safety.*



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### **WELD-0120 SMAW I**

#### **3 hours credit**

Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. *Prerequisite: WELD- 0100 Welding Safety.*

### **WELD-0130 GMAW I**

#### **3 hours credit**

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. *Prerequisite: WELD-0100 Welding Safety.*

### **WELD-0140 GTAW I**

#### **3 hours credit**

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the vertical position; build pads of weld beads with selected electrodes and filler material in the overhead position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. *Prerequisite: WELD-0100 Welding Safety.*

### **WELD-0201 Oxy-fuel Welding**

#### **1 hour credit**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn to set up, operate, and shut down OFW equipment, and learn to perform basic welds with the OFW and TB processes. *Prerequisite: WELD-0100 Welding Safety.*

### **WELD-0202 Intermediate Welding Techniques**

#### **1 hour credit**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: develop skills in areas that have been difficult to them. If students have no trouble areas they will use this class to explore the basics of advanced classes they may have an interest in to help decide on welding electives. *Prerequisite: WELD-0100 Welding Safety*

### **WELD-0220 SMAW II**

#### **4 hours credit**

Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the Vertical position; build pads of weld beads with selected electrodes in the Over Head position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. *Prerequisite: WELD-0120 SMAW I*

### **WELD-0230 GMAW II**

#### **4 hours credit**

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. *Prerequisite: WELD-0130 GMAW I.*

### **WELD-0240 GTAW II**

#### **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 flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. *Prerequisite: WELD-0140 GTAW I.*

### **WELD-0255 Aluminum Welding**

#### **4 hours credit**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn metal preparation, GMAW, GTAW, safety and metallurgy as they apply to aluminum welding. *Prerequisite: WELD-0100 Welding Safety.*

### **WELD-0260 Stainless Steel Welding**

#### **4 hours credit**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will learn metal preparation, GMAW, GTAW, safety and metallurgy as they apply to Stainless Steel welding. *Prerequisite: WELD-0100 Welding Safety.*

## Course Descriptions

### **WELD-0265      Fabrication Welding**

#### **4 hours credit**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn to weld as in a shop setting. This includes project planning, layout, tacking, welding, and dealing with distortion of weldments. Students will end the class with a project that they may take home. Students will be required to supply materials for project.

**Prerequisite:** *WELD-0100 Welding Safety.*

### **WELD-0270      Automated Welding and Cutting**

#### **4 hours credit**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn set up and operation of various automated welding and cutting procedures including programming, weld settings, troubleshooting, and maintenance of equipment. **Prerequisite:**

*WELD-0100 Welding Safety.*

### **WELD-0275      Pipe Welding**

#### **4 hours credit**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: Set up, weld and test weld coupons in various pipe positions and materials.

**Prerequisite:** *WELD-0100 Welding Safety.*

### **WELD-0280      Welding Codes and Advanced Inspection**

#### **4 hours credit**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn destructive and non destructive testing methods, how to interpret them to code, and how to use a code to set up welding procedures and qualification tests. **Prerequisite:** *WELD-0100 Welding Safety.*

### **WELD-0285      Internship**

#### **4 hours credit**

Through an internship at a local company students will learn what it is like to work in a manufacturing plant or welding related field. Student must be working at a welding or welding related job. **Prerequisite:** *BUSN-0250 Obtaining Employment.*

### **WMSD-0101/      Introduction to Women's Studies HUMN-0150**

#### **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, the 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.

### **WMSD-0102/      Men & Masculinities**

#### **HUMN-0151**

#### **3 hours credit**

Students will investigate their own lives in comparison to historically and locally dominant ideas of what it means to be a man or a woman. With this objective in mind we start by asking a simple question: What does it mean to be a man in the United States? To answer this question we will engage in a cultural survey (history, literature, music, film, etc.) of the prevailing definitions of American masculinity. We will consider how the meaning of "man" has changed through time, and look at the similarities and differences in the masculinities of men across ethnicity, race, class, age and sexuality. Against all this, we will attempt to identify and evaluate the conflicting definitions of masculinity in our time as well as imagine possible future developments.

### **WMSD-0103/      Women in Religion HUMN-0152**

#### **3 hours credit**

This course focuses on the depiction of females in mythology and religion. Students will be exposed to a variety of mythological and religious writings that span across continents and cover nearly 3,500 years of written materials. Through exposure to such a wide variety of primary sources, students should develop a greater depth and breadth of literary awareness, as well as a greater appreciation of the role of mythology and religion in shaping and perpetuating gender stereotypes and norms.

# Available Services

## Athletic Program

The intercollegiate athletic program is an integral part of Kansas City Kansas Community College. It is the duty of the Athletic Department to provide leadership in the development of values. These values include intellectual, social, moral, emotional and cultural growth, loyalty, cooperation, teamwork, physical health, and an ability to accept responsibilities.

The Kansas City Kansas Community College Athletic Department consists of the following intercollegiate sports:

Men's and Women's Basketball  
Men's and Women's Cross Country  
Men's and Women's Indoor Track  
Men's and Women's Outdoor Track  
Men's Baseball  
Men's Golf  
Men's Soccer  
Women's Softball  
Women's Volleyball

Kansas City Kansas Community College is a member of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association. The college abides by rules and regulations of the above governing bodies.

*To receive an athletic scholarship, the student-athlete must:*

- Meet all requirements for admission to KCKCC.
- Abide by rules and regulations of the Jayhawk Conference and the letter of intent.
- Have official transcript(s) on file in the Admission Office. These transcripts must show high school graduation or GED completion and all other college work.
- Maintain an acceptable conduct record on campus and while representing the college in any activity.
- Make a contribution to the team or activity groups in which he/she is a member as determined by the coach.
- Remain enrolled in at least 12 semester hours.
- Maintain academic eligibility.

Student-athletes may receive financial aid beyond the limits of the athletic scholarship if they meet institutional and federal requirements.

## Campus Child Care Center

The Campus Child Care Center is a nationally accredited Early Childhood Program. In addition, our facility is fully licensed by the State of Kansas, is approved as a childcare provider for Social and Rehabilitative Services, and serves students who are also parents. The Center provides an education program for children while parents are attending class or working on campus. We accept children from 2 to 12 years old.

The Child Care facility is open to serve both day and evening students. If parents need to bring children with them while they attend class or work on campus, they must utilize the Child Care Center. Young children may not be brought into the

classroom or left unattended on campus while their parents are in class.

The teaching staff has degrees and meets State certification requirements. Contact the Director of the Center for specific information regarding enrollment procedures, policies, and fees.

## Campus Police Department

KCKCC maintains a Campus Police Department to provide a safe environment on campus and to ensure the protection of the campus community and its property.

Staffed by full-time, certified, and extensively trained officers, campus police patrol inside and outside the campus buildings 24-hours a day year round. Student patrol personnel assist the full-time officers by helping monitor events and activities on campus, patrolling the parking lots during both day and night classes, and serving as a liaison between the students and the Campus Police Department.

Students who use campus parking lots must obtain a parking sticker from the Police Department during enrollment. This sticker allows students the privilege of parking in the College parking lots without charge.

Students also receive a Traffic Parking Regulations Handbook, which contains all pertinent information on locations of parking areas, safety regulations, and speed limits on College property.

A student I.D. card is issued at enrollment and must be carried by students to verify their enrollment. This I.D. card must be validated for each semester of attendance. I.D. cards must be shown, when requested, to administrators, faculty, staff, and all Campus Police personnel. Lost I.D. cards must be replaced at the expense of the student and are available in the Campus Police Office.

Because of increased usage of the College's outdoor facilities, six emergency telephones have been strategically placed around the campus and are monitored 24 hours a day by the Campus Police Department. When activated, a bright blue strobe light illuminates the area to alert others to the possibility of an emergency. By pressing a button, the caller can be in touch with the Campus Police instantly.

The posted speed limit on campus is 20 miles per hour; radar units are in place to monitor traffic.

The Campus Police Department works in cooperation with local, state, and federal law enforcement agencies, maintaining 24-hour radio access to the Kansas City Kansas Police Department.

Any reported crimes on campus are investigated by the Campus Police. The passage of the Campus Security and Crime Awareness Act in 1990 requires that all colleges and universities who receive federal financial aid must publish

## Available Services

crime statistics. This published brochure is available in the Campus Police Office and the website. The Act mandates that crime information be made available to the students and the media in a timely manner.

Students are reminded that the possession, use, or sale of alcoholic beverages and illegal drugs on campus is strictly forbidden. Other than certified police officers, no one may bring guns or other weapons into the campus buildings or to athletic events.

The Campus Police Office is located in the upper level of the Science Building in Room 3462. From August through May, office hours are 7:30 a.m.-8 p.m. Monday-Thursday; 7:30 a.m.-4 p.m. Friday; and 8 a.m.-Noon on Saturday. In June and July, office hours are 7:30 a.m.-8 p.m. Monday through Thursday and 8 a.m.-Noon on Saturday.

The telephone number for the office is (913) 288-7236. Also, an emergency phone line is monitored 24 hours a day. That number is 288-7636.

### Career Planning and Placement Center

Located in Room 3379 of the J. Paul Jewell Student Center, the Career Center provides a variety of career services to both students and the community. Assistance is available in the areas of job search, developing interviewing skills, and resume writing. Information on the world of work and specific career fields is also available in both video and printed form.

The Center also maintains a computerized job bank. Information about area jobs can be accessed through the KCKCC website at [www.kckcc.edu](http://www.kckcc.edu).

The Strong Interest Inventory and the Myers Briggs Type Indicator (MBTI) career assessments are available online to help with choosing a career. There is a small administrative fee for each assessment.

**The Career Center does not have regularly scheduled evening hours. To set up an appointment for services or for more information, call the Center at (913) 288-7644 Visit our website.**

### Community Outreach Programs/ Women's Resource Center

The Community Outreach Counseling Program assists adults in transition, whether they are single parents, displaced homemakers, recent GED graduates, or mid-life career changers.

Services include personal counseling, vocational exploration, educational advising, information on nontraditional career fields, student support groups, and referral to appropriate campus/community resources.

As part of the Community Outreach Counseling Program, the Women's Resource Center is designed to respond to the

concerns and interests of women at the College and in surrounding communities.

The Women's Resource Center has a library containing a diverse collection of written and audio-visual materials on topics ranging from career to personal growth and development issues. Materials are available for student and community member use at no charge.

Other Women's Resource Center services include monthly presentations (Brown Bag sessions), publication of a monthly newsletter, career and academic advising, a clothing bank, and student food pantry.

### Counseling Center

The Counseling Center staff is available to assist students with planning and achieving educational and career objectives. Students who are undecided about an academic major or a career are encouraged to visit the Counseling Center. In addition, staff members can assist students in planning a degree program that adequately prepares them for a smooth transfer to the four-year institution of their choice.

Other services provided in the Counseling Center include degree checks for students who have a minimum of 40 credit hours and plan to graduate from KCKCC; biofeedback information and assistance regarding student stress and anxiety; new student advisement; and career planning services. Appointments are highly recommended while walk-in assistance may occur based on counselor availability.

The Counseling Center is located in the J. Paul Jewell Student Center, Room 3384. Office hours are normally 8:00 a.m. through 7:30 p.m. while classes are in session Monday through Thursday. Friday hours are 8:00 a.m. through 4:30 p.m. In summer, the office is open Monday through Thursday, 7:30 a.m. through 5:30 p.m. The telephone number is (913) 288-7696.

### Intercultural Center

#### Mission and Purpose

The Intercultural Center serves the needs of International and Multicultural Education on our campus. The Center is designed to provide students, faculty, staff, and the community with an enriched environment that celebrates the cultural contributions of our diverse population and to foster greater cultural interaction, understanding, and education. The Center will provide cultural activities and training programs that enhance relationships and campus spirit. The Center will also serve as resource clearing house, providing books, videos, and pamphlets regarding diversity. The Intercultural Center's mission promotes the recognition that cultural diversity is a positive feature of college campuses.

The Intercultural Center has an Advisory Council that guides and monitors its activities. The Intercultural Council promotes multicultural understanding, citizenship, and racial harmony. We acknowledge the need to take institutional responsibility

## Available Services

for eliminating racism, stereotype, prejudice, and discrimination. We serve as a catalyst to provide opportunities for educational understanding and appreciation.

You are welcome to visit and be part of developing an inclusive environment.

The Intercultural Center is a visible and tangible representation of the college's commitment to "Making Life Better".

The Center is located in the lower level Jewell Student Center, Room 2303. For more information, contact Barbara Clark-Evans, Intercultural Center Director at (913) 288-7674 or e-mail [icc@kckcc.edu](mailto:icc@kckcc.edu). Hours of operation are Monday – Friday 8:00 a.m. to 4:30 p.m. Summer hours may vary.

### Academic Resource Center

The Academic Resource Center is located in the Jewell Student Center, Room 3344. The telephone number is 913-288-7664 and email: [arc@kckcc.edu](mailto:arc@kckcc.edu). Hours of operation are Monday-Thursday 7:30 a.m. – 7:30 p.m.; Friday 7:30 a.m. – 4:30 p.m. Summer hours may vary.

#### Mission and Purpose

The mission of the Academic Resource Center is to assist students in strengthening their academic skills and successfully completing their college work. Support services and an assessment of current achievement levels are available to all students.

#### Placement Examination

All students are required to complete the ACCUPLACER exam before meeting with an advisor to enroll. No appointments are needed for the placement test.

Students requiring English as a second language should contact the ESOL Coordinator in the Humanities and Fine Arts Division, Room 3413 in the Science Building for testing.

Questions regarding the need for placement testing by students who have previously received college credit for composition or math should be directed to the Academic Resource Center, 913-288-7171.

Study guides to aid students in preparing to take the placement tests are available in the Academic Resource Center. Students are encouraged to pick up the study guides for review before attending a test session. There is no fee for the exam, but a photo I.D. is required. Following the test session, students will receive a record of their scores and the recommended course placements.

Testing is computerized and administered on a drop-in basis. Students who require accommodations due to a documented disability should contact 913-288-7670 V/TDD.

## Academic Resource Center Support Services

### Peer Tutoring

Peer tutoring is available, free of charge, for any enrolled student experiencing academic difficulty. The Peer & Professional Tutoring Program is housed in the Academic Resource Center in the Jewell Student Center, Room 3344.

### Writing & Reading Center

The Writing Lab is available to KCKCC students who are enrolled in any course that requires writing assignments. The lab is staffed by professional tutors who are also adjunct faculty members. The tutors will assist with any part of the writing process. That includes, but is not limited to, essay writing, rewrites, formatting for APA and MLA guidelines, guidance in securing research information, correct grammar and punctuation, etc. The lab is setup on a walk-in basis, and the hours vary each semester according to demand and the availability of tutors. Please contact the ARC for current hours.

