

"Making Life Better"



**Kansas City Kansas
Community College**

GENERAL CATALOG
2015-2016



7250 State Avenue • Kansas City, KS 66112 • 913-334-1100 • www.kckcc.edu

"An Equal Opportunity Educational Institution"

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President's Message

It is my pleasure to welcome you to Kansas City Kansas Community College (KCKCC). Our fine faculty, staff, and administrators are here to offer you the opportunity to participate in a wide variety of programs and services.

Whether you choose to earn a certificate or degree, transfer to a four-year institution, train or retrain in a vocational occupation, or take courses of general interest to you, KCKCC is the place to attain your academic and/or professional goal.

All of our general educational courses meet the high standards required for transfer. Our vocational programs provide industry standard technology training that is affirmed by an Advisory Board of professionals.

In addition, developmental classes are available for students who need extra help in reading, writing, or math; Honors courses are offered to provide academic enrichment opportunities; and tutoring and other support services are also available to our students.

Our Advisors will answer questions you may have regarding the programs and services at KCKCC. Please read through the catalog and make an appointment to meet an Advisor.

We extend a warm welcome to you, and we invite you to take full advantage of our academic, technical, social, and cultural offerings.

Doris F. Givens, Ph.D.
President

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Introduction to KCKCC

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

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

A flexible schedule of course offerings is provided to meet the needs of its students. In addition to regular day and evening courses, KCKCC offers classes in the late afternoon, on Saturdays, in the summer, online, and at mid-semester. KCKCC has two extension sites at 1) the Pioneer-Leavenworth Career Center, 1905 Spruce in Leavenworth, Kansas, and 2) Dr. Thomas R. Burke Technical Education Center, 6565 State Avenue in Kansas City, Kansas. KCKCC also offers classes at a variety of locations in the metropolitan area and in small towns surrounding Kansas City, Kansas.

Our College serves approximately 9,800 students annually with its programs and course offerings for both transfer credit and non-credit. 58% of our students reside within the county, 35% come from other Kansas counties; 5% from Missouri, and 2% from other states.

The average age of students at KCKCC is 29. 58% of the student body is female; 41% is male. Culturally, 48% are Caucasian; 25% are African-American, 17% are Hispanic; 3% are Asian/Pacific Islander; and 7% are American Indian or multi-racial, respectively. Full time students comprise 37 % of the student body; 63 % attend part time.

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

Academically, KCKCC offers four Associate degrees 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 Accreditation Commission for Education in Nursing (ACEN) 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.
- Multicultural environment that reflects and respects diversity and seeks to increase understanding and appreciation of differences.
- Administrative and institutional support services that continuously assess and evaluate college policies, procedures, and practices to ensure that the College is fulfilling its mission and achieving its purposes.
- Activities that encourage student and community involvement geared to broaden occupational, social, political, cultural, aesthetic, athletic, and recreational interests
- Campus environment that promotes the teaching and learning process through accessible, comfortable, safe, and well-maintained facilities.

Introduction to KCKCC

Values

Kansas City Kansas Community College commits itself to:

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

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

Buildings

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

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

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

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

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

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

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

Introduction to KCKCC

2015-16 ACADEMIC CALENDAR

2015 FALL SEMESTER

August

- 5 **Early Payment Deadline for Campus and Leavenworth**
- 10 All Faculty Report/Administrative Welcome/In-Service/Contract Day
- 11 Division Meetings/VPAA Faculty-Meeting Enrollment-all locations/Contract Day
- 11-13 Enrollment all locations/Contract Days
- 14 Contract Day
- 17 Classwork Begins
- 17-19 Schedule Adjustments Only
- 19 Schedule Adjustments Only – 8am-4pm

September

- 7 Labor Day Holiday - College Closed
- 8 Full Semester and 1st 8 weeks Auditors Rosters due
- 14 20th Day
- 22 Financial Aid Census Day

October

- 1 Last Day to withdraw from 1st 8 week classes
- 7-13 Midterm Enrollment
- 8 Final Exams for 1st 8 week Tues/Thurs classes
- 12 Final Exams for 1st 8 week Mon/Wed classes
- 13 Midterm – 2nd 8 week classes begin
- 15 Grades Due for 1st 8 week classes
- 27 2nd 8 week Auditors Rosters due

November

- 1 Early Enrollment for Spring 2016 Begins
- 6 Advisement/Assessment - No Classes - Offices Open
- 18 Last day to officially withdraw from Full Semester classes
- 23-29 Thanksgiving Holiday - College Closed
- 30 Last day to withdraw from 2nd 8 week classes

December

- 7 Early Start Spring Classes Begin
- 9 Last Day of Classes/Finals begin with evening classes
- 9-16 Finals December 9-16/Finals begin December 9 with evening classes
- 10-17 Book Buy Back
- 17 Grades Due – Noon
- 18 Winter Break - College Closed @2:00pm

2016 SPRING SEMESTER

December 7-January 7 Early Start Spring Classes

January

- 3 Early Payment Deadline for Campus & Leavenworth
- 4 College Offices Reopen – Staff Report
- 12 Administrative Welcome/In Service/Contract Day
- 13 Division Meetings/VPAA Faculty Meeting/ Enrollment – all locations/Contract Day
- 13-15 Enrollment – all locations
- 18 Martin Luther King Day - College Closed
- 19 Classwork Begins
- 19-21 Schedule Adjustments Only

February

- 10 Full Semester and 1st 8 weeks Auditors Roster due
- 15 Presidents' Day Observed - College Closed
- 17 20th Day
- 23 Financial Aid Census Day
- 24 Last day to withdraw from 1st 8 week classes

March

- 9-21 Midterm Enrollment
- 9 Final Exams for 1st 8 week Mon/Wed classes
- 10 Final Exams for 1st 8 week Tues/Thurs classes
- 12 1st 8 week grades due
- 14-20 Spring Break - No Classes - Offices Open 14-18
- 22 Midterm – 2nd 8 week classes begin

April

- 1 Early Enrollment for Summer and Fall 2016 Begins
- 1 2nd 8 weeks Auditors Rosters due
- 7 Advisement Assessment - No Classes - Offices Open
- 25 Last day to officially withdraw from Full Semester classes

May

- 2 Last day to withdraw from 2nd 8 week classes
- 13 Last Day of Classes
- 13-19 Finals begin May 13 with evening classes
- 16-23 Book Buy Back
- 20 Grades Due noon - Spring Semester Ends
- 23 GED Graduation/Nurses' Pinning
- 24 GRADUATION ON CAMPUS

2016 SUMMER SESSION

May

- 25 Early Payment Deadline
- 30 Memorial Day - College Offices Closed
- 31 Enrollment- all locations

June

- 1-2 Enrollment – all locations
- 6 Classwork Begins/Schedule Adjustments only
- 13 Last Day to Drop
- 15 Auditors Rosters due
- 16 Financial Aid Census Day

July

- 4 College Closed-Independence Day Holiday
- 7 Last Day to Withdraw
- 20 Last Day of Classes
- 21, Book Buy Back
- 25-26 Book Buy Back
- 25 Grades Due noon- Summer Session Ends

Admissions and Enrollment

ADMISSIONS POLICIES

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

- A graduate from a regionally accredited high school
- A transfer student in good standing, from a regionally accredited university/college
- A successful completer of the General Education Development (GED) examination

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

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

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

ADMISSION PROCEDURES

New Students

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

1. New Students must complete an on-line application form. An online application can be found on the college home page at www.kckcc.edu and click Apply for Admission.
2. If pursuing a degree at KCKCC, certificate, or applying for financial aid (including VA benefits), students must submit official transcripts.
 - 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 Office of Admissions and Records. Hand-carried transcripts will be accepted as official only when the college seal is affixed, the envelope is sealed. Electronic transcripts are accepted through direct transmission from secured sites of authorized institutions, upon verification of authenticity. Photocopies and faxed copies can be used for advising purposes, but they are not considered official for the purpose of evaluation and posting to the KCKCC academic transcript.
4. Proof of residency: Residency status is determined by Kansas statutes. Kansas law generally requires students to live in the state of Kansas for six consecutive months

prior to the first day of the term with an intent to stay in Kansas.

5. Complete the Required Placement Exam.

ADMIT STATUS

Former Students and Graduates

Former students who have not attended KCKCC for two or more semesters must submit a new Application for Admission. Former students are also responsible for providing the Office of Admission and Records with official transcripts from all colleges they have attended while away from KCKCC.

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

Catalog Compliance

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

High School Students

Concurrent Enrollment Partnership Program

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

Courses taught at the high school have identical course content to that of courses 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.

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

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

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)

Admissions and Enrollment

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 Pioneer Career 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.
- Upon high school graduation, students must submit an official Transcript to the Office of Admission and Records at KCKCC.

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. 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 enroll in 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 be evaluated by an independent NACES agency (NACES.org) at the students expense. The evaluation must be sent to KCKCC office of Admission prior to an Admission decision being rendered.

- Complete the **Affidavit of Financial Support** and have it Notarized or Attested. Bank statement or certification and official statement of sponsorship for \$24,057 stated in U.S. dollars, to verify that the sponsor has sufficient funds for sponsoring one year of study at KCKCC. This includes the 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**. 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 only 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.

Application deadlines for New F1 students are as follows:

Fall semester July 1
Spring semesterOctober 1

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

- **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 credit hours of college level work with a 2.0 GPA or higher demonstrating English proficiency from an American university or college.

Admissions and Enrollment

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.

F1 Transfer Students 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:

International Student Transfer Form: This must be completed by the applicant and signed by the Foreign Student Advisor at the institution of current enrollment.

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. Official transcripts from each institution are required and will be part of the Admission review process.

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). or a member of NACES.org. This evaluation will determine if you have credit hours that may transfer to KCKCC. The NACES organization must 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 semesterAugust 1
Spring semesterDecember 1

I-20s 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.

Applicants with a TOEFL score of 350 will need to take the ESOL Compass Test (or equivalent approved exam at KCKCC). For further information, please contact the ESOL coordinator at 913-288-7625.

Visiting F1 Visa students

Guest students may enroll at KCKCC for no more than six credit hours per semester. The student must have their international student advisor (from the currently enrolled college) complete the concurrent enrollment form and provide a copy of the current I-20 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 must go through the International Student Admission process and request transfer to KCKCC.

Eligible Non-Citizens

This refers to students who have been granted permanent resident status by the U.S. Department of Homeland Security. 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 permanent resident 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. Employment Authorization cards do not satisfy this requirement.

Undocumented Immigrants

Effective July1, 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 State 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 complete the HB2145 form (which is available on the KCKCC website) and submit the notarized form with official high school transcripts.

Deferred Action for Childhood Arrivals (DACA)

See "Undocumented Immigrants"

Selective Admissions

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

Admissions and Enrollment

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

Cosmetology 913-288-7813
EMT 913-288-7208
Medical Assistant 913-288-7861
Mortuary Science 913-288-7607
Nail Technology 913-288-7813
Nursing 913-288-7861
Paramedic 913-288-7208
Physical Therapy Assistant 913-288-7865
Practical Nursing 913-288-7456
Respiratory Therapy 913-288-7245

Special Students

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

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

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

Students from Non-Accredited High Schools

See "Special Students" above.

Home Schooled Students

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

Transfer Students

Students are responsible for contacting the institutions they have attended and requesting that their official transcript be sent directly to 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).

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

Students needing English for Speakers of other Languages – ESOL

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

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

Mandatory Evaluation and Mandatory Placement

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

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

1. Every first time college student will take the required placement*1 evaluation. First time college students include:
 - On campus
 - Online
 - Pioneer Career 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

Admissions and Enrollment

degree and whose study included math and English from an accredited post-secondary institution

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

PLACEMENT TESTING: RANGE Of SCORES and GUIDELINES For FIRST-TIME COLLEGE STUDENTS ENROLLING in ENGLISH and/or MATH

COMPASS Exam: Range of Scores and Placement Guidelines

Adult Education

First time college students testing below 35 on the COMPASS Reading should enroll in the Adult Basic Education program through continuing Education.

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

COMPASS ESL Reading/Vocabulary score between 0 & 37
COMPASS ESL Grammar/Usage score between 0 & 41
COMPASS ESL Listening score between 0 & 41

Reading

- 0 to 34 Student should enroll in the Adult Education program offered by Continuing Education.
- 35 to 55 Enrollment in READ0091 is required. Students must select classes from the approved list of Approved Courses for Students Who Test Below 73 on the Reading test. 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.
- 56 to 72 Enrollment in READ0092 is required. Although students are encouraged to select classes from the list of Approved Courses for Students Who Test Below 73 on the Reading Test, 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.

73 to 100 College level and above. No reading class is required.

Approved Courses for Students Who Test Below 73 on the Reading Test

Students who test into READ0091 (35 to 55) must select classes from this list.

Students who test into READ0092 (56 to 72) 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:

EMTC 0128 EMT (NEED READ SCORE of 56+)
EXSC 0108 Bowling
EXSC 0115 First Aid
EXSC 0143 Weight Training - Physical Conditioning
EXSC 0148-151 Wellness and Fitness Center
EXSC 0201 Introduction to Physical Education and Exercise Science
EXSC 0210 Sports Officiating
EXSC 0290 Cardio-Pulmonary Resuscitation
FRSC 0100 Firefighter I
FRSC 0211 Firefighter II
HZMT 0120 Hazardous Materials Awareness and Operations
NURS 0120 Nursing Assistant (NEED READ SCORE of 56+)
NURS 0100 Orientation to Nursing
PHTR 0130 Introduction to Physical Therapy
RSCR 0120 Fundamentals of Respiratory Care

Business:

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

Humanities:

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

Math/Science:

CIST 0100 Introduction to the Internet
CIST 0101 Computer Concepts and Applications
CIST 0111 Microcomputer Business Software
CIST 0117 Networking 1
CIST 0137 HTML: Web Page Development
CIST 0166 Microcomputer Applications I (Spreadsheets)
MATH 0097 Math Essentials (NEED READ SCORE of 35+)
MATH 0099 Elementary Algebra (NEED READ SCORE of 56+)
MATH 0104+ With appropriate math score

Social Science:

CHLD 0114 Infant and Toddler First Aid and CPR
HIST 0211 Contemporary Issues
HUDV 0101 Strategies for Academic Excellence/Lifelong Learning
PSYC 0112 Psychology of Personal Adjustment

Admissions and Enrollment

Writing Skills

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

0 to 44 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 73, student must enroll in Pre-Composition and may not enroll in Composition I at this time.

If reading test score is 73 or above, student may enroll directly in Composition I.

Mathematics

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

Pre-Algebra Test Scores

0 to 45 MATH 0097 Math Essentials, with Reading score of 35+

46 to 100 MATH 0099 Elementary Algebra, with Reading score of 56+

Algebra Test Scores

0 to 45 MATH 0099 Elementary Algebra, with Reading score of 56+

46 to 65 MATH 0104 Intermediate Algebra

66 to 100 MATH 0105 College Algebra

College Algebra Test Scores

0 to 45 MATH 0105 College Algebra

46 to 100 Student may take any math course providing all additional prerequisites for that course are met.

NONTRADITIONAL STUDIES

Nontraditional Studies is composed of ten (10) programs:

- Departmental Credit by Examination
- Life Experience Learning Program
- Advanced Standing for Professional Certification/Licensure
- Independent Study
- Military
- Defense Activity for Nontraditional Education Support (DANTES)
- College Level Examination Program (CLEP)
- Advanced Placement Examination (AP)
- Certified Administrative Professional Exam (CAP®) and the
- International Baccalaureate Program (IBU).

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

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

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

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 Vice President Academic and Student Services. 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.

Admissions and Enrollment

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 Vice President Academic and Student Services.
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 lifeexperience and specific examples of the applicant's work (in whatever form it exists.) Examples of documented Life Experience Learning might be the following: workshops, CEU credit, publications, performance evaluations, etc. Each applicant's learning through life experience is different, and the evidence supporting or documenting the learning is evaluated on an individual basis.
3. Academic credit is posted on transcripts by the College's course number. The notation on the transcript reads: Life Experience Learning. A grade of **CR** is recorded. Credit will not be posted until the student has completed 15 hours of academic credit in residence.
4. Students must be enrolled and successfully complete course(s) at the College during the semester they plan to receive academic credit.
5. A total of 15 credit hours can be granted for Life Experience Learning.
6. Academic credit is only granted for Life Experience Learning if the College offers an equivalent course.
7. Tuition and fees are charged for Life Experience Learning based on the number of credit hours approved for academic credit. Tuition and fees must be paid before credit hours are posted on the transcript.

Advanced Standing

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

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

1. Documentation for Advanced Standing should be submitted to the Program Coordinator and approved by the governing departmental discipline Dean and the Vice President Academic and Student Services.
2. Academic credit is posted on transcripts by the College's course number. The notation on the transcript reads: Credits Awarded Based on Credential Evaluation. A grade of **CR** is recorded. Credit will not be posted until the student has completed 12 hours of academic credit in residence.
3. Students must be enrolled and successfully complete course(s) at the College during the semester they plan to receive academic credit.

4. Academic credit is only granted for Advanced Standing if the College offers an equivalent course.
5. The credit will count toward graduation and maybe used to fulfill curriculum requirements in designated programs.

Independent Study

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

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

Military

Academic credit for military service is granted for Military Occupational Specialties (MOS) and Service Schools in accordance with the American Council on Education guidebook. Veterans interested in claiming academic credit through this program should check with the Director of Admissions and Records and active duty military should contact the Pioneer Career 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 Pioneer Career Center, the appropriate instructional dean and the Vice President Academic and Student Services, 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 elective credit hours toward graduation. The notation on the transcript reads: Credit granted for military service. A **CR** grade is recorded on the transcript.
4. Students can accumulate a maximum of 15 credit hours for military service credit.
5. A flat fee of \$25.00 is charged to post credits to the KCKCC transcript.
6. For posting to the KCKCC transcript, the student:
 - Must pay a \$25 fee;
 - 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)

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

Admissions and Enrollment

Servicemembers Opportunity Colleges Consortium

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

SOC Degree Network System Membership

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

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

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

DANTES (Defense Activity for Nontraditional Education Support)

DANTES are standardized tests available to all military personnel. The appropriate instructional dean approves the subjects for academic credit.

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

College Level Examination Program (CLEP)

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

1. CLEP scores above the 50th percentile rank for sophomore norms are eligible for academic college credit.
2. General exam scores must be submitted before completion of the first semester of attendance at KCKCC. Test scores over two years old are evaluated on an individual basis.
3. Academic credit is posted on transcripts 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 ARTS101; Introduction to Literature ENGL0104 (depending upon sub-score on the exam); and Introduction to Social Science SOS0103. 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 Vice President Academic and Student Services approve academic credit for subject exams.

Advanced Placement Examination (AP)

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

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

Admissions and Enrollment

- 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	AP Title	AP Score	Credit Hours
MATH 0122	Calculus and Analytic Geometry I	Calculus A B	4 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	3 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	4
HIST0107	Modern Europe	5	4
POSC0111	American Government	5	4

• Certified Administrative Professional Exam (CAP®)

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

- The CAP® ratings are accepted for Non-traditional academic credit providing the student makes a score of 500 or better on the exam. Official score reports must be sent directly to the College in order for the student to be awarded credit.
- Students must be high school graduates, or have passed the GED equivalency test, and be 18 years of age.
- 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.
- Students must be enrolled at the College during the semester they plan to receive Nontraditional academic credit.

- Students can receive up to 31 hours of academic credit through the CAP® rating November 2004 and after. Credit hour evaluation for students who achieved CAP® ratings May 2004 and before is determined on an individual basis by the Administrative Office Professional (AOP) coordinator.
- Academic credits granted through Nontraditional Studies count towards graduation but are not calculated in a student's grade-point average. The only exception to this rule is for Independent Study.
- Students passing Parts 1, 2, and 3 of the CAP® exam must make a decision on which courses listed here to use for academic credit. Requirements for graduation should be the prime factor when making this determination.
- 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.
- Academic credit is posted on the transcript in terms of the College's course number. The notation on the transcript will read: Certified Administrative Professional Exam. Grades of CR are recorded on the transcript. The exam parts eligible for KCKCC academic credit are listed below with the course equivalency.

Certified Administrative Professional® (CAP®) Equivalencies

CAP® Exams	Credit Hours
Office Systems and Technology	
BUSN0101 Accounting I	3
BUSN0108 Human Relations in Business	3
BUSN0191 Microcomputer Applications I-II: (Word)	2
BUSN0211 Business Communications	3
BUSN0280 Human Resource Management	3
BUSN0285 Occupational Internship I	3
BUSN0286 Principles of Management	3
BUSN2201 Records Management	1
BUSN2202 Business English	1
BUSN2203 Proofreading	1
BUSN2251 Office Simulations	3
BUSN2253 Customer Service	2
CIST0111 Microcomputer Business Software	3
TOTAL	31

• International Baccalaureate Program

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

- 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.
- Scores must be submitted prior to enrollment, and if the examination was completed more than two years earlier, credit evaluation is determined on an individual basis by a faculty member in the related discipline, the instructional dean, and the Vice President Academic and Student Services.
- 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

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- of CR is recorded on the transcript.
4. Thirty (30) credit hours can be earned through the I.B. program. Students should check with four-year institutions concerning their transfer policies.
 5. Students awarded credit hours through this program are not charged tuition and fees. They are only required to pay the costs charged by the Educational Testing Service to take the exam.
 6. Students must be enrolled and satisfactorily complete course(s) at the College during the semester they plan to receive IB credits.

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

REGISTRATION AND ENROLLMENT

General Policy

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

Advisement

Students are assigned an advisor. Academic advisors are assigned according to the area of interest declared on the student's application for admission.

Advisor information is available from *my profile* on **WebAdvisor™**. Students are responsible for making appointments with their advisors and meeting with them to develop a degree plan while at KCKCC. 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 developing a degree plan 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 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 through the **WebAdvisor™** portal.

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. Students with fewer than 30 credit hours earned at KCKCC must meet with an academic advisor or their Program Coordinator to be enrolled in courses.

New students: An application to the college must be on file. Applications can be submitted electronically at www.kckcc.edu/apply. Click on Apply for Admission and follow the prompts. For information about the application process, contact an Admissions Specialist at Main Campus: 913-288-7601, Pioneer Center: 913-288-7750, Technical Education Center: 913 288-7800, or admiss@kckcc.edu. After the application is processed, confirmation will be sent to the student's email provided on the application.

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

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

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

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

Admissions and Enrollment

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

College Orientation Class Requirement

All first time degree-seeking students who score 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.

All degree-seeking students who score below 73 on the COMPASS 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 Vice President Academic and Student Services.

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.

KCKCC E-mail

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

Payment

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

Residency

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

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

- Receipt for purchase of Kansas license tags dated at least 6 months prior to **the first day of the term**;
- Receipt for payment of Kansas property taxes dated at

least 6 months prior **the first day of the term**;

- Employment verification or payroll check stubs from a Kansas employer or college attendance at an accredited Kansas Community College commencing six (6) months prior to **the first day of the term** in the fall, spring and summer semester;
- Copy of voter registration in the State of Kansas dated six (6) months prior to **the first day of the term**;
- Copy of Kansas driver's license dated at least six (6) months prior to **the first day of the term**;
- Utility Receipt and/or rent receipts continuously for the prior six (6) months; or
- Verification from a Kansas resident that the above named student has resided with her/him/them for six (6) months prior to **the first day of the term**.

Online Course Information

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

Online courses require time management skills. The student must log in regularly (3 or more times per week) and be prepared to read a great deal of information. Expect to spend 6 or more hours weekly on each online course, depending on the length of the course.

Most online courses at KCKCC are not self-paced; they have definite start and stop dates, with assignments due weekly.

Students are expected to spend time reading, visiting websites, and posting comments.

Occasionally, problems with technology may impair these activities. When problems occur, it is important to quickly contact the technical support staff. Generally, problems can be solved quickly and deadlines can be met.

Successful online students are typically highly motivated, disciplined, and patient. Students must have consistent and reliable Internet access. KCKCC provides open labs for students wishing to work on campus.

Each course carries an access fee of \$7.00. There may be additional fees depending upon the course and section.

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

- Online courses, generally, do not meet in a classroom and are available 24/7 in the college learning management system. However depending upon the content and instructor students may be required periodic face to face testing, labs, or performance purposes. Please contact the appropriate division or instructor for this information.
- Web-enhanced courses meet on campus in a traditional timeframe, of which certain elements are available within the learning management system.

Admissions and Enrollment

- Blended courses combine elements of both face to face courses and online courses. Students meet periodically in the Blended course model and complete a wide variety of task and assignments in the online environment.

Basic Requirements

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

Computer Requirements

Personal computer or administrative access to computer
Computer labs available on KCKCC campuses (See above)
Internet access or Internet Service Provider
Web Browser supported by the Online Course System (Blackboard)
E-mail Address
All students now have a campus email Pop-up blocker and Security programs must allow access to the following websites
<http://www.kckcc.edu>
<http://myclass.kckcc.edu>
<http://tegrity.kckcc.edu>

Minimum Recommendations

Internet Service Provider: DSL or Cable preferred
Web Browser Internet Explorer or Firefox
Adobe Reader. Many instructors utilize PDF files to deliver information. Visit <http://www.adobe.com> for the latest version
CD-ROM or DVD. Some class' supporting material may require the use of CDs or DVDs. Keep current with all updates.

Many classes, but not all, require the use of a word processor, such as MS Word, Wordpad, or OpenOffice Writer. Most instructors require documents written with these programs to be submitted in DOC, DOCX, or PDF formats.

Computer & Browser Recommendations

The following briefly describe the minimum technical aspects needed to run the browsers that are supported by Blackboard. Tablet devices are not fully compatible for all aspects of the learning management system and therefore are not recommended for use as the sole device for accessing course content.

Pease refer to these Computer and Browser Recommendations from Blackboard.

Recommendations

Supported Operating Systems:

Windows XP/Vista/7, 8, MAC OS/X **system requirements**

Supported Browsers

Online courses are displayed in a web browser. Some browser restriction may apply.

- **Internet Explorer 9 (IE9) or later**
Supporting Operating Systems: Windows XP Service Pack 2 (SP2 or higher), Windows Vista, Windows 7, Windows 8, Run Windows updates when they become available. **system requirements**
- Some configuration options for Internet Explorer may make certain features of Blackboard Learn difficult to use.

Do not enable **Compatibility Mode** in IE

- **Firefox 24 or higher**
- **Safari 6 or later**

Supporting Operating Systems: Windows XP/Vista/7,8, MAC OS/X **system requirements**. Safari for Windows is no longer supported by Apple.

- **Chrome 30 or later**

Browser Configurations

Blackboard requires the use of session cookies, Javascript, and Flash Player plug in. Some tools require Java Runtime Environment (JRE) from Oracle enabled as a browser plugin. These features should be enabled in your browser.

Pop-Ups enabled for **Online Classes**

Ajax enabled

JavaScript enabled <http://www.java.com>, for the latest Java plugin Browser plugins installed Flash, <http://www.adobe.com>

Media player; Real Player, Quicktime, and/or Windows Media Player

Tuition and Fees

Student Fees

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

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

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	\$86.00 per credit hour (plus \$15 per credit hour course fee)
TEC In-State Students:	\$86.00 per credit hour (plus \$75 student fee per course for most courses)
Out-of-State Students	\$246.00 per credit hour (plus \$15 per credit hour student fee)
TEC Out-of-State Students:	\$246.00 per credit hour (plus \$75 student fee per course for most courses)
Missouri Metro Residents	\$111 per credit hour (plus \$15 per credit hour course fee, plus \$75 course fee for most TEC courses)

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

Residency Determination

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

Determination of residency is made in accordance with Kansas Statutes 71-406 and 71-407. A copy of these statutes is available from the Registrar or the College library.

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

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

- Receipt for purchase of Kansas license tags dated 6 -12 months prior to the first day of the term.

- Receipt for payment of Kansas property taxes dated 6-12 months prior to the first day of the term.
- Employment verification or payroll check stubs from a Kansas employer or College attendance at an accredited Kansas Community College commencing dated 6-12 months prior to the first day of the term.
- Copy of voter registration in the State of Kansas dated 6 -12 months prior to the first day of the term.
- Copy of Kansas driver's license dated 6-12 months prior to the first day of the term.
- Utility Receipts, Rent receipts, or verification from a Kansas resident that the student has resided with her/him/ them for 6-12 months prior to the first day of the term.

Per state statute, there are exceptions to the six-month residency requirement.

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

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

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

Tuition and fees are determined by the KCKCC Board of Trustees and are subject to change. Money generated from fees is used to finance the Jewell Student Center, student activities on campus, scholarships, broadband access on campus, computer lab access and upgrades, transcripts, and excess graduation costs. After enrolling in classes students are issued an I.D. cards which entitles 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) within the time frames listed below. Exact dates for refunds are referenced in the Academic Calendar. 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 before - but not on - the first day of the term. This includes semester, summer, 4 to 8 week, late starting, and mini-courses.
- **90% refund** for tuition and fees if classes are dropped within the first week of the term for full semester courses, summer courses, 4 to 8 week courses, and late starting courses.
- **50% refund** for tuition and fees if classes are dropped within the second week of the term for semester courses only.
- **100% refund** for mini-courses if students drop prior to the start of the first class period. No refund will be issued after the class begins.

Tuition and Fees

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

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

Refund of Tuition Charges for Activated Military Personnel

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

Return of Title IV Funds/Institutional Refund Policy.

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

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

Any notification of a withdrawal or cancellation and request for a refund should be in writing and addressed to the KCKCC Registrar or an Admissions Office Representative.

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

1. Determine date of withdrawal and percentage of payment period attended by the student.
2. Calculate amount of Title IV aid earned by the student.

3. Compare amount earned and amounts disbursed to determine amount unearned.
4. If amount earned is greater than amount disbursed, determine late disbursement.
5. If amount earned is less than amount disbursed, determine amount of Title IV aid that must be returned.
6. Calculate portion of funds to be returned by institution and student.

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

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

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

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

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

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

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

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

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STEP 5- IF AMOUNT EARNED IS LESS THAN AMOUNT DISBURSED

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

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

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

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

Title IV aid and all other aid is earned in a prorated manner on a per diem basis based on the calendar up to the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.

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

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

RETURN OF FUNDS BY KCKCC

KCKCC is not required to take attendance. A student's withdrawal date is the date the student began the withdrawal process or officially notified KCKCC of intent to withdraw (written or orally) to the appropriate institutional official. These would be respectively, the Registrar or an Admissions Office Representative. If a student withdraws without notification, the midpoint (50%) of the term is considered for return of Title IV Funds. This date may be used, or KCKCC may enter a last date of attendance at an academically related activity. The percentage of payment period or period of enrollment completed is determined by the number of calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or

period of enrollment (excluding scheduled breaks of 5 days or more). If this amount is less than or equal to 60% (by rounding), then this percent is used for calculation. If this amount is 60% or greater (by rounding), then percent complete is 100%.

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

RETURN OF FUNDS BY THE STUDENT

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

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

1. Providing each student with the information given in this policy;
2. Identifying students who are affected by this policy and completing the Return of Title IV funds Calculation on those students
3. The student's responsibilities in regard to the return of Title IV funds include:
 - Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

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

Financial Aid

General Information

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

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

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

Tuition and Fees

College in order to receive a financial aid award. The FAFSA should be completed prior to April 1 to receive maximum funding.

Eligibility

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

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

Federal Aid Programs

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

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

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

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

Federal Direct Parent Loan for Undergraduate Students (PLUS) is a low-interest loan available to a parent of a dependent student who is enrolled in at least half-time. The lender is the U.S. Department of Education. The student must complete the Free Application for Federal Student Aid

(FAFSA). The loan award amount is based on the cost of education minus any financial aid the student is awarded. Interest is charged during all enrollment periods. Applications are available in the Student Financial Aid Office.

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

State of Kansas Financial Aid Programs

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.

Satisfactory Academic Progress Policy for Federal Student Aid Recipients

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

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

Grade Point Average (GPA): 2.0 minimum

Students must maintain a minimum 2.0 cumulative GPA based on the total number of credit hours attempted. KCKCC and transfer hours are considered.

Percentage of Completion: 66% minimum

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

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

Credit Hour Limit: 97 Attempted Hours Maximum

Students who have attempted more than 97 credit hours (including KCKCC and transfer credit hours) will not be eligible to receive federal financial aid. This includes all enrollment periods whether or not federal aid was requested or received. Students reaching this maximum attempted credit

Tuition and Fees

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 average will automatically be placed on Financial Aid Warning for the next enrollment period. During the next enrollment period, the student may continue to receive financial assistance during the warning period. No appeal or other action is required. At the end of a warning semester, the student’s academic progress will be reviewed again. At that time, one of the following actions will occur:

If standards have been met, the student will be reinstated back to satisfactory academic progress standing.

If the student is not yet meeting the minimum standards of progress but did complete a minimum of 66% of all attempted hours for the enrollment period with grades of “C” or above, the “warning” status will continue for the next enrollment period.

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

Financial Aid Exclusion

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

The student meets the minimum standards of satisfactory progress after transfer credit hours are posted on the student’s academic record. The student must contact the Student Financial Aid Office with a written request to review academic progress after transfer credit has been posted.

The student completes all attempted hours (minimum of 6 hours), which the student pays for and earns a grade of “C” or better, with a cumulative GPA of at least 2.0. The student should contact the Student Financial Aid Office with a written request to review academic progress.

The student files an appeal and the appeal is approved. Students with an approved appeal will be placed on a Financial Aid Probation status.

Exclusion Appeal Process

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

academic advisor to draw up a degree plan to be submitted with the appeal form.

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

Appeals are reviewed by the KCKCC Satisfactory Academic Progress Appeal Committee. If the appeal is approved, the student’s financial aid status will be changed to a “probation” status. Students on “probation” may receive federal student aid for their next enrollment period. The decision of the KCKCC Satisfactory Academic Progress Appeal Committee is final. If the appeal is denied, the student will remain ineligible for federal financial aid.

Financial Aid Probation

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

At the conclusion of a “probation” semester, the student must complete all enrolled credit hours with grades of “C” or better or be meeting the requirements of the student’s academic plan in order to qualify for further federal financial aid. Students meeting these standards will be placed on a “Financial Aid Warning” status and continue to be eligible to receive federal financial aid.

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

INSTITUTIONAL FINANCIAL AID

College Funded Work-Study

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

Performance Grants

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

KCKCC Foundation Scholarships

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

The Foundation awards scholarships each year ranging from \$250 to assist with the purchase of books to full payment of tuition, fees, and books based on scholarship criteria and a student’s academic qualifications. Many of the recipients of these scholarships are non-traditional students who don’t qualify for traditional forms of financial aid. Many are single

Tuition and Fees

heads of household trying to raise a family on their own, working full time jobs, and still trying to make their life better by getting a college education.

Applications are available in the Foundation office, Math/Science Building Room 3500 or online at www.kckcc.edu. The Foundation provides scholarships for tuition, books, and fees only. Before applying, the following **must** be completed to be considered for a scholarship:

Apply for admission at www.kckcc.edu.

Submit official 8th semester high school, college, or GED academic transcript to KCKCC admission office.

Submit one page essay detailing college/career plan.

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

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

HONORS EDUCATION PROGRAM **Program Director: Dr. 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 Program Graduate Distinction

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

a recipient of KCKCC's Presidential Scholarship

a recipient of KCKCC's Deans' Scholarship

have a 3.3 or higher KCKCC cumulative G.P.A. and approved admission to the Honors Program by the Director of Honors Education

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

PHI THETA KAPPA HONORS SOCIETY

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

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

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

Transcript requests submitted directly to the college are processed within three working days. Requests submitted when the college is closed, at the end of the semester and during peak enrollment periods require additional processing time. Exceptions to this policy will be made only in extreme emergencies and with the Registrar's permission. Electronic transcript requests can be submitted through Parchment.com at www.Parchment.com. Electronic transcripts are generally processed in the same business day. E-Transcripts will not be issued if any financial obligations exist with the college. Students with academic credit prior to 1983 or attended ATS, formerly known as AVTS, prior to 2009 will not be able to request E-Transcript delivery. Request must be submitted directly to Transcript Services in the Admissions and Records office.

Tuition and Fees

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: transcript_review@kckcc.edu for appropriate action.

No charge for electronic or paper transcripts sent to any Kansas Board of Regents School. A fee of \$2.55 will be charged on the Parchment website for all other electronic transcript destinations. A fee of \$4.25 does exist for any and all transcript requests requiring paper delivery. No charge for paper transcripts sent by regular mail. Express mail delivery is subject to a \$30.00 process fee.

Fees for Copies of Records

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

Graduation Fee

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

Special Class Fees

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

Special Class Fees

2015-2016

NOTE: The special class fee of \$30 for all online, blended & web-enhanced courses was removed and replaced with a \$7 per credit hour technology fee.

Course #	Course Title	Current Fee
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ADDICTION COUNSELING

ADCN0250	Addiction Counseling Field Practicum I	\$20
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ALLIED HEALTH

ALHT0104	Nursing Assistant*	\$135
ALHT0105	Certified Nurse Aide Refresher	\$25
ALHT0106	Certified Medication Aide	\$110
ALHT0107	Certified Medication Aide Update	\$20
ALHT0108	Home Health Aide**	\$38
ALHT0114	Infant and Toddler First Aid and CPR	\$15
ALHT0160	Sleep Studies	\$15
ALHT0286	Asthma Disease Management	\$15
ALHT0290-0293	Cardio-Pulmonary Resuscitation	\$15
ALHT0294	Neonatal Resuscitation	\$20

* Includes Exam

** State Exam

ART

ARTS0111	Drawing I	\$35
ARTS0212	Drawing II	\$35
ARTS0213	Drawing III	\$35
ARTS0121	Painting I	\$35
ARTS0222	Painting II	\$35
ARTS0223	Painting III	\$35
ARTS0140	Introduction to Photography	\$35

ARTS0151	Sculpture I	\$35
ARTS0252	Sculpture II	\$35
ARTS0253	Sculpture III	\$35
ARTS0161	Ceramics I	\$35
ARTS0262	Ceramics II	\$35
ARTS0263	Ceramics III	\$35
ARTS0241	Intermediate Photography	\$35

AUDIO ENGINEERING

AUDI0110	Music Technology I	\$35
AUDI/ENGR0115	Circuit Analysis I	\$20
AUDI0150	Live Sound Reinforcement I	\$35
AUDI0151	Live Sound Reinforcement II	\$35
AUDI0170	Lighting and Staging	\$35
AUDI0210	Music Technology 2	\$35
AUDI0230	Multimedia Production	\$35
AUDI0233	Music Video Production	\$35
AUDI0240	Sound Editing and Synthesis	\$35
AUDI0250	Audio Recording I	\$35
AUDI0255	Audio Engineering Critical Listening	\$35
AUDI0258	Applied Audio for Media	\$35
AUDI0260	Audio Recording 2	\$35
AUDI0270	Audio Recording 3	\$35
AUDI0280	Audio Engineering Portfolio	\$35
AUDI0281	Audio Engineering Portfolio 2	\$35

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY (TEC)

ACRT0110	Cosmetic Auto Body	\$75
ACRT0120	Non-Structural Analysis and Damage Repair 1	\$75
ACRT0140	Structural Analysis and Damage Repair 1	\$75
ACRT0160	Paint and Refinishing 1	\$75
ACRT0170	Paintless Dent Repair	\$75
ACRT0180	Mechanical and Electrical Component	\$75
ACRT0181	Mechanical and Electrical Component 1	\$75
ACRT0220	Non-Structural Analysis and Damage Repair 2	\$75
ACRT0221	Non-Structural Analysis and Damage Repair 3	\$75
ACRT0222	Non-Structural Analysis and Damage Repair 4	\$75
ACRT0240	Structural Analysis and Damage Repair 2	\$75
ACRT0241	Structural Analysis and Damage Repair 3	\$75
ACRT0242	Structural Analysis and Damage Repair 4	\$75
ACRT0260	Paint and Refinishing 2	\$75
ACRT0261	Paint and Refinishing 3	\$75
ACRT0262	Paint and Refinishing 4	\$75
ACRT0290	Estimating Damage Analysis	\$75

AUTOMOTIVE HYBRID AND ELECTRIC VEHICLES (TEC)

AHEC0102	Hybrid/Electric Vehicle Safety for First Responders and Dismantlers	\$75
AHEV0203	Basic Hybrid/Electric Vehicles	\$75
AHEV0212	Hybrid/Electric Vehicle Internal Combustion Engines and Alternate Power	\$75
AHEV0222	Hybrid/Electric Vehicle Transmissions	\$75
AHEV0262	Hybrid Electric Vehicle Batteries	\$75
AHEV0265	Hybrid/Electric Vehicle Accessories	\$75
AHEV0282	Hybrid/Electric Vehicle Inverters, Converters and Electric Motors	\$75

AUTO TECHNOLOGY (TEC)

AUTT0106	Basic Automotive Care	\$75
AUTT0107	Light Truck Power Equipment	\$75
AUTT0141	Steering and Suspension I	\$75
AUTT0151	Brakes 1	\$75
AUTT0161	Electrical 1	\$75
AUTT0162	Electrical 2	\$75
AUTT0181	Engine Performance 1	\$75
AUTT0212	Engine Repair	\$75
AUTT0214	Advanced Engine Repair	\$75
AUTT0221	Automatic Transmission	\$75
AUTT0231	Manual Drive Trains and Axels	\$75
AUTT0241	Steering and Suspension 2	\$75
AUTT0251	Brakes 2	\$75

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AUTT0262	Electrical 3	\$75	CONS0123	Insulating	\$75
AUTT0271	Heating and Air Conditioning	\$75	CONS0136	Rigging Fundamentals	\$75
AUTT0282	Engine Performance 2	\$75	CONS0140	Painting (Level 1)	\$75
AUTT0284	Advanced Engine Performance	\$75	CONS0142	Plumbing (Level 1)	\$75
AUTT0296	Hybrid and Electric Vehicles	\$75	CONS0151	Scaffolding	\$75
<u>BIOLOGY</u>			CONS0155	Sprinkler Fitting (Level 1)	\$75
BIOL0119	Life and The Environment with Lab*	\$25	CONS0208	Carpentry (Level 2)	\$75
BIOL0121	General Biology*	\$25	CONS0209	Masonry (Level 2)	\$75
BIOL0125	Human Biology	\$25	CONS0210	Concrete Finishing (Level 2)	\$75
BIOL0132	Environmental Science Lab	\$25	CONS0215	Electrical (Level 2)	\$75
BIOL0141	Human Anatomy and Laboratory*	\$25	CONS0240	Painting (Level 2)	\$75
BIOL0143	Human Anatomy and Physiology*	\$25	CONS0242	Plumbing (Level 2)	\$75
BIOL0172	Trees and Shrubs Laboratory	\$25	CONS0259	Sprinkler Fitting (Level 2)	\$75
BIOL0222	Plant Biology Laboratory	\$25	<u>COSMETOLOGY (TEC)</u>		
BIOL0225	Diversity of Organisms	\$25	COSM0101	Scientific Concepts	\$75
BIOL0232	Animal Biology Laboratory	\$25	COSM0105	Cosmetology Hair Care/Styling Services	\$75
BIOL0262	Microbiology Laboratory	\$25	COSM0106	Cosmetology Hair Care/Skin Care Services	\$75
BIOL0272	Physiology Laboratory*	\$25	COSM0107	Cosmetology Hair, Skin and Nail Care Services	\$75
BIOL0291	Introduction to Bioinformatics*	\$25	COSM0110	Chemical Services I	\$75
*Lab Courses that are taught online will not be charged a lab fee.			COSM0111	Chemical Services II	\$75
<u>BUILDING AND PROPERTY MAINTENANCE</u>			COSM0112	Chemical Services III	\$75
BPMT0104	Custodial Training	\$75	COSM0115	Hair Designing I	\$75
BPMT0110	Tech Math	\$75	COSM0116	Hair Designing II	\$75
BPMT0112	Residential Electrical	\$75	COSM0117	Hair Designing III	\$75
BPMT0115	Residential Plumbing and Repair	\$75	COSM0121	Business Practices II	\$75
BPMT0121	Remodel Painting	\$75	COSM0125	Kansas State Law	\$75
BPMT0124	Landscaping	\$75	<u>DIGITAL IMAGING DESIGN</u>		
BPMT0133	Masonry Repair	\$75	DIGI0115	Beginning Photoshop	\$30
BPMT0136	Roof Covering and Gutter Repair	\$75	DIGI0116	Intermediate Photoshop	\$30
<u>CHEMISTRY</u>			DIGI0117	Advanced Photoshop	\$30
CHEM0101	Introduction to Forensic Science and Lab*	\$20	DIGI0131	Two Dimensional Design I	\$30
CHEM0109	General Chemistry*	\$20	DIGI0132	Two Dimensional Design II	\$30
CHEM0111	College Chemistry I and Lab*	\$20	DIGI0137	3D Design & 3D Graphics Modeling	\$30
CHEM0112	College Chemistry II and Lab*	\$20	DIGI0174	Beginning Illustrator	\$30
CHEM0201	Forensic Science Analytical Techniques	\$40	DIGI0175	Advanced Illustrator	\$30
CHEM0203	General Organic Chemistry	\$40	DIGI0176	Graphic Design: Multi-Media and Web I	\$30
CHEM0213	Organic Chemistry I Lab	\$40	DIGI0177	Graphic Design: Multi-Media and Web II	\$30
CHEM0214	Organic Chemistry II Lab	\$40	DIGI0178	Graphic Design: Print Media I	\$30
CHEM0251	Biochemistry Lab	\$40	DIGI0179	Graphic Design: Print Media II	\$30
*Lab Courses that are taught online will not be charged a lab fee.			DIGI0180	Publication Design (Quark)	\$30
<u>COMPUTER INFORMATION SYSTEMS TECHNOLOGY</u>			<u>DRAFTING/CAD</u>		
All CIST courses have a \$30 fee			ENGR0103	Descriptive Geometry	\$20
<u>COMPUTER REPAIR TECHNOLOGY (TEC)</u>			ENGR0104	Applied Math I	\$20
CRTE0100	Comp TIA A+Essentials	\$75	ENGR0106	Computer Aided Drafting	\$20
CRTE0101	Comp TIA A+Practical Applications	\$75	ENGR0108	Electronic Circuit Fundamentals	\$20
CRTE0106	Advanced Operating Systems	\$75	ENGR/AUDI0115	Circuit Analysis I	\$20
CRTE0108	Technicians Laptops and Mobile Devices	\$75	ENGR0131	Introduction to Geographic Information Systems	\$20
CRTE0110	Printers Scanners and Peripherals	\$75	ENGR0140	Introduction to Global Positioning Systems	\$20
CRTE0115	Applied Networking I	\$75	ENGR0151	Basic Drafting Technology	\$20
CRTE0117	Applied Networking II	\$75	ENGR0152	Elements of Machine Drafting	\$20
CRTE0200	Server Operating System and Virtualization	\$75	ENGR0154	Pictorial Drawing	\$20
CRTE0201	Server Administration	\$75	ENGR0195	Fundamentals of Arcview GIS	\$20
CRTE0202	Linux and Windows Practical Server	\$75	ENGR0204	Applied Calculus I	\$20
CRTE0203	Computer Network Security	\$75	ENGR0206	Advanced Computer Aided Drafting	\$20
<u>CONSTRUCTION TECHNOLOGY (TEC)</u>			ENGR0216	CAD-MicroStation*	\$20
CONS0106	Introductory Craft Skills	\$75	ENGR0251	Building Planner	\$20
CONS0107	Masonry (Level 1)	\$75	ENGR0253	Structural Steel Drawing	\$20
CONS0108	Carpentry Basics	\$75	ENGR0257	CAD Systems	\$20
CONS0109	Floors, Walls and Ceiling Framing	\$75	ENGR0260	Advanced Machine Drafting	\$20
CONS0110	Concrete Finishing (Level 1)	\$75	ENGR0262	Commercial Building Planning	\$20
CONS0111	Roof Framing	\$75	ENGR0264	Industrial Illustration	\$20
CONS0112	Drywall Level 1-2	\$75	ENGR0266	Structural Steel Drafting	\$20
CONS0113	Windows, Doors & Stairs	\$75	ENGR0281	Drafting Field Project I-II	\$20
CONS0115	Electrical (Level 1)	\$75	<u>EARLY CHILDHOOD EDUCATION</u>		
			CHILD0101	Early Childhood Substitute Teacher Training	\$15
			CHLD0114	Infant and Toddler First Aid and CPR	\$15
			CHLD0124	Early Childhood Lab Experiences I	\$35
			CHILD0126	Early Childhood Lab Experiences II	\$15

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CHILD0143	Creative Experience I	\$15		
CHILD0144	Creative Experience II	\$15		
CHILD0152	Spanish for Childcare Facility Personnel	\$40		
CHILD0244	Child Care Internship I	\$15		
CHILD0245	Child Care Internship II	\$15		
<u>ELECTRICAL TECHNOLOGY (TEC)</u>				
ELET0100	Electrical Safety	\$75		
ELET0101	Electromechanical Systems	\$75		
ELET0104	Electrical Print Reading	\$75		
ELET0110	National Electric Code I	\$75		
ELET0120	Electrical Math	\$75		
ELET0130	Basic Electricity	\$75		
ELET0150	Basic Residential Wiring I	\$75		
ELET0151	Basic Residential Wiring II	\$75		
ELET0200	Commercial Wiring	\$75		
ELET0203	Analog Circuits	\$75		
ELET0206	Communication Fundamentals	\$75		
ELET0210	National Electric Code 2	\$75		
ELET0232	Electrical Circuits, Instruments and Measurements	\$75		
ELET0240	HVAC Systems	\$75		
ELET0245	Troubleshooting Techniques	\$75		
ELET0250	Industrial Wiring	\$75		
ELET0253	Motor Controls	\$75		
ELET0255	Programmable Controllers	\$75		
ELET0260	Digital Circuits	\$75		
ELET0265	Generators and Transformers	\$75		
ELET0280	Electrical Internship	\$75		
<u>EMERGENCY MEDICAL TECHNICIAN</u>				
EMTC0105	Emergency Medical Responder	\$20		
EMTC0128	Emergency Medical Technician (EMT)	\$100		
EMTC0140	EMT Review	\$40		
EMTC0227	Paramedic Concepts I	\$160		
EMTC0228	Paramedic Concepts II	\$160		
EMTC0229	Paramedic Concepts III	\$160		
EMTS0230	Paramedic Concepts IV	\$160		
<u>EXERCISE SCIENCE</u>				
EXSC0101, 0102, 0103, 0104	Aerobics	\$15		
EXSC0108	Bowling	\$50		
EXSC0114	Infant and Toddler First Aid and CPR	\$15		
EXSC0115	First Aid	\$15		
EXSC0132	Beginning Swimming	\$15		
EXSC0133	Intermediate Swimming	\$15		
EXSC0134	Advanced Swimming & Lifesaving	\$15		
EXSC0143	Weight Training-Physical Conditioning	\$15		
EXSC0147	Employee Wellness	\$15		
EXSC0148-1049	Wellness and Fitness Center	\$15		
EXSC0152-0155	Personal Fitness	\$15		
EXSC0175	Fieldwork I	\$15		
EXSC0290-293	Cardio-Pulmonary Resuscitation	\$15		
<u>FOREIGN LANGUAGE</u>				
LANG0150	Command Spanish for Nurses	\$40		
LANG0151	Spanish for School Administrator, Teacher, paraprofessional and Support Staff	\$40		
LANG0152	Spanish for Childcare Facility Personnel	\$40		
<u>FIRE SCIENCE</u>				
FRSC0100	Firefighter I	\$60		
FRSC0211	Firefighter II	\$60		
ALL other Fire Science courses will carry a \$30 course fee				
<u>HAZARDOUS MATERIALS</u>				
ALL Hazardous Materials courses, except as noted below, carry a \$20 course fee				
HZMT0215	Hazardous Materials Technician	\$60		
<u>HEATING AND REFRIGERATION (TEC)</u>				
HVAC0103	Refrigeration System Components 1	\$75		
HVAC0104	Refrigeration System Components 2	\$75		
HVAC0105	Electrical Theory 1	\$75		
HVAC0106	Electrical Theory (Electricity & Components) 2	\$75		
HVAC0107	Basic Sheet Metal	\$75		
HVAC0108	Basic Sheet Metal Layout Fabrication	\$75		
HVAC0115	HVAC Fundamentals	\$75		
HVAC0120	Heating System Fundamentals	\$75		
HVAC0125	Electric Fundamentals	\$75		
HVAC0203	Heat Pump Systems	\$75		
HVAC0204	System Servicing and Troubleshooting	\$75		
HVAC0212	Beginning Heating & Refrigeration	\$75		
HVAC0213	Advance Heating & Refrigeration	\$75		
HVAC0215	Heating and Refrigeration Internship	\$75		
HVAC0220	EPA 608	\$75		
HVAC0225	Heating (Electric)	\$75		
HVAC0226	Cooling 1	\$75		
HVAC0227	Cooling 2	\$75		
HVAC0228	Refrigeration 1	\$75		
HVAC0229	Refrigeration 2	\$75		
HVAC0230	Special Projects 1	\$75		
HVAC0231	Special Projects 2	\$75		
HVAC0233	Electrical Controls (Motors)2	\$75		
HVAC0260	How to Start Your Own Home-Based Business	\$75		
<u>JOURNALISM</u>				
JOUR0180	Modern Publication Design	\$25		
<u>MACHINE TECHNOLOGY (TEC)</u>				
MACH0101	OSHA 10-30	\$75		
MACH0102	Workplace Ethics	\$75		
MACH0104	Industrial Print Reading	\$75		
MACH0108	Machining Fundamentals I	\$75		
MACH0109	Machining Fundamentals II	\$75		
MACH0110	CNC Operations I	\$75		
MACH0111	Mathematics for Manufacturing	\$75		
MACH0201	Machining Fundamentals III	\$75		
MACH0202	Machining Fundamentals IV	\$75		
MACH0203	CNC Operations II	\$75		
MACH0204	CAD/CAM I	\$75		
MACH0205	CAD/CAM II	\$75		
MACH0206	CAD/CAM III	\$75		
<u>MAJOR APPLIANCE TECHNOLOGY (TEC)</u>				
MAPR0100	Electrical and Mechanical Safety	\$75		
MAPR0108	Basic Electricity	\$75		
MAPR0112	Fundamentals of Refrigeration	\$75		
MAPR0120	Principles of Combustion	\$75		
MAPR0135	Oxy/Acetylene Safety/Usage	\$75		
MAPR0140	Brazing/Swaging/Silver and Soft Soldering	\$75		
MAPR0160	Workplace Skills/Customer Relations	\$75		
MAPR0205	Gas and Electric Wall Ovens (Domestic and Professional)	\$75		
MAPR0210	Gas and Electric Ranges/Cook Tops (Domestic and Professional)	\$75		
MAPR0215	Ventilation Hoods/Make-up Air Blowers (Domestic and Professional)	\$75		
MAPR0220	Dishwashers (Domestic/Professional/Commercial)	\$75		
MAPR0222	Advanced Refrigerators	\$75		
MAPR0230	Refrigerators/Freezers (Domestic and Professional)	\$75		
MAPR0233	Ice Makers (Domestic Clear Ice and Commercial Ice)	\$75		
MAPR0235	Commercial Walk-in/Reach-in Freezers/Coolers	\$75		
MAPR0240	Steam Ovens/Proofers/Deep Fryers (Domestic and Professional)	\$75		
MAPR0243	Microwave Ovens (Domestic/Commercial)	\$75		
MAPR0245	Top and Front Load Clothes Washers (Domestic and Commercial)	\$75		
MAPR0247	Gas and Electric Clothes Dryers/Stack Laundry	\$75		