The Reading Lab is designed to assist students who are currently enrolled in reading courses; however, the lab is also available to students who wish to improve their reading comprehension skills. Students who have difficulty understanding course terminology may also receive tutoring. The lab is setup on a walk-in basis and is staffed by Professional Tutors. Please contact the ARC for current hours.

### Math Tutoring Center

The Math Tutoring Center is available to KCKCC students who are enrolled in math courses. The Math Lab is staffed by peer and professional tutors who are capable of assisting with all levels of math. The hours for the lab are scheduled each semester according to the demand and the availability of tutors. You may contact the ARC for current hours. The lab is setup on a walk-in basis.

### Learning Styles Inventory

A Learning Specialist is available to administer a computerized learning styles inventory and prescribe specific strategies based on the student's preferred style of learning. Students can receive individualized assistance in study skills, test-taking strategies, time management, general assistance to meet academic goals, and screening for a learning disability from the Academic Resource Center. Students interested in assessing their learning styles or receiving assistance with meeting their academic goals should contact the Academic Resource Center at 913-288-7346.

### Accommodations for Students with Disabilities

Accommodations are provided in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Accommodations such as sign language interpreters, extended time on tests, note takers, alternate formatted materials, large print, Braille, and the use of assistive technology are arranged through the Academic Resource Center. Students who need accommodations or students interested in assisting with services should contact 913-288-7670.



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### Assistive Technology

Assistive technology is available for students who need access to computer technology due to a documented disability. The technology is placed in classrooms, computer labs, and other areas of the campus as needed by students, staff, and faculty. Persons interested in receiving more information should contact 913-288-7671.

### Regional Prevention Center of Wyandotte County

J. Paul Jewell Student Center-Room 3331

#### Mission and Purpose

The mission of the Regional Prevention Center is “Effective substance abuse prevention in Wyandotte County”. The Regional Prevention Center is one of thirteen centers in Kansas supported by the Kansas Department of Social and Rehabilitation Services.

By providing an innovative framework of leadership and guidance, the Regional Prevention Center supports community efforts to create an environment that produces healthy lifestyles free of alcohol, tobacco, and other drugs.

#### Kansas Communities That Care

Just as medical researchers have found risk factors for heart attacks, research has defined a set of risk factors for drug abuse. Not surprisingly, there is an interrelationship between adolescent drug abuse, delinquency, school dropout, teen pregnancy, and violence. All of these teen problems share many common risk factors. We know that the more risk factors present, the greater the likelihood a person will develop drug abuse and other problem behaviors.

Risk-focused prevention is based on a simple premise: to prevent a problem from happening, we need to identify the factors that increase the risk of that problem from developing and then find ways to reduce the risks.

The Regional Prevention Center collects and analyzes county level data to measure the incidence and prevalence of these adolescent problem behaviors. The risk-focused prevention model has also identified promising program approaches that can reduce the likelihood of the problems from occurring.

#### The project uses the following “LOGIC Model” for promoting effective substance abuse prevention:

- Identify desired outcomes
- Prioritize risk and protective factors for adolescent problem behaviors
- Select programs, policies and practices that have been proven effective
- Develop community change goals
- Recruit community partners

#### Opportunities for Involvement

The Regional Prevention Center provides training, technical assistance, and resources on effective prevention programs,

policies, and practices. Videos, books, and other materials are available for checkout.

### The Dangers of Alcohol and Drug Use

The use or misuse of illicit drugs and alcohol can lead to or result in a variety of health risks including, but not limited to, addiction or dependency, physical infirmities and trauma, mental and emotional disorders, and, in some cases, harm to unborn children. Young people who are involved in juvenile delinquency, substance abuse, school dropout, teenage pregnancy, or violence are more likely to engage in one or more of the other problem behaviors.

### Resources

A variety of resources exists for effective prevention programs, policies, and practices. Videos, books, curriculum, and brochures are available at the Regional Prevention Center concerning prevention and rehabilitation programs. For more detailed information or referrals, call the Regional Prevention Center at 288-7685 or check the web page at [www.wyco-rpc.net](http://www.wyco-rpc.net). Such contacts are kept confidential.

### J. Paul Jewell Student Center

The J. Paul Jewell Student Center is operated by the College to provide student-related activities and services. The Admissions Office, Financial Aid/Veteran’s Affairs Offices, the Academic Resource Center, Career Center, the Regional Prevention Center of Wyandotte County, Community Outreach/Women’s Resource Center, Dean of Student Services, Counseling Center, Student Health Services & Comprehensive Health Resource Center are all located in the upper level of the Student Center. Student Activities/Student Senate Office, College Bookstore, and the MeMa’s Blue Devil Deli are all located on the lower level of the Student Center.

The Game Room is available for pool, table tennis, and other games from 9 a.m. to 4:00 p.m. during the regular semesters. Monthly tournaments are offered. A KCKCC Student I.D. is required for Game Room use or equipment check-out.

The MeMa’s Blue Devil Deli is open for food service from 7:30 a.m. to 2:30 p.m., Monday-Thursday, and 7:30 a.m.-2:30 p.m., Friday, while classes are in session during the fall and spring semesters. Summer hours with classes in session are 7:30 a.m.-2:30 p.m., Monday-Thursday. A full line of refreshments is available from the deli menu.

The Bookstore is operated by the College in the Student Center. New and used books required for all courses are available. In addition to textbooks, school supplies, paperback books, t-shirts, gift items, cards, etc. are on sale in the Bookstore. The Bookstore buys back textbooks at the end of each semester during finals. A student I.D. card is required to participate.

The Student Center is open and available for co-curricular activities from 7:30 a.m. to 8:30 p.m. Monday through Thursday, and from 7:30 a.m. to 4:30 p.m. on Friday. Room reservations are made through the Dean of Student Services.

## Available Services

### Service Learning

Service Learning at KCKCC gives students the opportunity to blend academic study and community service through active participation. Students can gain valuable practical experience in their field of study that can be helpful in obtaining employment. Several of the classes at KCKCC offer a service-learning opportunity.

Project S.O.L.V.E. stands for Service Opportunities for Learning through Volunteer Experiences. Project S.O.L.V.E. grew out of a community partnership between the College and the Wyandotte County Juvenile Court.

This partnership provides service-learning opportunities for KCKCC students while providing guidance and leadership to youth under the jurisdiction of the Juvenile Court.

For more information, contact Stacy Tucker at 288-7660 or 573-4190.

### Student Health Services & Comprehensive Health Resource Center

A certified registered nurse is on duty from 8:00 a.m. to 4:00 p.m. Monday through Friday during the academic year to treat minor illness or injury and to provide emergency care and physician and community resource referral.

The staff can provide over-the-counter medications and first aid for students who get sick or are injured. Campus Police should be contacted in the event of a medical emergency or if an ambulance is needed. The Campus Police will then contact the student health staff.

The nurse conducts eye and hearing exams by appointment, and weight checks, blood pressure, and blood glucose screenings if warranted, on a walk-in basis. HIV testing is provided free two-three times annually. The Student Health Office provides pamphlets, brochures, and fliers that contain current health information. Videos and books are available for checkout. In addition, Student Health sponsors a variety of health-related seminars throughout the year that are open to students, staff, and the community.

Students who know they will be absent from class(es) two or more consecutive days due to illness or a death in the family can phone the Health Center, and the staff will notify instructors. In addition, the nurse is available as a non-judgmental listener and resource person.

The Student Health Office is located in Room 3363 in the J. Paul Jewell Student Center and can be reached by calling 288-7683.

### Student Insurance

Students interested in a group health insurance policy can get brochures from the College Nurse. Currently, the group policy is available through the Student Assurance Service, Inc., and students can enroll quarterly or annually.

### KCKCC TextME

KCKCC TextME is a campus wide notification system, students can sign up to receive text messages to their cell phone, wireless PDA or pager. Sign up for this service through the Admissions and Enrollment link on the College website at [www.kckcc.edu](http://www.kckcc.edu). Students can choose from categories in order to receive notifications.

### Veterans' Affairs Office

The office of the Veteran's Affairs Coordinator is located at KCKCC's Leavenworth Center, 225 Cherokee, Leavenworth, and can be reached by calling 913-651-2111. On Wednesday's of each week, the Veterans Coordinator can be reached on Main Campus, 7250 State Avenue, Kansas City, Kansas or by calling 913-288-7485. Please call before visiting. The Veterans process is automated to save you time. Visit our website for more information.

### Wellness Center

The Wellness & Fitness Center is located on the upper level of the Allied Health Building. With 11,000 square feet of space, it has an indoor track, weight room, aerobic studio, treadmills, bicycles, steppers, climbers, ski machines, and an aerobic super-circuit. The center is open from 5:30 a.m. to 8:30 p.m. Monday through Thursday, 5:30 a.m. to 7:00 p.m. on Friday, and 7:00 a.m. to 2:00 p.m. on Saturdays. The hours change during holidays and semester break. All changes are posted in advance throughout the facility.

The wellness staff provides personal training sessions, body composition analysis, fitness testing, and nutrition analysis. Health and nutrition seminars and incentive programs are offered throughout the semester to students to enhance their state of well being. Locker room and shower facilities are available for those who choose to use the facility before or after work or school, or on their lunch hour.

### How to enroll

Please call or visit the Wellness Center (913) 288-7610 to set up your appointment. When you arrive you will be asked to complete the enrollment form for the admissions office. All students will be enrolled in "Wellness & Fitness Center" unless they specify otherwise. This is a pass/non-pass class and students are required to complete 19 hours in the facility to pass.

### The Fitness Screening & Orientation

You will be asked to sign the consent and release form and provide your medical history by answering health questions, which will be kept confidential. We will check your resting heart rate and blood pressure as part of your screening. If you are a male over 40 or a female over 50, or if you have any medical problems, you will need to bring a doctor's release to exercise. For your convenience, we will accept a fax from your doctor's office with your approval to exercise. Our fax number is (913) 288-7649. Following the fitness screening, new students will receive an orientation and tour of the facility. This is a good time to ask fitness-related questions.

All students are required to bring a student ID card each time they visit the Wellness & Fitness Center. The prices are subject

## Available Services

to change. Please check with the Business Office or Wellness and Fitness Center staff.

### **Student Activities - Getting Involved**

KCKCC'S governing body offers a wide variety of extra-curricular activities. Students can become more involved in their college life if they take advantage of the opportunities offered on campus.

### **Office of Student Activities**

The Office of Student Activities' goal is to host events for the student body and campus community that are educational, social, and motivational in nature. This includes activities such as intramural games, concerts, lectures, campus celebrations of heritages, blood drives, student appreciation day, game room tournaments, festivals, and novelty/variety acts of entertainment. The Student Activities Office also provides guidance to and oversees the 25 recognized campus student organizations/clubs, advises the Student Senate, coaches the Academic Excellence Challenge Team, coordinates Graduation activities, sells various tickets (i.e., Worlds of Fun, Renaissance Festival, etc.), and supervises the campus bulletin board policy.

The Office of Student Activities is located on the lower level of the J. Paul Jewell Student Center, Room 2313. For more information, contact Linda H. Sutton at (913) 288-7652.

### **Academic Excellence Challenge Team**

The Academic Excellence Challenge Team represents KCKCC in a statewide community college quiz bowl competition held during the Spring Semester. Teams winning the State tournament receive a stipend. Individuals must have a minimum GPA of 2.5 and no more than 72 college credit hours. Interested students should contact the Student Activities Office for more information or email [lsutton@kckcc.edu](mailto:lsutton@kckcc.edu).

### **Advocate**

The Advocate is the College newspaper. It is written, edited, and published by students enrolled in journalism courses and volunteer staff members. The paper features articles, editorials, and pictures pertaining to college life and students attending KCKCC. Students do not need to be journalism majors to contribute. The newspaper adviser is located in Room 3450 of the Science Building. For more information, e-mail [bryanw@kckcc.edu](mailto:bryanw@kckcc.edu).

### **African American Student Union (TAASU)**

The African American Student Union was formed to give African American students and other interested individuals an opportunity to develop programs and activities that display the contributions made by African Americans in our society. TAASU sponsors Black History Month events each February as well as the Silver Harvest Banquet and a Spring Talent Show.

### **Alpha Beta Gamma**

Alpha Beta Gamma is a national business honor society for men and women in community colleges. The KCKCC chapter, Kappa Chi Kappa, was formed in 1991. Students must be enrolled in a business-related degree program, maintain course load requirements, and have an overall academic 3.5 GPA.

### **Art Club**

The KCKCC Art Club is open to all who are interested in arts in our community. The club visits local and regional art centers and participates in community outreach programs of the college. Current students and alumni have an opportunity to exhibit in the Follow the Dot Exhibitions.

Our meetings consist of viewing films concerning art and current issues that are addressed by the contemporary artist. The club goal is to serve the KCKCC student and broaden an understanding of the vitality of art in the world and in our community and to expand the opportunities to view and create art.

### **Athletic Activities**

KCKCC is a member of the National Junior College Athletic Association and the Kansas Jayhawk Conference. The value of a well-administered athletic program is a significant consideration in all athletic endeavors at the College.

Athletes must maintain the same academic standards required of all students and are eligible for financial aid and/or scholarships. In order to participate in athletics, students must be admitted to the College, enrolled in a minimum of 12 credit hours, and demonstrate academic progress towards graduation.

The athletic program at KCKCC consists of competitive varsity sports and physical education courses.

Collegiate varsity sports are soccer, volleyball, basketball, track, cross-country, golf, tennis, softball, and baseball. Intercollegiate athletes compete in the Jayhawk Conference.

The intramural program is designed to give students who do not participate in varsity sports an opportunity to compete. Intramural activities are organized in answer to student demand. All physical education courses are designed to provide a wide range of activities and an understanding of the theory underlying each activity.

### **Audio Engineering Student Society**

The Audio Engineering Student Society, also the KCKCC Student Chapter of the Audio Engineering Society (AES), is open to current students enrolled in audio engineering or music technology classes at KCKCC at some point during their studies. Members must also be a student member of the AES. Examples of activities organized by the Society include field trips to local audio industry-related businesses and venues; bringing guest speakers to campus; passing on information about upcoming opportunities and industry events; encouraging student participation in industry conferences and conventions; and providing a forum for discussion, interaction, and networking outside of the classroom.

### **Campus Forum**

The Campus Forum is a student group which organizes programs on contemporary issues. Forums invite authorities or experts from the metropolitan, state, or national scene to discuss issues of general interest to students. Interested students are needed to assist in planning the forums and should contact Penny Mahon at (913) 288-7285.