Tuition and Fees

MAPR0284	Special Projects	\$75	MUSC0188	Applied Woodwinds	\$35
MAPR0290	Internship I	\$75	MUSC0189	Applied Woodwinds	\$35
MAPR0291	Internship II	\$75	MUSC0190	Applied Woodwinds	\$35
<u>MATHEMATICS</u>			MUSC0191	Applied Brass	\$35
MATH0097	Math Essentials (Computer Assisted) (\$35 + \$85)	\$120	MUSC0192	Applied Brass	\$35
MATH0099	Elementary Algebra (Computer Assisted)	\$120	MUSC0193	Applied Brass	\$35
MATH0104	Intermediate College Algebra (Computer Assisted)	\$120	MUSC0194	Applied Brass	\$35
MATH0105	College Algebra (Computer Assisted)	\$120	MUSC0195	Applied Percussion	\$35
<u>MEDICAL ASSISTANT (TEC)</u>			MUSC0196	Applied Percussion	\$35
MEDA0165	Patient Care	\$80	MUSC0197	Applied Percussion	\$35
MEDA0175	Advanced Patient Care	\$80	MUSC0198	Applied Percussion	\$35
MEDA0185	Laboratory Diagnostics	\$80	<u>NAIL TECHNOLOGY (TEC)</u>		
MEDA0195	Externship	\$130	NAIL0101	Scientific Concepts	\$75
<u>MORTUARY SCIENCE</u>			NAIL0105	Manicuring Skills	\$75
MTSC0110	Restorative Art for Mortuary Science	\$75	NAIL0110	Artificial Nails	\$75
MTSC0205	Embalming Theory	\$25	NAIL0115	Business Practice	\$75
MTSC0240	Practicum I	\$40	<u>NETWORKING TECHNOLOGY (TEC)</u>		
MTSC0241	Practicum II	\$40	NETW0140	Home and Small Business Networking	\$75
<u>MULTIMEDIA VIDEO PRODUCTION</u>			NETW0142	Voice and Data Cabling	\$75
MMVP0110	Introduction to Multimedia	\$75	NETW0144	Small-to-Medium Business or ISP	\$75
MMVP0130	Introduction to Digital Imaging	\$75	NETW0146	Routing and Switching in the Enterprise	\$75
MMVP0140	Introduction to Video Production	\$75	NETW0148	Designing and Supporting Computer Networks	\$75
MMVP0150	Introduction to Animation	\$75	NETW0150	Workplace Skills	\$75
MMVP0160	Introduction to 3D Modeling	\$75	<u>NURSING/PRACTICAL NURSE (CAMPUS & TEC)</u>		
MMVP0160	Introduction to Web Animation	\$75	KSPN0102	Foundation of Nursing	\$212
MMVP0170	Introduction to Game Design	\$75	KSPN0106	Medical Surgical I	\$212
MMVP0180	Audio for Video Production	\$75	KSPN0120	KSPN Medical Surgical Nursing I	\$212
MMVP0190	Digital Video Production	\$75	KSPN0124	Maternal Child Nursing	\$212
MMVP0201	Macintosh Digital Video Production	\$75	NURS0131	Caring Interventions	\$215
<u>MUSIC</u>			NURS0132	Foundation Concepts	\$215
MUSC0169	Applied Voice	\$35	NURS0133	Homeostatic Concepts	\$215
MUSC0170	Applied Voice	\$35	NURS0134	Protective Concepts	\$215
MUSC0171	Applied Voice	\$35	NURS0146	LPN, Paramedic/RRT to RN Transition	\$215
MUSC0172	Applied Voice	\$35	NURS0193	Health Assessment for Nurses	\$60
MUSC0173	Applied Voice	\$35	NURS0251	Lifespan Family & Community Health	\$430
MUSC0174	Applied Voice	\$35	NURS0254	Complex Health Concepts	\$215
MUSC0175	Applied Piano	\$35	NURS0255	Management Concepts	\$215
MUSC0176	Applied Piano	\$35	<u>PHYSICAL SCIENCE</u>		
MUSC0177	Applied Piano	\$35	NASC0103	General Physical Science	\$30
MUSC0178	Applied Piano	\$35	NASC0108	Introduction to Astronomy Lab	\$30
MUSC0179	Applied Piano	\$35	NASC0131	Introductory Physics Laboratory	\$30
MUSC0180	Applied Piano	\$35	NASC0175	Introduction to Meteorology (Lab)	\$30
MUSC0181	Applied Strings	\$35	NASC0231	General Physics I	\$30
MUSC0182	Applied Strings	\$35	NASC0232	General Physics II	\$30
MUSC0183	Applied Strings	\$35	NASC0245	Engineering Physics I	\$30
MUSC0184	Applied Strings	\$35	NASC0246	Engineering Physics II	\$30
MUSC0181	Applied Strings (Bass)	\$35	<u>PHYSICAL THERAPY ASSISTANT</u>		
MUSC0182	Applied Strings (Bass)	\$35	PHTR0160	Musculoskeletal I	\$150
MUSC0183	Applied Strings (Bass)	\$35	PHTR0170	Fundamentals of Treatment Procedures	\$150
MUSC0184	Applied Strings (Bass)	\$35	PHTR0220	Pathophysiology for Rehabilitation	\$150
MUSC0181	Applied Strings (Cello)	\$35	PHTR0230	Musculoskeletal III	\$150
MUSC0182	Applied Strings (Cello)	\$35	PHTR0250	Musculoskeletal II	\$150
MUSC0183	Applied Strings (Cello)	\$35	PHTR0275	Neuromuscular Rehabilitation	\$150
MUSC0184	Applied Strings (Cello)	\$35	<u>CULINARY ARTS (TEC)</u>		
MUSC0181	Applied Strings (Guitar)	\$35	CULN0100	Equipment and the Industry	\$75
MUSC0182	Applied Strings (Guitar)	\$35	CULN0120	Cooking Methods	\$75
MUSC0183	Applied Strings (Guitar)	\$35	CULN0130	Food Production I	\$75
MUSC0184	Applied Strings (Guitar)	\$35	CULN0140	Food Production II	\$75
MUSC0181	Applied Strings (Violin)	\$35	CULN0150	Food Production III	\$75
MUSC0182	Applied Strings (Violin)	\$35	CULN0160	International Cooking	\$75
MUSC0183	Applied Strings (Violin)	\$35	CULN0170	Menu Marketing & Planning	\$75
MUSC0184	Applied Strings (Violin)	\$35	CULN0180	Customer Service	\$75
MUSC0185	Applied Woodwinds	\$35	CULN0190	Hospitality and Restaurant Management	\$75
MUSC0186	Applied Woodwinds	\$35	CULN0200	Inventory & Purchasing	\$75
MUSC0187	Applied Woodwinds	\$35	CULN0206	Beginning Baking	\$75

Tuition and Fees

CULN0207	Advanced Baking	\$75
CULN0220	Culinary Capstone	\$75
CULN0230	Culinary Arts Internship	\$75

RESPIRATORY THERAPY

RSCR0120	Fundamentals of Respiratory Care	\$50
RSCR0124	Technical Interventions I	\$50
RSCR0125	Cardiopulmonary Care I	\$65
RSCR0129	Clinic Practice I	\$50
RSCR0220	Introduction to Respiratory Care	\$50
RSCR0224	Therapeutic Interventions I	\$35
RSCR0225	Cardiopulmonary Care & Diagnostics I	\$65
RSCR0229	Therapist Clinical Practice I	\$50
RSCR0230	Technical Devices	\$35
RSCR0234	Technical Intervention II	\$50
RSCR0235	Cardiopulmonary Care II	\$65
RSCR0239	Clinic Practice II	\$65
RSCR0240	Therapeutic Devices	\$35
RSCR0244	Therapeutic Interventions II	\$50
RSCR0245	Cardiopulmonary Care & Diagnostics II	\$65
RSCR0249	Therapist-Clinic Practice II	\$65
RSCR0270	Technical Case Studies	\$20
RSCR0274	Technical Intervention III	\$50
RSCR0275	Technical Interventions IV	\$20
RSCR0279	Clinic Practice III	\$65
RSCR0284	Clinic Practice IV	\$65
RSCR0285	Cardiopulmonary Care & Diagnostics III	\$65
RSCR0286	Asthma Disease Management	\$20
RSCR0290	Perinatal Pediatrics	\$35
RSCR0294	Neonatal Resuscitation	\$20
RSCR0299	Final Project Seminar	\$20

THEATRE

THTR0150	Stagecraft I	\$25
THTR0170	Stage Makeup	\$75
THTR0220	Costume Construction	\$25
THTR0255	Stagecraft II	\$25
THTR0265	Scene Painting	\$25

WELDING TECHNOLOGY

WELD0100	Welding Safety	\$75
WELD0105	Welding Blueprints	\$75
WELD0110	Cutting Processes	\$75
WELD0120	SMAW I	\$75
WELD0130	GMAW I	\$75
WELD0140	GTAW I	\$75
WELD0220	SMAW II	\$75
WELD0230	GMAW II	\$75
WELD0240	GTAW II	\$75
WELD0255	Aluminum Welding	\$75
WELD0260	Stainless Steel Welding	\$75
WELD0265	Fabrication Welding	\$75
WELD0270	Automated Welding and Cutting	\$75
WELD0275	Pipe Welding	\$75
WELD0280	Welding Codes and Advanced Inspection	\$75
WELD0285	Internship	\$75

Revised May 12, 2015

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 Registrar at (913) 288-7110 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 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.)

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

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.

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

Admission Records

Admissions and Records Office - Jewell Student Center
Director of Admissions

Cumulative Academic Records

Admissions and Records Office - Jewell Student Center
Registrar

Financial Aid Records

Financial Aid Office - Jewell Student Center
Director of Financial Aid

Health Records

Health Clinic - Jewell Student Center
College Nurse

Disability Records

Academic Resource Center - Jewell Student Center
Director of the ARC

Financial Records

Business Office - Administration Building
Comptroller

Advising Records

Student Advising Center - Jewell Student Center
Director of Advising

Progress Records

Appropriate Academic Dean
Division Office

Disciplinary Records

Student Services - Jewell Student Center
Dean of Student Services

Occasional Records

The appropriate College Staff

Veterans' Educational Records

Financial Aid Office - Jewell Student Center
Coordinator of Student Financial Aid and
Veteran's Certifying Official

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:

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.

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

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 GRIEVANCE POLICY

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

For further information on the Student Grievance Procedure, contact the Dean of Student Services, upper level, Jewell Student Center, or call (913) 288-7691.

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

Full Semester:

Overload – Students carrying more than 18 semester credit hours

Full-time – Students carrying 12-18 semester credit hours

Three-quarter – Students carrying 9-11 semester credit hours

Half-time – Students carrying 6-8 semester credit hours

Less than half-time – Students carrying fewer than 6 semester credit hours

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

8 week terms and Summer Session:

Overload – Students carrying more than 9 semester credit hours

Full-time – Students carrying 6-9 semester credit hours

Half-time – Students carrying 3-5 semester credit hours

Less than half-time – Students carrying fewer than 3 semester credit hours

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 based on the students declared area of interest. Approved courses are eligible to be posted on the KCKCC transcript after the student enrolls and completes a minimum of twelve credit hours. All accepted and posted transfer credit hours and grades are calculated with KCKCC course work to determine cumulative grade point average.

ACADEMIC HONESTY

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

ATTENDANCE

Students are expected to have regular and punctual attendance in class and other college activities. The College is interested in the educational development of its students, and attendance in class is considered a necessary part of the process. When absent, a student misses material covered in class that may not be covered in the reading assignments. Students are held responsible for all information and assignments missed due to

their absence. Each instructor informs the class of his/her attendance policy in a written format at the beginning of the semester. 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 Vice President Academic and Student Services.

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 Academic Dean in which the overload occurs. If the Academic Dean is not available, the overload may be approved by the Dean of Enrollment Management. 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

Academic Policies and Procedures

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 designated drop/add period by submitting the request in writing, or by performing the action online through WebAdvisor®. When a class is dropped, the registration for the class is cancelled and there is no record of the enrollment on the official KCKCC transcript. All appeals to the stated policy must be directed to the Dean of Enrollment Management.

FINAL EXAMINATIONS

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

GRADES

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

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

ADDITIONAL EXPLANATION OF GRADES

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

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

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

If course work is not completed within a year, the grade of **I** will change to an **F** unless the instructor specifies an alternative grade within the designated time period (one year after

enrolling in the course). Incomplete grades must be resolved to fulfill graduation requirements.

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

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

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

WITHDRAWALS

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

A. Student Withdrawal

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

Instructors are responsible for providing students with a

Academic Policies and Procedures

course syllabus at the beginning of the semester stating their attendance policy and administrative withdrawal procedures. Prior to withdrawing, students are encouraged to talk with their instructor about their progress in the course; based on the grading criteria stated in the syllabus; participation and grades earned to date. Instructors may also be able to explore opportunities that may allow students to successfully complete the course in accordance with KCKCC guidelines and policies. Students should also visit the Academic Resource Center to find out more about the free academic resources and services available.

KCKCC is committed to helping students achieve their academic goals; however, circumstances may arise that prevent students from successfully completing their coursework as planned.

Withdrawal Procedures:

- Students may submit the Student Withdrawal Form found on WebAdvisor®.
- Students may submit a withdrawal form in the Admissions and Records Office on Main Campus, Pioneer Career Center, or the Technical Education Center
- Students may submit a hand written request by mail, e-mail or fax to the attention of the office of Admissions and Records. The request must include your name, student id, the course you wish to withdraw from and your signature. Office Fax: 913-288-7648; e-mail: student_records@kckcc.edu; Address Information
- Kansas City Kansas Community College, Admissions and Records Office, 7250 State Ave, Kansas City, KS 66112

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

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.

B. Administrative Withdrawals

Students may be administratively withdrawn from a course by their instructors for excessive absences or if the student stops attending. Instructors provide students with a course syllabus at the beginning of the semester stating their attendance policy and administrative withdrawal procedures. Administrative withdrawals are processed up to three weeks before the start of final examinations.

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

Students who have been Administratively Withdrawn and are not reinstated receive a **WA** on their transcript. Re-

enrollment in a subsequent semester is required to achieve a grade for the course. Students are required to pay for these courses.

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 merely for grade enhancement when a student has earned a grade of **C** or better is allowed with special permission, although not broadly encouraged. Repeating a course with a grade of **C** or better eliminates students from graduating with honors.

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 an industry sequence of program requirements

Grade Changes

Only the instructor of a course can initiate a grade change. The instructor must submit a grade change form 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 Vice President of Academic and Student Services.

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

Academic Policies and Procedures

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:

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

Committee recommendations will be communicated both to the student and to the instructor within 10 college days of the meeting. If the recommendation is either b or c above, and the instructor declines to comply with the recommendation, the Dean may then require the instructor to make an appropriate grade change. If, in this instance, the instructor continues to refuse to comply, the Dean may recommend to the Vice President Academic and Student Services 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 Vice President Academic and Student Services.

Step 5: If the result of the departmental review is a recommendation that the original grade stand, the student may appeal to the Vice President Academic and Student Services. The Vice President Academic and Student Services may:

- Accept the results of the departmental review and confirm that the grade be allowed to stand.
- Ask the department to reconsider the case citing errors, inconsistencies, omissions, etc., which may have influenced the departmental recommendation.
- Take personal responsibility 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 Vice President Academic and Student Services will be communicated to the student, the instructor, and the department.

Grade Points and Grade-Point Average

Grade points are assigned to letter grades as follows:

A 4 points per credit hour

B 3 points per credit hour

C 2 points per credit hour

D 1 point per credit hour

F 0 points per credit hour

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

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

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

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

TRANSCRIPT REQUESTS

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

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

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

Academic Policies and Procedures

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

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

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

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

DEAN'S HONOR ROLL

Students with outstanding grade-point averages are recognized with honors at the end of each semester. To be eligible, students must be enrolled in a minimum of nine (9) credit hours (in which grades A-F are recorded). **The semester grade-point average, not the cumulative grade-point average, is used to determine Honor Roll eligibility.**

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

Vice President'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 100 colleges internationally. Each year Phi Theta Kappa students work on projects to present at regional and international conferences. The Mu Delta Chapter of Phi Theta Kappa is open to students who have proven themselves capable of academic excellence. To join, students must have achieved a minimum 3.50 cumulative grade-point average and must have completed a minimum of 12 credit hours at KCKCC. Potential members are invited to join each semester. After induction, members must maintain a 3.00 grade-point average to remain active.

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 graduation with 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 PROBATION AND DISMISSAL POLICY

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

ACADEMIC PROBATION

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

ACADEMIC DISMISSAL

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

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

Academic Policies and Procedures

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 reenroll after his/her third academic dismissal.

SUMMARY CHART OF ACADEMIC PROBATION AND DISMISSAL

Cumulative Hours	Hours Attempted	Hours Attempted	Hours Attempted	Hours Attempted
Attempted	1 - 15	16 - 30	31 - 45	46 - 64
In Good	2.00	2.00	2.00	2.00
Standing	and Above	and Above	and Above	and Above
Probation	1.60 - 1.99	1.60 - 1.99	1.60 - 1.99	1.60 - 1.99
Dismissal	1.59	1.59	1.59	1.59
	And Below	and Below	and Below	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.

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 an advisor in the Student Advising Office. 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.

Academic Policies and Procedures

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 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.

All degree-seeking students who score below 73 on the COMPASS 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 Vice President Academic and Student Affairs.

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 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.

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

General Education and Graduation Requirements

coordinator in charge of the program and approved by the Division Dean and the Vice President Academic and Student Affairs.

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
 - 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.

General Education and Graduation Requirements

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 or |
| SPCH0201 | 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	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	0116	General Pharmacology
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	0145	Nutrition
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 & Lab
NASC	0232	General Physics II
NASC	0245	Engineering Physics I
NASC	0246	Engineering Physics II
NASC/		
BIOL	0250	Climatology

Humanities courses from the following:

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

**Performance courses are excluded*

Art

ARTS	0101	Art Appreciation
ARTS	0102	Art History I
ARTS	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

General Education and Graduation Requirements

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
HUMN	0151	Men and Masculinities
HUMN	0152	Women in Religion
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 Science courses from the following disciplines:

Anthropology

ANTH	0100	General Anthropology
ANTH	0105	Archaeology
ANTH	0106	Native American Indians

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

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 consecutive semesters graduate under the college catalog with **degree requirements for the academic year they re-enter the College.**

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

ADDITIONAL REQUIREMENTS

Students seeking an Associate Degree from the College must complete a degree check and have an application for graduation on file with the Student Advising 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 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.

All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning.

General Education and Graduation Requirements

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 Vice President Academic and Student Affairs.

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 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.

All degree-seeking students who score below 73 on the COMPASS 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 Science courses from two of the following disciplines:

- Anthropology
- Economics
- Geography
- Political Science

- Psychology
- Sociology

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

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

Additional course work to equal a 60-hour degree.

ASSOCIATE IN ARTS 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.

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

I. College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.

All degree-seeking students who score below 73 on the COMPASS 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 0201 Interpersonal Communication

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

___ MATH 0105 College Algebra
___ MATH 0108 Pre-Calculus Mathematics
___ 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.

General Education and Graduation Requirements

Art

___ ARTS	0101	Art Appreciation
___ ARTS	0102	Art History I
___ ARTS	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
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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
___ HUMN	0151	Men and Masculinities
___ HUMN	0150	Women in Religion
___ 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	Theatre Appreciation

*Performance courses are excluded

V. SOCIAL SCIENCE – 6 credit hours required

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

Anthropology

___ ANTH	0100	General Anthropology
___ ANTH	0105	Archaeology
___ ANTH	0106	Native American Indians

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

___ 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 4 credit hours of natural and physical science.

Chemistry

___ CHEM	0101	Introduction to Forensic Science
___ 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

General Education and Graduation Requirements

_____	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 0135	Principles of Cell and Molecular

Biology

_____	BIOL 0141	Human Anatomy and Laboratory
_____	BIOL 0143	Human Anatomy and Physiology
_____	BIOL 0221	Plant Biology
_____	BIOL 0222	Plant Biology Laboratory
_____	BIOL 0225	Diversity of Organisms
_____	BIOL 0231	Animal Biology
_____	BIOL 0232	Animal Biology Laboratory
_____	BIOL 0240	Introduction to Genetics
_____	BIOL 0261	Microbiology
_____	BIOL 0262	Microbiology Laboratory
_____	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 & Lab
_____	NASC 0232	General Physics II
_____	NASC 0245	Engineering Physics I
_____	NASC 0246	Engineering Physics II
_____	NASC	
_____	/BIOL 0250	Climatology

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

Total Hours

OK Graduation? _____ Yes _____ No

Anticipated Graduation Date: _____

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 Vice President Academic and Student Affairs.

College Requirement: *All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS 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 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.

11-15 CREDIT HOURS in Mathematics and the Natural and Physical Sciences; 3-5 hours of college level mathematics—College Algebra (Math 105) course (or above) and 8-10 hours of laboratory science consisting of two lab science classes from two of the three disciplines (Chemistry, Physical Science, and Biology) *Check the General Education Core Curriculum for specific courses available.*

Additional course work to equal a 60-hour degree.

General Education and Graduation Requirements

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

College Requirement: All first time degree-seeking students who score 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

BASIC SKILL COURSES- 9 credit hours required

- ___ ENGL 0101 Composition I
- ___ ENGL 0102 Composition II
- Add (one of the following Speech classes)
- ___ SPCH 0151 Public Speaking or
- ___ SPCH 0201 Interpersonal Communication

III. MATHEMATICS and NATURAL AND PHYSICAL SCIENCE – 11-15 CREDIT HOURS in Mathematics and the Natural and Physical Sciences; 3-5 hours of college level mathematics—College Algebra (Math 105) course (or above) and 8-10 hours of laboratory science consisting of two lab science classes from two of the three disciplines (Chemistry, Physical Science, and Biology) Check the General Education Core Curriculum for specific courses available.

Add (one of the following Math courses)

- ___ MATH 0105 College Algebra
- ___ MATH 0108 Pre-Calculus Mathematics
- ___ 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

(Add 1-2 of the following Science courses)

Chemistry

- ___ CHEM 0101 Introduction to Forensic Science
- ___ 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 0135 Principles of Cell and Molecular Biology
- ___ BIOL 0141 Human Anatomy and Laboratory
- ___ BIOL 0143 Human Anatomy and Physiology
- ___ BIOL 0221 Plant Biology
- ___ BIOL 0222 Plant Biology Laboratory
- ___ BIOL 0225 Diversity of Organisms
- ___ BIOL 0231 Animal Biology
- ___ BIOL 0232 Animal Biology Laboratory
- ___ BIOL 0240 Introduction to Genetics
- ___ BIOL 0261 Microbiology
- ___ BIOL 0262 Microbiology Laboratory
- ___ 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 & Lab
- ___ NASC 0232 General Physics II
- ___ NASC 0245 Engineering Physics I
- ___ NASC 0246 Engineering Physics II
- ___ NASC /BIOL 0250 Climatology

IV. HUMANITIES – 6 credit hours required

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

Art

- ___ ARTS 0101 Art Appreciation
- ___ ARTS 0102 Art History I
- ___ ARTS 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

General Education and Graduation Requirements

___ 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

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
___ HUMN 0151	Men and Masculinities
___ HUMN 0152	Women in Religion
___ 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	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 0100	General Anthropology
___ ANTH 0105	Archaeology
___ ANTH 0106	Native American Indians

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
___ SOSC 0210	Intro to Social Work
___ SOSC 0211	Field Project in Social Work
___ SOSC 0212	Intro to Social Welfare
___ SOSC 0215	Intro to Human Service

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

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 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

General Education and Graduation Requirements

degree must present an organized program of study which meets the following core requirements. Authority for substitutions must be obtained from the Vice President Academic and Student Affairs.

College Requirement: *All first time degree-seeking students who score 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.*

All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101: 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

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 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

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

I. College Requirement: *All first time degree-seeking students who score 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.*

All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

II. Basic Skills - 9 credit hours required (ENGL0101, ENGL0102, and 3 hours SPEECH)

___ ENGL 0101 Composition I
___ ENGL 0102 Composition II (*in some cases, ENGL0206, Technical Writing may be substituted for Composition II*)

Add (one of the following Speech classes)

___ SPCH 0151 Public Speaking
___ SPCH 0201 Interpersonal Communication

III. MATHEMATICS AND SCIENCE -

3 credit hours required

Math core elective or certain program requirement.

Mathematics

___ MATH 0104 Intermediate Algebra
___ MATH 0105 College Algebra
___ MATH 0108 Pre-Calculus Mathematics
___ 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

IV. Humanities - 3 credit hours required

Choose one (1) of the following courses:

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 Literatures and Cultures

General Education and Graduation Requirements

Art (Studio Arts, Music, Theatre)

___ ARTS	0101	Art Appreciation
___ ARTS	0102	Art History I
___ ARTS	0103	Art History II
___ MUSC	0101	Music Appreciation
___ THTR	0101	Theater Appreciation
___ THTR	0105	Introduction to Acting
___ HUMN	0200	Foundations of Film and Theatre

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	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

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
___ HUMN	0151	Men and Masculinities
___ HUMN	0152	Women in Religion
___ HUMN	0207	Comparative World Religions
___ JOUR	0175	Introduction to Mass Communications
___ PHIL	0103	Introduction to Philosophy
___ PHIL	0105	Logic
___ PHIL	0206	Ethics

V. SOCIAL SCIENCE - 3 credit hours required

Choose one (1) of the following courses:

Economics

___ ECON	0201	Principles of Macroeconomics
___ ECON	0202	Principles of Microeconomics
___ ECON	0209	Social Problems

Geography

___ ANTH	0100	General Anthropology
___ GEOG	0101	Introduction to Cultural Geography

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	0202	Child Development
___ PSYC	0203	Human Development
___ PSYC	0204	Personality

Sociology

___ SOSC	0107	Sociology
___ SOSC	0108	Sociology of the Family

VI. NATURAL and PHYSICAL SCIENCE - 3 credit hours required

Choose one (1) of the following courses:

Biology

___ BIOL	0116	General Pharmacology
___ BIOL	0119	Life and The Environment with Lab
___ BIOL	0121	General Biology
___ BIOL	0123	The Living Body
___ BIOL	0125	Human Biology
___ BIOL	0126	Contemporary Issues in Biology (PACE)
___ BIOL	0131	Environmental Science
___ BIOL	0132	Environmental Science Lab
___ BIOL	0135	Principles of Cell and Molecular Biology
___ BIOL	0141	Human Anatomy and Laboratory
___ BIOL	0143	Human Anatomy and Physiology
___ BIOL	0145	Nutrition
___ BIOL	0221	Plant Biology
___ BIOL	0222	Plant Biology Laboratory
___ BIOL	0231	Animal Biology
___ BIOL	0225	Diversity of Organisms
___ BIOL	0232	Animal Biology Laboratory
___ BIOL	0240	Introduction to Genetics
___ 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
___ 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

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
___ NASC	0186	Physical Geology and Lab
___ NASC	0231	General Physics I & Lab
___ NASC	0232	General Physics II
___ NASC	0245	Engineering Physics I
___ NASC	0246	Engineering Physics II
___ NASC	0248	Statics
___ NASC/BIOL	0250	Climatology

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

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

Total Hours : _____

General Education and Graduation Requirements

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 Vice President Academic and Student Affairs.

COLLEGE REQUIREMENT

All first time degree-seeking students who score 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.

All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

BASIC SKILLS

ENGL 0101 Composition 1 3 credit hours

ENGL 0102 Composition 2

or

ENGL 0206 Technical Writing 3 credit hours

SPCH 0151 Public Speaking

or

SPCH 0201 Interpersonal Communication 3 credit hours

MATH 0104 Intermediate Algebra or higher

or

BUSN 0110 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 SCIENCE

3 hours of Social 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

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" (2.0). Candidates for this degree must present an organized program of study which meets the following core requirements. Authority for substitutions must be obtained from the Vice President Academic and Student Affairs.

I. College Requirement: *All first time degree-seeking students who score 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.*

All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

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

General Education and Graduation Requirements

- ____ ENGL 0101 Composition I
 ____ ENGL 0102 Composition II (in some cases, ENGL0206, Technical Writing may be substituted for Composition II)

Add (one of the following Speech classes)

- ____ SPCH 0151 Public Speaking
 ____ SPCH 0201 Interpersonal Communication

III. MATHEMATICS AND SCIENCE -

3 credit hours required

Math core elective or certain program requirement.

Mathematics

- ____ MATH 0104 Intermediate Algebra
 ____ MATH 0105 College Algebra
 ____ MATH 0108 Pre-Calculus Mathematics
 ____ 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

IV. HUMANITIES - 3 credit hours required

Choose one (1) of the following courses:

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 Literatures and Cultures

Art (Studio Arts, Music, Theatre)

- ____ ARTS 0101 Art Appreciation
 ____ ARTS 0102 Art History I
 ____ ARTS 0103 Art History II
 ____ MUSC 0101 Music Appreciation
 ____ THTR 0101 Theater Appreciation
 ____ THTR 0105 Introduction to Acting
 ____ HUMN 0200 Foundations of Film and Theatre 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

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
 ____ HUMN 0151 Men and Masculinities
 ____ HUMN 0152 Women in Religion
 ____ HUMN 0207 Comparative World Religions
 ____ JOUR 0175 Introduction to Mass Communications
 ____ PHIL 0103 Introduction to Philosophy
 ____ PHIL 0105 Logic
 ____ PHIL 0206 Ethics

V. SOCIAL SCIENCE - 3 credit hours required

Choose one (1) of the following courses:

Economics

- ____ ECON 0201 Principles of Macroeconomics
 ____ ECON 0202 Principles of Microeconomics

Geography

- ____ ANTH 0100 General Anthropology
 ____ GEOG 0101 Introduction to Cultural Geography

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 0202 Child Development
 ____ PSYC 0203 Human Development
 ____ PSYC 0204 Personality Sociology
 ____ SOSC 0107 Sociology
 ____ SOSC 0108 Sociology of the Family
 ____ SOSC 0209 Social Problems

VI. NATURAL and PHYSICAL SCIENCE -

3 credit hours required

Choose one (1) of the following courses:

Biology

- ____ BIOL 0116 General Pharmacology
 ____ BIOL 0119 Life and The Environment with Lab
 ____ BIOL 0121 General Biology
 ____ BIOL 0123 The Living Body
 ____ BIOL 0125 Human Biology
 ____ BIOL 0126 Contemporary Issues in Biology (PACE)
 ____ BIOL 0131 Environmental Science
 ____ BIOL 0132 Environmental Science Lab
 ____ BIOL 0135 Principles of Cell and Molecular Biology
 ____ BIOL 0141 Human Anatomy and Laboratory
 ____ BIOL 0143 Human Anatomy and Physiology
 ____ BIOL 0145 Nutrition
 ____ BIOL 0221 Plant Biology
 ____ BIOL 0222 Plant Biology Laboratory
 ____ BIOL 0225 Diversity of Organisms
 ____ BIOL 0231 Animal Biology

General Education and Graduation Requirements

___	BIOL	0232	Animal Biology Laboratory
___	BIOL	0240	Introduction to Genetics
___	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
___	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

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
___	NASC	0186	Physical Geology and Lab
___	NASC	0231	General Physics I & Lab
___	NASC	0232	General Physics II
___	NASC	0245	Engineering Physics I
___	NASC	0246	Engineering Physics II
___	NASC	0248	Statics
___	NASC/		
___	BIOL	0250	Climatology

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 Vice President Academic and Student Affairs.

College Requirement: *All first time degree-seeking students who score 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.*

All degree-seeking students who score below 73 on the COMPASS 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 Speech Communication

Mathematics:

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

**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 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

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 Vice President Academic and Student Affairs.

General Education and Graduation Requirements

College Requirement: All first time degree-seeking students who score 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience.

All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning.

II. BASIC SKILLS - 9 credit hours required

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

- | | | | |
|-------|------|------|----------------|
| _____ | ENGL | 0101 | Composition I |
| _____ | ENGL | 0102 | Composition II |

Add (one of the following Speech classes)

- | | | | |
|-------|------|------|-----------------------------|
| _____ | SPCH | 0151 | Public Speaking |
| _____ | SPCH | 0201 | Interpersonal Communication |

III. HUMANITIES - 3 credit hours required

Choose one (1) of the following courses:

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 Literatures and Cultures |

Art (Studio Arts, Music, Theatre)

- | | | | |
|-------|------|------|---------------------------------|
| _____ | ARTS | 0101 | Art Appreciation |
| _____ | ARTS | 0102 | Art History I |
| _____ | ARTS | 0103 | Art History II |
| _____ | MUSC | 0101 | Music Appreciation |
| _____ | THTR | 0101 | Theater Appreciation |
| _____ | THTR | 0105 | Introduction to Acting |
| _____ | HUMN | 0200 | Foundations of Film and Theatre |

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 |

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 |
| _____ | HUMN | 0151 | Men and Masculinities |
| _____ | HUMN | 0152 | Women in Religion |
| _____ | HUMN | 0207 | Comparative World Religions |
| _____ | JOUR | 0175 | Introduction to Mass Communications |
| _____ | PHIL | 0103 | Introduction to Philosophy |
| _____ | PHIL | 0105 | Logic |
| _____ | PHIL | 0206 | Ethics |

IV. SOCIAL SCIENCE - 3 credit hours required

Choose one (1) of the following courses:

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 | 0202 | Child Development |
| _____ | PSYC | 0203 | Human Development |
| _____ | PSYC | 0204 | Personality |

Sociology

- | | | | |
|-------|------|------|-------------------------|
| _____ | SOSC | 0107 | Sociology |
| _____ | SOSC | 0108 | Sociology of the Family |
| _____ | SOSC | 0209 | Social Problems |

Geography

- | | | | |
|-------|------|------|------------------------------------|
| _____ | GEOG | 0101 | Introduction to Cultural Geography |
|-------|------|------|------------------------------------|

Anthropology

- | | | | |
|-------|------|------|----------------------|
| _____ | ANTH | 0100 | General Anthropology |
|-------|------|------|----------------------|

Economics

- | | | | |
|-------|------|------|------------------------------|
| _____ | ECON | 0201 | Principles of Macroeconomics |
| _____ | ECON | 0202 | Principles of Microeconomics |

V. MATHEMATICS - 3 credit hours required

Math Core Elective or specific program requirement.

Mathematics

- | | | | |
|-------|------|------|------------------------------------|
| _____ | MATH | 0104 | Intermediate Algebra |
| _____ | MATH | 0105 | College Algebra |
| _____ | MATH | 0108 | Pre-Calculus Mathematics |
| _____ | 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 |

VI. NATURAL AND PHYSICAL SCIENCE -

3 credit hours required

Biology

- | | | | |
|-------|------|------|-----------------------------------|
| _____ | BIOL | 0116 | Pharmacology |
| _____ | BIOL | 0119 | Life and The Environment with Lab |
| _____ | BIOL | 0121 | General Biology |
| _____ | BIOL | 0123 | The Living Body |

General Education and Graduation Requirements

___	BIOL	0125	Human Biology
___	BIOL	0126	Contemporary Issues in Biology (PACE)
___	BIOL	0131	Environmental Science
___	BIOL	0132	Environmental Science Lab
___	BIOL	0135	Principles of Cell and Molecular Biology
___	BIOL	0141	Human Anatomy and Laboratory
___	BIOL	0143	Human Anatomy and Physiology
___	BIOL	0145	Nutrition
___	BIOL	0221	Plant Biology
___	BIOL	0222	Plant Biology Laboratory
___	BIOL	0225	Diversity of Organisms
___	BIOL	0231	Animal Biology
___	BIOL	0232	Animal Biology Laboratory
___	BIOL	0240	Introduction to Genetics
___	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
___	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

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
___	NASC	0185	Physical Geology and Lab
___	NASC	0231	General Physics I & Lab
___	NASC	0232	General Physics II
___	NASC	0245	Engineering Physics I
___	NASC	0246	Engineering Physics II
___	NASC	0248	Statics
___	NASC/		
___	BIOL	0250	Climatology

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

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

SECOND ASSOCIATE DEGREE

Students seeking a second degree must complete a minimum of 15 additional credit hours at the College between the first and second degree and meet all the requirements for the second degree. Students are eligible for honors if the course work taken for the second degree meets honors requirements. For specific information, students need to contact the Student Advising Center 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.

General Education and Graduation Requirements

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;
- Building connections and strengthening communications within and between the parts of the system; and
- Providing a smooth transition from one level of learning to the next level, including graduate and professional education.

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)

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.

General Education and Graduation Requirements

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 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.

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 Student Advising Center.

Deadlines for Degree Checks

Fall Semester	October 20
Spring Semester	March 20
Summer Session	June 6

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: Anita Krondak,
Interim Dean of Nursing and Allied Health
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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

LPN, Paramedic/ RRT to RN Bridge Program

Mortuary Science

Nursing/Registered Nurse

(RN, AAS) - Nursing/A.D.N.

Paramedic

Physical Therapist Assistant

Respiratory Care - Registered Respiratory Therapist

Certificates:

Certified Nurse Aide CNA

Certified Medication Aid CMA

Emergency Medical Technician EMT

Medical Assistant

Nursing/Practical Nurse

Associate in General Studies in Liberal Arts and Science Degrees

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

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-Nursing

Pre-Occupational Therapy

Pre-Physical Therapy

Pre-Radiologic

Pre-Respiratory Therapy

EMERGENCY MEDICAL TECHNICIAN (EMT)

Program Director: Jeff Smith, Interim Director EMT/

Paramedic Program

Full-Time Faculty: Kevin Fogarty, Dr. Sheldon Guenther, Irene Maley

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

EMTC0128 is designed to provide EMT education to those who are or have been certified as a First Responder, EMT, CNA, CMA, or other health care practitioner. Academic preparation acceptable for entrance into this class includes Human Anatomy and Laboratory or Human Anatomy and Physiology or Human Physiology and Laboratory

Allied Health and Nursing

The goals of the EMT program are to provide students who are:

- Committed to the ideal of highest quality patient care in the pre-hospital setting at the Basic Life Support level.
- Capable of, and interested in, sustaining their own continuing education to maintain the highest quality patient care.

You must have a COMPASS Reading score of 65 to be allowed to enroll in EMTC0128. The Director of the EMT/Paramedic department handles all enrollments; no one may be enrolled without speaking to him first. Currently classes are conducted in the morning, afternoon, and evening so as to meet the busy schedules of as many people as possible.

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

EMTC0128 Emergency Medical Technician (EMT) 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

Program Director: Jeff Smith, Interim Director EMT/
Paramedic Program

Email Address: jsmith@kckcc.edu

The Paramedic Program is designed to prepare individuals to successfully fulfill the responsibilities of an independently functioning (Paramedic). The program will provide students with opportunities to gain information, skills, and attitudes necessary to perform the duties of Paramedic 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.

Paramedic Program Accreditation

Kansas City Kansas Community College is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Contact information for the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; 214-703-8992; www.coaemsp.org.

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 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 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 Paramedics, recognizing each patient as a unique and valued member of our society.

Program Description

The Paramedic Program will incorporate a variety of teaching strategies and learning opportunities for participants including but not limited to lectures, skill training sessions, demonstrations, simulated patient scenarios, hospital clinical experience, field internship experience, and computer-enhanced opportunities. The purpose of the training program is to provide the participant with the necessary knowledge and skills to effectively function as a certified Paramedic. Students are admitted to the program and begin classes each fall.

Credits

EMTC0227	Paramedic Concepts I	8
EMTC0228	Paramedic Concepts II	8
EMTC0229	Paramedic Concepts III	4
EMTC0230	Paramedic Concepts IV	4
EMTC0255	Ambulance Internship	5
EMTC0256	Field Internship	5
EMTC0260	Paramedic Concepts - Medical Emergencies	4

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 May 15 of each year for admission to the next fall's class. To get more information about application procedures, contact the program Director.

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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1

Allied Health and Nursing

HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
	Total	1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
	Total	9

Mathematics Requirement:		Hours
EMTC0101	Applied Math for EMS or higher	3
	Total	3

Humanities Requirement (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre and Modern Language):		Hours
	Humanities core elective	3
	Total	3

Social Science Requirement		Hours
PSYC0101	Psychology	3
	Total	3

Natural and Physical Science Requirement		Hours
BIOL0143	Human Anatomy and Physiology or	5
BIOL0141	Human Anatomy and Laboratory	4
BIOL0271	Physiology	3
BIOL0272	Physiology Lab	1
	Total	5 - 8

Total General Education requirement	23-25
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*See course description for prerequisite.

Technical Requirement: (43 additional credits)		Hours
EMTC0227	Paramedic Concepts I	8
EMTC0228	Paramedic Concepts II*	8
EMTC0229	Paramedic Concepts III*	4
EMTC0230	Paramedic Concepts IV*	4
EMTC0255	Ambulance Internship	5
EMTC0256	Field Internship	5
EMTC0260	Paramedic Concepts - Medical Emergencies	4
	Total	43

*See course descriptions for prerequisite.

Total hours required for an Associate in Applied Science in Paramedic Degree:	66-68
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FUNERAL SERVICE AND MORTUARY SCIENCE, GENERAL MORTUARY SCIENCE ASSOCIATE IN APPLIED SCIENCE

Program Coordinator: Wiley Wright

Email Address: wwright@kckcc.edu

Full Time Faculty: Rick Sprick

Email Address: rixplace@kckcc.edu

MISSION

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

Aims

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

The Mortuary Sciences purposes are:

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

The Mortuary Science degree program at Kansas City Kansas Community College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506, (816) 233-3747. Web: www.abfse.org.

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

National Board Exam Statistics

Year	# of Takers	# Who Passed	%Who Passed
2012 Arts	33	28	85%
2012 Science	33	26	79%
2013 Arts	27	23	85%
2013 Science	27	23	85%
2014 Arts	30	22	73%
2014 Science	30	23	77%

2014 Program Information

#of New Students	#of Grads	Timely Grad*	% Employed	Left Before Completion*
39	30	91%	77%	3

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)

Allied Health and Nursing

- 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 (31) hours must be completed with a grade of "C" or better prior to acceptance into the program.
- Students entering in Fall 2016 will need to submit either a letter of recommendation from a licensed Funeral Director or submit an Investigation Questionnaire.

Mortuary Science Curriculum

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

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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skills Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
BUSN0110	Business Math or higher level Math	3
Total		3

Humanities Requirement: (from Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
Humanities Core Elective		3
Total		3

Social Science Requirement:		Hours
PSYC0101	Psychology	3
Total		3

Natural and Physical Science Requirement: (lecture w/lab)		Hours
BIOL0141	Human Anatomy and Laboratory*	4
Total		4

*Course requires a prerequisite. Consult an adviser.

Total General Education Requirement: 23-24

Technical Requirement:		Hours
BUSN0101	Accounting I	3
BUSN0104	Small Business Management	3
MTSC0101	Orientation to Funeral Service	2
MTSC0105	Mortuary Law	3
MTSC0108	Mortuary Chemistry	3
MTSC0110	Restorative Art for Mortuary Science*	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
Total		46

*Course requires a prerequisite. Consult an adviser.

Total Hours for an Associate in Applied Science in Mortuary Science Degree 69-70

Associate of Applied Science Degree in Mortuary Science Suggested Curriculum

Freshman	First Semester	Hours
ENGL0101	Composition I	3
PSYC0101	Psychology	3
	Humanities core course (see catalog)	3
BUSN0104	Small Business Management	3
		12

Freshman	Second Semester	Hours
ENGL0102	Composition II #	3
BIOL0141	Human Anatomy & Laboratory	4
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communications	3
BUSN0101	Accounting I	3
PSYC0115	The Grieving Process	3
BUSN0110	Business Math	3
		19

Sophomore	Third Semester	Hours
MTSC0101	Orientation to Funeral Service	2
MTSC0105	Mortuary Law	3
MTSC0108	Mortuary Chemistry	3
MTSC0201	Pathology	3
MTSC0212	Funeral Service Merchandising	3
MTSC0240	Mortuary Science Practicum I (Funeral Rites Practicum I)	3
		17

Sophomore	Fourth Semester	Hours
MTSC0110	Restorative Art for Mortuary Science#	4
MTSC0160	Mortuary Microbiology #	3
MTSC0210	Mortuary Management	3
MTSC0205	Embalming Theory #	4
MTSC0225	Funeral Service Counseling #	3
MTSC0241	Mortuary Science Practicum II# (Embalming Practicum II)	3
		20

Allied Health and Nursing

In addition, all first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

- Total hours required for AAS degree in Mortuary Science: 69-70 hours
- To reduce semester course load, please know that many classes listed above are available during summer session.

MEDICAL ASSISTANT – TECHNICAL CERTIFICATE

Post-Secondary 12 to 18 months (Day or Evening Classes)

Dean: Anita Krondak, Interim Dean of Nursing and Allied Health

Email Address: akrondak@kckcc.edu

Program Coordinator/Assistant Professor: Timothy A. Doerr, BA, MA, CAHI, RMA

Email Address: tdoerr@kckcc.edu

Assistant Professor/Practicum Coordinator: David A. Noll, M.D.

Email Address: dnoll@kckcc.edu

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

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

Admission to the Medical Assistant program is by application, please contact the program coordinator for the current admission information including application deadlines.

REQUIRED COURSES

ALHT0127	Medical Terminology	3
MEDA0105	Medical Administrative Aspects	4
MEDA0115	Medical Professional Issues	2
MEDA0130	Pharmacology Administration	2
MEDA0150	Emergency Preparedness	1
MEDA0160	Human Body	3
MEDA0165	Patient Care	4
MEDA0175	Advanced Patient Care	4
MEDA0180	Billing and Coding	3
MEDA0185	Laboratory Diagnostics	5
MEDA0190	Pharmacology	3
MEDA0195	Externship	4
Total		38

NURSING/REGISTERED NURSE (RN, AAS) ASSOCIATE IN APPLIED SCIENCE DEGREE

Director of Nursing: Anita Krondak

Email Address: akrondak@kckcc.edu

Clinical Coordinator: Judy Morris

Email Address: jingrasin@kckcc.edu

Nursing Advisor: Heide Garvey

Email Address: hgarvey@kckcc.edu

SIM Lab Staff: Theresa Bachman

Email Address: tbachman@kckcc.edu

The Nursing Department is committed to providing a student learning environment that encourages and assesses spirit of inquiry, clinical competence, professional accountability, and effective communication skills for a diverse student population. We believe these attributes will prepare our graduates to the pass the NCLEX-RN®, and to provide and manage safe, cost-effective care to meet Client Needs. The graduate will be prepared to coordinate, supervise, and/or collaborate with members of the multidisciplinary health care team (Nursing Faculty Handbook, 2013-2014).

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 Director of 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 Accreditation Commission for Education in Nursing (ACEN) at 3343 Peachtree Road, NE Suite 850, Atlanta, GA., or ACENorg.

Applications are due August 31st for the spring semester and January 31st for the fall semester. For specific criteria and procedures for admission, consult Heide Garvey, Nursing Advisor, or Director of Nursing, Anita Krondak.

Students must complete 72 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.

College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions.)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1

Allied Health and Nursing

HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2	Fees for the Nursing program may be found in the fee section of the KCKCC College Catalog.
	Total	1-2	
Basic Skill Requirement:			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.
ENGL0101	Composition I	3	
ENGL0102	Composition II*	3	
SPCH0151	Public Speaking or		
SPCH 0201	Interpersonal Communication	3	
	Total	9	The faculty have developed a conceptual framework utilizing the concepts of Client Needs, nursing intervention classifications, and nursing outcome classifications. Each course emphasizes growth and development, communication, the nursing process, nutrition and diet therapy, pharmacology, management, and legal and ethical issues.
Humanities Requirement:			
PHIL0206	Ethics or		
	Humanities Core Elective	3	
	Total	3	
Social Science Requirement:			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.
PSYC0201	Psychology	3	
PSYC0203	Human Development* or		
PSYC0202	Child Development	3	
	Total	6	
Mathematics Requirement			LPN/PARAMEDIC/RRT to RN BRIDGE PROGRAM ASSOCIATE IN APPLIED SCIENCE DEGREE Director of Nursing: Anita Krondak Email Address: akrondak@kckcc.edu
MATH0104	Intermediate Algebra	3	
	Total	3	
Natural and Physical Science Requirement:			
	(lecture with lab)	Hours	
BIOL0141	Human Anatomy and Laboratory	4	<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>
BIOL0261	Microbiology*	3	
BIOL0262	Microbiology Laboratory	2	
BIOL0271	Physiology*	3	
BIOL0272	Physiology Laboratory*	1	
	Total	13	GENERAL EDUCATION REQUIREMENTS College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).
	Total General Education Requirement	34	
*See course description for prerequisite.			
Nursing Requirement:			
		Hours	
NURS0131	Caring Interventions	3	HUDV Requirement:
NURS0132	Foundation Concepts	4	
NURS0133	Homeostatic Concepts	4	
NURS0134	Protective Concepts	4	
NURS0135	Pathophysiology for Nurses	3	
NURS0193	Health Assessment for Nurses	2	First Year Experience or 1
NURS0208	Pharmacology for Nursing	3	
NURS0251	Lifespan Family and Community		
	Health	6	
NURS0254	Complex Health Concepts	4	
NURS0255	Management Concepts	4	Strategies for Academic Excellence/ Lifelong Learning 2
	Total	38	
*See course descriptions for prerequisite.			
**Not included in General Education Requirements			
Total hours required for an Associate in Applied Science in Nursing/ADN Degree:			
		72	Total 1-2
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.			

Allied Health and Nursing

Mathematics Requirement:	Hours
Math Core Elective (Intermediate Algebra or higher)	3
Total	3

Natural and Physical Science Requirement: (lecture with lab)	Hours
BIOL0141 Human Anatomy and Laboratory	4
BIOL0261 Microbiology*	3
BIOL0262 Microbiology Lab	2
BIOL0271 Physiology*	3
BIOL0272 Physiology Laboratory*	1
Total	13

Total General Education Requirement: **35-36**

*See course description for prerequisite.

Technical Requirement:	Hours
NURS0126 Concepts of Mental Health/Illness	4
NURS0135 Pathophysiology for Nurses	3
NURS0254 Complex Health Concepts	4
NURS0255 Management Concepts	4
NURS0208 Pharmacology	3
NURS0133 Homeostatic Concepts	4
NURS0134 Protective Concepts	4
NURS0146 LPN, Paramedic, RRT to RN Transition	2
Total	24

*See course descriptions for prerequisite.

Note: RRT/Paramedic students will be given advanced standing credits for NURS0121, NURS0122, NURS0123, NURS0124, NURS0193, NURS0212 and NURS0224 after completing NURS0126.

**Total hours required for an Associate in
Applied Science in Nursing/ADN
LPN, Paramedic/RRT to RN Degree** **59-60**

NURSING/PRACTICAL NURSE

Dean: Anita Krondak, Interim Dean of Nursing and Allied Health

Email Address: akrondak@kckcc.edu

Director of Practical Nursing: Susan White

Email Address: swwhite@kckcc.edu

Transition Specialist: Maggie McCoy

Email Address: mmccoy@kckcc.edu

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.

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.

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).

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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:	Hours
HUDV0100 First Year Experience or	1
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
Total	1-2

Natural and Physical Science Requirement:	Hours
BIOL0143 Human Anatomy & Physiology (with lab) or	5
BIOL0141 Human Anatomy and	4
BIOL0271/ 0272 Physiology and Lab	4
Total	5-8

Social Science Requirement:	Hours
PSYC0101 Psychology	3
PSYC0203 Human Development	3
Total	6

Total General Education Requirement: **13-16**

Practical Nursing Requirement

Admission Requirement Certified Nurse Aide Certificate

Admission Requirement CPR Certificate

Semester One:

KSPN0102 Foundations of Nursing	4
KSPN0104 Foundations of Nursing Clinical	2
KSPN0124 Maternal Child Nursing	2
KSPN0126 Maternal Child Clinical	1
KSPN0128 Gerontology Nursing	2
KSPN0130 Mental Health Nursing	2
NUPN0134 Theory Application through Assessment and Simulation	3
Total	16

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Semester Two:

KSPN0106	Medical Surgical Nursing I	4
KSPN0108	Medial Surgical Nursing I Clinical	2
KSPN0110	Pharmacology	3
KSPN0120	Medical Surgical Nursing II	4
KSPN0122	Medical Surgical Nursing II Clinical	3
NUPN0132	Leadership for the Practical Nurse	2
Total		18

Total Program Credits **47-50**

Certified Nurse Aide

Coordinator: Susan White

Email Address: swhite@kckcc.edu

The CNA program is an introduction to basic nursing care skills and concepts necessary to prepare the student to function as a nurse aide in long-term care facility/hospital in the state of Kansas. This course will help the student to learn about the geriatric client and the type of care unique to this population. It will also prepare the student to take the state nurse aide certification examination.

Course requirements: high school diploma or GED, COMPASS reading test with a score of 65 or above in the reading comprehension.

Total Credit Hours: 5

Certified Medication Aide

Coordinator: Susan White

Email Address: swhite@kckcc.edu

The CMA program is designed to teach students the skills and knowledge required to pass medications under the supervision of a licensed Registered Nurse in a long-term facility. It will prepare the student to take the state test. Upon completion and passing the state test, the student will receive a certificate. There also is a one credit hour recertification course that is offered periodically.

Course requirements: must be a Kansas Certified Nurse Aide, high school diploma or GED, COMPASS reading test with a score of 65 or above in the reading comprehension.

Total Credit Hours: 4

PHYSICAL THERAPIST ASSISTANT ASSOCIATE IN APPLIED SCIENCE DEGREE

Dean: Anita Krondak, Interim Dean of Nursing and Allied Health

Email Address: akrondak@kckcc.edu

Program Coordinator: Dr. Tiffany Bohm

Email Address: tbohm@kckcc.edu

Clinical Coordinator: Michele Avery

Email Address: mavery@kckcc.edu

The Physical Therapist Assistant (PTA) is a skilled health care provider working under the direction and supervision of a physical therapist. Following completion of the program, the student is awarded an Associate of Applied Science Degree. The PTA program at KCKCC is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

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, documentation of services provided, and reporting to the physical therapist on the patient's responses to treatment. Upon successful completion of the program, the student is eligible to take the licensure examination.

Students interested in the program must contact the program coordinator (pta@kckcc.edu) 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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement – 3 hours required: preferred class listed below		Hours
PHIL0206	Ethics	3
Total		3

Social Science Requirement:		Hours
PSYC0101	Psychology	3
PSYC0202	Human Development or	3
PSYC0203	Child Development	3
Total		6

Mathematics Requirement:		Hours
MATH0104	Intermediate Algebra or higher	3
Total		3

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Natural and Physical Science Requirement		Hours
BIOL0143	Anatomy and Physiology or	5
BIOL0141	Human Anatomy + Lab and	4
BIOL0271	Physiology	3
Total		5

Total General Education Requirements **27 - 28**

*See course description for prerequisite.

Note: Anatomy and Physiology courses completed more than seven (7) years prior to admission must be repeated.

Physical Therapist Assistant Requirement		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 (Recommended elective) And Preparation Course	2
Total		48

Total hours required for an Associate in Applied Science in Physical Therapist Assistant Degree **75-76**

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

Email Address: mparrett@kckcc.edu

Clinical Coordinator: Tammie Jones

Email Address: tjones@kckcc.edu

Full time faculty: Meghna Patel, Donna Stock

Email Address: mpatel@kckcc.edu

Email Address: dstock@kckcc.edu

Accreditation: Commission on Accreditation for Respiratory Care, www.coarc.com/47.html

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. KCKCC has an articulation agreement with the University of Kansas for KCKCC Respiratory Therapy program graduates.

GENERAL EDUCATION REQUIREMENTS

College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
Total		1-2

Basic Skills Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	3
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement:		Hours
	Humanities Core Electives	3
Total		3

Social Science Requirement:		Hours
	Social Science Core Electives	3
Total		3

Mathematics Requirement:		Hours
MATH0104	Intermediate College Algebra* or higher	3
Total		3
Total		19-20

Required Science Courses:		Hours
BIOL0141	Human Anatomy and Laboratory and	4
BIOL0271	Physiology* and (retake if older than 7 years)	3 -
BIOL0272	Physiology Laboratory* (retake if older than 7 years)	1 -
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory	2
Total		12

Total Prerequisite/Corequisite Hours: **31 - 32**

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
Total		13

Second Related Group of RSCR Courses		Hours
RSCR0240	Therapeutic Devices	2

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RSCR0244	Therapeutic Interventions II	3
RSCR0245	Cardio-Pulmonary Care and Diagnostics II	4
RSCR0249	Therapist Clinical Practice II	4
Total		13

Third Related Group of RSCR Courses & Courses to Bridge

Exposures to Drugs		Hours
RSCR0274	Technical Interventions III	2
RSCR0275	Technical Interventions IV	1
RSCR0279	Clinic Practice III	4
RSCR0290	Pediatrics/Perinatal	2
Total		9

Fourth Related Group of RSCR Courses

RSCR0284	Therapeutic Interventions III	4
RSCR0285	Cardio-Pulmonary Care & Diagnostics III	4
RSCR0299	Final Project Seminar	1
Total		9

Total Respiratory Care Hours 44

Total hours required for Associate in Applied Science in Registered Respiratory Therapy Degree 75 – 76

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:

- Apply for admission at both KCKCC and MCC. Access the Kansas City Kansas Community College website at <http://www.kckcc.edu> for more information.
- Take the KCKCC COMPASS exam. More information about the COMPASS can be obtained by contacting the Academic Resource Center at (913) 288-7664.
- Enroll in the equivalent cooperative classes at KCKCC during published enrollment dates.
- Please be aware that the Metro Community College Radiologic Technology Program has competitive admission process. Submit your application prior to the deadline.