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### ***Choral Connection***

Choral Connection is a vocal ensemble of singers selected from the College Choir. This ensemble performs madrigals in period costume and vocal Jazz (Manhattan Transfer; Take Six). These vocalists perform throughout the community and have appeared in national and international festivals. Auditions for the group are held the first week of each semester. Interested students should contact John Stafford, Room 2171, upper level of the Humanities and Fine Arts Building.

### ***Christian Student Union/Campus Crusade for Christ (CRU)***

The Christian Student Union is a non-denominational group of students desiring to study and know more about what the Bible has to say about today's world.

Anyone who is a believer in Christ or who would like to know more about Him is welcome. Guest speakers and movies provide helpful insights into the study of the Bible. The group meets each week to read and study the Word of God.

### ***Collegiate Music Educators National Conference***

The Collegiate Music Educators National Conference (CMENC) is a music club open to all students interested in music education. The chapter furnishes both educational and social activities for its members, provides members with up-to-date professional information, and serves as hosts and hostesses for campus visitors. Members also gain musical experience from attendance in regional and state-wide activities.

### ***Concert Band***

The Concert Band is open to all students at KCKCC. The band practices two days per week and performs several concerts a year. Interested students should contact Jim Mair, 2nd floor of the Humanities Building.

### ***Concert Choir***

The Concert Choir is open to all students at KCKCC who like to sing and who meet minimal standards. The choir practices two times a week and performs at College functions and for various community organizations. Interested students should contact John Stafford, 2nd floor of the Humanities Building.

### ***Council for Academic Excellence***

This Council represents the student component of Honors Education. CAE provides an opportunity for Honors Education participants to voice concerns and to develop further academic interests. For more information, students should contact Stacy Tucker, Honors Education Director, on the upper level of the Math Building in Room 3502.

### ***Drama Club***

The mission of the Drama Club is to give leadership, creative, and management experiences to theatre students and to produce quality theatre with original, experimental, and socially significant plays. With the help of the faculty advisor and encouragement from the Theatre Department, students work in every phase of the operation, from directing to running a technical crew, designing costumes to ushering, from choosing the season to publishing and performing in it.

### ***Early Childhood Educators Club***

The Early Childhood Educators Club was formed to provide students an opportunity for professional growth and development and networking with early care and education advocates for quality education and care for children and families. Interested students should contact Kris Hearn, Coordinator, Early Childhood Education, 288-7177.

### ***Economics Club***

The KCKCC Economics Club was formed to provide our students and the community with a forum for the discussion of pertinent international, national and local/community economic issues. It strives to provide an informal environment for students and the faculty to exchange ideas and to encourage community involvement as an integral part of their education. By becoming a link between KCKCC and the larger community, the club, in consultation with the private, public and social sectors attempts to bring to the four areas of concerns in community economic development, political participation, and community resource mapping.

### ***Forensics Club***

The Forensics Club is for students interested in competitive speech and competitive speech tournaments. The club is made up of team members who travel to tournaments representing KCKCC. The club also holds various High School activities, including the State Forensics Festival governed by the Kansas State High School Activities Association. Club members have the opportunity to participate in many campus events as part of a recognized Student Government Organization. All students are welcome to join.

### ***International Student Organization***

The International Student Organization gives international students from abroad and in the community the opportunity to develop an understanding of the American culture and its people as well as the chance to share their culture with the community. The ISO promotes social interaction and participation of its members in a variety of educational and cultural events both on and off campus. Interested students should contact voice mail: (913) 288-7625 or the ESL Coordinator in the Science Building, Room 3413.

### ***Jazz Band***

The Jazz Band consists of a select group of instrumentalists who appear throughout the Kansas City area for civic functions. This group has performed in a number of national and state jazz festivals and performs the standard literature of a large jazz ensemble. The group includes five saxophones, five trumpets, five trombones, and five rhythm players. Auditions are held the first week of every semester, and the Jazz Band class meets three days a week. Interested students should contact Jim Mair, 2nd floor of the Humanities Building.

### ***Leavenworth Center Student Association***

The Leavenworth Center Student Association organizes activities for KCKCC students attending classes at the Leavenworth Center. Interested students should contact the Leavenworth Center for more information.



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### ***Out, Questioning and Straight Diversity Club***

The Out, Questioning, and Straight Diversity Club, also known as the OQS Diversity Club, is a gay-straight student alliance. The club works to meet the needs of the lesbian, gay, bisexual, and transgendered (LGBT) students, providing support and encouragement to the LGBT community. They work to build bridges among students of all sexual orientations and gender identities/expressions. They promote education on issues affecting all students, including harassment, discrimination, and bias. And they organize charitable events and host social activities.

### ***Performing Arts Center***

The Performing Arts Center hosts programs which include college and community activities. A 363-seat theatre is housed in the center. College-related activities are given top priority; however, the Theatre may be available to other educational institutions, non-profit organizations, service clubs, and community groups. All scheduling of the Theatre is coordinated by the supervisor of the center.

### ***Phi Theta Kappa***

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 25 colleges internationally. Each year, Phi Theta Kappa students work on projects to present at regional and international conferences.

### ***Scholarship Candlelighting Program***

The Candlelighting Program is the oldest continuous tradition at the College and is one of the most beautiful and impressive events of the year. Contributions taken during the candle lighting ceremony are donated to the KCKCC Endowment Association for student scholarships. The program is held in December and is open to everyone in the community.

### ***Sigma Phi Sigma***

The Lambda Chapter of Sigma Phi Sigma is a national fraternity for Mortuary Science majors. Designed to promote professionalism, friendship, social activities, and scholastic achievement, this co-educational student-run organization is responsible for social activities, field trips, and community functions for its members. Interested students should contact Wiley Wright on the lower level of the Flint Building.

### ***Students for Global Peace***

The mission of Students for Global Peace is to promote a more peaceful, safer, and violence-free learning community and to further advocate for the ideals of diversity and social justice.

### ***Students in Free Enterprise (SIFE)***

Active on more than 1200 campus in the United States, SIFE provides college students the best opportunity to make a difference and to develop leadership, teamwork, and communication skills, through learning, practicing and teaching the principles of free enterprise. Sponsor: Allen, Lenoir, Business Faculty Advisor, 913-288-7154. Meeting Dates and Times: Every Tuesday from 12:30-1:30 p.m. in Room 2707

### ***Student Debate Association***

Student Debate Association (SDA) membership shall be open to all Student Association members of Kansas City Kansas Community College (KCKCC). All members must actively participate in the Debate Program at KCKCC by being enrolled in a Debate class, competing for KCKCC at a tournament level, and have a legitimate interest in pursuing debate either professionally or academically.

### ***Student Nurse Association***

The Student Nurse Association was formed to promote interaction and educational programming for all levels of nursing students. Interested students should contact the Nursing Department Office at (913) 288-7174.

### ***Student Organization of Latinos (SOL)***

The Student Organization of Latinos, or SOL (pronounced soul), gives students the opportunity to build leadership skills and to share their cultures with other students, faculty, staff, and the community at large. In addition, the club provides a chance for camaraderie and support for the purpose of retention and to help students to reach their educational goals. Contact (913) 288-7625.

### ***Student Senate***

The KCKCC Student Senate works as a legislative body which is a voice for students. Elected positions include: President, Vice President, Secretary, and Treasurer. Appointed positions include Parliamentarian, Campus Activities Chairperson, and six (6) Senators.

Any enrolled student may attend Student Senate meetings which are held the second and fourth Wednesday when classes are in session. All students are welcome to attend.

### ***Teachers of Tomorrow***

Teachers of Tomorrow serves as a mentoring organization to recruit and recognize students who are interested in the field of education. Interested students should contact the Education Coordinator whose office is on the lower level of the Social Science Building.

### ***Therapy Club***

The Therapy Club provides a source of education and information to students who are interested in a career in physical therapy, respiratory therapy, occupational therapy, massage therapy, or any other skilled Allied Health services.

## **OTHER KCKCC POLICIES**

### ***Smoke-Free Environment***

KCKCC implemented a smoke-free environment in August 1991. Smoking is not allowed inside campus buildings.

### ***Children on Campus***

Children are not allowed in classrooms while classes are in session. Also, children shall not be left unattended in the hallways or lounge areas while parents are in class. Parents are encouraged to enroll their children in the Campus Child Care Center.



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### Food and Drink in Classrooms

Students are asked to observe the signs which indicate where food and drinks are allowed on campus. Food and drinks are not allowed in the classrooms.

### Student Identification

While on campus, students should carry their student I.D. card with them at all times.

### Hallway Congestion

Hallways are often congested between classes and students are expected to be courteous at all times. Also, out of courtesy for individuals with disabilities, students are asked not to sit in the hallways during and between class periods.

### Campus Pride

Buildings and Grounds personnel have made KCKCC a model for maintaining a clean environment, both inside and outside the campus buildings. Students are encouraged to help keep KCKCC clean.

### School Closing Due to Inclement Weather

The responsibility for closing the College is delegated to the President of KCKCC by the Board of Trustees. In the event of the President's absence, the Provost makes this decision.

Whenever a decision is made to close the College, this information is released to the local radio and television stations for announcement during news periods.

KCKCC is not a part of District 500, so if schools in Wyandotte County are closed, the College does not necessarily cancel classes. When the College remains open during inclement weather, students should take reasonable care in coming to the campus to attend regularly scheduled classes.

## CODE OF STUDENT CONDUCT

### I. CODE OF STUDENT CONDUCT:

Kansas City Kansas Community College (KCKCC) strives to create an academic community, which supports the educational process and the development of each student. The College maintains disciplinary rules and regulations which students are expected to follow so that the College can fulfill its mission and purposes. Kansas City Kansas Community College reserves the right to impose disciplinary sanctions for behavioral misconduct, which occurs on any college sponsored trip and KCKCC owned or operated facilities. This includes but is not limited to all centers located throughout Wyandotte County and at the Leavenworth Center.

Each student will follow these regulations, in addition to the national, state, and local laws designed for every citizen. Legal action taken as a result of violations to national, state, and local laws does not preclude campus disciplinary action up to and including expulsion from the college. Violations of national, state, and local laws on the college campus or on any KCKCC owned or operated

facilities or college sponsored trip will be transferred to the appropriate law enforcement officials.

- A. Acts of Dishonesty** - Prohibited acts include but are not limited to the following: (1) cheating, plagiarism, and other forms of academic dishonesty; (2) furnishing false information to any college official, faculty member, or office; (3) forgery, alteration, or misuse of any college document, record, or instrument of identification and (4) tampering or interfering with the election of any college recognized student organization.
- B. Alcoholic Beverages** - Kansas State Law prohibits the possession and consumption of any kind of alcoholic beverage on community college campuses. No student shall consume or possess beer, wine, or any alcoholic beverage on college-owned or college-operated facility. The College prohibits the consumption of any alcoholic beverages on any college-sponsored trip.
- C. Assault and Battery** - A student(s) shall not threaten or commit a physical or sexual attack on faculty, staff, or another student or visitor. Any actual or threatened interference, including verbal harassment, intimidation, or personal abuse against any member of the college community is prohibited. A student charged with assault on or off campus may face prosecution under criminal statutes and disciplined under the Code of Student Conduct Policy. The college reserves the right to pursue disciplinary actions even if the criminal justice system does not prosecute.
- D. Assembly** - Individual(s) shall not assemble in a manner that obstructs the free movement of people about the campus or the free and normal use of college buildings and facilities, or prevents or disrupts the normal operation of the college. This includes but is not limited to standing or sitting in hallways, loud and vulgar conversations, harassment of students, etc.
- E. Campus Computing Systems** - The computing resources of the college are the property of the College.

Therefore, unauthorized, illegal, and/or unethical use of computing resources is prohibited. Access to any computing resource may be revoked by the president of the College, or the president's designated representative without prior notice.

KCKCC computing resources may not be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed, or sexual orientation. Fraudulent, threatening, or obscene e-mail or graphical displays used to harass or intimidate another student, faculty, or staff is prohibited.

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More specifically, these computer abuses include but are not limited to the following: (a) unauthorized entry into a file (b) unauthorized transfer of a file; (c) unauthorized use of another person's individual identification and password; (d) use of computing facilities to interfere with the work of any member of the college; and (e) use of computing facilities to interfere with the normal, day-to-day operation of the college.

**F. Contracts** - A student(s) shall not enter into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student(s).

**G. Counterfeiting and Altering** - No student(s) shall reproduce, copy, tamper with, or alter in any way, manner, shape, or form, any written record, document of identification, or any form(s) used or maintained by the college. This shall include computerized data.

**H. Disruptive Behavior** - A student(s) shall not behave in a manner that is unacceptable in a learning environment or that endangers or infringes upon the rights and/or safety of other students or any member of the college community. This includes but is not limited to unwelcome physical contact and any boisterous or threatening conduct which is deemed unreasonable.

Any student(s) who poses significant danger to themselves and/or others will be asked to leave the College immediately. Severe disruption and acts of violence can result in possible suspension or expulsion.

**I. Dumping and Littering** - A student(s) shall not deposit, dump, litter, or otherwise dispose of any refuse on college property, except in duly designated refuse depositories.

**J. Electronic Devices** - No student shall use pagers, cellular phones or any electronic devices to cause disruption in the classroom, library, or any other area of the College environment.

**K. Fire Equipment** - It is illegal under state and federal law to tamper with any kind of fire emergency equipment. This includes pulling or calling in a false alarm, discharging or removing a fire extinguisher or hose, breaking the safety glass on the fire extinguisher case, or leaving through a locked fire door.

**L. Firearms, Fireworks and other Weapons** - Unauthorized possession of firearms (including B-B and pellet guns), fireworks (cherry bombs, bottle rockets, firecrackers, etc.) and other explosives, bombs threats, and slingshots is prohibited on any KCKCC owned and operated facilities. Also, the

possession of a knife six inches in length or over, or one with a blade, which is automatically projected from the handle, is prohibited. The use of any object to cause, or attempt to cause, either injury to a person or damage to property is prohibited. Because of the danger to persons or property, the act of throwing or dropping anything from the windows or floors is subject to College disciplinary action.

The possession or use of any fireworks, explosives, or firearms on College property is restricted by law and is in violation of College regulations. Students identified as responsible for such activity will face serious disciplinary action and/or suspension from the College, as well as court prosecution.

**M. Gambling** - A student(s) shall not engage in any form of gambling, as defined in K.S.A. 21-4302 as amended from time to time, on college-owned or college-operated property or at any college-sponsored event either on or off-campus.

**N. Harassment** - (See College Sexual Harassment Policy) No student shall engage in harassment of another student, instructor, or staff member of the college. This shall include, but is not limited to, sexual and racial harassment, and may include verbal and/or physical actions.

Any sexual harassment should be reported to the Dean of Human Resources.