Moving On:

- 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.
- Please be aware that the Radiology Technology application deadline is January 1st.

- 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.)
- 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.
- Pay tuition to KCKCC by the payment deadline. Credit hour fees are the only fees covered by this agreement.
- The student is responsible for paying any applicable special course fees, lab fees, and insurance to MCC by the payment deadline.
- 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.
- 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.
- 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.
- When you are accepted into this highly competitive program, you will need to submit your acceptance letter to both KCKCC, and MCC.
- Meet with the program coordinator or counselor at MCC to update your degree completion plan within the cooperative.
- Register for degree specific-courses at MCC for the current semester. It is your responsibility to contact the cooperative college for enrollment dates, times, and appointments.
- Register for the equivalent cooperative classes at KCKCC during enrollment days as listed in the KCKCC schedule, and on-line.
- Pay tuition to KCKCC by the payment deadline, and special course fees and lab fees to MCC.
- 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**

- Steps 12-15 listed under “Moving On” must be completed each semester you participate in the co-operative program.
- A student in our service area (Wyandotte or Leavenworth Counties) or a dependent is defined as one who pays Wyandotte or Leavenworth property taxes.
- 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.
- Only those courses not offered at KCKCC and required

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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).

- 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.
- 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)		

ESSENTIAL COURSES AT KCKCC

ENGL0101:	Composition	3
SPCH0151:	Public Speaking	3
PSYC0101:	Psychology	3
BIOL0141:	Human Anatomy and Laboratory	4
ALHT0126:	Medical Terminology	2
MATH0099	Elementary Algebra	3
Total KCKCC credits		18

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
Total MCC Credits		59

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-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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH 0201	Interpersonal Communication	3
Total		9

Humanities Requirement:		Hours
(6 credit hours from at least 2 disciplines)		
PHIL0206	Ethics	3
	Humanities Core Elective	3
	(from Art, History, Art, Literature, Modern Language, Music, or Theatre, or Music)	
Total		6

Allied Health and Nursing

Social Science Requirement: (6 credit hours from at least 2 disciplines)	Hours
PSYC0101 Psychology	3
PSYC0202 Child Development or	
PSYC0203 Human Development	3
Total	6

Mathematics & Natural and Physical Science Requirement:	Hours
BIOL0121 General Biology	5
BIOL0141 Human Anatomy and Laboratory	4
CHEM0109 General Chemistry	5
MATH0105 College Algebra	3-5
Total	17-19

Total General Education Requirement:	39-42
*See course description for prerequisite.	

Pre-Nursing Requirement:	Hours
BIOL0145 Nutrition or	
MATH0115 Statistics*	3
BIOL0261 Microbiology*	3
BIOL0262 Microbiology Laboratory*	2
BIOL0271 Physiology*	3
BIOL0272 Physiology Laboratory*	1
SOSC0107 Sociology	3
Electives (3-6 additional credit hours to equal a 60-hour degree)	3-6
Total	18-21

*See course description for prerequisite.

Total hours required for an Associate in Science in Liberal Arts and Sciences in Pre-Nursing 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-OCCUPATIONAL 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.

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).

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 73 or above on the COMPASS reading exam are required to take HUDV0100, Freshman Orientation. All degree-seeking students who score below 73 on the COMPASS 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
Total	1-2

Basic Skill Requirement:	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II*	3
SPCH0151 Public Speaking or	
SPCH0201 Interpersonal Communication	3
Total	9

Humanities Requirement: (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
Total	6

Social Science Requirement: (6 credit hours from at least 2 disciplines)	Hours
PSYC0101 Psychology	3
PSYC0202 Child Development or	
PSYC0203 Human Development	3
Total	6

Mathematics and the Natural and Physical Science Requirement: (13-15 hours from at least two disciplines (lecture with lab))	Hours
BIOL0121 General Biology	5
BIOL0141 Human Anatomy and Laboratory	4
CHEM0109 General Chemistry	5
MATH0105 College Algebra	3-5
Total	17-19

Total General Education Requirement	39-42
*See course description for prerequisite.	

Pre-Occupational Therapy Requirement	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
Total	18-21

*See course description for prerequisite.

Allied Health and Nursing

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. 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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
Total		1-2

Basic Skill Requirement		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement

(6 credit hours from at least 2 disciplines)

PHIL0206	Ethics	3
	Humanities Core Electives (from Art, History, Literature, Modern Language, Music, or Theatre) (from History, Art, Literature, Theatre, or Music)	3
Total		6

Social Science Requirement:

(6 credit hours from at least 2 disciplines)

PSYC0101	Psychology	3
PSYC0297	Abnormal Psychology	3
Total		6

Mathematics and the Natural and Physical Science Requirement:

BIOL0121	General Biology	5
CHEM0111	Chemistry I and Laboratory	5
MATH0108	Pre-Calculus	5
MATH0115	Statistics	3
Total		18

Total General Education Requirement:

39

*See course description for prerequisite.

Pre-Physical Therapy Requirement:

BIOL0141	Human Anatomy and Laboratory	4
BIOL0271	Physiology*	3
BIOL0272	Physiology Laboratory*	1
CHEM0112	Chemistry II and Lab	5
NASC0130	Introductory Physics	3
NASC0131	Introductory Physics Laboratory*	1
NASC0232	Physics II	5
Total		22

*See course description for prerequisite.

Total hours required for an Associate in Science in Liberal Arts and Sciences in Pre-Physical Therapy Degree

61 - 64

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

Allied Health and Nursing

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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement: (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
Total		6

Social Science Requirement: (6 credit hours from at least 2 disciplines)		Hours
PSYC0101	Psychology	3
PSYC0202	Child Development or	
PSYC0203	Human Development	3
Total		6

Mathematics and the Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
CHEM0109	General Chemistry	5
MATH0105	College Algebra	3-5
Total		13-15

Total General Education Requirement: 35-38

*See course description for prerequisite.

Pre-Radiologic Technology Requirement:		Hours
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
Total		22-25

*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. Students complete the KCKCC Registered Respiratory Therapist Program and then apply for transfer to the University of Kansas for baccalaureate degree completion. KCKCC has an articulation agreement with the University of Kansas for KCKCC Respiratory Therapy program graduates. 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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Allied Health and Nursing

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking	3
Total		9

Humanities Requirement: (6 credit hours from at least 2 disciplines)		Hours
PHIL0206	Ethics	3
	Humanities Core Elective (from Humanities, Philosophy Or Ethics)	3
Total		6

Social Science Requirement: (6 credit hours from at least 2 disciplines)		Hours
PSYC0101	Psychology	3
SOSC0107	Sociology	3
Total		6

Mathematics and the Natural and Physical Science Requirement:		Hours
CHEM0109	General Chemistry	5
MATH0105	College Algebra	3-5
MATH0115	Statistics	3
Total		11-13

Total General Education Requirement: **33-36**

*See course description for prerequisite.

Pre-Respiratory Therapy Requirement:		Hours
BIOL0141	Human Anatomy and Laboratory	4
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Laboratory*	2
BIOL0271	Physiology*	3
BIOL0272	Physiology Laboratory*	1
NASC0130	Introductory Physics* and	3
NASC0131	Introductory Physics Laboratory	1
	Fine Arts Core Elective	3
	(Electives 4-7 additional credit hours to equal a 60-hour degree)	4-7
Total		22-25

*See course description for prerequisite.

**Total hours required for an Associate in Science
in Liberal Arts and Sciences in Pre-Respiratory
Therapy Degree** **60**

The Division of Arts, Humanities, and Social Sciences

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ARTS, HUMANITIES AND SOCIAL SCIENCES CERTIFICATES/DEGREES AND PROGRAMS

ASSOCIATE IN APPLIED SCIENCE

Audio Engineering
Digital Imaging Design

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
Studio 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
Studio Arts
Theatre Technology

AUDIO ENGINEERING

ASSOCIATE IN APPLIED SCIENCE DEGREE

Coordinator: Dr. Ian Corbett

Email 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 practical 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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All

Arts, Humanities, and Social Sciences

degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or higher	3-5
Total		3-5

Humanities Requirement:		Hours
MUSC0101	Music Appreciation	3
Total		3

Social Science Requirement		Hours
PSYC0101	Psychology or	
SOSC0107	Sociology	3
Total		3

Natural and Physical Science:		Hours
NASC0130	Introductory Physics*	3
Total		3

Total General Education Requirement:	22-25
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*See course description for prerequisite.

Technical Requirement:		Hours
AUDI0101	Audio Engineering Music Skills	4
AUDI0103	Audio Engineering Keyboard Skills	1
AUDI0108	Electronic Circuit Fundamentals	3
AUDI0110	Music Technology 1	3
AUDI0115	Circuit Analysis I	3
AUDI0130	Music Business	3
AUDI0150	Live Sound Reinforcement 1	1
AUDI0151	Live Sound Reinforcement 2	1
AUDI0170	Lighting and Staging	3
AUDI0210	Music Technology 2 or	
AUDI0230	Multimedia Production	3
AUDI0240	Sound Editing and Synthesis or	
AUDI0250	Audio and Recording 1	3
AUDI0255	Audio Engineering Critical Listening	1
AUDI0258	Applied Audio for Media	3
AUDI0260	Audio Recording 2	3
AUDI0270	Audio Recording 3	3
AUDI0280	Audio Recording Portfolio 1	1
AUDI0281	Audio Recording Portfolio 2	1
Total		40

*See course description for prerequisite.

Total hours required for an Associate in Applied Science in Audio Engineering Degree	62-65
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Curriculum Pathway Leading to An Associate in Arts in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:

DIGITAL IMAGING DESIGN ASSOCIATE IN APPLIED SCIENCE

Coordinator: Tom Besgrove

Email Address: tbesgrove@kckcc.edu

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

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

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

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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

*See course description for prerequisite.

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Mathematics Requirement:	Hours
MATH0104 Intermediate College Algebra or higher	3
Total	3

Humanities Requirement:	Hours
ARTS 0101 Art Appreciation	3
Total	3

Social Science Requirement:	Hours
PSYC0101 Psychology	3
Total	3

Natural and Physical Science Requirement	Hours
NASC0101 Introduction to Physical Science	3
Total	3

Total General Education Requirement:	21
*See course description for prerequisite.	

Technical Requirement:	Hours
ARTS0111 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
Total	42

*See course description for prerequisite.

Total credit hours required for an Associate in Applied Science in Digital Imaging Design Degree	64-65
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ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Coordinator: Elizabeth Holloway
Email Address: eholloway@kckcc.edu

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

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

STUDIO ARTS

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

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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:	Hours
HUDV0100 First Year Experience or	1
HUDV0101 Strategies for Academic Excellence/Lifelong Learning	2
Total	1-2

Basic Skill Requirement:	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II*	3
SPCH0151 Public Speaking or	
SPCH0201 Interpersonal Communication	3
Total	9

Mathematics Requirement:	Hours
MATH0105 College Algebra or higher	3-5
Total	3-5

Humanities Requirement:	Hours
Three courses from three different disciplines: Art#, History, Music#, Literature, Philosophy, and Theatre)	
ARTS 0102 Art History I	3
Humanities Core Elective	3
Humanities Core Elective	3
Total	9

#Performance courses are excluded.

Social Science Requirement:	Hours
PSYC0101 Psychology	3
SOSC0107 Sociology	3
Total	6

Arts, Humanities, and Social Sciences

Natural and Physical Science Requirement: (lecture with lab; 4-5 credit hours from Biology, Chemistry, and Physical Science)		Hours	required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)	
	Natural & Physical Science			
	Core Elective	4-5		
	Total	4-5		
Foreign Language Requirement:		Hours	HUDV Requirement:	
LANG	Foreign Language Core Elective	5	HUDV0100	First Year Experience or
	Total	5	HUDV0101	Strategies for Academic Excellence/ Lifelong Learning
			Total	1-2
Total General Education Hours		37-41	Basic Skill Requirement:	
*See course description for prerequisite.			ENGL0101	Composition I
			ENGL0102	Composition II*
			SPCH0151	Public Speaking or
			SPCH0201	Interpersonal Communication
			Total	9
Technical Requirement: (24 additional credits, 18 required, 6 electives)		Hours	Humanities Requirement:	
ARTS0103	Art History II	3	ARTS0102	Art History I
ARTS0111	Drawing I	3	Total	3
ARTS0121	Painting I	3	Social Science Requirement:	
ARTS0151	Sculpture I	3		Social Science Core Elective
ARTS0161	Ceramics I	3		Total
DIGI0131	Two-Dimensional Design I	3		3
	Total	18	Mathematics Requirement:	
Elective Technical Requirement			MATH0104	Intermediate College Algebra or higher
(Two of the following at 3 credit hours each)			Total	3
ARTS0212	Drawing II*	3	Natural and Physical Science:	
ARTS0213	Drawing III*	3		Natural & Physical Science
ARTS0222	Painting II*	3		Core Elective
ARTS0223	Painting III*	3		Total
ARTS0140	Introduction to Photography	3		3
ARTS0241	Intermediate Photography	3	Total General Education requirement	
ARTS0252	Sculpture II	3	*See course description for prerequisite.	
ARTS0253	Sculpture III	3	Technical Requirement (21 additional credits)	
ARTS0262	Ceramics II*	3	ARTS0103	Art History II
ARTS0263	Ceramics III*	3	ARTS0111	Drawing I
DIGI0115	Beginning Photoshop	3	ARTS0121	Painting I
DIGI0116	Intermediate Photoshop*	3	ARTS0140	Intro to Photography
DIGI 0132	Two Dimensional Design II*	3	ARTS0151	Sculpture I
DIGI0174	Beginning Illustrator	3	ARTS0161	Ceramics I
DIGI0175	Advanced Illustrator*	3	DIGI0131	Two-Dimensional Design I
	Total	6	Total	21
*See course description for prerequisite.			Choose six of the courses listed below	
Total hours required for an Associate in Arts in Liberal Arts and Sciences in Studio Arts Degree 61-65			(18 additional credits)	
Curriculum Pathway Leading to An Associate in General Studies in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:			ARTS0212	Drawing II*
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.			ARTS0213	Drawing III*
			ARTS0222	Painting II*
			ARTS0223	Painting III*
			ARTS0241	Intermediate Photography
			ARTS0252	Sculpture II
			ARTS0253	Sculpture III
			ARTS0262	Ceramics II
			ARTS0263	Ceramics III
			DIGI0115	Beginning Photoshop
			DIGI0116	Intermediate Photoshop*
			DIGI0117	Advanced Photoshop*
			DIGI0132	Two Dimensional Design II
			DIGI0174	Beginning Illustrator
			DIGI0175	Advanced Illustrator*
GENERAL EDUCATION REQUIREMENTS				
College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are				

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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
Total		18

Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Studio Arts Degree **61-62**

*Check course description for prerequisite

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

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

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: 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 performance grants are available to qualified students. Individuals with experience in journalism may 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, 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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning.

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0104	College Algebra or higher	3-5
Total		3

Humanities Requirement:		Hours
(9 credit hours from 3 disciplines)		
JOUR0175	Introduction to Mass Communications	3
	Humanities Core Elective	3
	Humanities Core Elective	3
Total		9

Social Science Requirement:		Hours
(6 credit hours from 2 disciplines)		
	Social Science Core Elective	3
	Social Science Core Elective	3
Total		6

Natural and Physical Science Requirement:		Hours
	Natural and Physical Science	
	Core Elective	4-5
Total		4-5

Foreign Language Requirement:		
	Foreign Language Core Elective	5
Total		5

Total General Education Requirement: **37-41**

*See course description for prerequisite.

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Technical Requirement (21-22 additional credits)		Hours
JOUR0176	Reporting I	3
JOUR0277	Production Processes I	2
JOUR0278	Production Processes II	2
	Elective (additional credit hours from any subject as necessary to equal a 60-hour degree)	12-16

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: Bryan Whitehead

Email Address: bryanw@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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

*See course description for prerequisite.

Mathematics Requirement:		Hours
MATH0104	Intermediate Algebra or higher	3
Total		3

Humanities Requirement:		Hours
JOUR0175	Intro to Mass Communication	3
Total		3

Social Science Requirement:		Hours
Social Science Core Elective		3
Total		3

Natural and Physical Science Requirement:		Hours
Natural & Physical Science		
Core Elective		3
Total		3

Total General Education Requirement: **22-25**
*See course description for prerequisite.

Technical Requirement: (35-38 additional credits)		Hours
JOUR0176	Reporting	3
JOUR0277	Production Processes I	2
JOUR0278	Production Processes II	2
	Electives (additional credit hours as necessary to equal a 60-hour degree)	
Total		28-31

Total hours required for an Associate in General Studies 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:

MUSIC WITH AN EMPHASIS IN MUSIC TECHNOLOGY

Coordinator: Ian Corbett

Email Address: 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 practical experiences provide an introduction to the use of computers in musical and multimedia production, including web design, digital video editing, and audio recording.

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

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

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All

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degree-seeking students who score **below 73** on the COMPASS 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
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or higher*	3-5
Total		3-5

Humanities Requirement:		Hours
MUSC0101	Music Appreciation	3
Total		3

Social Science Requirement:		Hours
PSYC0101	Psychology or	
SOSC0107	Sociology	3
Total		3

Natural and Physical Science Requirement:		Hours
NASC0130	Introductory Physics	3
Total		3

Total General Education Requirement:		22-25
*See course description for prerequisite.		

Technical Requirement:		Hours
MUSC0111	Music Theory I	4
MUSC0112	Music Theory II	4
MUSC0213	Music Theory III	4
MUSC0214	Music Theory IV	4
	Performance Ensembles (4 semesters)	4
	Applied Lessons (4 semesters)	4
	Piano Class/Applied Piano (2 semesters) or	
AUDI0110	Music Technology 1	3
AUDI0210	Music Technology 2	3
AUDI0230	Multimedia Production	3
AUDI0240	Sound Editing and Synthesis	3
AUDI0250	Audio Recording 1	3
Total		39

*See course description for prerequisite.

Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Music Technology Degree		61-64
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**Curriculum Pathway Leading to An Associate in Arts in
Liberal Arts & Sciences for Students Seeking A Transfer
Degree to a 4-Year Institution:**

MUSIC

Coordinator: Jerry Pope

E-mail Address: jpope@kckcc.edu

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

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

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 should 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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning.

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or higher	3-5
Total		3-5

Humanities Requirement (9 credit hours from 3 disciplines:		Hours
	Humanities Core Electives	9
Total		9

Social Science Requirement: (6 credit hours from 2 disciplines)		Hours
	Social Science Core Electives	6
Total		6

Natural and Physical Science Requirement: (lecture with lab)		Hours
	Natural and Physical Science Core Elective	4-5
Total		4-5

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Foreign Language Requirement:	Hours
Foreign Language Core Elective	5
Total	5

Total General Education Requirement: **37-41**

*See course description for prerequisite.

Technical Requirement: (26 additional credits)	Hours
MUSC0111 Music Theory I	4
MUSC0112 Music Theory II	4
MUSC0213 Music Theory III	4
MUSC0214 Music Theory IV	4
Performance Ensembles – 4 semesters	4
Applied Lessons – 4 semesters	4
Piano class or applied piano – 2 semesters	2
Total	26

*See course description for prerequisite.

Total hours required for an Associate in Arts in Liberal Arts and Sciences in Music Degree **63-67**

THEATRE

Coordinator: Dr. Charles Leader

E-mail Address: cleader@kckcc.edu

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

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

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 should 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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning.

HUDV Requirement:	Hours
HUDV0100 First Year Experience or	1
HUDV0101 Strategies for Academic Excellence/Lifelong Learning	2
Total	1-2

Basic Skill Requirement:	Hours
ENGL0101 Composition I	3

ENGL0102 Composition II	3
SPCH0151 Public Speaking or	
SPCH0201 Interpersonal Communication	3
Total	9

Mathematics Requirement:	Hours
MATH0105 College Algebra or higher	3-5
Total	3-5

Humanities Requirement:	Hours
ENGL0212 Drama as Literature: Early to Modern	3
THTR0101 Theatre Appreciation	3
Humanities Core Elective	3
Total	9

Social Science Requirement:	Hours
PSYC0101 Psychology	3
SOSC0107 Sociology	3
Total	6

Natural and Physical Science Requirement: (lecture with lab)	Hours
NASC0103 General Physical Science	5
Total	5

Foreign Language Requirement:	Hours
LANG Foreign Language Core Elective	5
Total	5

Total General Education Requirement: **38-41**

*See course description for prerequisite

Technical Requirement (24 additional credits):	Hours
THTR0105 Introduction to Acting	3
THTR0115 Acting I	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
THTR/	
SPCH0222 Voice and Diction	3
Total	24

*See course description for prerequisite.

Total hours required for an Associate in Arts in Liberal Arts and Sciences in Theatre Degree **62-65**

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

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events. Students who follow the program are assured technical opportunities in lighting, sound, set construction, and/or stage management each semester during the two-year program.

A limited number of performance grants are available to qualified students. Individuals with previous experience in theatrical performance and/or technical production should apply directly to the coordinator 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 should 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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning.

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II *	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

*See course description for prerequisite.

Mathematics Requirement:		Hours
MATH0105	College Algebra or higher	3-5
Total		3-5

Humanities Requirement:		Hours
THTR0101	Theatre Appreciation	3
Total		3

Social Science Requirement:		Hours
PSYC0101	Psychology	3
Total		3

Natural and Physical Science Requirement:		Hours
NASC0103	General Physical Science	5
Total		5

*See course description for prerequisites.

Total General Education Requirement:	24-27
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Technical Requirement:		Hours
ARTS0111	Drawing I	3
AUDI0150	Live Sound Reinforcement 1	1
AUDI0151	Live Sound Reinforcement 2	1
ENGL0212	Drama as Literature: Early to Modern	3

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)		
Total		35

**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 SOCIAL SCIENCES DEGREES/PROGRAMS

ASSOCIATE IN APPLIED SCIENCE DEGREES

Substance Abuse/Addiction Counseling- Addiction Counselor
Early Childhood Education - Child Care and Support Services
Management

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:

Elementary Education
History
Philosophy
Political Science
Pre-Law
Secondary Education
Sociology
Pre-Public Administration
Pre-Social Work
Victim Survivor Services

TECHNICAL CERTIFICATES

Addiction Counselor
Early Childhood Education/CDA
Victim/Survivor Services

ADDICTION COUNSELOR ASSOCIATE IN APPLIED SCIENCE DEGREE

Program Coordinator: Dr. Thomas C. Hall
Email Address: thall@kckcc.edu

Combining traditional, theoretical, and experiential learning, the Addiction Counselor Training Program offers students the opportunity to grow personally and professionally. KCKCC's open learning environment, with scheduling and advising tailored to needs of both working professionals and traditional students, allows students the opportunity to develop personalized styles for the active learner.

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Through satisfactory completion, students gain education and skills required in the treatment environment, with course work geared toward National Exams. To be licensed as an addiction counselor in the state of Kansas, applicants must earn a bachelor's degree at an accredited institution in a human services-related field. KCKCC, in conjunction with our 2+2 programs with other colleges and universities, is uniquely positioned with its lower fees and smaller class sizes to assist the student as they work to fulfill many of the Kansas Behavioral Science Regulatory Board academic requirements as well as those of the state of Missouri. Degreed individuals holding a 4-year degree in a related field may pursue a certificate program through 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.)

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or	5
	Math Core Elective	3
Total		3-5

Humanities Requirement:		Hours
THTR0105	Introduction to Acting	3
Total		3

Social Science Requirement:		Hours
PSYC0101	Psychology*	3
VTSP0102	Victim/Survivor Services	3
Total		6

Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
Total		5

Total General Education Requirement: 27-30

Technical Requirement:		Hours
ADCN0101	Introduction to Addictions	3
ADCN0106	Individual Counseling Methods	3
ADCN0204	Family Therapy	3
ADCN0205	Ethics: Addiction Counseling	3
ADCN0206	Problem and Compulsive Gambling	4
ADCN0209	Pharmacology: Addiction Counseling	3
ADCN0210	Group Dynamics and Addictions I	3
ADCN0221	Counseling and Services Coordination	3
ADCN0250	Addiction Counseling Field Practicum I*	3
ADCN0251	Addiction Counseling Field Practicum II*	3
PSYC0297	Abnormal Psychology*	3
Total Addiction Counselor Program Requirement		34

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
Email Address: thall@kckcc.edu

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.

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 Requirement:		Hours
ADCN0101	Introduction to Addictions	3
ADCN0106	Individual Counseling Methods	3
ADCN0204	Family Therapy	3
ADCN0205	Ethics: Addiction Counseling	3
ADCN0206	Problem and Compulsive Gambling	4
ADCN0209	Pharmacology: Addiction Counseling	3
ADCN0210	Group Dynamics & Addictions I	3
ADCN0221	Counseling and Services Coordination	3
ADCN0250	Field Practicum I*	3

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ADCN0251	Field Practicum II*	3
PSYC0297	Abnormal Psychology*	3
Total		34

*See course description for prerequisite.

Total hours required for an Addiction Counselor Technical Certificate **34**

EARLY CHILDHOOD EDUCATION ASSOCIATE IN APPLIED SCIENCE

Program Coordinator: Dr. Diane Plunkett
Email Address: dplunkett@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.

National Child Development Associate (CDA) Credential
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.

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 – ASSOCIATE IN APPLIED SCIENCE

College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II or	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking or	

SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement: Hours

MATH0110	Business Math or Math Core Elective	3
Total		3

Humanities Requirement: Hours

ENGL0107	Children's Literature	3
Total		3

Social Science Requirement: Hours

PSYC0101	Psychology *	3
PSYC0202	Child Development *	3
Total		6

Natural and Physical Science Requirement: Hours

	Science Core Elective	3
Total		3

Total General Education Requirement: 25-26

Technical Requirement: Hours

CHLD0100	Fundamentals of Early Care Education	3
CHLD0114	Infant and Toddler First Aid and CPR I	
CHLD0110	Infant & Toddlers I or	
CHLD0112	Preschoolers I or	
CHLD0125	School Age Care I	3
CHLD0111	Infants & Toddlers II* or	
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* or	
CHLD0215	Science in Early Childhood or	
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
Total		46

*See course description for prerequisite.