**O. Hazing** - Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in or association with a group or organization, is prohibited.

**P. Identification/Official Directives** - Upon request of any College official (administrator, faculty, or staff) a student must present current student identification. Failure to follow this or other reasonable directives of Kansas City Kansas Community College officials may be grounds for disciplinary action.

**Q. Illegal Drugs** - Possession, use and/or distribution of narcotics, drug paraphernalia, or other controlled substances (as defined by the Controlled Substances Act K.S.A. 65-4101 as amended) is expressly prohibited on any KCKCC owned or operated facilities or college-sponsored trip.

**R. Rape/Sexual Assault/Sexual Battery** - Any person(s) has the right to say no to sexual activity and sexual touching. Any unwanted sexual activity, including date/acquaintance rape or gang rape, will not be tolerated and the "perpetrator(s)" could face both College judicial action and criminal charges. Lack of consent is not agreement to sexual contact.

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**S. Safety** - Student(s) shall not engage in behavior which violates any safety rules of any classroom, laboratory, or other college premises, whether such procedures are written or oral rules or directions. This shall include, but may not be limited to, the wearing of any required personal protective equipment, and the following of prescribed methods and procedures for handling and disposing of certain materials which may be hazardous, unstable, infectious, etc.

**T. Sexual Harassment** - (See College Sexual Harassment Policy) Sexual harassment is defined as conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting either the instructor or staff member; or
3. Such conduct has the purpose or effect of unreasonably interfering with the instructor, student, or staff member's performance or creating an intimidating, hostile, or offensive environment.

**Any sexual harassment should be reported to the Dean of Human Resources.**

**U. Smoking** - The College provides a smoke-free environment. A student(s) shall not be allowed to smoke in any enclosed KCKCC owned or operated facilities or college vehicles.

**V. Theft/Damage to Property** - No person or persons shall engage in the attempted or actual theft of or damage to property belonging to another person or to the college. This includes tampering with coin-operated machines and the abuse of computer usage privileges.

A student(s) shall not possess or offer for sale any books or property lost by or stolen from another person.

**W. Use of College Facilities** - No student(s) shall be in campus buildings without proper authorization except during normal hours of operation. Unauthorized use of campus facilities is strictly prohibited.

**X. Board of Trustees Official Regulations** - No student shall willfully violate any published regulation for student conduct adopted or approved by the Board of Trustees.

## II. PROCEDURES FOR CONDUCT REVIEW HEARINGS:

Kansas City Kansas Community College Conduct Review Hearings are to be conducted so as to ensure all possible fairness to the student(s) charged with violations of the Code of Student Conduct. Formal rules of evidence are not to be applied. The Dean of Student Services or his/her designee serves as the Campus Judicial Officer in Conduct Review Hearings. The Campus Judicial Officer may issue sanctions other than suspension from the College or expulsion from the College from informal meetings or procedures. The following guidelines apply where the sanction is likely to include suspension or expulsion from college.

### A. STUDENT'S RIGHTS:

1. **Notice:** A student has the right to written notification of the hearing. This notice will include date, time, and place of hearing, a summary of evidence, and the charges being brought against the student.
2. **Preparation:** A student is given time to prepare for a hearing. The hearing shall occur no sooner than seven (7) working days and no later than twenty (20) working days from the time of official notification. This time period may be waived by the Campus Judicial Officer if there are extenuating circumstances.
3. **Hearing Testimony:** Except as outlined below, a student has a right to review all testimony presented against that student. The student then has the right to examine the witnesses, present evidence, and present witnesses in his/her behalf. The student(s) charged may be present throughout the hearing except during deliberations.

**SPECIAL CIRCUMSTANCES FOR THREATS, INTIMIDATIONS, OR SEXUAL ASSAULTS, BATTERIES, OR OTHER MISCONDUCT:** The Dean of Student Services may, at his/ her option, suspend the privilege of the accused to directly confront witnesses where the Campus Judicial Officer has reason to believe that a victim or witness may be threatened by such interaction.

Students charged with violations of the Code of Student Conduct must provide the Campus Judicial Officer at least 48 hours in advance of the hearing, the names, addresses, and telephone numbers of all potential witnesses. The Campus Judicial Officer may contact witnesses in advance and may request a summary of the relevance of their testimony.

4. **Requesting Postponement:** Approval for postponement of a hearing may be granted by the Campus Judicial Officer. Students wishing a postponement must apply for said postponement in writing within three days of the date of

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notification. In cases where a postponement is granted, the length of the postponement shall be a reasonable time as determined by the Campus Judicial Officer.

5. **Remaining silent during Hearing:** The student(s) charged may be questioned only if he/she testifies in his/her own behalf. Examination of witnesses by the person charged does not constitute testimony on his/her own behalf.
6. **Presence of an "Advisor" from the College Community:** The student may have an advisor from KCKCC present. The role of the advisor is limited to advising students. The advisor may not directly question witnesses or the Campus Judicial Officer. Students who wish to have an advisor present must notify the Campus Judicial officer in writing at least 72 hours in advance. Such notice must include the name and address of the advisor as well as an authorization for the College to release information to the advisor. Should the advisor interfere with the procedure of the Conduct Review Hearing, the College reserves the right to exclude person from the hearing. Neither the student nor the college will be allowed legal counsel representation during the hearing.
7. **Decision Appeals:** An appeal of a Conduct Review Hearing decision shall be made to the Provost in writing within seven (7) working days after the decision. The appeal must be based on one or more of the following:
  - a) the severity of the sanction, i.e., expulsion or suspension;
  - b) procedural irregularities in the original hearing.

### B. COLLEGE'S RIGHTS

1. **Charges:** The College reserves the right to charge students with violations of the Code of Student Conduct. Such violation may include behavior which occurs on any KCKCC owned or operated facilities or college sponsored trip.
2. **Immediate Suspension:** The College reserves the right to immediately suspend a student(s) for violations of the Code of Student Conduct for a period of three to five working days pending an investigation of the violation(s) by the Campus Judicial Officer.
3. **Record:** The College reserves the right to record, if necessary, the hearing and keep records on file.

4. **Closed Hearings:** The College reserves the right to conduct Review Hearings closed to anyone other than persons approved by the Campus Judicial Officer.
5. **Student Absence:** The College reserves the right to hold hearings without the charged student(s) present or to issue summary judgments if, after proper notice, the student(s) fails to appear at the time of the hearing or otherwise waived his/her right to a hearing.
6. **Witnesses:** The College shall have the right to call witnesses and present evidence.
7. **Prior Restrictions:** The College reserves the right to implement any student sanction or restriction of records on an interim basis prior to a hearing where such action is deemed necessary by the Campus Judicial Officer.
8. **Presence of Victims:** The College reserves the right to allow alleged victims to be present throughout the hearing.
9. **Special Procedures:** The College reserves the right to implement reasonable procedures to protect the rights of alleged victims and to ensure orderly hearings.

### SANCTIONS:

Various sanctions may be levied for violations of the Code of Student Conduct. These sanctions are outlined below. Certain sanctions may affect the permanent records of the students involved. If so, students will be notified of this at the time of their hearing, or at the time when sanctions are imposed. The following sanctions may be imposed in combination with one another. Sanctions may be in force for various lengths of time as determined by the Campus Judicial Officer.

1. **ADMONITION:** An oral statement that a student or group is violating or has violated the Code of Student Conduct, and that further instances of misconduct may result in additional disciplinary action.
2. **LETTER OF APOLOGY:** A requirement may be made for a formal letter of apology, either public or private, to an individual, an outside agency, or to the College.
3. **WRITTEN WARNING:** A written warning to the student filed with the Campus Judicial Officer noting that further violations may result in additional disciplinary action.

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**4. RESTRICTIONS AND REQUIREMENTS:** This sanction may involve specified conditions to be performed or completed at the expense of the student including, but not limited to:

- a) Removal from and/or restriction of access to specified facilities.
- b) Loss of privilege, including, but not limited to loss of:
  - Participation in and/or attendance at any or all public events sponsored by the College .
  - Representation of the College in a specified capacity.
  - The right to hold office in any or all approved organizations.
- c) Institutional employment termination.
- d) Required attendance at meetings and/or completion of projects.
- e) Required participation in certain groups and/or programs.
- f) A requirement of a counseling assessment or a recommendation for counseling.

**5. RESTITUTION:** A full and complete reimbursement for damage, destruction, or misappropriation of the property of Kansas City Kansas Community College. This restitution may take the form of appropriate service, financial payment, or other compensation. Failure to make arrangements for restitution within the specified time may result in further sanctions.

**6. COMMUNITY SERVICE WORK:** A student may be required to complete work projects to improve the College or the community.

**7. FREEZE ON STUDENT RECORDS:** The College reserves the right to freeze student records based on behavioral misconduct or failure to pay bills due to the College. Under such conditions, students may be prevented from registering for courses, receiving grades, copying or transferring transcripts, or participating in other campus activities.

**8. CAMPUS-WIDE PROBATION:** This is a serious formal final warning that a student's behavior has not conformed to the expectations of the academic community. Placement on a probationary status shall be for a specified period of time. Placement on probation includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulations during the designated period of time. Placement on probation may include requirements for other activities or restrictions.

**9. LOSS OF PRIVILEGES:** Specified privileges may be denied or restricted for a designated period of time.

**10. TEAM, CLUB, OR ACTIVITY SUSPENSION:** Students on college sponsored trips are still representing the college and must adhere to the Student Code of Conduct. Coaches, club sponsors, and activity directors may establish and publish rules specific to their team, club, or activity. These specific rules are in addition to the Student Code of Conduct.

The Athletic Director may invoke temporary suspension from any athletic team. In such cases, written reports must be filed with the Dean of Students Services within three (3) working days. Club sponsors or activity directors may invoke temporary suspension from clubs or activities in accordance with established guidelines. In such cases, written reports must be filed with the Dean of Student Services within three (3) working days. Team, club, or activity suspensions, which exceed two weeks, may lead to cancellation of scholarships as outlined below. Any suspension from a team, club, or activity, which exceeds two weeks, must be approved by the Dean of Student Services. In cases where the suspension may affect a student's class grade, the student may appeal the grading decision to the Academic Dean of a Division under established procedures for grade appeals.

**11. CANCELLATION OF SCHOLARSHIPS:** The awarding of institutional scholarships and other types of institutional aid is predicated on the assumption that students are in good standing. In addition, some scholarships carry with them certain behavioral activity expectations. Kansas City Kansas Community College reserves the right to cancel any and all institutional aid as part of any sanction for violation of the Code of Student Conduct or for lack of fulfillment of activity expectations. Such cancellations must be approved by the Dean of Student Services, Provost, or the President.

**12. SUSPENSION FROM THE COLLEGE:** This is a termination of a student's enrollment in and association with Kansas City Kansas Community College for a specified period of time. A permanent notation is placed on the student's record as recorded in the Office of Student Services and in the Registrar's Office. In cases of serious misconduct leading to suspension, a student's records are frozen and may not be copied, transcribed, or transferred for external parties or institutions during the suspension period.



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**13. EXPULSION FROM THE COLLEGE:** This is a permanent severance of a student's enrollment in and association with Kansas City Kansas Community College. A permanent notation is on the student's record. The records of expelled students are frozen and may not be copied, transcribed, or transferred for external parties or institutions for a period of three (3) years.

### III. STUDENT APPEAL OF DISCIPLINARY

**ACTION:** The main objective of any student disciplinary action is to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights and properties of others.

If the Dean of Student Services elects to impose disciplinary measures, the student will be informed in writing of the nature and terms of such disciplinary action and will be further advised of the right to appeal the decision. A copy of the written notice will be sent by certified mail to the student.

If the Dean of Student Services decides to impose any disciplinary action on a student, the student may appeal that decision using the following procedure.

- A) The student may appeal the decision of the Dean of the Student Services to the Campus Appeals Board through the Provost. The Campus Appeals Board is composed of five (5) voting members (one of which will be appointed as chair) as follows:
1. Two (2) students selected by the Student Senate;
  2. Two (2) faculty selected by the Faculty Senate; and
  3. One (1) staff selected by the Staff Senate.

None of the members of the Campus Appeals Board shall have been involved in the matter that forms the basis for the disciplinary action.

The Provost shall provide such assistance as needed to facilitate the Board process.

- B) The student must deliver a written appeal to the office of the Provost within seven (7) working days of the date that the Dean of Student Services sent the notice of the disciplinary action, or the student will be deemed to have waived the right to appeal the disciplinary decision and the Dean's decision will be deemed final. The written appeal shall state the reasons that the student believes the decision of the Dean of Student Services should be modified or reversed.

For the purpose of this procedure, a "working day" shall be a weekday during which regular classes are being held at the college.

- C) Within seven (7) working days of the date that the notice of appeal is received, the chair of the Campus Appeals Board shall notify the student in writing of the time, date, and place of the appeal hearing.
- D) The appeal hearing shall be held not less than seven (7) working days, nor more than (20) working days, after the date that the chair sends notice of the hearing.
- E) The student and the administration shall have the following rights during the hearing:
1. To hear or read a full report of the testimony of the other party's witnesses;
  2. To present witnesses in person or to present their testimony by sworn affidavit;
  3. To testify and give reasons supporting their respective positions;
  4. To have the hearing conducted in an orderly manner;
  5. To have the Campus Appeals Board render a fair and impartial decision based upon substantial evidence presented at the hearing.

The chair of the Campus Appeals Board shall adopt such procedures as he or she may deem appropriate to provide a fair and orderly hearing. The hearing shall not be open to the public.

- F) After the hearing, the Campus Appeals Board shall prepare a written decision affirming, modifying, or reversing the Dean of Student Services' decision and summarizing the evidence supporting its decision. The Campus Appeals Board's decision shall be forwarded to the Provost to be mailed to the student and the Dean of Student Services no later than ten (10) working days after the close of the hearing.
- G) If either party is dissatisfied with the decision of the Campus Appeals Board, that decision may be appealed to the Provost by delivering a written notice of appeal to the Provost's office within seven (7) working days of the date of the Campus Appeals Board's decision was mailed to the student and the Dean of Student Services. The written notice of appeal to the Provost shall state the reasons that the student or Dean of Student Services believes that the Board's decision should be modified or reversed. If the student or Dean of Student Services does not deliver a written notice of appeal to the Provost's office within the time limit, the

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party(s) will be deemed to have waived the right to appeal and the decision of the Campus Appeals Board will be deemed final.

- H) If either party files the notice of appeal with the Provost, within the time limit, the Provost shall review the matter by reviewing the record of the Campus Appeals Board's hearing and all written materials submitted as part of the Campus Appeals Board's hearing. In his/her sole discretion, the Provost may request that the parties submit additional evidence, and if additional evidence is requested, it shall be presented in a manner granting substantially the same procedural rights to both parties as were afforded during the appeal to the Campus Appeals Board. Neither party shall have the right to request that the Provost hear additional evidence. The Provost shall issue a written decision affirming, modifying, or reversing the decision of the Campus Appeals Board within fourteen (14) working days.
- I) If either party is dissatisfied with the decision of the Provost, that decision may be appealed to the College President. Such appeal must be made in writing within seven (7) working days of the day the Provost's decision was mailed to the student and the Dean of Student Services.

The President will follow the same procedure utilized by the Provost. The President's decision shall be rendered within fourteen (14) working days. The President's decision shall be final.

- J) Unless appealed, any disciplinary action imposed by the Dean of Student Services shall become effective as of the date that the time to file an appeal with the Campus Appeals Board has run out; however, the college reserves the right to exclude from campus any person whom it has reasons to believe poses a threat to the safety of any other person on campus or whom has disrupted college activities or operations. If the student appeals to the Campus Appeals Board, the effective date of any disciplinary action will be the date after the Campus Appeals Board issues its decision or such other date as may be designated by the Campus Appeals Board. An appeal to the Provost or the President shall not alter the effective date of any disciplinary action imposed by the Campus Appeals Board.

### IV. ACADEMIC APPEALS:

(See Grade Appeal Policy)

### V. NON-ACADEMIC APPEALS:

(See Student Grievance Procedures Policy)

All of the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

*Adapted by the Board of Trustees on October 11, 1994*

*Dev: 8/94*

*Revised: 01/2004*

## STUDENTS' RIGHTS AND PROCEDURES

### Student Rights to Academic Records

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

For the purposes of this policy, KCKCC has used the following definitions of terms:

**Student** - any person who attends or has attended KCKCC.

**Education Records** - any record (in handwriting, print, tapes, film, other medium) maintained by KCKCC or an agent of the College which is directly related to a student, except:

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

### Annual Notification

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

## Available Services

### Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the Registrar. Students should submit to the Registrar a written request which identifies as precisely as possible the record or records he/she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

### Right of the College to Refuse Access

KCKCC reserves the right to refuse to permit a student to inspect the following records:

- 1) The financial statement of the student's parents.
- 2) Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.
- 3) Records connected with an application to attend KCKCC if that application was denied.

### Refusal to Provide Copies

KCKCC reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- 1) The student lives within commuting distance of KCKCC.
- 2) The student has an unpaid financial obligation to KCKCC.
- 3) There is an unresolved disciplinary action against the student.

### Fees for Copies of Records

The fee for copies complying with legal requests will be a flat fee of \$25.00.

### Types, Location, and Custodians of Education Records

The following is a list of the types of records, their locations, and their custodians.

<b>Admission Records</b>	Registrar's Office - Jewell Student Center Registrar
<b>Cumulative Academic Records</b>	Registrar's Office - Jewell Student Center Registrar
<b>Financial Aid Records</b>	Financial Aid Office - Jewell Student Center Director of Financial Aid
<b>Health Records</b>	Health Clinic - Jewell Student Center College Nurse
<b>Disability Records</b>	Academic Resource Center -Jewell Student Center Director of the ARC

### Financial Records

Business Office -  
Administration Bldg.  
Comptroller

### Counseling Records

Counseling Office -  
Jewell Student Center  
Director of Counseling  
Appropriate Academic  
Dean

### Progress Records

Division Office  
Student Services -  
Jewell Student Center  
Dean of Student  
Services

### Disciplinary Records

The appropriate  
College Staff

### Occasional Records

### Veterans' Education Records

Veterans' Certifying  
Officials' Office,  
Leavenworth Center

### Disclosure of Education Records

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

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

A school official has a legitimate educational interest if the official is:

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

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

- 2) To officials of another school, upon request, in which a student seeks or intends to enroll.
- 3) To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- 4) In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

## Available Services

- 5) If required by a state law requiring disclosure that was adopted before 11/19/94.
- 6) To organizations conducting certain studies for or on behalf of the university.
- 7) To accrediting organizations to carry out their functions.
- 8) To comply with a judicial order or a lawfully issued subpoena.
- 9) To appropriate parties in a health or safety emergency.

### Record of Request for Disclosure

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

### Directory Information

Certain information, called Directory Information, is considered to be open to the public upon inquiry. KCKCC has designated the following items as Directory Information:

- Name, address, telephone number, e-mail address
- Date and place of birth
- College, major field of study, year in KCKCC
- Dates of attendance at KCKCC
- Awards and academic honors
- Degrees and dates awarded
- Most recent educational institution attended
- Participation in officially recognized activities and sports.
- Height and weight of members on athletic teams

KCKCC may disclose any of these items without prior written consent, unless notified in writing by the student to the contrary by the end of the second week of each semester or by the end of the second day of a shorter session.

### Correction of Education Records

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

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

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

### Student Grievance Policy

If a student feels a staff member has taken unfair disciplinary action, or treated him/her unfairly in academic-related, work-related, or any other matters, the student has the right to express his/her perceived unfair treatment and seek resolution using the Student Grievance procedure.

The intent of the Student Grievance Policy is to accommodate a fair and mutually satisfactory resolution of any grievance at the lowest possible level. In fairness to the staff members against whom a grievance is brought, the student must attempt to resolve the grievance directly with the staff member.

If a grievance cannot be resolved to the student's satisfaction through the informal discussion process with the staff member involved, the student should seek additional information on the policies and procedures for filing a student grievance through the Dean of Student Services.

# Personnel Directory

## Board of Trustees

Don Ash  
Cathy Bridenthal  
Ray Daniels  
Mary Ann Flunder  
Wendell Maddox  
J.D. Rios  
Clyde Townsend

## Administration

Vacant	President
Dr. Tamara Agha-Jaffar	Provost for Academic Affairs/ Chief Academic Office
Brian Bode	Vice President for Financial and Administrative Services
Baz Abouelenein	Dean of Information Services
Dr. Marvin Hunt	Dean of Business & Continuing Education
Dr. Edward Kremer	Dean of Mathematics, Science, and Computer Technology
Vacant	Dean of Student Services
Leota Marks	Dean of Human Resources/ Affirmative Action
Dr. Denise McDowell	Dean of Enrollment Management & Registrar
Dr. Sangki Min	Dean of Institutional Services
Clifford Smith	Interim Dean of Technical Education Center
Dr. Cherilee Walker	Dean of Humanities & Fine Arts
Dr. Shirley Wendel	Dean of Allied Health/Nursing
Dr. Charles Wilson	Dean of Social and Behavioral Sciences

## Directors

Karalin Alsdurf	Executive Director/ Leavenworth Center
Jaclyn Anderson	Director/Academic Resource Center
Jim Beechwood	Asst. Director/College Advancement for Career Programs
James Bennett	Director/ Computing
Marie Branstetter	Director/Financial Records
John Burright	Director/Bookstore Operations
Andrea Chastain	Director/Community Outreach
Barbara Clark-Evans	Director/Intercultural Center
Cheryl Coleman	Director/Human Resources
Lisa Cline	Director/Web Services
Vacant	Director/Forensic Laboratory
Rob Crane	Director/Wellness & Fitness Center
Jeanne Crane-Smith	Director/Emerging Workforce
Mary Dorr	Director/Financial Aid
Kaaren Fife	Director/Center for Research & Community Development
Carla Green	Director of Regional Prevention Center of Wyandotte County
Doris Holleman	Director/Child Care Center
Theresa Holliday	Assistant Director/Admissions

Marcia Irvine  
Michael Kimbrough  
  
Vacant  
Anita Krondak  
Sandra Lane

Rosemary Lischka  
Margaret McCoy

Tamara Miller  
  
Sherri Neff  
Donna Olafson  
Alda Preston

Rich Piper

Cheryl Postlewait  
Dan Pratt  
David Root

Greg Schneider  
Donna Shawn  
Jeffrey Sixta  
Susan Stuart  
Linda Sutton  
Jerry Toney  
Stacy Tucker

Daniel Ward

Susan White

Amanda Williams

Linda Wyatt

Bill Yeazel

## Coordinators

Deborah Alexander  
Michelle Avery

Johnny Chambers

Julie Denk  
Carly Eastling

Shirley Fessel  
Heidi Garvey

Jennifer Gieschen  
Marissa Gray  
Renee Gregory  
Larry Hill

Assistant Director/  
Leavenworth Center  
Director/Media  
Services Technology  
Director/Assessment  
Director/Nursing  
Academic Nursing/Allied  
Health Advisor  
Director/Continuing Education  
& Community Services  
Assistant Director/  
Transition Specialist  
Assistant Director/Student  
Development Specialist  
Director/Admissions  
Director/EMT/MICT  
Director/Counseling  
and Advising Center  
Director of Technical Programs/  
Technical Education Center  
Director/Library  
Director/Athletics  
Director/Purchasing &  
Risk Management  
Director/Campus Police  
Director of Technical Programs  
Director/Buildings & Grounds  
Director/Online Education  
Director/Student Activities  
Director/College Advancement  
Director/Honors Education/Phi  
Theta Kappa/Service Learning  
Assistant Director/Buildings  
& Grounds  
Director of Practical  
Nursing Program  
Assistant Director/  
Academic Resource Center  
Director/Career Planning  
and Placement  
Director/Performing  
Arts Center

Financial Aid  
Physical Therapy Assistant  
Program (Clinical Coordinator)  
Resource Center Development  
Math Facilitator  
Advisor/Retention Specialist  
Academic Support Facilitator/  
TEC  
Transcript Services  
Comprehensive Health  
Resource Center/College Nurse  
Women's Resource Center  
Business Development Liaison  
Intake Specialist  
Community Education



## Personnel Directory

Eric Kirkwood	Job Developer/Student Support
Charles Knapp	Business & Industry
	Coordinator/TEC
Mary Kobe-Peterson	K-12 Initiatives
Elyse Max	Adult Education Program
Sandra McGill	Financial Aid/TEC
Randall E. 'Mlka	Community Prevention
	Specialist
Faith Moody	Placement
Karla Moreira	Intercultural Center
	Workforce Development
Beth Muir	Financial Aid Verification
Carla Pestock	Continuing Professional
	Education/Community
	Education
Deidra Pittman	Community Prevention
	Specialist
Will Reed	Veterans Certifying Official
Scott Smith	Counselor/TEC
Lesley Strohschein	Financial Aid
Nancy Thomas	Fire Science
Susan Turner	Grant Writer
Alberta Twitty	Learning Specialist/Academic
	Resource Center
Andrica Wilcoxon	Community Prevention
	Specialist
Vacant	Workforce Development Center

### Supervisors

Louis Adams	Custodial Services
Jan Hare	Payroll
Patricia Harris	College Relations
Alan Hoskins	Public Information
Kim Lutgen	Print Shop Production
Michael Maslak	Bookstore Operations
Connie Northup	Bookkeeping
Randy Royer	Media Services
Anthony Sambol	Buildings & Grounds
Jason Sievers	Campus Police
Lee Tigie	Network Supervisor

### Executive Assistants

Lisa Gammon	Office of the President
Pam Tatum	Office of the Vice President of
	Financial & Administrative
	Services
Lorraine Wolf	Office of the Provost

### Administrative Assistants

Shannon DiMaggio	Office of the Provost
Mindy Nyp	Dean/Allied Health &
	Nursing Education
Susan Klamm	Dean/Allied Health &
	Nursing Education
Toni Saunders	Dean/Business &
	Continuing Education
Rosalee Robinson	Dean/Continuing Education
	& Community Services
Sonia Howard	Dean/Mathematics, Science,
	& Computer Technology

Rebecca McGuirt	Dean/Mathematics, Science,
	& Computer Technology
Sheridan Smith	Dean/Enrollment Management/
	Registrar
Janie Ballard	Dean/Human Resources/
	Affirmative Action
Vacant	Dean/Humanities & Fine Arts
Vickie Haynes	Dean/Information Services
Robin Torez	Dean/Institutional Services
Barbara Thomas	Dean/Social & Behavioral
	Sciences
Kay Crossley	Dean/Student Services
Delores A. Chaffin	Dean/TEC

### Head Coaches

Ryan Arens	Assistant Athletic Trainer
Steve Burleson	Head Baseball Coach
Rodney Christensen	Athletic Trainer
Matt Goldbeck	Gym Supervisor
Al Hobson	Head Track & Field Coach
John Oler	Head Men's Basketball Coach
Ruben Rodriguez	Head Soccer Coach
Valerie Stambersky	Head Women's
	Basketball Coach
Kacy Tillery	Head Women's Softball Coach
	& Volleyball Coach
Vacant	Head Women's
	Volleyball Coach

### Administration and Directors

#### Baz Abouelenein, Dean of Information Services

*E-mail Address:* baz@kckcc.edu

M.S.	University of Phoenix
B.S.	City University

#### Tamara Agha-Jaffar, Provost for Academic Affairs/ Chief Academic Officer

*E-mail Address:* taghajaf@kckcc.edu

Ph.D.	Washington State University
M.A.	American University of Beirut
B.A.	Beirut College for Women

#### Karalin Alsdurf, Executive Director/Leavenworth Center

*E-mail Address:* kalsdurf@kckcc.edu

M.S.	Kansas State University
B.S.	Emporia State University

#### Jaclyn Anderson, Director/Academic Resource Center

*E-mail Address:* jaanderson@kckcc.edu

M.S.	Drake University
B.G.S.	University of Kansas

#### Jim Beechwood, Assistant Director of College Advancement for Career Programs

*E-mail Address:* jbeechwood@kckcc.edu

M.B.A.	Rockhurst University
B.A.	Kansas State University

## Personnel Directory

### **Jim Bennett, Director of Computing**

*E-mail Address: jbenett@kckcc.edu*

M.I.S. University of Phoenix  
B.S. Park University  
A.A.. Kansas City Kansas Community College

### **Brian Bode, Vice President of Financial & Administrative Services**

*E-mail Address: bbode@kckcc.edu*

M.S. Troy University  
B.S.. Keaney State

### **Marie Branstetter, Director of Financial Records**

*E-mail Address: marie@kckcc.edu*

M.S. Baker University  
B.S. Friends University

### **John Burright, Director of Bookstore Operations**

*E-mail Address: jburright@kckcc.edu*

B.A. Iowa State University

### **Andrea Chastain, Director of the Community Outreach Counseling Program**

*E-mail Address: chastain@kckcc.edu*

M.A. University of Missouri - Kansas City  
B.S. Emporia State University

### **Barbara Clark-Evans, Director of the Intercultural Center**

*E-mail Address: bclark@kckcc.edu*

M.Ed. University of Missouri - Kansas City  
M.B.A. Baker University  
B.A. University of Kansas