Total hours required for an Associate in Applied Science in Early Childhood Education Degree 71-72

Early Childhood Education Elective: Hours

CHLD0101	Early Childhood Substitute Teacher Training	1
LANG0152	Spanish for Child Care Facility Personnel	3
CHLD0227	Child Development Associate Preparation	2

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EARLY CHILDHOOD SUBSTITUTE TEACHER TRAINING /PRESERVICE TRAINING CERTIFICATE

CHLD0101	Early Childhood Substitute Training	1
Total		1

NATIONAL CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL

CHLD0101	Early Childhood Substitute Training	1
CHLD0100	Fundamentals of Early Care Education	3
CHLD0110	Infants and Toddlers I or	
CHLD0112	Preschoolers I	3
CHLD0111	Infants and Toddlers II or	
CHLD0113	Preschoolers II	3
CHLD0227	Child Development	
	Associate Preparation	2
Total hours required for the CDA		12

TEC CERTIFICATE IN EARLY CHILDHOOD EDUCATION –TEC

All classes in CDA plus

CHLD 0114	Infant and Toddler First Aid and CPR	1
CHLD 0124	Early Childhood Lab Experience I	2
CHLD 0126	Early Childhood Lab Experience II	2
CHLD 0220	Wellness, Health and Safety for the	
	Young Child	3
Total hours required for the (TEC)		20
Certificate		

ONE YEAR EARLY CHILDHOOD EDUCATION CERTIFICATE

HUDV0100	First Year Experience or	
HUDV0101	Strategies for Academic	
	Excellence and Lifelong Learning	1-2
ENGL0101	Composition I	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
CHLD0101	Early Childhood Substitute	
	Teacher Training	1
CHLD0100	Fundamentals of Early Care Education	3
CHLD0110	Infants and Toddlers I or	
CHLD0112	Preschoolers I	3
CHLD0111	Infants and Toddlers II or	
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 or	
CHLD0165	Parenting and Parental Involvement	
	in Child Care Education	3
CHLD0152	Spanish for Child Care	
	Facility Personnel	2
CHLD0220	Wellness, Health and Safety for the	
	Young Child	3
Total hours required for One-Year		32-33
Certificate in Early Childhood Education		

**Curriculum Pathway Leading to an Associate in Arts in
Liberal Arts & Sciences for Students Seeking a Transfer
Degree to a 4-Year Institution:**

ELEMENTARY EDUCATION

Program Coordinator: Dr. Hira Nair

Email Address: hnair@kckcc.edu

The following courses meet the requirements for an Associate of Arts Degree in Elementary or Secondary Education at KCKCC. However, each transfer institution is unique and students are strongly encouraged to select courses according to the specific requirements of their chosen transfer institution.

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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning.

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement: (9 credit hours)		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or	
MATH0108	Pre-Calculus Mathematics	3-5
Total		3-5

Humanities Requirement: (9 credit hours from 3 disciplines)		Hours
HIST0104	United States to 1877 or	
HIST0105	United States Since 1877	3
MUSC0101	Music Appreciation	3
	Humanities Core Elective	3
Total		9

Social Science Requirement:		Hours
(6 credit hours from 2 disciplines)		
PSYC0101	Psychology*	3
SOSC0107	Sociology	3
Total		6

Natural and Physical Science Requirement:		Hours
(lecture with lab)		
	General Physical Science	5
Total		5

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Modern Language Requirement:		Hours	HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2			
LANG0139	Conversational Spanish and	3						
LANG0151	Spanish for School Administrators, Teachers, Paraprofessionals, And Support Staff	3		Total	1-2			
	Total	6						
Total General Education Requirement:		39-42						
*See course description for prerequisite.								
Technical Requirements		Hours						
(21 additional credit hours from the following):								
ECON0201	Principles of Macroeconomics or	3						
ECON0202	Principles of Microeconomics							
EDUC0160	Introduction to Teaching:							
	Career Awareness	3						
EDUC0161	Studying Children & Adolescents in the Schools	3						
EDUC0262	Education in a Multicultural Society	3						
ENGL0107	Children's Literature	3						
EXSC0205	Personal School Community Health	3						
PSYC0202	Child Development*	3						
	Total	21						
*See course description for prerequisite.								
Total hours required for an Associate in Arts in Liberal Arts and Sciences in Elementary Education Degree		60-63						
Curriculum Pathway Leading to an Associate of Arts in Liberal Arts & Sciences for Students Seeking a Transfer Degree to a 4-Year Institution								
SECONDARY EDUCATION								
Program Coordinator: Dr. Hira Nair								
Email Address: hnair@kckcc.edu								
The following courses meet the requirements for an Associate of Arts Degree in Elementary or Secondary Education at KCKCC. However, each transfer institution is unique and students are strongly encouraged to select courses according to the specific requirements of their chosen transfer institution.								
<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>								
GENERAL EDUCATION REQUIREMENTS								
College Requirement - All first time students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/ Lifelong Learning. (See exemptions)								
HUDV Requirement:		Hours						
HUDV0100	First Year Experience or	1						
Basic Skill Requirement:		Hours						
ENGL0101	Composition I	3						
ENGL0102	Composition II	3						
SPCH0151	Public Speaking or							
SPCH 0201	Interpersonal Communication	3						
	Total	9						
Mathematics Requirement:		Hours						
MATH0105	College Algebra or							
MATH0108	Pre-Calculus Mathematics	3-5						
	Total	3-5						
Humanities Requirement: (9 credit hours from 3 disciplines)		Hours						
ARTS0101	Art Appreciation	3						
HIST0104	United States to 1877 or							
HIST0105	United States Since 1877	3						
MUSC0101	Music Appreciation	3						
	Total	9						
Social Science Requirement:		Hours						
(6 credit hours from 2 disciplines)								
PSYC0101	Psychology	3						
SOSC0107	Sociology	3						
	Total	6						
Natural and Physical Science Requirement:		Hours						
(lecture with lab)								
	General Physical Science	5						
	Total	5						
Foreign Language Requirement:		Hours						
LANG0139	Conversational Spanish	3						
LANG0151	Spanish for School Administrators, Teachers, Paraprofessionals, and Support Staff	3						
	Total	6						
Total General Education Requirement:		39-42						
Technical Requirement (15 credit hours):		Hours						
ECON0201	Principles of Macroeconomics or							
ECON0202	Principles of Microeconomics**	3						
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						
	Electives	3-6						
	Total	21-25						
**Social Studies majors also need Principles of Microeconomics ECON0202.								
Total required for an Associate in Arts in Liberal Arts & Sciences in Secondary Education Degree		60-66						
Curriculum Pathway Leading to an Associate in Arts in Liberal Arts & Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:								

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HISTORY

Dr. Mario Ramos-Reyes

Email Address: mramos@kckcc.edu

Dr. Valdenia Winn

Email Address: vwinn@kckcc.edu

History at Kansas City Kansas Community College introduces students to an array of peoples, time periods, and regions. Students examine a wide range of subjects from early cultures, ancient and classical civilizations, 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 students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/ Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or	
MATH0108	Pre-Calculus Mathematics	3-5
Total		3-5

Humanities Requirement:

(9 credit hours from 3 disciplines)

HIST0104	United States to 1877 or	
HIST0105	United States Since 1877	3
PHIL0103	Introduction to Philosophy or	
PHIL0105	Logic or	
PHIL0206	Ethics	3
Humanities Core Elective		3
Total		9

Social Science Requirement:

(6 credit hours from 2 disciplines)

POSC0101	Introduction to Political Science or	
POSC0102	International Relations/Foreign Policy	3
SOSC0107	Sociology	3
Total		6

Natural and Physical Science Requirement: (lecture with lab)

Natural and Physical Sciences	4-5
Core Elective	
Total	4-5

Foreign Language Requirement:

Foreign Language Core Elective	5
Total	5

Total General Education Requirement: 37-41

History Majors must take HIST0115 and HIST0116 plus enough credits to equal at least a 60-hour degree

HIST0106	Black History	3
HIST0107	Modern Europe	3
HIST0108	Religion in America	3
HIST0109	The Bible as History	3
HIST0112	Modern Latin America	3
HIST0115	World Civilization I	3
HIST0116	World Civilization II	3
HIST0204	Western Civilization I	3
HIST0205	Western Civilization II	3

Minimum hours required for an Associate in Arts in Liberal Arts & Sciences in History Degree

64-68

HUMAN DEVELOPMENT

Dean: Dr. Cherilee Walker

Email Address: cwalker@kckcc.edu

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.

PHILOSOPHY

Program Coordinator: Dr. Mario Ramos-Reyes

Email Address: mramos@kckcc.edu

Philosophy, as the love of wisdom, analyzed the most fundamental issues of the human condition, issues concerning the nature of the human person, justice, the possibility of the existence of God and human freedom, the significance of political and moral values, and, above all, the question of

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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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning.

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or	
MATH0108	Pre-Calculus Mathematics	3-5
Total		3-5

Humanities Requirement:		Hours
(9 credit hours from 3 disciplines)		
HIST0104	United States To 1877 or	
HIST0105	United States Since 1877	3
PHIL0103	Introduction to Philosophy or	
PHIL0105	Logic or	
PHIL0206	Ethics	3
	Humanities Core Elective	3
Total		9

Social Science Requirement:		Hours
(6 credit hours from 2 disciplines)		
POSC0111	American Government	3

PSYC0101	Psychology*	3
SOSC0107	Sociology	3
SOSC0207	Urban Sociology* or	
SOSC0209	Social Problems*	3
Total		6

Natural and Physical Science Requirement: (lecture with lab)		Hours
	Natural and Physical Science	
	Core Elective	4-5
Total		4-5

Foreign Language Requirement:		Hours
	Foreign Language Core elective	5
Total		5

Total General Education Requirement:	37-41
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Choose 22-24 additional credits from the following:		Hours
EDUC0262	Education in a Multicultural Society	3
HIST0112	Modern Latin America	3
HUMN0152	Women in Religion	3
HUMN0207	Comparative World Religions	3
PHIL0107	Business Ethics	3
PHIL0206	Ethics	3
PHIL0200	Philosophy of Religion	3
	Electives	1-3
Total		22-24

Total hours required for an Associate in Arts in Liberal Arts and Sciences in Philosophy Degree	59-65
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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 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.

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GENERAL EDUCATION REQUIREMENTS

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or	
MATH0115	Statistics*/#	3-5
Total		3-5

#Depending on University transfer

Humanities Requirement:		Hours
(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
PHIL0103	Introduction to Philosophy or	
PHIL0206	Ethics*	3
	Humanities Core Elective	3
	(from Art, Literature, Music or Theatre [Performance courses are excluded])	
Total		9

Social Science Requirement:		Hours
(6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)		
POSC0102	International Relations/Foreign Policy or	
POSC0111	American Government	3
PSYC0101	Psychology* or	
SOSC0107	Sociology	3
Total		6

Natural and Physical Science Requirement:		Hours
(lecture with lab)		
	Natural and Physical Science	5
	Core Elective	
Total		5

Foreign Language Requirement:		Hours
	Foreign Language Core Elective	5
Total		5

Total General Education Requirement: 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
Total		19-23

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 of Arts In Liberal Arts & Science for Students Seeking a Transfer Degree to a 4-Year Institution:

PRE-PUBLIC ADMINISTRATION

The Associate in Arts Degree in Public Administration is designed to begin the preparation for careers in public service, non-governmental organizations, urban and community planning, and pastoral and philanthropic work. Students with the AAPA will be able to transfer to baccalaureate programs in public administration and related fields, especially to Washburn University, the University of Kansas, and the University of Nebraska at Omaha. Students uninterested in transfer possibilities may utilize the AAPA as an effective introduction to, and preparation for, active and effective citizenship.

The AAPA program will emphasize administration, communication, law, planning, research, resource management, and range of public issues. The academic content of the courses will combine the theoretical with both experiential and practical dimensions. Learning and teaching will be interactive, intercultural, and inter-disciplinary.

The Associate in Arts 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."

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

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HUDV Requirement:		Hours	SOSC0209	Social Problems*	3
HUDV0100	First Year Experience or	1		(Washburn transfers: MATH0115, Statistics instead of SOSC0209)	
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2	SOSC0215	Introduction to Human Services	3
	Total	1-2		Total	19-22
Basic Skill Requirement:		Hours	Total hours required for an Associate in Arts in Liberal Arts & Science in Pre-Public Administration Degree		
ENGL0101	Composition I	3			
ENGL0102	Composition II*	3			
SPCH0151	Public Speaking or		*See course description for prerequisite.		
SPCH0201	Interpersonal Communication	3	**University of Kansas Bound: Add HIST0115/0116/0117/0118		
	Total	9	Western Civilization requirements (8 credit hours) Drop: HIST0211 and SOSC0207 (6 credit hours)		
Mathematics Requirement:		Hours	Curriculum Pathway Leading to an Associate in Arts in Liberal Arts & Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:		
MATH0105	College Algebra or		PRE-SOCIAL WORK		
MATH0115	Statistics*/#	3-5	Program Coordinator: Cleon Wiggins		
	Total	3-5	Email Address: cwiggins@kckcc.edu		
#Depending on University transfer			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.		
Humanities Requirement:		Hours	<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>		
(9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)			GENERAL EDUCATION REQUIREMENTS		
HIST0211	Contemporary Issues	3	College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning.		
PHIL0206	Ethics*	3			
	Humanities Core Elective (from Art, Literature, Music or Theatre [Performance courses are excluded])	3			
	Total	9			
Social Science Requirement:		Hours			
(6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)					
PSYC0101	Psychology* or				
SOSC0107	Sociology	3			
ECON0201	Principles of Macroeconomics or				
ECON0202	Principles of Microeconomics	3			
	Total	6			
Natural and Physical Science Requirement:		Hours			
(lecture with lab)					
	Natural or Physical Science				
	Core Elective	5			
	Total	5			
Foreign Language Requirement:		Hours			
	Foreign Language Core Elective	5			
	Total	5			
Total General Education Requirement:		38-41			
**See course description for prerequisite.					
Technical Requirement: (19-22 additional credits)		Hours			
BUSN0108	Human Relations in Business or				
BUSN0280	Human Resource Management or (Washburn transfers: CIST0100 Computer Concepts & Applications instead of the above 2 courses)	3			
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			

Arts, Humanities, and Social Sciences

Humanities Requirement: (9 credit hours from 3 disciplines)		Hours
HIST0115	World Civilization I or	
HIST0116	World Civilization II	3
PHIL0206	Ethics*	3
	Humanities Core Elective	3
Total		9

Social Science Requirement: (6 credit hours from 2 disciplines)		Hours
PSYC0101	Psychology	3
SOSC0107	Sociology	3
Total		6

Natural and Physical Science Requirement: (lecture with lab)		Hours
	Natural or Physical Science	5
	Core Elective	
Total		5

Foreign Language Requirement:		Hours
	Foreign Language Core Elective	5
Total		5

Total General Education Requirement	38-41
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Technical Requirement (19-22 additional credits)		Hours
SOSC0108	Sociology of the Family	3
SOSC0109	Diversity Studies	3
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
Total		19-22

Total hours required for an Associate in Arts in Liberal Arts & Sciences in Pre-Social Work Degree 60

Curriculum Pathway Leading to an Associate in Arts in Liberal Arts & Sciences for Students Seeking a Transfer Degree to a 4-Year Institution:

SOCIOLOGY

Program Coordinator: Cleon Wiggins

Email Address: cwiggins@kckcc.edu

Sociology is the systematic study of human society and social institutions. As a social science, it has developed broad perspectives and formulated methods of social investigation based on sound scientific theories. Sociology begins for the most part with the assumption that we are inherently social animals shaped by our social environment and that individual behavior results from the social constraints found in every society. The social institutions such as family, religion, politics, education, sports, media, and health care are complex creations which must be investigated and understood in order to function properly and for the good of all. To study sociology is to study all of the histories, complexities, intricacies of society in general and the interaction between people and these institutions in particular. Sociologists and those utilizing sociological knowledge and methodologies are in a position to contribute to society by developing and enriching their own

personal and professional life. Sociology can provide the necessary foundation to those aspiring to pursue a career in the field of public administration, private and public enterprises, human relations, community development, social work, education, child care and law.

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 students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning.

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or	
MATH0115	Statistics	3-5
Total		3-5

Humanities Requirement: (9 credit hours from 3 disciplines)		Hours
HIST0104	United States to 1877 or	
HIST0105	United States Since 1877	3
PHIL0206	Ethics	3
	Humanities Core Elective	3
Total		9

Social Science Requirement: (6 credit hours from 2 disciplines)		Hours
PSYC0101	Psychology	3
SOSC0107	Sociology	3
Total		6

Natural and Physical Science Requirement: (lecture with lab)		Hours
	Natural or Physical Science Core Elective	5
Total		5

Foreign Language Requirement:		Hours
	Foreign Language Core Elective	5
Total		5

Arts, Humanities, and Social Sciences

Total General Education Requirement: 38-41

****See course description for prerequisite.**

Technical Requirement (19-22 additional credits) Hours

ANTH0100	General Anthropology	3
ANTH0105	Archaeology	3
ANTH0106	Native American Indians	3
ECON0201	Principles Of Macroeconomics	3
GEOG0101	Introduction to Cultural Geography	3
SOSC0103	Introduction to Social Science	3
SOSC0108	Sociology of the Family	3
SOSC0109	Diversity Studies	3
SOSC0134	Criminology	3
SOSC0207	Urban Sociology	3
SOSC0209	Social Problems	3
SOSC0215	Introduction to Human Services	3

Total hours required for an Associate in Arts in Liberal Arts and Sciences in Sociology Degree 60

VICTIM/SURVIVOR SERVICES ASSOCIATE IN ARTS

Program Coordinator: Karisse Whyte

Email Address: kwhyte@kckcc.edu

The Associate in Arts in Liberal Arts & Sciences Degree in Victim/Survivor Services is designed for students seeking to transfer to human services-related bachelor's degree programs such as social work, victim services, psychology, sociology, criminal justice, and pre-law. The Victim/Survivor Services AA degree is an excellent foundation and background from which to launch further education leading to careers in victim advocacy, sexual assault and/or crisis counseling, domestic violence intervention, victim law, non-profit administration, ministry/pastoral care, youth services, and/or addiction 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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3

ENGL0102	Composition II*	3
SPCH0151	Public Speaking	3
Total		9

Mathematics Requirement:

MATH0105	College Algebra*	3-5
Total		3-5

Humanities Requirement:

(9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)

PHIL0206	Ethics*	3
Humanities Core Electives		6
(2 courses: 1 each from either Art, History, Literature, Music or Theatre)		
Performance courses are excluded		
Total		9

Social Science Requirement:

(6 credit hours from at least 2 disciplines including: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)

PSYC0101	Psychology*	3
SOSC0107	Sociology	3
Total		6

Natural and Physical Science Requirement: (lecture with lab)

Natural and Physical Science	
Core Elective	4-5
Total	4-5

Foreign Language Requirement

Foreign Language Core Elective	5
Total	5

Total General Education Requirement 37-41

Technical Requirement

VTSP0101	Victimology	3
VTSP0102	Victim/Survivor Services	3
Total Technical Requirement		6

Technical Electives (Select 15-19 additional credits From the following)#

ADCN0101	Introduction to Addictions	3
CRJS0101	Intro to Criminal Justice	3
ECON0201	Principles of Macroeconomics	3
POSC0111	American Government	3
PSYC0115	Grieving Process	3
PSYC0203	Human Development	3
PSYC0214	Social Psychology	3
SOSC0108	Sociology of the Family	3
SOSC0109	Diversity Studies	3
SOSC0134	Criminology	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
VTSP0103	Family Violence	3
VTSP0104	Rape and Child Abuse	3
VTSP0203	Crisis Counseling	3
Total Technical Elective Requirement		15-19

(Total hours required for an Associate in
Arts in Liberal Arts & Sciences in
Victim/Survivor Services Degree)

62

*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. This certificate – in combination with a state-accredited degree or credential in a discipline such as social work, general or addiction counseling, criminal justice, police science, corrections, or education – may offer greater opportunities for employment and/or advancement.

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 Required Courses		Hours
ADCN0101	Introduction to Addictions	3
VTSP0101	Victimology	3
VTSP0102	Victim/Survivor Services	3
VTSP0103	Family Violence	3
VTSP0104	Rape and Child Abuse	3
VTSP0203	Crisis Counseling	3
Total hours required for a Technical Victim/Survivor Services Certificate		18

Division of Mathematics, Science, Computer Technology, Business & Continuing Education

Division Dean: Dr. Ed Kremer
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MISSION

The Academic Division of Mathematics, Science, and Computer Technology is committed to excellence in all of its courses. Through a supportive learning environment, the mission of the dean, faculty, and staff is to provide our students with programs that range from technical certifications, to associate degrees in Art, Science, General Studies, and Applied Science.

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)

Corrections

Drafting (CAD)

Fire Science/Fire-Fighting

Police Science

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

Pre-Sports Management

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-Clinical Laboratory Science

Mathematics, Science, Computer Technology, Business & Continuing Education

Pre-Nutrition
Pre-Pharmacy
Pre-Veterinary

Curriculum pathway leading to an Associate in Science 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.

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-Clinical Laboratory Science
Pre-Engineering
Pre-Medical/Pre-Dental/Pre-Optometry
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
Corrections
Fire Science Homeland Security
Police Science

BIOLOGY

Coordinator: Dr. Curtis Smith
Email Address: cvsmith@kckcc.edu

The Biology Department provides coursework that allows students substantial flexibility in biologically based career options while instilling an appreciation for the complexity and diversity of life. Our biology laboratory courses prepare students with the hands on skills necessary to pursue professional positions in the medical field, industry, and

research. In biology lecture courses, students learn the mechanisms, theory, history, and philosophy of each biological science. The most fundamental goals of teaching and learning in biology are to develop an appreciation for the study of life, to enhance scientific literacy, and to foster a desire for continued acquisition of knowledge.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement:		Hours
(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
Total		6

Social Science Requirement:		Hours
(6 credit hours from at least 2 disciplines)		
	Social Science Core Elective	3
	Social Science Core Elective	3
Total		6

Mathematics & Natural and Physical Science Requirement:		Hours
BIOL0135	Principles of Cell and Molecular Biology	4
CHEM0111	College Chemistry I and Lab*	5
MATH0105	College Algebra or Above*	3-5
Total		12-14

Total General Education Requirement: **34-37**

Mathematics, Science, Computer Technology, Business & Continuing Education

*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 Requirement:		Hours
BIOL0225	Diversity of Organisms	5
BIOL0240	Introduction to Genetics	4
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Lab*	2
CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I*	3
CHEM0213	Organic Chemistry I Lab* (recommended)	2
NASC0231	General Physics I & Lab*	5
Total		29

*See course description for prerequisite.

Total for an Associate in Science in Liberal Arts & Sciences in Biology Degree **63-66**

Curriculum pathway leading to an Associate in Science in Liberal Arts & Sciences for students seeking a transfer degree to a 4-year institution:

CHEMISTRY

Faculty Advisor: Dr. Ron Budhram

Email Address: rbudhram@kckcc.edu

The Chemistry Department's goal is to provide high quality educational programs for all students who study chemistry at KCKCC. Faculty strive to teach chemistry in ways that help students to become life-long learners, develop effective written and oral communicators, and explore the relationship of chemistry to other fields. The department endeavors to integrate education and research by incorporating recent discoveries, modern techniques, and research-grade instrumentation into the curriculum. As mentors for collaborative student-faculty research and creative projects, faculty works with students to expand fundamental knowledge in chemistry and develop students' abilities for independent scholarship. The department strives to prepare chemistry majors for direct employment in chemistry, entry into four year colleges and universities or professional programs.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement: (6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
	Literature Core Elective	3
Total		6

Social Science Requirement: (6 credit hours from at least 2 disciplines)		Hours
	Social Science Core Elective	3
	Social Science Core Elective	3
Total		6

Mathematics & Natural and Physical Science Requirement:		Hours
CHEM0111	College Chemistry I and Lab*	5
CHEM0112	College Chemistry II and Lab*	5
MATH0122	Calculus and Analytic Geometry I**	5
Total		15

Total General Education Requirement: **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.

Chemistry Requirement:		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 and Lab*	5
NASC0232	General Physics II*	5
Total		30

*See course description for prerequisite.

Total for an Associate in Science in Liberal Arts & Sciences in Chemistry Degree **67-68**

COMPUTER ENGINEERING TECHNOLOGY

Program Coordinator: Mr. Jamie Raymond

Email Address: jraymond@kckcc.edu

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

Mathematics, Science, Computer Technology, Business & Continuing Education

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE – Web Emphasis

Program Coordinator: Mr. Jamie Raymond
Email Address: jraymond@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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
ENGR0104	Applied Math or Mathematics Core Elective	3
Total		3

Humanities Requirement: (3 credit hours from one of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
Total		3

Social Science Requirement: 3 credit hours from one of the following: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)		Hours
	Social Science Core Elective	3
Total		3

Natural and Physical Science Requirement:		Hours
	Natural and Physical Science Core Elective	3
Total		3

Total General Education Requirement:	22-23
*See course description for prerequisite.	

Computer Engineering Technology Requirement:		Hours
CIST0101	Computer Concepts and Applications	3
CIST0111	Microcomputer Business Software*	3
CIST0117	Networking I*	3
CIST0137	HTML Web Page Development	3
CIST0147	Computer Operating Systems	4
CIST0180	Elements of Programming	3
CIST0214	Home Computer Repair/Maintenance	4
CIST0232	Linux Web Server	3
ENGR0108	Electronic Circuit Fundamentals	3
Total		29

Web Application Emphasis		Hours
CIST0150	Web Graphics & Multimedia (Firework)	3
CIST0152	JavaScript	3
CIST0189	Web Animation (Flash)	4
CIST0230	Advanced Web Page Design (Dreamweaver)	3
CIST0242	Javascript II	3
CIST0248	Web Database Connectivity	3
CIST0226	SQL Server	3
CIST0270	Web Server (NT & IIS)	3
CIST0272	Server-side programming	

Mathematics, Science, Computer Technology, Business & Continuing Education

CIST0299	Using PHP	3
	Industrial Internship (Computer)	3
	Total	14

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 mandatory placement criteria.

***See course description footnotes.

**Total hours required for an Associate in
Applied Science Computer Engineering
Technology with Web Emphasis Degree 65-66**

ASSOCIATE IN APPLIED SCIENCE DEGREE COMPUTER SOFTWARE TECHNOLOGY/ TECHNICIAN

Program Coordinator: Mr. Jamie Raymond

Email Address: jraymond@kckcc.edu

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 excellence in teaching. 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.

GENERAL EDUCATION REQUIREMENTS

College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience (1 credit hour). All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV 101, Strategies for Academic Excellence/Lifelong Learning (2 credit hours). (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Excellence/ Lifelong Learning	2
	Total	1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
	Total	9

Mathematics Requirement:		Hours
ENGR104	Applied Math or Mathematics Core Elective	3
	Total	3

Humanities Requirement: (3 credit hours from one of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
	Total	3

Social Science Requirement: 3 credit hours from one of the following: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)		Hours
	Social Science Core Elective	3
	Total	3

Natural and Physical Science Requirement:		Hours
	Natural and Physical Science Core Elective	3
	Total	3

Total General Education Requirement: 22-23

*See course description for prerequisite.

Computer Engineering Technology Requirement:		Hours
CIST0101	Computer Concepts and Applications	3
CIST0111	Microcomputer Business Software*	3
CIST0117	Networking I	3
CIST0137	HTML Web Page Development	3
CIST0147	Computer Operating Systems	4
CIST0180	Elements of Programming	3
CIST0214	Home Computer Repair/Maintenance	4
CIST0232	Linux Web Server	3
ENGR0108	Electronic Circuit Fundamentals	3
	Total	29

Mathematics, Science, Computer Technology, Business & Continuing Education

Programming/Software Emphasis (Select 14 hours) Hours

CIST0100	Introduction to the Internet	3
CIST0166	Microcomputer Applications I-II: (Excel Spreadsheets)*	3
CIST0182	Desktop Publishing and Presentations*	3
CIST0224	Advanced Desktop Publishing	3
CIST0226	SQL Server	3
CIST0227	Advanced Visual Basic	3
CIST0236	Database Management (MS Access)	3
CIST0240	C++ Programming ***	3
CIST0243	Swift Programming	4
CIST0244	IOS Mobile Applications Development	4
CIST0256	Object Oriented Programming	4
CIST0257	Android Mobile Applications Development	4
CIST0299	Industrial Internship (Computer)	3
Total		14

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 mandatory placement criteria.

***See course description footnotes.

**Total hours required for an Associate in Applied
Science Computer Software Technology Degree: 65-66**

COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS ASSOCIATE IN APPLIED SCIENCE DEGREE

Program Coordinator: Mr. Jamie Raymond

Email Address: jraymond@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 **73 or above** on the COMPASS reading exam are
required to take HUDV0100, First Year Experience. All
degree-seeking students who score **below 73** on the COMPASS
reading exam will take HUDV0101, Strategies for Academic
Excellence/Lifelong Learning. (See exemptions).

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
ENGR0104	Applied Math or Mathematics Core Elective	3
Total		3

Humanities Requirement: (from at least one of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
Total		3

Social Science Requirement: (from at least of the following: Anthropology, Economics, Geography, Political Science,) Psychology and Sociology)		Hours
	Social Science Core Elective	3
Total		3

Natural and Physical Science Requirement:		Hours
NASC	Natural and Physical Science Core Elective	3
Total		3

Total General Education Requirement: 22-23

*See course description for prerequisite.