### **Lisa Cline, Director of Web Services**

*E-mail: lcline@kckcc.edu*

B.A. University of Missouri

### **Cheryl Coleman, Director of Human Resources**

*E-mail: ccoleman@kckcc.edu*

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

### **Rob Crane, Director of Wellness Center**

*E-mail: rcrane@kckcc.edu*

M.A. University of Kansas

### **Jeanne Crane-Smith, Director of Emerging Workforce**

*E-mail: jeanne@kckcc.edu*

M.L.A. University of Missouri – Kansas City  
B.A. Park College

### **Mary Dorr, Director of Financial Aid**

*E-mail Address: mdorr@kckcc.edu*

M.S. Kansas State University  
B.S. Saint Mary College

### **Kaaren Fife, Director of Institutional Research**

*E-mail Address: kfife@kckcc.edu*

M.A. University of Missouri  
B.A. Park University

### **Carla Green, Director of Regional Prevention Center of Wyandotte County**

*E-mail Address: cgreen@kckcc.edu*

M.A. Baker University  
B.S. Kansas State University

### **Doris Holleman, Director of the Campus Child Care Center**

*E-mail Address: kckccccc@kckcc.edu*

M.S. Iowa State University  
B.A. University of Arkansas - Pine Bluff

### **Theresa Holliday, Assistant Director/Admissions**

*E-mail Address: tholliday@kckcc.edu*

M.A. University of Saint Mary  
B.S. Washburn University

### **Marvin Hunt, Dean of Business & Continuing Education**

*E-mail Address: mhunt@kckcc.edu*

Ph.D. University of Nebraska-Lincoln  
M.A. University of Kansas  
B.A. University of Kansas

### **Marcia Irvine, Assistant Director/Leavenworth Center**

*E-mail Address: mirvine@kckcc.edu*

M.S. Kansas State University  
B.S. Upper Iowa University

### **Michael Kimbrough, Director of Media Services**

*E-mail Address: kimbr@kckcc.edu*

M.B.A. Baker University  
B.A. University of Missouri - Kansas City

### **Edward Kremer, Dean of Mathematics, Science & Computer Technology**

*E-mail Address: ekremer@kckcc.edu*

Ph.D. University of Missouri - Kansas City  
B.S. Central Missouri State University

### **Anita Krondak, Director of Nursing**

*E-mail Address: akrondak@kckcc.edu*

M.S.N. University of Missouri – Kansas City  
B.S.N. University of Nebraska

### **Sandra Lane, Academic Nursing/Allied Health Advisor**

*E-mail Address: slane@kckcc.edu*

M.S.N. University of Kansas  
B.S. William Jewell College

### **Rosemary Lischka, Director of Continuing Education and Community Services**

*E-mail Address: rlischka@kckcc.edu*

M.A. Kansas State University  
B.S. University of Kansas

### **Leota M. Marks, Dean of Human Resources/Affirmative Action**

*E-mail Address: lmarks@kckcc.edu*

M.S. Baker University  
B.A. University of Kansas

## Personnel Directory

### **Margaret McCoy, Transition Specialist**

*E-mail Address: mamccoy@kckcc.edu*

M.S. University of Kansas  
M.S. University of Kansas  
B.S. University of Kansas

### **Denise McDowell, Dean of**

#### **Enrollment Management & Registrar**

*E-mail Address: dmcdowell@kckcc.edu*

Ed.D. Nova Southeastern University  
M.S. Central Missouri State University  
B.A. Lincoln University

### **Tamara Miller, Assistant Director of Student Development Specialist**

*E-mail Address: tmiller@kckcc.edu*

M.S. Central Missouri State University  
B.A. University of Missouri - Kansas City  
A.A. Longview Community College

### **Sangki Min, Dean of Institutional Services**

*E-mail Address: sangki@kckcc.edu*

Ph. D. Iowa State University  
M.A. University of Missouri – Kansas City  
B.A. Keimyung University

### **Sherri Neff, Assistant Director of Admissions**

*E-mail Address: sneff@kckcc.edu*

M.B.A. Baker University  
M.S. Fort Hays State University  
B.A. Fort Hays State University

### **Donna Olafson, Director of EMT/MICT**

*E-mail Address: dolafson@kckcc.edu*

M.A. University of South Dakota  
B.S. St. Cloud State University

### **Rich Piper, Director of Technical Programs/Technical Education Center**

*E-mail Address: rpiper@kckcc.edu*

M.A. University of Missouri  
B.A. Kearney State College

### **Cheryl Postlewait, Director of Library**

*E-mail Address: cheryl@kckcc.edu*

M.A.L.S. University of Missouri - Columbia  
B.A. Bethany Nazarene College

### **Alda Preston, Director of Counseling and Advising Center**

*E-mail Address: apreston@kckcc.edu*

B.S.N. Fort Hayes State College  
E.D.M.A. Kansas University  
M.S. University of Missouri - Kansas City  
Ph.D. University of Wisconsin

### **Dan Pratt, Director of Athletics**

*E-mail Address: dpratt@kckcc.edu*

M.S. Emporia State University  
B.A. Tabor College

### **David Root, Director of Purchasing & Risk Management**

*E-mail Address: droot@kckcc.edu*

B.S. Emporia State University

### **Greg Schneider, Director of Campus Police**

*E-mail Address: gschneid@kckcc.edu*

B.S. Friends University

### **Donna Shawn, Director of Technical Programs, Technical Education Center**

*E-mail Address: dshawn@kckcc.edu*

E.D.S. Wichita State University  
M.S.E. Kansas State University  
B.S.E. Emporia Kansas State College

### **Jeff Sixta, Director of Building and Grounds**

*E-mail Address: jsixta@kckcc.edu*

B.S. Kansas State University

### **Clifford Smith, Interim Dean of TEC/ Director of Technical Programs**

*E-mail Address: clsmith@kckcc.edu*

M.S. Pittsburg State University  
B.A. Kearny State College

### **Susan Stuart, Director of Online Education**

*E-mail Address: sstuart@kckcc.edu*

M.S. Pittsburg State University  
B.A. Pittsburg State University

### **Linda Sutton, Director of Student Activities**

*E-mail Address: lsutton@kckcc.edu*

M.B.A. Baker University  
B.S. Friends University  
A.B. Northwest Mississippi Community College

### **Jerry Toney, Director of College Advancement**

*E-mail Address: toney@kckcc.edu*

B.S. Kansas State University

### **Stacy Tucker, Director of Honors Education/ Phi Theta Kappa/Service Learning**

*E-mail Address: stucker@kckcc.edu*

M.S. Kansas State University  
B.S. Washburn University

### **Cherilee Walker, Dean of Humanities & Fine Arts**

*E-mail Address: cwalker@kckcc.edu*

Ph.D. The University of Oklahoma  
M. M. Indiana University  
B. M. Baldwin-Wallace College  
B.A. University of Toledo

### **Daniel Ward, Assistant Director of Buildings & Grounds**

*E-mail Address: dward@kckcc.edu*

A.S. Metropolitan Community Colleges

## Personnel Directory

### **Shirley Wendel, Dean of Allied Health & Nursing**

*E-mail Address: [swendel@kckcc.edu](mailto:swendel@kckcc.edu)*

Ph. D. Kansas State University  
Ph. D. University of Kansas  
M.N. University of Kansas  
B.S.N. Avila College

### **Susan White, Director of Practical Nursing Program**

*E-mail Address: [swhite@kckcc.edu](mailto:swhite@kckcc.edu)*

M.S. Pittsburg State University  
B.S. William Jewell College

### **Amanda Williams, Assistant Director/ Academic Resource Center**

*E-mail Address: [awilliams@kckcc.edu](mailto:awilliams@kckcc.edu)*

M.A. University of Missouri - Kansas City

### **Charles Wilson, Dean of Social and Behavioral Sciences**

*E-mail Address: [drchuck@kckcc.edu](mailto:drchuck@kckcc.edu)*

Ed. D. Nova Southeastern University  
M. A. University of Missouri - Kansas City  
M.Div. Central Baptist Theological Seminary  
B.A. Ottawa University  
A.A. Bacone College

### **Linda Wyatt, Director of Career Placement and Planning**

*E-mail Address: [lwatt@kckcc.edu](mailto:lwatt@kckcc.edu)*

M.A. Liberty University  
B.A. Ottawa University

### **Bill Yeazel, Director of Performing Arts Center**

*E-mail Address: [yeazel@kckcc.edu](mailto:yeazel@kckcc.edu)*

M.S. Kansas State University

## **FULL-TIME FACULTY**

### **Enis Alpakin, Professor of Mathematics**

*E-mail Address: [alpakin@kckcc.edu](mailto:alpakin@kckcc.edu)*

M.S. Central Missouri State University  
B.S. Bogazici University - Istanbul

### **Donald Alsdurf, Associate Professor of Social Sciences/Coordinator, Criminal Justice Program**

*E-mail Address: [dalsdurf@kckcc.edu](mailto:dalsdurf@kckcc.edu)*

M.A. Pepperdine University-CA  
B.A. University of Minnesota-MN

### **Michele Bach, Professor of Mathematics**

*E-mail Address: [mbach@kckcc.edu](mailto:mbach@kckcc.edu)*

M.S. University of Utah  
M.S. Kansas State University  
B.A. University of Maryland

### **Ronald Bales, Professor of Auto Collision Repair**

*E-mail Address: [rbales@kckcc.edu](mailto:rbales@kckcc.edu)*

M.S. Pittsburg State University  
B.A. Southern Colorado State College

### **Terry Bales, Professor of Medical Assistant**

*E-mail Address: [tbales@kckcc.edu](mailto:tbales@kckcc.edu)*

M.S. Pittsburg State University  
B.S.E. Memphis State University

### **Michael Ballentine, Associate Professor of Biology**

*E-mail Address: [mballentine@kckcc.edu](mailto:mballentine@kckcc.edu)*

D.O. Kansas City College of  
Osteopathic Medicine  
M.S. University of Missouri – Kansas City  
B.S. University of Missouri – Kansas City

### **Donald Balluch, Assistant Professor of Construction Technology**

*E-mail Address: [dballuch@kckcc.edu](mailto:dballuch@kckcc.edu)*

M.S. Fort Hays State University  
B.S. Fort Hays State University

### **Diane Banks, Instructor of Nursing**

*E-mail Address: [dbanks@kckcc.edu](mailto:dbanks@kckcc.edu)*

M.S.N. Webster University  
B.S.N. Webster University

### **Loretta A. Bates, Professor of Psychology**

*E-mail Address: [lbates@kckcc.edu](mailto:lbates@kckcc.edu)*

M.A. University of Missouri - K.C.  
B.A. Loyola University/Chicago

### **Mary Bautista, Instructor of Practical Nursing**

*E-mail Address: [mbautista@kckcc.edu](mailto:mbautista@kckcc.edu)*

A.S. KCKCC  
Registered Nursing License

### **Thomas Besgrove, Instructor/ Coordinator of Digital Imaging**

*E-mail Address: [tbesgrove@kckcc.edu](mailto:tbesgrove@kckcc.edu)*

M.F.A. University of Missouri  
B.F.A. University of Iowa

### **Julie Bichelmeyer, Associate Professor of Exercise Science**

*E-mail Address: [julie@kckcc.edu](mailto:julie@kckcc.edu)*

M.A. Kansas State University  
B.S. Kansas State University

### **Donald Black, Professor of Speech and Debate**

*E-mail Address: [donblack@kckcc.edu](mailto:donblack@kckcc.edu)*

Ph.D. University of Texas  
M.A. Brigham Young University  
B.S. Brigham Young University

### **Tiffany Bohm, Associate Professor of Physical Therapist Assistant/Temporary Interim Coordinator of PTA**

*E-mail Address: [tbohbm@kckcc.edu](mailto:tbohbm@kckcc.edu)*

M.P.T. Rockhurst University

### **John Brandt, Instructor of Multimedia/Video**

*E-mail Address: [jbrandt@kckcc.edu](mailto:jbrandt@kckcc.edu)*

B.S. Pittsburg State University  
Technical Ed Certificate for Communication Technology

## Personnel Directory

### **Ronald Budhram, Professor of Chemistry**

*E-mail Address: rbudhram@kckcc.edu*

Ph.D. Loughborough University, England  
M.S. Loughborough University, England  
B.S. University of Guyana

### **Theresa Campbell, Professor of Nursing**

*E-mail Address: campsoup@kckcc.edu*

M.S.N. University of Missouri - Kansas City  
B.S.N. Northwest Missouri State University

### **James Carmack, Instructor of HVAC**

*E-mail Address: jcarmack@kckcc.edu*

Restricted Technical Education Certificate for T & I  
Electrical/Electronics Technology

### **Theresa Chmidling, Instructor of Nursing**

*E-mail Address: tchmidling@kckcc.edu*

B.S.N. Baker University

### **Annette Choate, Assistant Professor of Reading**

*E-mail Address: achoate@kckcc.edu*

M.S. East Texas State University  
B.A. Southeastern Oklahoma State University

### **Ian Corbett, Professor of Music/Coordinator, Audio Engineering Technology**

*E-mail Address: corbetti@kckcc.edu*

M.M. Emporia State University  
F.L.C.M. London College of Music  
L.L.C.M.(T.D.) London College of Music  
B.A.(Hons) Anglia Polytechnic University  
A.L.C.M. London College of Music

### **Susan V. Courtney, Professor of Business**

*E-mail Address: courtney@kckcc.edu*

Ph.D. Kansas State University  
M.B.A. Avila College  
B.S. Pittsburg State University

### **George Crump, Instructor of Electrical**

*E-mail Address: jcrump@kckcc.edu*

B.S.B.A. Rockhurst College  
RSES National Technician Certification  
Universal Technician Certificate

### **Philip Cuppy, Professor of Computer Information Systems Technology**

*E-mail Address: cuppy@kckcc.edu*

M.S. Pittsburg State University  
B.S. Western Kentucky University

### **Antonio Cutolo-Ring, Professor/Coordinator, Psychology**

*E-mail Address: antonio@kckcc.edu*

Ph.D. University of Missouri - Kansas City  
M.A. University of Missouri - Kansas City  
B.A. University of Missouri - Kansas City

### **Doris Daniels, Professor of Biological Science**

*E-mail Address: ddaniels@kckcc.edu*

M.D. University of Missouri - Columbia

### **Paige Darby, Instructor of Mathematics**

*E-mail Address: pdarby@kckcc.edu*

M.S. University of Missouri  
B.A. Park University  
A.A. Longview Community College

### **Eileen Derks-Wilson, Instructor of Practical Nursing**

*E-mail Address: ederkswilson@kckcc.edu*

M.S.N. Webster University  
B.S.N. Pittsburg State University  
A.A. Johnson County Community College

### **Shawn Derritt, Professor/Registered Professional Counselor**

*E-mail Address: sderritt@kckcc.edu*

M.S. University of Kansas  
B.A. University of Kansas  
A.A. Kansas City Kansas Community College

### **Ruth Dreher, Assistant Professor of English**

*E-mail Address: rdreher@kckcc.edu*

M.L.A. Baker University  
B.A. Mid-American Nazarene College  
A.A. Johnson County Community College

### **Darren Elliott, Professor of Speech & Debate Coach**

*E-mail Address: dellriott@kckcc.edu*

M.A. Wichita State University  
B.A. Emporia State University

### **Michael Finnegan, Assistant Professor of Computer Repair**

*E-mail Address: mfinnegan@kckcc.edu*

B.S.E. Pittsburg State University  
Kansas State Board of Education Certificate

### **Richard Gammon, Professor of Computer Information Systems Technology**

*E-mail Address: rgammon@kckcc.edu*

M.S. Pittsburg State University  
B.S. Pittsburg State University  
A.A.S. Barton County Community College

### **Jessica Garcia, Assistant Professor/Counselor**

*E-mail Address: jgarcia@kckcc.edu*

M.S. University of Kansas  
B.S. University of Kansas

### **Roy Gault, Professor of CAD/Drafting**

*E-mail Address: gaultr@kckcc.edu*

M.S. Southwest Missouri State University  
B.S. College of the Ozarks

### **Todd Gordon, Professor of Biological Science**

*E-mail Address: gordo@kckcc.edu*

D.V.M. Kansas State University  
B.S. Emporia State University



## Personnel Directory

**Joseph Grasela, Assistant Professor/Reference Librarian**

*E-mail Address:* jgrasela@kckcc.edu  
M.L.S. Emporia State University

**Richard Gravelle, Instructor of Auto Collision Repair**

*E-mail Address:* jgravelle@kckcc.edu  
Technical Ed Certification  
ASE Certified Master Automobile Technician  
ASE Certified Medium/Heavy Truck Technician

**Lorraine Green, Professor of Biological Science**

*E-mail Address:* lgreen@kckcc.edu  
M.A. University of Missouri - Kansas City  
B.S. University of Missouri - Kansas City

**Joyce M. Griffin, Professor of Business/C.P.A.**

*E-mail Address:* jgriffin@kckcc.edu  
M.B.A. University of Missouri - Kansas City  
M.S. The American College  
B.S. Kansas State University

**Mary Grunke, Professor of Psychology/Assistant Director of Center for Research & Community Development**

*E-mail Address:* mgrunke@kckcc.edu  
Ph.D. University of Iowa  
M.A. University of Iowa  
B.A. Wartburg College

**Sheldon Guenther, Associate Professor of EMT & MICT Programs**

*E-mail Address:* sguenther@kckcc.edu  
D.C. Cleveland Chiropractic College  
B.S. University of Wyoming  
EMT KCKCC

**Tasha Haas, Assistant Professor of English**

*E-mail Address:* thaas@kckcc.edu  
M.F.A. Bowling Green University

**Adam Hadley, Associate Professor of English**

*E-mail Address:* ahadley@kckcc.edu  
M.A. Emporia State University  
B.S. Emporia State University  
A.A. Kansas City Kansas Community College

**Thomas Hall, Professor/Coordinator, Addiction Counselor Program**

*E-mail Address:* thall@kckcc.edu  
Ph.D. University of Missouri - Kansas City  
M.A. University of Missouri - Kansas City  
B.A. University of Missouri - Kansas City

**Cheryle Hansen, Instructor of Nursing**

*E-mail Address:* chansen@kckcc.edu  
M.S.N. University of Mary

**Jane Harris, Instructor of Nursing**

*E-Mail Address:* jharris@kckcc.edu  
B.S.N. Pittsburg State University

**Margret M. Hathaway, Professor of Mathematics**

*E-mail Address:* margret@kckcc.edu  
M.A. Emporia State University  
B.S.E. Emporia State University

**John Hattok, Associate Professor of Auto Technology**

*E-mail Address:* jhattok@kckcc.edu  
M.S. Pittsburg State University  
B.S. Pittsburg State University

**Polly Hawk, Assistant Professor of English**

*E-mail Address:* phawk@kckcc.edu  
M.A. University of Missouri

**Ben L. Hayes, Professor of Sociology/  
Director of Faculty & Staff Development**

*E-mail Address:* bhayes@kckcc.edu  
Ph.D. University of Kansas  
M.A. University of Kansas  
B.A. Fort Hays State University

**Kris Hearn, Associate Professor of Social Science/  
Coordinator, Early Childhood Education**

*E-mail Address:* khearn@kckcc.edu  
M.S. University of Idaho  
B.A.. University of Idaho

**Wayne Hollis, Professor of  
Mobile Intensive Care Technician Program**

*E-mail Address:* whollis@kckcc.edu  
Ph.D. LaSalle University  
M.A. University of South Dakota  
B.A. University of LaVerne

**Merilynn Hovell, Assistant Professor of Nursing**

*E-mail Address:* mhovell@kckcc.edu  
M.S.N. University of Missouri/Kansas City

**Tamela Ice, Associate Professor of Philosophy**

*E-mail Address:* tice@kckcc.edu  
Ph.D. University of Kansas

**Judith Ingrasin, Associate Professor  
of Nursing/Nursing Clinical Coordinator**

*E-mail Address:* jingrasin@kckcc.edu  
M.S. The College of New Rochelle  
B.S. University of the State of New York

**Marshall Jackson, Assistant Professor/Counselor**

*E-mail Address:* marshallj@kckcc.edu  
M.S. University of Kansas

**Melanie Jackson-Scott, Professor of Sociology**

*E-mail Address:* mjackson@kckcc.edu  
M.S. Central Missouri State University  
B.S. Howard University - Washington, D.C.

## Personnel Directory

**Faye Jamieson, Professor of Nursing**

*E-mail Address: fayenote@kckcc.edu*

M.S.N. University of Missouri - Kansas City  
B.S.N. University of Illinois

**Jessie Johnson, Instructor of Economics**

*E-mail Address: jjohnson@kckcc.edu*

M.S. University of Missouri – Kansas City

**Tammie Jones, Assistant Professor of Respiratory Therapy/Clinical Coordinator, Respiratory Therapy**

*E-mail Address: tjones@kckcc.edu*

B.S. University of Kansas  
A.A. Kansas City Kansas Community College

**Elisabeth Kasckow, Assistant Professor of Biology**

*E-mail Address: ekasckow@kckcc.edu*

M.S. Baylor University  
B.S. Missouri State University

**Mary Knaus, Instructor of Nail Technology**

*E-mail Address: mknaus@kckcc.edu*

Cosmetology Instructor License

**James Krajewski, Associate Professor of English**

*E-mail Address: krajewski@kckcc.edu*

M.A. Minnesota State University-Mankato  
B.A. Winnonu State University

**Phyllis Lading, Associate Professor of Medical/Surgical Nursing**

*E-mail Address: psims@kckcc.edu*

Ed.S. Pittsburg State University  
M.S.N. University of Kansas

**Kathryn Lask, Professor/Coordinator, Paralegal Program**

*E-mail Address: klask@kckcc.edu*

J.D. University of Kansas  
B.A. University of Kansas

**Glenn Charles Leader, Professor/Coordinator, Theatre**

*E-mail Address: cleader@kckcc.edu*

Ph.D. Florida State University  
M.A. University of Missouri - Columbia  
B.A. Tarkio College

**Allen Lenoir, Associate Professor of Business**

*E-mail Address: alenoir@kckcc.edu*

M.B.A. Webster University  
B.S./B.A. Rockhurst College  
A.A. Penn Valley Community College

**Charyl Ann Link, Professor of Mathematics**

*E-mail Address: clink@kckcc.edu*

M.S. Emporia State University  
B.A. University of Washington  
A.A. Allen County Community Junior College

**Daryl Long, Instructor of Sociology**

*E-mail Address: dlong@kckcc.edu*

M.A. Lincoln University

**James D. Lyle, Professor of Biological Science**

*E-mail Address: jlyle@kckcc.edu*

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

**Penny Mahon, Professor of Library Science**

*E-mail Address: pennymah@kckcc.edu*

M.L.S. Emporia State University  
B.M.E. University of Kansas

**Dianne Mahoney, Assistant Professor of Nursing**

*E-mail Address: dmahoney@kckcc.edu*

M.S.N. University of Kansas  
B.S.N. University of Kansas

**James Mair, Associate Professor of Music**

*E-mail Address: jmair@kckcc.edu*

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

**Irene Maley, Instructor of Emergency Medical Technician**

*E-mail Address: imaley@kckcc.edu*

M.S. Indiana State University  
B.S. Benedictine College

**Kenneth L. Mark, Professor of Business/Coordinator, Accounting/Enrolled Agent-IRS**

*E-mail Address: kmark@kckcc.edu*

M.B.A. University of Kansas  
M.S. The American College  
B.S. University of Kansas  
A.A. Donnelly College

**Wayne K. Martin, Professor of Mathematics**

*E-mail Address: wmartin@kckcc.edu*

M.S. University of Texas - Dallas  
B.S. University of Wisconsin

**Ernest M. May, Professor of Biological Science**

*E-mail Address: emay@kckcc.edu*

M.A. University of Kansas  
B.S. University of Kansas

**Bronyal McFadden, Instructor of Nursing**

*E-mail Address: bmcfadden@kckcc.edu*

M.B.A. University of Mary  
M.S.N. University of Mary

**Shawn McGivern, Instructor of Building and Property Maintenance**

*E-mail Address: smcgivern@kckcc.edu*

**Kathleen McGowan, Assistant Professor of Early Childhood Education**

*E-mail Address: kmcgowan@kckcc.edu*

B.A. Ohio Wesleyan University  
Technical Education Certificate

## Personnel Directory

### **Robert McGowan, Assistant Professor of Auto Technology**

*E-mail Address:* rmcgowan@kckcc.edu

B.S. Friends University  
A.S. Johnson County Community College  
Technical Education Certificate

### **Joyce McMahon, Associate Professor/ Coordinator, Freshman Orientation**

*E-mail Address:* jmcMahon@kckcc.edu

M.H.S. Governor's State University  
B.S. Mount Mary College

### **Daryl Menke, Assistant Professor of Physical Therapy Assistant**

*E-mail Address:* dmenke@kckcc.edu

BS – College of Health Professions  
DPT – University of Kansas

### **LaTonya Miller, Interim Cosmetology Instructor**

*E-mail Address:* lmiller2@kckcc.edu

Cosmetologist License

### **Sarah Miller, Instructor of Nursing**

*E-mail Address:* samiller@kckcc.edu

B.S.N. – MidAmerica Nazarene University

### **Deborah Moehlman, Instructor of Health Careers**

*E-mail Address:* dmoehlman@kckcc.edu

Registered Nursing License  
B.S.N. Chamberlain College of Nursing  
A.D.N. Dodge City Community College and Area  
Technical Center

### **Mark Moehlman, Instructor of Machine Technology**

*E-mail Address:* mmoehlman@kckcc.edu

Vocation Technical Certificate

### **Susie Myers, Professor/Coordinator, Exercise Science**

*E-mail Address:* smyers@kckcc.edu

M.A. University of Iowa  
B.S. Northeast Missouri State University

### **Hira Nair, Professor of Psychology/ Coordinator Education Program**

*E-mail Address:* hnair@kckcc.edu

Ph.D. Kansas State University  
M.A. Xavier University of Louisiana  
B.S. M.S. University of Baroda, India

### **Shirley Nichols, Associate Professor of Nursing**

*E-mail Address:* sseibolt@kckcc.edu

M.S. University of Kansas  
B.S.N. University of Kansas

### **Linda Nowak, Professor of Nursing**

*E-mail Address:* lnowak@kckcc.edu

M.N. University of Kansas  
B.S.N. University of Iowa

### **Donna O'Keefe, Instructor of Cosmetology**

*E-mail Address:* dokeefe@kckcc.edu

Cosmetology Instructor Certificate

### **Awilda Olson-Nunez, Associate Professor of Spanish**

*E-mail Address:* aolson@kckcc.edu

M.A. University of Kansas  
B.A. University of Minnesota

### **Jelena Ozegovic, Assistant Professor of Psychology**

*E-mail Address:* jozegovic@kckcc.edu

Ph.D. Loyola University  
M.S. Kansas State University  
B.S. Kansas State University

### **Daniel A. Pacheco, Professor of Business/ Coordinator, General Business**

*E-mail Address:* dpacheco@kckcc.edu

M.B.A. Washington University  
B.A. Drury College

### **Michael Parrett, Associate Professor of Respiratory Care/ Coordinator, Respiratory Therapy Program**

*E-mail Address:* mparrett@kckcc.edu

M.B.A. Rockhurst College  
R.T. Creighton University  
B.A. William Jewell College

### **Meghna Patel, Instructor of Respiratory Care**

*E-mail Address:* mpatel@kckcc.edu

B.S. Devry University

### **Michael Pettengell, Professor of English**

*E-mail Address:* chet@kckcc.edu

Ph.D. Bowling Green State University  
M.A. University of Mississippi  
B.S.E. Arkansas State University  
B.A. Arkansas State University

### **Jerry Pope, Assistant Professor of Music**

*E-mail Address:* jpope@kckcc.edu

M.A. Stephen F. Austin State University  
B.A. East Texas Baptist University

### **Mario Ramos-Reyes, Associate Professor of Philosophy**

*E-mail Address:* mramos@kckcc.edu

Ph.D. University of Kansas  
J.D. Catholic University of Assuncion, Paraguay  
M.S. University of Kansas  
B.A. Catholic University Asuncion, Paraguay