Computer Engineering Technology Requirement:		Hours
CIST0101	Computer Concepts and Applications	3
CIST0111	Microcomputer Business Software*	3
CIST0117	Networking I	3
CIST0137	HTML Web Page Development	3
CIST0147	Computer Operating Systems	4
CIST0180	Elements of Programming	3
CIST0214	Home Computer Repair/Maintenance	4
CIST0232	Linux Web Server	3
ENGR0108	Electronic Circuit Fundamentals	3
Total		29

Networking Emphasis (Select 14 hours)		Hours
CIST0158	Networking II	4
CIST0161	Systems Manager (Windows 2003 Server)*	4
CIST0216	Networking III	4
CIST0218	Advanced System Manager (Windows NetInfrastructure)	4
CIST0220	Service and Support (Active Directory)	4
CIST0226	SQL Server	4
CIST0250	Networking IV	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
Total		14

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 mandatory placement criteria.

***See course description footnotes.

**Total hours required for an Associate
in Applied Science in Computer Systems
Networking and Telecommunications Degree: 65-66**

Mathematics, Science, Computer Technology, Business & Continuing Education

GENERAL EDUCATION REQUIREMENTS

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

*See course description for prerequisite.

Mathematics Requirement:		Hours
ENGR0104	Applied Math or Math Core Elective	3
Total		3

Humanities Requirement: (from at least one of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
Total		3

Social Science Requirement: (from at least two of the following: Anthropology, Economics, Geography, Political Science, Psychology and Sociology)		Hours
	Social Science Core Elective	3
Total		3

Natural and Physical Science Requirement:		Hours
NASC	Natural and Physical Science Core Elective	3
Total		3

Total General Education Requirement: **22-23**

Technical Requirement:		Hours
CIST	Electives	19-20
	Free Electives	20
Total		39-40

Note: Substitutions from other departments may be submitted with advisors approval. Recommended: Computer core plus additional hours in CIST, ENGR, MATH, NASC, or BUSN.

**Total hours for an Associate in General Studies in
Computer Engineering Technology Degree** **61-62**

GENERAL EDUCATION REQUIREMENTS

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are

required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions).

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

*See course description for prerequisite.

Humanities Requirement: (from at least two of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Electives	6
Total		6

Social Science Requirement: (from at least two of the following: Anthropology, Economics, Geography, Political Science,) Psychology and Sociology)		Hours
	Social Science Core Electives	6
Total		6

Mathematics & Natural and Physical Science Requirement: (lecture with lab)		Hours
MATH0105	College Algebra	5
	Biology & Physics or Chemistry Electives (physics recommended)	9-10
Total		14-15

Total General Education Requirement: **36-38**

Technical Requirement:		Hours
CIST0117	Networking I	3
CIST0137	HTML Web Page Development	3
CIST0147	Computer Operating System	4
CIST0180	Elements of Programming	3
CIST0214	Home Computer Repair/ Maintenance (CompTia A+)	4
	Computer Electives	9
Total		26

**Total hours for an Associate in Science in
Computer Engineering Technology Degree** **62-64**

TECHNICAL COMPUTER SOFTWARE TECHNOLOGY/TECHNICIAN CERTIFICATE

Program Coordinator: Mr. Jamie Raymond

Email Address: jraymond@kckcc.edu

This program is designed for the student who wants to complete a one-year certificate in Software Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a computer career. KCKCC is a Microsoft Authorized Academic Training Center. See our web-site for the most current information.

Mathematics, Science, Computer Technology, Business & Continuing 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.

Certificate Requirement	Hours
CIST0101 Computer Concepts and Applications	3
CIST0111 Microcomputer Business Software	3
CIST0117 Networking I	3
CIST0147 Computer Operating System	4
CIST0166 Microcomputer Applications I-II: (Excel Spreadsheets)*	3
CIST0180 Elements of Programming	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: Mr. Jamie Raymond
Email Address: jraymond@kckcc.edu

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 responsibility to follow the transfer requirements established by his/her transfer institution.

Certificate Requirement	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**

TECHNICAL CERTIFICATE COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS

Program Coordinator: Mr. Jamie Raymond
Email Address: jraymond@kckcc.edu

This program is designed for the student who wants to complete a one-year certificate in Software Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a computer career. KCKCC is a Microsoft Authorized Academic Training Center. See our 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 Requirement:	Hours
CIST0101 Computer Concepts and Applications	3
CIST0111 Microcomputer Business Software*	3
CIST0117 Networking I	3
CIST0147 Computer Operating System	4
CIST0158 Networking II	3
CIST0214 Home Computer Repair/Maintenance	4
CIST0216 Networking III	3
CIST0232 Linux Web Server	3
CIST0250 Networking IV	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: Mr. Jamie Raymond
Email Address: jraymond@kckcc.edu

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.

Mathematics, Science, Computer Technology, Business & Continuing Education

Certificate Requirement	Hours	Required Courses	Credits
CIST0101 Computer Concepts and Applications	3	NETW0140 Home and Small Business Networking	8
CIST0117 Networking I	3	NETW0144 Small-to-Medium Business or ISP	8
CIST0147 Computer Operating System	4	NETW0146 Routing and Switching in the Enterprise	8
CIST0214 Home Computer Repair/Maintenance	4	NETW0148 Designing and Supporting Computer Networks	8
Computer Elective		NETW0142 Voice and Data Cabling	7
(select course from CIST or ENGR)	3-4	NETW0150 Workplace Skills	1
Total hours required for a Computer Systems Networking and Telecommunications Computer Specialist Certificate	17-18	Total for Program Completion	40

*See course description for prerequisite.

TECHNICAL CERTIFICATE COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS NETWORK SPECIALIST CERTIFICATE

Program Coordinator: Mr. Jamie Raymond

Email Address: jraymond@kckcc.edu

This program is designed for the student who wants to complete a certificate in Network Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a network career. KCKCC is a Microsoft® Authorized Academic Training Center and a Cisco Certified Academy. See our website for the most current information.

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 Requirement:	Hours
CIST0101 Computer Concepts and Applications	3
CIST0117 Networking I	3
CIST0158 Networking II	4
CIST0216 Networking III	4
CIST0250 Networking IV	4

Total hours required for a Computer Systems Networking and Telecommunications

Computer Specialist Certificate 18

*See course description for prerequisite.

NETWORKING TECHNOLOGY 40 CREDIT HOURS HS AND POSTSECONDARY

Dean: Dr. Edward Kremer

Email Address: ekremer@kckcc.edu

Assistant Professor of Networking Technology:

Michael Finnegan

Email Address: mfinnegan@kckcc.edu

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.

TECHNICAL CERTIFICATE WEB APPLICATIONS & DESIGN

Program Coordinator: Mr. Jamie Raymond

Email Address: jraymond@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.

Course Requirement:	Hours
CIST0101 Computer Concepts and Applications	3
CIST0117 Networking I	3
CIST0137 HTML Web Page Development	3
CIST0150 Web Graphics and Multimedia (Fireworks)	3
CIST0152 JavaScript	3
CIST0180 Elements of Programming	3
CIST0189 Web Animation	3
CIST0230 Advanced Web Page Design	3
CIST0248 Web Database Connectivity	3
CIST0270 Web Server (IIS)	3

Total for a Web Applications & Design Certificate 30

*See course description for prerequisite.

CORRECTIONS ASSOCIATE IN APPLIED SCIENCE

Program Coordinator: Kevin Steele

Email Address: ksteele@kckcc.edu

Two (2) options are available to students in the Criminal Justice field. They are 1) Corrections & 2) Police Science. In addition, two (2) one-year certificate programs are available in the same programs: Corrections and Police Science. Students must maintain a 2.0 (C) cumulative GPA (General Education and vocational courses) to graduate under the CRJS program.

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

Mathematics, Science, Computer Technology, Business & Continuing Education

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	3
ENGL0206	Technical Writing** or	
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0104	Intermediate College Algebra or higher	3-5
Total		3-5

Humanities Requirement:		Hours
HIST0105	United States Since 1877	3
Total		3

Social Science Requirement:		Hours
SOSC0107	Sociology	3
SOSC0134	Criminology	3
Total		6

Natural and Physical Science Requirement:		Hours
	Science Core Elective	3-5
Total		3-5

Total General Education Requirement: **25-30**

*See course description for prerequisite.

**ENGL 206 may be substituted for ENGL 102.

Corrections Requirement:		Hours
CRJS0101	Introduction to Criminal Justice	3
CRJS0102	Introduction to Corrections	3
CRJS0108	Oral Communications in the Correctional Environment	3
CRJS0109	Corrections Report Writing	3
CRJS0110	Ethical Decision Making in Corrections	3
CRJS0111	Spanish in the Workplace (Corrections)	2
CRJS0115	Probation and Parole	3
CRJS0116	Juvenile Delinquency and Justice	3
CRJS0119	Agency Administration (Corrections)	3
CRJS0120	Special Populations in Corrections	3
CRJS0207	World Terrorism	3
CRJS0209	Community Corrections	3
CRJS0210	Legal Issues in Corrections	3
CRJS0221	Criminal Justice Practicum	3
Total		41

*See course description for prerequisite.

**See course description for footnote.

**Total required for an Associate in
Applied Science in Corrections Degree** **66-71**

CORRECTIONS TECHNICAL CERTIFICATE

Program Coordinator: Kevin Steele

Email Address: ksteele@kckcc.edu

Certificate Required Courses		Hours
CRJS0102	Introduction to Corrections	3
CRJS0108	Oral Communications in the Correctional Environment	3
CRJS0109	Corrections Report Writing	3
CRJS0110	Ethical Decision Making in Corrections	3
CRJS0111	Spanish in the Workplace (Corrections)	2
CRJS0120	Special Populations in Corrections	3

Total for a Technical Certificate in Corrections **17**

*See course description for prerequisite.

POLICE SCIENCE ASSOCIATE IN APPLIED SCIENCE

Program Coordinator: Kevin Steele

Email Address: ksteele@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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0104	Intermediate College Algebra higher	3-5
Total		3-5

Humanities Requirement:		Hours
HIST0105	United States Since 1877	3
Total		3

Mathematics, Science, Computer Technology, Business & Continuing Education

Social Science Requirement:			HUDV Requirement:			Hours
SOSC0107	Sociology	3	HUDV0100	First Year Experience or		1
SOSC0134	Criminology	3	HUDV0101	Strategies for Academic Excellence/		2
	Total	6		Lifelong Learning		
				Total		1-2
Natural and Physical Science Requirement:			Certificate Required Courses			Hours
	Science Core Elective	3-5	ENGL0101	Composition I		3
	Total	3-5	ENGL0102	Composition II* or		
			ENGL0206	Technical Writing		3
Total General Education Requirement:			SPCH0151	Public Speaking or		
*See course description for prerequisite.			SPCH0201	Interpersonal Communication		3
			MATH0104	Intermediate College Algebra higher		3-5
Technical Requirement:			SOSC0107	Sociology		3
CRJS0101	Introduction to Criminal Justice**/**	3	SOSC0134	Criminology		3
CRJS0112	Organization and Administration of Criminal Justice (Corrections) Agencies	3		Total		19-22
CRJS0116	Juvenile Delinquency and Justice	3	CRJS0101	Introduction to Criminal Justice		3
CRJS0117	Professional Responsibility in Criminal Justice (Ethics)	3	CRJS0112	Agency Administration (Police)		3
CRJS0118	Law Enforcement Operations and Procedures	3	CRJS0116	Juvenile Delinquency and Justice		3
CRJS0201	Criminal Investigation	3	CRJS0117	Professional Responsibility in Criminal Justice (Ethics)		3
CRJS0203	Criminal Law	3	CRJS0118	Law Enforcement Operations and Procedures		3
CRJS0204	Criminal Procedure	3	CRJS0201	Criminal Investigation		3
CRJS0206	Criminal Justice Interview and Report Writing	3	CRJS0203	Criminal Law		3
	Total Technical Requirement	27	CRJS0204	Criminal Procedures		3
			CRJS0206	Criminal Justice Interview and Report Writing		3
			CRJS0221	Criminal Justice Practicum		3
				Total		30
KLETC or Equivalent LE Academy			*See course description for prerequisite.			
		Hours 12	Total for a Technical Certificate in Police Science			49-52
Electives:			DRAFTING (COMPUTER-AIDED DESIGN) ASSOCIATE IN APPLIED SCIENCE DEGREE			
CRJS0104	Interpersonal Communication In Crisis Situations	3	Program Coordinator: Larry Schmitendorf			
CRJS0205	Traffic Administration and Control	3	Email Address: lschmitendorf@kckcc.edu			
CRJS0207	World Terrorism	3	MISSION			
CRJS0221	Criminal Justice Practicum#	3	The Drafting Program is committed to meeting the needs of the students enrolled in our courses. We are also committed to excellence in teaching.			
*See course description for prerequisite.			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.			
Total hours required for an Associate in Applied Science in Police Science Degree			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.			
POLICE SCIENCE TECHNICAL CERTIFICATE			Designed to prepare students for a variety of drafting and design positions in business, industry, and government, this program provides instruction in drafting techniques,			
Program Coordinator: Kevin Steele						
Email Address: ksteele@kckcc.edu						
<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>College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)</p>						

Mathematics, Science, Computer Technology, Business & Continuing Education

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.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
	Math Core Elective	3
Total		3

Humanities Requirement:		Hours
(from Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		
	Humanities Core Elective	3
Total		3

Social Science Requirement:		Hours
	Social Science Elective	3
Total		3

Natural and Physical Science Requirement:		Hours
	Natural and Physical Science Core Elective	3
Total		3

Total General Education Requirement: **22-23**

*See course description for prerequisite.

Technical Requirement:		Hours
ENGR0103	Descriptive Geometry	3
ENGR0105	Print Reading	3
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 or	3
ENGR0253	Structural Steel Drawing with REVIT	
ENGR0257	CAD Systems	3
ENGR0260	Advanced Drafting* or	4
ENGR0262	Commercial Building Planning* or	
ENGR0264	Industrial Illustration* or	
ENGR0266	Structural Steel Drafting*	
ENGR0281	Field Project I	3
Total		41

*See course description for prerequisite.

Students can substitute the following drafting courses listed in the "Drafting Requirements" with the coordinator's approval:

Drafting Electives:		Hours
ENGR0107	Construction Management	3
ENGL0196	GIS for Homeland Security	3
ENGR0268	Civil Drafting Technology	4

Total Hours required for an Associate in Applied Science in Drafting (CAD) Degree **63-64**

FIRE SCIENCE/FIRE FIGHTING ASSOCIATE IN APPLIED SCIENCE DEGREE

Program Coordinator: Dr. Nancy K. Thomas

Email Address: nthomas@kckcc.edu

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 girded with 21st Century Learning Outcomes, especially targeted at critical thinking, communication, and core competencies.

Fire Academy:

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

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

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.

Mathematics, Science, Computer Technology, Business & Continuing Education

GENERAL EDUCATION REQUIREMENTS

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0104	Intermediate Algebra or	
BUSN0110	Business Math	3
Total		3

Humanities Requirement: (from Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
Total		3

Social Science Requirement		Hours
	Social Science Elective	3
Total		3

Natural and Physical Science Requirement:		Hours
Any 3 credit natural or physical science may be taken (BIOL143 Human Anatomy & Phy w lab preferred)		3-5
Total		3-5

Total General Education Requirement:	22-25
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Technical Requirement:

Fire Academy:

{Fire Academy courses Hazmat, Fire I, Fire II are taken in the same semester Tues, Wed, Thurs, plus one weekend day per month.

HZMT0120	Hazardous Materials Awareness and Operations	3
FRSC0100	Firefighter I	5
FRSC0211	Firefighter II	3}
FRSC0101	Fundamentals of Fire Prevention	3
FRSC0107	Legal Considerations for Fire & Emergency Services	3
FRSC0111	Firefighting Tactics and Strategies	3
FRSC0113	Building Construction Fire Service	3
FRSC0115	Fire Arson Investigation	3
FRSC0202	Fire Hydraulics	3
Total		29

EMS Requirement:

EMTC0128	Emergency Medical Technician	10
Total		10

Total Technical Requirement:	39
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Non-Core Courses

6 Credit hours of Electives from the following non-core courses must be taken to complete the Associates in Fire Science Degree.

HZMT0215	Hazardous Materials Technician	5
FRSC0117	Fire Protection Equipment Alarm Systems	3
FRSC0170	Introduction to Homeland Security	55
FRSC0201	Fire Administration I	3
FRSC0203	Fire Administration II	3
FRSC0205	Fire Inspection	3
FRSC0210	Building and Fire Codes	3
FRSC0214	Current Topics and Technology in Fire Science	1
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	67-70
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FIRE SCIENCE TECHNOLOGY

Firefighter Certificate

Program Coordinator: Dr. Nancy K. Thomas

Email Address: nthomas@kckcc.edu

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

Fire Academy:

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

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

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

Mathematics, Science, Computer Technology, Business & Continuing Education

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Fire Academy

{Fire Academy courses Hazmat, Fire I, Fire II are taken in the same semester Tues, Wed, Thurs, plus one weekend day per month.

HZMT0120	Hazardous Materials Awareness and Operations	3
FRSC0100	Firefighter I	5
FRSC0211	Firefighter II	3}

Natural and Physical Science Requirement

Any 3 credit natural or physical science may be taken (BIOL143 Human Anatomy & Phy w lab preferred)

Total Hours for Firefighter Certificate **25-28**

TECHNICAL CERTIFICATE HOMELAND SECURITY

Program Coordinator: Dr. Nancy K. Thomas

Email Address: nthomas@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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:

		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II* or	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:

		Hours
MATH0104	Intermediate Algebra or	
BUSN0110	Business Math	3
Total		3

Humanities Requirement:

		Hours
HIST0115	World Civilization I	3
Total		3

Natural and Physical Science Requirement:		Hours
CHEM0109	General Chemistry or	
CHEM0101	Introduction to Forensic Science and Laboratory	5
Total		5

Foreign Language Requirement:

		Hours
Foreign Language Core Electives		10
Total		10

Total General Education Requirement: **31-32**

Fire Science/General Education Requirements:

		Hours
CRJS0101	Introduction to Law Enforcement	3
FRSC0115	Fire Investigation	3
FRSC0170	Introduction to Homeland Security and Weapons of Mass Destruction	5
HZMT0120	Hazardous Materials Awareness and Operations	3
Total		14

**Total Hours Required for a Homeland
Security Technical Certificate** **45-46**

Note: A minimum of 15 hours must be taken at this institution to be awarded this certificate.

*See course description for prerequisite.

ENVIRONMENTAL STUDIES

Faculty Advisor: Elisabeth Kasckow

Email Address: ekasckow@kckcc.edu

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

Mathematics, Science, Computer Technology, Business & Continuing Education

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement:		Hours
(6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		
PHIL0206	Ethics	3
	Literature Core Elective	3
Total		6

Social Science Requirement:		Hours
(6 credit hours from at least 2 disciplines)		
ECON0201	Principles of Macroeconomics or	
ECON0202	Principles of Microeconomics	3
	Social Science Core Elective	3
Total		6

Mathematics & Natural and Physical Science Requirement:		Hours
BIOL0131	Environmental Science	3
BIOL0132	Environmental Science Lab	2
CHEM0111	College Chemistry I and Lab*	5
MATH0120	Calculus I (Non-Engineering)**	3
Total		13

Total General Education Requirement: **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 Requirement:		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
CHEM0213	Organic Chemistry I Lab*	2
CHEM0212	Organic Chemistry II * and	3
CHEM0214	Organic Chemistry II Lab*	2
Total		28

*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

Faculty Advisor: D.C. Broil

Email Address: dbroil@kckcc.edu

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	3
SPCH0201	Interpersonal Communication	
Total		9

Mathematics, Science, Computer Technology, Business & Continuing Education

Mathematics Requirement:	Hours
MATH0105 College Algebra* or	
MATH0108 Pre-Calculus Mathematics	3-5
Total	3-5

Humanities Requirement:	Hours
(9 credit hours from 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)	
Humanities Core Elective	3
Humanities Core Elective	3
Humanities Core Elective	3
Total	9

Social Science Requirement:	Hours
(6 credit hours from 2 different disciplines)	
CRJS0201 Criminal Investigation I	3
SOSC0134 Criminology	3
Total	6

Natural and Physical Science courses from 2 disciplines (lecture with lab)	Hours
CHEM0111 College Chemistry I and Lab	5
Biology Elective*	4-5
Total	9-10

Foreign Language Requirement:	Hours
Foreign Language Core Elective	5
Total	5

Total General Education Requirement: 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.

Forensic Chemistry Requirement:	Hours
CHEM0101 Introduction to Forensic Science and Laboratory	5
CHEM0112 College Chemistry II with Lab*	5
CHEM0201 Forensic Science	
Analytical Techniques*	3
Physics Elective*	4-5
Electives	6
Total	23-24

*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

Faculty Advisor: D.C. Broil

Email Address: dbroil@kckcc.edu

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 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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:	Hours
HUDV0100 First Year Experience or	1
HUDV0101 Strategies for Academic Excellence/Lifelong Learning	2
Total	1-2

Basic Skill Requirement:	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II*	3
SPCH0151 Public Speaking or	3
SPCH0201 Interpersonal Communication	
Total	9

Humanities Requirement:	Hours
(6 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)	
Humanities Core Elective	3
Literature Core Elective	3
Total	6

Social Science Requirement:	Hours
(6 credit hours from at least 2 different disciplines)	
SOSC0134 Criminology	3
PSYC0101 Psychology	3
Total	6

Mathematics & Natural and Physical Science Requirement*:	Hours
CHEM0111 College Chemistry I and Lab*	5
MATH0122 Calculus and Analytical Geometry I**	5
Biology Elective	4-5
Total	14-15

Total General Education Requirement: 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.

Mathematics, Science, Computer Technology, Business & Continuing Education

Forensic Chemistry Requirement:		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 Requirement	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

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 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 higher
41 to 70	MATH 0099 Elementary Algebra with a reading comprehension score of 60 or higher
71 to 99	MATH 0104 Intermediate Algebra
100 and above	Student may enroll in any math class providing prerequisites are met.

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

Faculty Advisor: Dr. Chandra Thapa

Email Address: cthapa@kckcc.edu

The Department of Physical Science strives to develop in its students a comprehensive grasp of the principles of Physics and to generate opportunities for optimized learning of Physical Science concepts through interdisciplinary interactions. We offer high quality learning experiences that include a variety of courses appropriate for a diverse student body.

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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
	Total	1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
	Total	9

Mathematics, Science, Computer Technology, Business & Continuing Education

Humanities Requirement: (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
Total	6

Social Science Requirement: (6 credit hours from at least 2 disciplines)

Social Science Core Elective	3
Social Science Core Elective	3
Total	6

Mathematics & Natural and Physical Science Requirement:

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
Total		20

Total General Education Requirement: 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 Requirement:

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
Total		27

*See course description for prerequisite.

Total for an Associate in Science in Liberal Arts and Sciences in Physics/Physical Science 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-AGRICULTURE

Faculty Advisor: Jim Lyle

Email Address: jlyle@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 **73 or above** on the COMPASS reading exam are

required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:

HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:

ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement:

**(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
Total	6

Social Science Requirement: (6 credit hours from at least 2 disciplines)

SOSC	Social Science Core Elective	3
PSYC0101	Psychology	3
Total		6

Mathematics and Natural and Physical Science courses

MATH0108	Pre-Calculus**	3
MATH0112	Trigonometry**	2
NASC0231	General Physics I and Lab*	5
BIOL0121	General Biology	5
Total		15

Total General Education Requirement: 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.

Pre-Agriculture Requirement:

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
Total		26

*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:

Mathematics, Science, Computer Technology, Business & Continuing Education

PRE-CHIROPRACTIC

Faculty Advisors: Dr. Michael Ballentine/Dr. Doris Daniels

Email Address: mballentine@kckcc.edu

Email Address: ddaniels@kckcc.edu

Chiropractic medicine is a branch of health care that focuses on treating patients without the use of drugs or surgery. This profession advocates a holistic philosophy, which emphasizes prevention and wellness over treating disease and injury. Chiropractic physicians are trained in diagnosis and treatment of diseases of all body systems with a concentration in the nervous and musculoskeletal systems.

The goal of the Pre-Chiropractic Program is to prepare the students who wish to complete the prerequisites for the Doctor of Chiropractic Program. The program offers coursework in preparation for application to Chiropractic school. Upon completion of these undergraduate prerequisites, students may apply to the chiropractic school of their choice.

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.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement:	Hours
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(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
Total	6

Social Science Requirement:		Hours
(6 credit hours from at least 2 disciplines)		
SOSC	Social Science Core Elective	3
PSYC0101	Psychology	3
Total		6

Mathematics & Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0120	Calculus (Non-Engineering)**	3
Total		13

Total General Education Requirement: 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 Requirement:		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 and Lab*	5
NASC0232	General Physics II*	5
Total		32

*See course description for prerequisite.

Total for an Associate in Science in Liberal Arts and Sciences in Pre-Chiropractic Degree:		67-68
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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

Faculty Advisors: Dr. Michael Ballentine/Dr. Doris Daniels

Email Address: mballentine@kckcc.edu

Email Address: ddaniels@kckcc.edu

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

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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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement:		Hours
(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
Total		6

Social Science Requirement:		Hours
(6 credit hours from at least 2 disciplines)		
	Social Science Core Elective	3
	Social Science Core Elective	3
Total		6

Mathematics & Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0120	Calculus (Non-Engineering)**	3
Total		13

Total General Education Requirement: **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 Requirement:		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 and Lab*	5
NASC0232	General Physics II*	5
Total		34

*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

Faculty Advisor: Dr. Ross Stites

Email Address: rstites@kckcc.edu

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 juniors.

The pre-engineering program provides courses in computer drafting, computer programming, and all the English, mathematics, and science courses generally required in the first two years of an engineering curriculum. When students complete the pre-engineering program, they may transfer to a college of engineering at another university.

Note: Students should seek advisement from a counselor/advisor about how requirements vary in the different fields of engineering.

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 **73 or above** on the COMPASS reading exam are

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required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement: (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
Total		6

Social Science Requirement: (6 credit hours from at least 2 disciplines)		Hours
	Social Science Core Elective	3
	Social Science Core Elective	3
Total		6

Mathematics & Natural and Physical Science Requirement:		Hours
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
Total		20

Total General Education Requirement: **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 Requirement:		Hours
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
Total		21-24

*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

Faculty Advisors: Dr. Michael Ballentine/Dr. Doris Daniels

Email Address: mballentine@kckcc.edu

Email Address: ddaniels@kckcc.edu

The following program provides a foundation of general education while fulfilling prerequisites for the study of medicine. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement: (6credit 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
Total		6

Social Science Requirement: (6 credit hours from at least 2 disciplines)		Hours
	Social Science Core Elective	3
	Social Science Core Elective	3
Total		6

Mathematics & Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0120	Calculus I (Non-Engineering)**	3
Total		13

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Total General Education Requirement: 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/Optomerty Requirement: 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 and Lab*	5
NASC0232	General Physics II*	5
Total		34

*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-CLINICAL LABORATORY SCIENCE

Faculty Advisor: Dr. Michael Ballentine

Email Address: mballentine@kckcc.edu

MISSION

The mission of the Pre-Clinical Laboratory Science program is to graduate competent and ethical clinical laboratory professionals with the knowledge and the skills for career entry. It is also the program mission to prepare graduates for leadership roles in the clinical laboratory and professional organizations and to instill an understanding of the need for maintaining continuing competency in a rapidly changing and dynamic profession. The Clinical Laboratory Science program has a strong commitment to the career ladder approach to higher education. With Career Ladder programs, the students can transfer to universities to enroll in the Bachelor of Science in Clinical Laboratory Science. The AAS graduates who wish to obtain a bachelor's degree in Clinical Laboratory Science may "career ladder" without loss of credit.

Note: To be considered for admissions to the clinical laboratory science program at the University of Kansas Medical Center, students must have an overall grade-point average of 2.00 and a grade-point average of 2.30 in chemistry, biology, and microbiology.