### **Thomas Renfro, Associate Professor of CIST**

*E-mail Address:* trenfro@kckcc.edu

M.S. Midwestern Baptist Theological Seminary

### **Diane Roberts, Professor of Accounting**

*E-mail Address:* droberts@kckcc.edu

M.S. Pittsburg State University  
B.S.E. Wayne State University

## Personnel Directory

### **Cathy Rose, Instructor of Nail Technology**

*E-mail Address: crrose@kckcc.edu*

Manicurist License

### **Mitchell Ruff, Professor of Nursing**

*E-mail Address: mruff@kckcc.edu*

M.S. University of Kansas

B.S.N. Webster University

A.D.N. Kansas City Kansas Community College

### **Cheryl Runnebaum, Assistant Professor of**

#### **Professional Cooking**

*E-mail Address: crunnebaum@kckcc.edu*

M.A.E. Baker University

B.S. Florida International University

### **John P. Ryan, Professor of History/Coordinator,**

#### **History/Political Science/Philosophy**

*E-mail Address: ryanj@kckcc.edu*

Ph.D. University of Kansas

M.Ph. University of Kansas

B.A. Merimack College

### **Vineta Sankey-Belden, Instructor of**

#### **Certified Nursing Assistant**

*E-mail Address: vbelden@kckcc.edu*

M.E. Wichita State University

B.S. Marymount College

### **Beth Schmeisser, Assistant Professor of Nursing**

*E-mail Address: bschmeisser@kckcc.edu*

M.S.N. North Illinois University

B.S.N. North Illinois University

### **Tricia Schwind, Instructor of Practical Nursing**

*E-Mail Address: tschwind@kckcc.edu*

B.S.N. Hawaii Pacific University

### **Stephen Scott, Instructor of Nursing**

*E-mail Address: sscott@kckcc.edu*

M.S.N. University of Kansas

B.S.N. University of Kansas

B.S. University of Missouri

### **Therese Seward, Instructor of Practical Nursing**

*E-mail Address: tseward@kckcc.edu*

Registered Nursing License

B.S.N. Webster University

A.D.N. Labette Community College

### **Mehdi Shariati, Professor of Economics/Sociology/ Coordinator, Sociology and Economics Program**

*E-mail Address: mshariati@kckcc.edu*

Ph.D. University of Missouri/KC

M.A. Sociology - Kansas University

M.A. Economics - University of

Missouri - Kansas City

B.S. St. Mary College

### **Marquetta Sims-Berry, Associate Professor of Nursing**

*E-mail Address: mberry@kckcc.edu*

M.S.N. University of Kansas

B.S.N. University of Kansas

### **Sonia Singer, Instructor of Reading**

*E-mail Address: ssinger@kckcc.edu*

M.A. University of Kansas

### **Lakshmy Sivaratnam, Assistant Professor of Business**

*E-mail Address: lsivaratnam@kckcc.edu*

M.S. University of Missouri - Kansas City

B.S. Park University

### **Lori Slettehaugh, Assistant Professor of Physical Therapist Assistant**

*E-mail Address: lslettehaugh@kckcc.edu*

M.S. Rockhurst University

B.S.N. Iowa State University

### **Eljse Smit, Instructor of ESOL**

*E-mail Address: esmit@kckcc.edu*

M.A. University of New Hampshire

### **Curtis V. Smith, Professor of Biological Science**

*E-mail Address: cvsmith@kckcc.edu*

M.A. University of Kansas

M.S. University of Missouri - Kansas City

B.S. University of Missouri - Kansas City

### **Linda Smith, Assistant Professor of Certified Nursing Assistant**

*E-mail Address: lsmith@kckcc.edu*

B.S.N. Webster University

### **Rick Sprick, Professor of Mortuary Science**

*E-mail Address: rixplace@kckcc.edu*

M.A. Webster University

B.S. Kearney State College

Diploma Worsham College of Mortuary Science

### **John Stafford II, Instructor of Choral Music**

*E-mail Address: jstafford@kckcc.edu*

M.M. Bowling Green State University

B.S. Millikin University

### **Jean Steele, Professor of Nursing**

*E-mail Address: jasteele@kckcc.edu*

M.S. University of Kansas

B.S.N. Avila College

B.S. University of Kansas

### **Donna Stock, Instructor of Respiratory Therapy**

*E-mail Address: dstock@kckcc.edu*

B.S. Avila College

### **Barbara Stransky, Assistant Professor/ Acquisitions Librarian**

*E-mail Address: stransky@kckcc.edu*

M.L.S. Emporia State University

## Personnel Directory

### **Lynn Swegle, Professor of Nursing**

*E-mail Address:* lswegle@kckcc.edu

M.S.N. University of Missouri - Kansas City  
B.S.N. University of Missouri - Kansas City  
A.S. Kansas City Kansas Community College

### **Deborah L. Taylor, Professor of Biological Science**

*E-mail Address:* dtaylor@kckcc.edu

M.A. University of Kansas  
B.A. Mid-America Nazarene College

### **Jean Ternus, Professor of Nursing**

*E-mail Address:* jternus@kckcc.edu

M.S. Kansas State University  
B.S.N. Mount Mary College

### **Chandra Thapa, Assistant Professor of Physics**

*E-mail Address:* cthapa@kckcc.edu

Ph.D. Wayne State University  
M.S. Wayne State University

### **Nancy Thomas, Assistant Professor/ Coordinator of Fire Science**

*E-mail Address:* nthomas@kckcc.edu

Ph.D. Capella University  
M.S. Capella University

### **Rita Thompson, Assistant Professor of Nursing**

*E-mail Address:* rthompson@kckcc.edu

M.S.N. Walden University  
B.S. University of Kansas

### **Tanya Townsend, Assistant Professor of Mathematics**

*E-mail Address:* ttownsend@kckcc.edu

M.B.A. Baker University  
B.S. University of Arkansas at Pine Bluff

### **Chan Tung, Professor of Computer Information Systems Technology**

*E-mail Address:* ctung@kckcc.edu

Ph.D. University of Kansas  
B.S. National Taiwan Normal University  
M.S. University of Kansas  
M.S. University of Kansas

### **Ewa Unoke, Associate Professor of Political Science**

*E-mail Address:* eunoke@kckcc.edu

Ph.D. Howard University  
M.S. University of Nigeria, Nsukka  
B.A. University of Liberia, Monrovia

### **Janet VanCleave, Professor of Mathematics**

*E-mail Address:* vancleav@kckcc.edu

M.A. University of Kansas  
B.S. University of Kansas

### **Janet Velazquez, Associate Professor of Business Law/ Coordinator, Business Administration**

*E-mail Address:* jvelazquez@kckcc.edu

J.D. Washburn University  
B.A. Emporia State University

### **Gregg Ventello, Professor of English**

*E-mail Address:* gventello@kckcc.edu

Ph.D. University of Kansas  
M.L.A. University of Pennsylvania  
B.S. DeSales University

### **Grant Von Lunen, Instructor of Welding**

*E-mail Address:* gvonlunen@kckcc.edu

A.A.S. Johnson County Community College  
American Welding Society Certificate

### **Sandra Wallace, Professor of Practical Nursing**

*E-mail Address:* swallace@kckcc.edu

M.S. Pittsburg State University  
B.A. Kalamazoo College  
A.S.N. KCKCC

### **Charlotte Webb, Professor of Practical Nursing**

*E-mail Address:* cwebb@kckcc.edu

M.S. Pittsburg State University  
B.S.N. Webster University

### **Thomas E. Weis, Professor of English**

*E-mail Address:* tweis@kckcc.edu

M.A. Southern Illinois University  
B.A. Evergreen State College

### **Bryan Whitehead, Associate Professor of Journalism/ Coordinator, Journalism/Advocate Advisor**

*E-mail Address:* bryanw@kckcc.edu

J.D. Washburn University College of Law  
M.S. University of Kansas  
B.A. University of Kansas

### **Karisse Whyte, Assistant Professor of Victim/ Survivor Services/Coordinator**

*E-mail Address:* kwhyte@kckcc.edu

M.Ed. University of California at Los Angeles

### **Cleon Wiggins, Assistant Professor of Sociology**

*E-mail Address:* cwiggins@kckcc.edu

M.A. Central Missouri State University  
B.S. Park College  
A.S. Community College of the Air Force-AL

### **Valdenia C. Winn, Professor of History**

*E-mail Address:* vwinn@kckcc.edu

Ph.D. University of Kansas  
M.A. University of Kansas  
B.S.Ed. University of Kansas

### **Ron Wollenhaupt, Professor of Exercise Science**

*E-mail Address:* ronw@kckcc.edu

M.A. Kearney State College  
B.A. University of Nebraska - Omaha

### **Wiley Wright, Professor/Coordinator, Mortuary Science**

*E-mail Address:* wwright@kckcc.edu

M.A. Webster University  
B.S. University of Kansas



## Personnel Directory

**William Wyatt, Professor of Computer  
Information Systems Technology,  
Coordinator, Web Applications & Design**

*E-mail Address:* [bwyatt@kckcc.edu](mailto:bwyatt@kckcc.edu)

M.A. Liberty University

B.A. Central Bible College

A.A.S. KCKCC - Telecommunications

A.A. KCKCC - Computer Technology

**David Yantz, Instructor of HVAC**

*E-mail Address:* [dyantz@kckcc.edu](mailto:dyantz@kckcc.edu)

B.S. Pittsburg State University

Technical Education Certificate

# Statements

## Disclaimer

The provisions in this catalog are not to be regarded as a contract between the student and Kansas City Kansas Community College. The College reserves the right to change any provisions or requirements when such action will serve the interest of the College or its students. The College further reserves the right to deny admission, cancel the registration, or ask a student to withdraw when it considers such action to be in the best interest of the College.

The sections of this catalog are hereby declared to be independent and severable, and if any section, subdivision, word, sentence, or clause in this bulletin be held void, or non-enforceable, such holding shall not affect the validity of enforcement of any other part of the catalog which can be given effect without the invalid or non-enforceable portion.

## Educational Equality Statement

Kansas City Kansas Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, marital status, ancestry, veteran status, or disabilities. Any person having inquiries concerning College compliance with regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the American with Disabilities Act of 1990, is directed to contact Human Resources, Kansas City Kansas Community College, 7250 State Avenue, Kansas City, Kansas 66112, Telephone (913) 288-7646.

Any person needing access to academic programs or college activities due to a documented disability is directed to contact the Academic Resource Center, 913-288-7670 V/TDD for accommodations.

## Harassment and Violence Statement

Kansas City Kansas Community College is committed to maintaining a learning environment that is free from all forms of harassment, where all employees and students can work and study together comfortably and productively.

## Equity in Athletics Disclosure Statement

All coeducational institutions of higher education that participate in any federal student financial aid program and have intercollegiate athletic programs are required to provide certain athletic information to students, prospective students, and the public by October 15 each year under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382.

## Campus Security and Crime

### Awareness Act of 1990

Passage of the Campus Security and Crime Awareness Act in 1990 requires that all colleges and universities that receive federal financial aid must publish their crime statistics. The Act mandates that crime information be made available to the students and the media in a timely manner. This information is available in the Campus Police office and on the college website.

## Student Rights to Academic Records

In compliance with the Family Education Rights and Privacy Act of 1988, a policy statement concerning students' rights regarding their academic records has been developed at KCKCC. Students may look in the Index at the end of this catalog under "Student's Rights and Procedures" to locate the page numbers on which KCKCC's policy statement appears.

This catalog is published as general course information for students. Students are encouraged to use the online catalog located at <http://www.kckcc.edu> which is updated daily.

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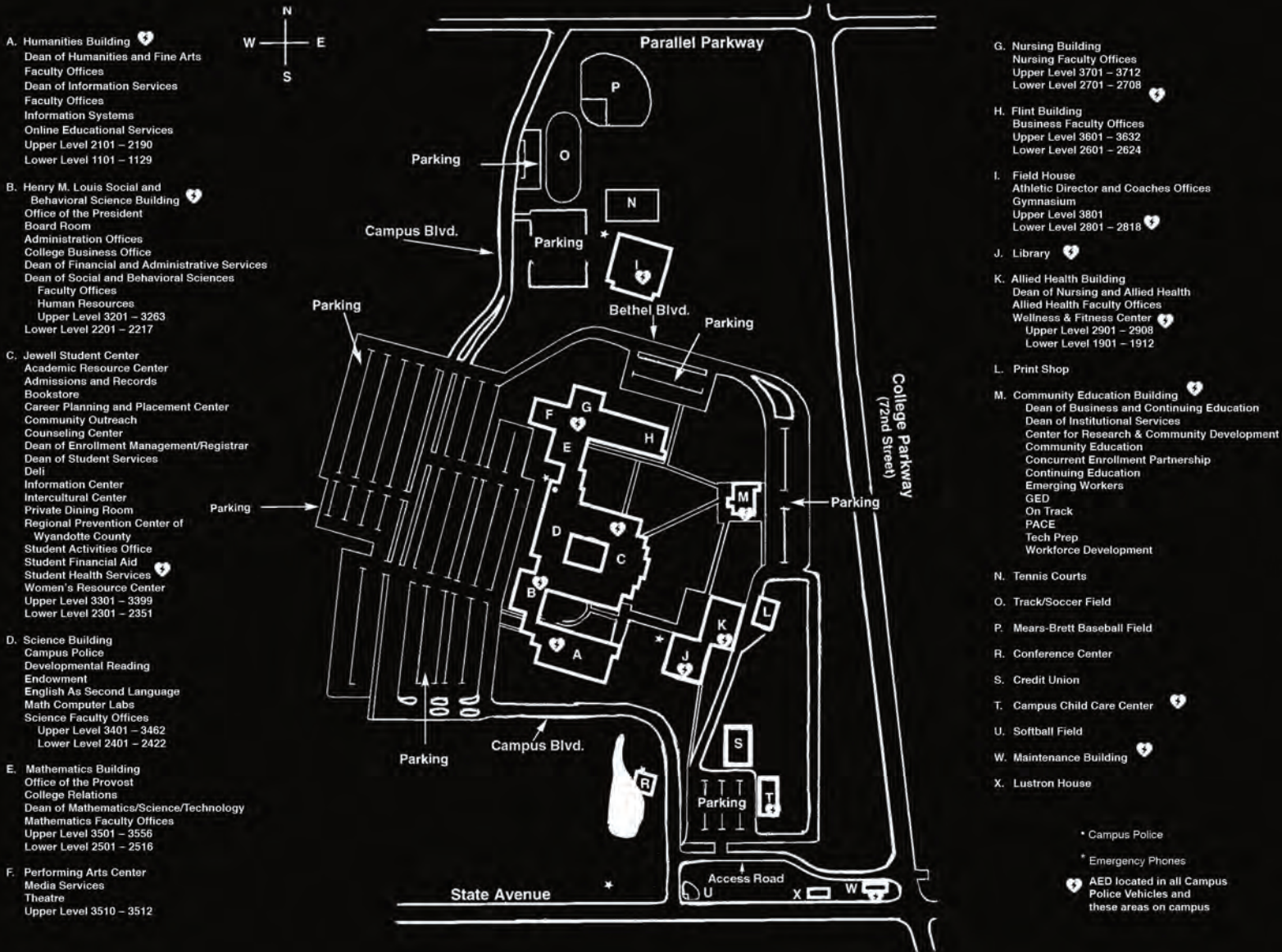
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# CAMPUS MAP



**Main Campus**



7250 State Avenue • Kansas City, KS 66112  
913-334-1100

**Technical Education Center**



2220 N. 59th • Kansas City, KS 66104  
913-627-4100

**Leavenworth Center**



225 Cherokee • Leavenworth, KS 66048  
913-651-2111