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 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement: Hours (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
Total	6

Social Science Requirement:		Hours
(6 credit hours from at least 2 disciplines)		
Social Science Core Elective		3
Social Science Core Elective		3
Total		6

Mathematics & Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0105	College Algebra** or	
MATH0108	Pre-Calculus**	3-5
Total		13-15
Total		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-Clinical Lab Science Requirement:		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* 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

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Total Pre-Clinical Laboratory Science Requirement: 30-32

*See course description for prerequisite.

Total for an Associate in Science in Liberal Arts & Sciences in Pre-Clinical Laboratory Science Degree: 65-70

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-NUTRITION

Faculty Advisor: Dr. Curtis Smith
Email Address: cvsmith@kckcc.edu

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 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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement:		Hours
(6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		
PHIL0206	Ethics	3
	Humanities Core Elective	3
Total		6

Social Science Requirement:		Hours
(6 credit hours from at least 2 disciplines)		
PSYC0101	Psychology	3
PSYC0203	Human Development*	3
Total		6

Mathematics & Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0105	College Algebra** or	
MATH0108	Pre-Calculus**	3-5
Total		13-15

Total General Education Requirement: 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 Requirement:		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
Total		29

*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

Faculty Advisor: Dr. Ron Budhram
Email Address: rbudhram@kckcc.edu

MISSION

The following program provides a foundation of general education while fulfilling prerequisites for the study of pharmacy. Students should check specific requirements of the pharmacy school where they plan to apply for admission. Students should select honors courses whenever they are offered.

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,

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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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	3
SPCH0201	Interpersonal Communication	
Total		9

Humanities Requirement:		Hours
(6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		
PHIL0206	Ethics	3
	Humanities Core Elective	3
Total		6

Social Science Requirement:		Hours
(6 credit hours from at least 2 disciplines)		
	Social Science Elective	6
Total		6

Mathematics & Natural and Physical Science Requirement:		Hours
BIOL 0135	Principles of Cellular & Molecular Biology	4
CHEM0111	College Chemistry I and Lab*	5
MATH0120	Calculus I (Non-Engineering)**	3
Total		12

Total General Education Requirement: **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 Requirement:		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 and Lab* or (5)	
NASC0130	Introductory Physics I* and	3
NASC0131	Introductory Physics Laboratory*	1
Total		28-29

*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

Faculty Advisor: Dr. Todd Gordon

Email Address: gordo@kckcc.edu

MISSION

The Pre-Veterinary Program is designed to prepare students for acceptance into veterinary school. Nationally recognized for its hands-on approach, this program provides both for the strong academic foundation necessary for professional school and the practical animal experience needed to perform veterinary medicine today. The Pre-Veterinary Program draws students with farm, suburban, and urban backgrounds from all over the United States.

Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

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Humanities Requirement: (6 credit hours from at least 2 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)

Literature Core Elective	3
Humanities Core Elective	3
Total	6

Social Science Requirement: (6 credit hours from at least 2 disciplines)

Social Science Elective	3
Social Science Elective	3
Total	6

Mathematics & Natural and Physical Science Requirement:

BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
MATH0108	Pre-Calculus**	3
Total		13

Total General Education Requirement: 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 Requirement: 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 and Lab*	5
NASC0232	General Physics II*	5
Total		30

*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

Email Address: emay@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.

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All

degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement: Hours

HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement (12 credit hours): Hours

ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
MATH0105	College Algebra or Above**	3-5
Total		12-14

Humanities Requirements: Hours

Humanities Core Elective	3
Humanities Core Elective	3
Total	6

Social Science Requirement: Hours

Social Science Core Elective	3
Total	3

Natural and Physical Science Requirement: Hours

BIOL0135	Principles of Cell and Molecular Biology	4
CHEM 111	College Chemistry I and Lab*	5
Total		9

Total General Education Requirement: 31-34

*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 Electives: Hours

BIOL0131	Environmental Science	3
BIOL0145	Nutrition	3
BIOL0225	Diversity of Organisms*	5
BIOL0251	Ecology	3
BIOL0221	Plant Biology* and	3
BIOL0222	Plant Biology Laboratory* or	2
BIOL0231	Animal Biology* and	3
BIOL0232	Animal Biology Laboratory*	2
BIOL0261	Microbiology*	3
BIOL0262	Microbiology Lab*	2
BIOL0240	Introduction to Genetics*	4
CHEM0112	College Chemistry II and Lab*	5
CHEM0211	Organic Chemistry I*	3
CHEM0213	Organic Chemistry I Lab* (recommended)	2
NASC0231	General Physics I and Lab*	5
Total		29

*See course description for prerequisite.

Total for an Associate in General Studies in Liberal Arts & Sciences in Biology: 60-63

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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

Email address: rbudhram@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.

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement (12 credit hours):		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
MATH0122	Calculus and Analytic Geometry I**	5
Total		14

Humanities Requirement:		Hours
	Literature Core Elective	3
Total		3

Social Science Requirement:		Hours
PSYC0101	Psychology	3
Total		3

Natural and Physical Science Requirement:		Hours
CHEM0111	College Chemistry I and Lab*	5
CHEM0112	College Chemistry II and Lab*	5
Total		10

Total General Education Requirement: **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 Requirement:		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 and Lab*	5
NASC0232	General Physics II*	5

*See course description for prerequisite.

Total Chemistry Requirement: **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: Jamie Raymond

Email Address: jraymond@kckcc.edu

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	3
SPCH0201	Interpersonal Communication	
Total		9

*See course description for prerequisite.

Mathematics Requirement:		Hours
ENGR0104	Applied Math or Math Core Elective	3
Total		3

Humanities Requirement: (from at least one of the following: Art, History, Literature, Modern Language, Music, Philosophy or Theatre)		Hours
	Humanities Core Elective	3
Total		3

Social Science Requirement: (from at least of the following: Anthropology, Economics, Geography, Political Science,) Psychology and Sociology)		Hours
	Social Science Core Elective	3
Total		3

Mathematics, Science, Computer Technology, Business & Continuing Education

Natural and Physical Science Requirement: (lecture with lab)		Hours	Social Science Requirement:		Hours
NASC	Natural and Physical Science	3	ECON0201	Principles of Macroeconomics or	3
	Core Elective		ECON0202	Principles of Microeconomics	3
	Total	3		Total	3
Total General Education Requirement:		22-23	Natural and Physical Science Requirement:		Hours
Technical Requirements:		Hours	BIOL0131	Environmental Science	3
CIST	Electives	19-20	BIOL0132	Environmental Science Lab	2
	Free Electives	20	CHEM0111	College Chemistry I*	5
	Total	39-40		Total	10
Note: Substitutions from other departments may be submitted with advisors approval. Recommended: Computer core plus additional hours in CIST, ENGR, MATH, NASC, or BUSN.			Total General Education Requirement:		32-34
Total hours for an Associate in General Studies in Computer Engineering Technology Pathway			*See course description for prerequisite.		
61-62			**Mathematics sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		
Curriculum Pathway Leading To An Associate In General Studies In Liberal Arts & Sciences For Students Seeking A Transfer Degree To A 4-Year Institution:			Environmental Studies Requirement:		Hours
ENVIRONMENTAL STUDIES			BIOL0121	General Biology	5
Coordinator: Elisabeth Kasckow			BIOL0225	Diversity of Organisms*	5
Email Address: ekasckow@kckcc.edu			BIOL	Biology Elective	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>			CHEM0112	College Chemistry II and Lab*	5
College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)			CHEM0211	Organic Chemistry I* and	3
			CHEM0213	Organic Chemistry I Lab*	2
			CHEM0212	Organic Chemistry II * and	3
			CHEM0214	Organic Chemistry II Lab*	2
			Environmental Studies Requirement:		28
			*See course description for prerequisite.		
			Associate in General Studies in Liberal Arts & Sciences in Environmental Studies:		60-62
			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:		
			FORENSIC CHEMISTRY		
			Faculty Advisor: Dr. Ron Budhram		
			Email Address: rbudhram@kckcc.edu		
			<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>		
			College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)		
HUDV Requirement:		Hours	HUDV Requirement:		
HUDV0100	First Year Experience or	1	HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2	HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
	Total	1-2		Total	1-2
Basic Skill Requirement: (12 credit hours):		Hours	Basic Skill Requirement (12 credit hours):		
ENGL0101	Composition I	3	ENGL0101	Composition I	3
ENGL0102	Composition II*	3			
MATH0120	Calculus I (Non-Engineering)**	3			
SPCH0151	Public Speaking or				
SPCH0201	Interpersonal Communication	3			
	Total	12			
Humanities Requirement:		Hours			
PHIL0206	Ethics	3			
	Literature core elective	3			
	Total	6			

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ENGL0102	Composition II*	3
MATH0122	Calculus and Analytical Geometry I**	5
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		14

Humanities Requirement:		Hours
	Humanities Core Elective	3
Total		3

Social Science Requirement:		Hours
SOSC0134	Criminology	3
Total		3

Natural and Physical Science Requirement:		Hours
CHEM0111	College Chemistry I and Lab*	5
	Biology Elective	4-5
Total		9-10

Total General Education Requirement: **30-32**

*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 Requirement:		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	3
	Analytical Techniques*	
	Physics Elective	4-5
	Computer Science or Foreign Language Course	3-5

Total Forensic Chemistry Requirement: **30-33**

*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

Faculty Advisor: Dr. Chandra Thapa

Email Address: cthapa@kckcc.edu

MISSION

The Department of Physical Science strives to develop in its students a comprehensive grasp of the principles of Physics and to generate opportunities for optimized learning of Physical Science concepts through interdisciplinary interactions. We offer high quality learning experiences that include a variety of courses appropriate for a diverse student body.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
Total		1-2

Basic Skill Requirement (12 credit hours):		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
MATH0122	Calculus and Analytic Geometry I**	5
MATH0123	Calculus and Analytic Geometry II**	5
Total		19

Humanities Requirement:		Hours
	Humanities Core Elective	3
Total		3

Social Science Requirement:		Hours
	Social Science core elective	3
Total		3

Natural and Physical Science Requirement:		Hours
CHEM0111	College Chemistry I and Lab*	5
CHEM0112	College Chemistry II and Lab*	5
Total		10

Total General Education Requirement: **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 adviser to determine correct placement.

Physics Requirement:		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
Total		27

*See course description for prerequisite.

Total for an Associate in General Studies in Liberal Arts and Sciences in Physics/Physical Science: **63-65**

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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-AGRICULTURE

Faculty Coordinator: Jim Lyle

Email Address: jlyle@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.

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
MATH0108	Pre-Calculus**	3
MATH0112	Trigonometry**	2
Total		14

Humanities Requirement:		Hours
	Humanities Core Electives	3
Total		3

Social Science Requirement:		Hours
SOSC	Social Science Elective	3
PSYC0101	Psychology	3
Total		6

9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab):		Hours
NASC0231	General Physics I and Lab*	5
BIOL0121	General Biology	5
Total		10

Total General Education Requirement: **34-36**

*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-Agriculture Requirement:		Hours
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
Total		29

*See course description for prerequisite.

Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Agriculture: **63-65**

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-CHIROPRACTIC

Faculty Advisors: Dr. Michael Ballentine/Dr. Doris Daniels

Email Address: mballentine@kckcc.edu

Email Address: ddaniels@kckcc.edu

Note: Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times.

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 a chiropractor in Kansas must obtain a bachelor's degree to be admitted to a chiropractic college.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
MATH0120	Calculus (Non-Engineering)**	3
Total		12

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Humanities Requirement:	Hours
Humanities Core Electives	3
Total	3

Social Science Requirement:	Hours
PSYC0101 Psychology	3
Total	3

Natural and Physical Science Requirement:	Hours
BIOL0121 General Biology	5
CHEM0111 College Chemistry I and Lab*	5
Total	10

Total General Education Requirement: 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 Requirement:	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 and Lab*	5
NASC0232 General Physics II*	5
Total Pre-Chiropractic Requirement:	33

*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

Faculty Advisor: Dr. Ross Stites
Email Address: rstites@kckcc.edu

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:	Hours
HUDV0100 First Year Experience or	1
HUDV0101 Strategies for Academic Excellence/ Lifelong Learning	2
Total	1-2

Basic Skill Requirement:	Hours
ENGL0101 Composition I	3
ENGL0102 Composition II*	3
SPCH0151 Public Speaking or	
SPCH0201 Interpersonal Communication	3
MATH0122 Calculus and Analytic Geometry I**	5
MATH0123 Calculus and Analytic Geometry II**	5
Total	19

Humanities Requirement:	Hours
Literature Core Electives	3
Humanities Core Electives	3
Total	6

Social Science Requirement:	Hours
ECON0201 Principals of Macroeconomics	3
Total	3

Natural and Physical Science Requirement:	Hours
BIOL0121 General Biology	5
CHEM0111 College Chemistry I and Lab***	5
Total	10

Total General Education Requirement: 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 adviser to determine correct placement.

*** Chemistry requirements vary according to major within Engineering

Pre-Engineering Requirement:	Hours
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
Total Pre-Engineering Requirement:	21-24

*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

Faculty Advisor: Dr. Doris Daniels
Email Address: ddaniels@kckcc.edu

The following program provides a foundation of general education while fulfilling prerequisites for the study of medicine. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to

Mathematics, Science, Computer Technology, Business & Continuing Education

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
MATH0120	Calculus I (Non-Engineering)**	3
Total		12

Humanities Requirement:		Hours
	Humanities Core Electives	3
Total		3

Social Science Requirement:		Hours
	Social Science Core Elective	3
Total		3

Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
Total		10

Total General Education Requirement: **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-Medical/Optomerty Requirement:		Hours
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 and Lab*	5
NASC0232	General Physics II*	5
Total		35

*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-CLINICAL LABORATORY SCIENCE

Faculty Advisor: Dr. Curtis V. Smith

Email Address: cvsmith@kckcc.edu

Note: Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times. This program provides students with their basic education and prepares them to transfer to a four-year college. To be considered for admissions to the medical technology program at the University of Kansas Medical Center, students must have an overall grade-point average of 2.00 and a grade-point average of 2.30 in chemistry, biology, and microbiology.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement (12 credit hours):		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
MATH0105	College Algebra** or	3-5
MATH0108	Pre-Calculus**	
Total		12-14

Humanities Requirement:		Hours
	Humanities Core Electives	3
Total		3

Social Science Requirement:		Hours
	Social Science Core Elective	3
Total		3

Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
Total		10

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Total General Education Requirement: 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-Clinical Lab Science Requirement: 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* 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

Total Pre-Clinical Lab Science Requirement: 30-32

*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

Total for an Associate in General Studies in Liberal Arts & Sciences in Pre-Clinical Laboratory Science 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

Faculty Advisor: Dr. Curtis V. Smith

Email Address: cvsmith@kckcc.edu

The following suggested sequence of courses is designed for a transfer program to the College of Human Ecology, Kansas State University leading to a Bachelor of Science in Foods and Nutrition. A student should plan on attending KSU six semesters to complete this major.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement: Hours

HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/	

Lifelong Learning	2
Total	1-2

Basic Skill Requirement: Hours

ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
MATH0105	College Algebra** or	3-5
MATH0108	Pre-Calculus**	3-5
Total		12-14

Humanities Requirement: Hours

PHIL0206	Ethics	3
Total		3

Social Science Requirement: Hours

PSYC0101	Psychology	3
PSYC0203	Human Development*	3
Total		6

Natural and Physical Science Requirement: Hours

BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
Total		10

Total General Education Requirement: 32-36

*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-Nutrition Requirement: 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

Total Pre-Nutrition Requirement: 29

*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.

Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Nutrition: 61-65

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-PHARMACY

Faculty Advisor: Dr. Ron Budhram

Email Address: rbudhram@kckcc.edu

The following program provides a foundation of general education while fulfilling prerequisites for the study of pharmacy. Students should check specific requirements of the

Mathematics, Science, Computer Technology, Business & Continuing Education

pharmacy school 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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
MATH0120	Calculus I (Non-Engineering)**	3
Total		12

Humanities Requirement:		Hours
	Humanities Core Elective	3
Total		3

Social Science Requirement:		Hours
	Social Science Core Elective	3
Total		3

Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
Total		10

Total General Education Requirement: **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-Pharmacy Requirement:		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 and Lab* or	5
NASC0130	Introductory Physics I* and	3

NASC0131 Introductory Physics Laboratory* 1

Total Pre-Pharmacy Requirement: **28-29**

*See course description for prerequisite.

Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Pharmacy: **60**

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

Faculty Advisor: Dr. Todd Gordon

Email Address: gordo@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.

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
MATH0108	Pre-Calculus**	3
Total		12

Humanities Requirement:		Hours
	Literature Core Elective	3
Total		3

Social Science Requirement:		Hours
	Social Science Core Elective	3
Total		3

Natural and Physical Science Requirement:		Hours
BIOL0121	General Biology	5
CHEM0111	College Chemistry I and Lab*	5
Total		10

Total General Education Requirement: **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.

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Pre-Veterinary Requirement:		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 and Lab*	5
NASC0232	General Physics II*	5
Total Pre-Veterinary Requirement:		32

*See course description for prerequisite.

Total for an Associate in General Studies in Liberal Arts and Sciences in Pre-Veterinary: **61-63**

EXERCISE SCIENCE

Coordinator: Susie Myers

Email Address: smyers@kckcc.edu

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. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH 0201	Interpersonal Communication	3
Total		9

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

Social Science Requirement:		Hours
PSYC0101	Psychology	3
Total		3

Mathematics Requirement:		Hours
MATH0104	Intermediate College Algebra	3
Total		3

Natural and Physical Science Requirement:		Hours
BIOL0141	Human Anatomy and Lab	4
BIOL0271	Physiology	3
BIOL0272	Physiology Lab	1
Total		8

Total General Education requirement: **27-28**
*See course description for prerequisite.

Technical Requirement:		Hours
BIOL0160	Kinesiology	3
EXSC0115	First Aid and CPR	2
EXSC0116	Current Topics in Exercise Science	1
EXSC0186-10	Techniques of Strength Training	2
EXSC0201	Introduction to Exercise Science	3
EXSC0204	Sport Exercise Psychology	3
EXSC0205	Personal School and Community Health	3
EXSC0206	Lifetime Fitness	3
EXSC0211	Care and Prevention of Athletic Injuries	3
EXSC0212	Exercise Physiology *	3
EXSC0250	Athletic Training Practicum	3
	Recommended Electives	3
PSYC0203	Human Development	3
Total		35

Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Exercise Science (Athletic Trainer Option) Degree: **62-63**

Coaching 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:

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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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH 0151	Public Speaking or	
SPCH 0201	Interpersonal Communication	3
Total		9

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

Social Science Requirement:		Hours
PSYC0101	Psychology	3
Total		3

Mathematics Requirement:		Hours
MATH0104	Intermediate College Algebra	3
Total		3

Natural and Physical Science Requirement:		Hours
BIOL0141	Human Anatomy and Lab	4
BIOL0271	Physiology	3
BIOL0272	Physiology Lab	1
Total		8

Total General Education requirement: **27-28**
*See course description for prerequisite.

Technical Requirement:		Hours
BIOL0160	Kinesiology	3
EXSC0115	First Aid and CPR	2
EXSC0116	Current Topics in Exercise Science	1
EXSC0186-10	Techniques of Strength Training	2
EXSC0201	Introduction to Exercise Science	3
EXSC0203	Foundations in Coaching	3
EXSC0204	Sport and Exercise Psychology	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
PSYC0203	Human Development	3
Total		35

Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Exercise Science (Coaching Option) Degree: 62-63

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. NASC (National Strength and Conditioning Association) officially recognizes the Health/Fitness optional curriculum as meeting their established criteria and are eligible to take the NSCA Personal Trainer Certificate Exam.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

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

Social Science Requirement:		Hours
PSYC0101	Psychology	3
Total		3

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Mathematics Requirement:		Hours
MATH0104	Intermediate College Algebra	3
Total		3

Natural and Physical Science Requirement:		Hours
BIOL0141	Human Anatomy and Lab	4
BIOL0271	Physiology	3
BIOL0272	Physiology Lab	1
Total		8

Total General Education requirement: **27-29**

*See course description for prerequisite.

Technical Requirement:		Hours
BIOL0145	Nutrition	3
BIOL0160	Kinesiology	3
EXSC0115	First Aid & CPR	2
EXSC0116	Current Topics/Issues in Exercise Science	1
EXSC0157	Personal Trainer Reviewer Exam or	
EXSC0158	Group Fitness Instructor Exam Review	2
EXSC0186-10	Techniques of Strength Training	2
EXSC0201	Introduction to Exercise Science	3
EXSC0204	Sport & Exercise Psychology	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
PSYC0203	Human Development	3
Total		37

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 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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement: **Hours**
(from one of the following disciplines:
Art, History, Literature, Music, Philosophy, Theatre and Modern Language):

Humanities Core Elective	3
Total	3

Social Science Requirement:		Hours
PSYC0101	Psychology	3
Total		3

Mathematics Requirement:		Hours
MATH0104	Intermediate College Algebra	3
Total		3

Natural and Physical Science Requirement:		Hours
BIOL0141	Human Anatomy and Lab	4
BIOL0271	Physiology	3
BIOL0272	Physiology Lab	1
Total		8

Total General Education Requirement: **27-29**

*See course description for prerequisite.

Technical Requirement		Hours
BIOL0160	Kinesiology	3
EXSC0115	First Aid and CPR	2
EXSC0116	Current Topics in Exercise Science	1
EXSC0186-10	Techniques of Strength Training	2
EXSC0201	Introduction to Exercise Science	3
EXSC0204	Sport & Exercise Psychology	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
PSYC0203	Human Development	3
Total		37

Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Exercise Science (Physical Education Option) Degree: 64-65

Sports Management 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

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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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

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

Social Science Requirement:		Hours
PSYC0101	Psychology	3
Total		3

Mathematics Requirement:		Hours
MATH0104	Intermediate College Algebra	3
Total		3

Natural and Physical Science Requirement:		Hours
BIOL0141	Human Anatomy and Lab	4
BIOL0271	Physiology	3
BIOL0272	Physiology Lab	1
Total		8

Total General Education Requirement:	27-29
*See course description for prerequisite.	

Technical Requirement:		Hours
BIOL0160	Kinesiology	3
BUSN0101	Accounting I	3
EXSC0115	First Aid and CPR	2
EXSC0116	Current Topics in Exercise Science	1
EXSC0186-10	Techniques of Strength Training	2
EXSC0201	Introduction to Exercise Science	3
EXSC0204	Sport & Exercise Psychology	3
EXSC0205	Personal School and Community Health	3
EXSC0206	Lifetime Fitness	3
EXSC0211	Care and Prevention of Athletic Injuries	3
EXSC0212	Exercise Physiology*	3
EXSC0215	Intro to Sports Management	3

PSYC0203	Human Development	3
Total		35

Total hours required for an Associate in General Studies in Liberal Arts and Sciences in Exercise Science (Sports Management Option) Degree: 62-64

EXERCISE LEADER TECHNICAL CERTIFICATE

Coordinator: Susie Myers

Email Address: smyers@kckcc.edu

The Exercise Leader Certificate is designed for students interested in becoming certified as an Exercise Leader. Upon completion of this certificate, students are eligible to take the ACSM Exercise Leader Certification Exam.

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Certificate Requirement:		Hours
BIOL0143	Human Anatomy and Physiology	5
BIOL0145	Nutrition	3
EXSC0115	First Aid	2
EXSC0157	Personal Trainer Review Exam or	
EXSC0158	Group Fitness Instructor Exam Review	2
EXSC0186-10	Techniques in Strength Training	2
EXSC0201	Introduction to Exercise Science	3
EXSC0206	Lifetime Fitness	3
EXSC0211	Care and Prevention of Athletic Injuries	3

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EXSC0212	Exercise Physiology	3
EXSC0213	Exercise Testing and Prescription	3
EXSC0251	Practicum in Wellness and Fitness	3

Total hours needed for an Exercise Leader Technical Certificate: **33-34**

PRE-EXERCISE SCIENCE

Coordinator: Susie Meyers

Email Address: smyers@kckcc.edu

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

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.”

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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	

SPCH 0201	Interpersonal Communication	3
Total		9

Humanities Requirement:

(6 credit hours from 2 disciplines)		Hours
	Humanities Core Elective	3
	Humanities Core Elective	3
Total		6

Social Science Requirement:

(6 credit hours from 2 disciplines)		Hours
PSYC0101	Psychology	3
SOSC0107	Sociology	3
Total		6

Mathematics and the Natural and

Physical Science Requirement:

		Hours
BIOL0141	Human Anatomy & Lab	4
CHEM0111	College Chemistry I & Lab	5
MATH0105	College Algebra	5
Total		14

Total General Education Requirement: **36-37**

*See course description for prerequisite.

Technical Requirement:

		Hours
BIOL0121	General Biology	5
BIOL0271	Physiology**	3
BIOL0272	Physiology Laboratory	1
EXSC0201	Introduction to Exercise Science	3
EXSC0204	Sport and Exercise Psychology	3
EXSC0205	Personal School Community Health	3
EXSC0206	Lifetime Fitness	3
PSYC0203	Human Development	3
Total		24

**Follow prerequisite listed in college catalog.

Total required for Associate in Science in Liberal Arts & Sciences in Pre-Exercise Science: **60-61**

Pre-Sports Management

Curriculum pathway leading to an Associate in Arts in Liberal Arts & Sciences for students transferring into the following 4-year programs:

Dean: Dr. Edward Kremer

Email Address: ekremer@kckcc.edu

Coordinators: Susie Myers/ Lakshmy Sivaratnam

Email Address: smyers@kckcc.edu

Email Address: lsivaratnam@kckcc.edu

Note: Students should observe the “See course description” footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times. 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 sports management should follow this course of study. Two years of a general education programs and two years sports management courses must be completed. Students should consult with the college where they plan to transfer at an early date in their college career.

Mathematics, Science, Computer Technology, Business & Continuing Education

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."

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.

General Education Requirements

College Requirement - All first time degree-seeking students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

Course #	Course Title	Hours
HUDV Requirement:		
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
	Total	1-2

Basic Skill Requirement:

ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
	Total	9

Mathematics Requirement (One 5 credit hour course):

MATH0105	College Algebra or higher	5
	Total	5

Natural & Physical Science Requirement:

BIOL0121	General Biology or	5
BIOL0141	Human Anatomy & Laboratory	4
	Total	4-5

Humanities Requirement: (from one of the following disciplines: Art, History, Music#, Literature, and Theatre#):

	Humanities Core Electives	6
PHIL0206	Ethics	3
	Total	9

#Performance courses are excluded

Social Science Requirement:

ECON0201	Principles of Macroeconomics or	
ECON0202	Principles of Microeconomics	3
PSYC0101	Psychology	3
	Total	6

Foreign Language Requirement:

LANG	Foreign Language Core Elective	5
	Total	5

Total General Education Requirement: 39-41

Technical Requirement (24 additional credits)

BUSN0101	Accounting I	3
BUSN0102	Accounting II	3
BUSN0286	Principles of Management	3
BUSN0204	Business Law I	3
BUSN/		
EXSC0215	Introduction to Sports Management	3
EXSC0205	Personal School Community Health	3
EXSC0206	Lifetime Fitness	3
EXSC0211	Care and Prevention of Athletic Injuries	3
	Total	24

Total hours required for an Associate in Arts in Liberal Arts and Sciences in Pre Sports Management Degree:

63-65

*See course description for prerequisite.

Business and Continuing Education

Division Dean: Dr. Edward Kremer
Email Address: ekremer@kckcc.edu

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MISSION

The Division of Business and Continuing Education's Mission is:

- to develop professional and technical skills that lead to successful careers,
- to provide learning and continued learning opportunities for all ages, and
- to provide opportunities to engage in community service.

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

Mathematics, Science, Computer Technology, Business & Continuing Education

contributing to the community's economic growth. Our programs serve the diverse needs of a wide range of learners and include academic, training, 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, marketing, 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
Paralegal

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 four-year programs:

Business
Economics
Pre-Law
Pre-Sports Management

TRANSFER DEGREES - ASSOCIATE IN SCIENCE

Curriculum pathway leading to an Associate in Science in Liberal Arts & Sciences for students transferring into the following four-year programs:

Business

TECHNICAL CERTIFICATES

Accounting Assistant
Accounting Specialist
Administrative Office Professional
Office Assistant

CERTIFICATES OF COMPLETION

Customer Service
Entrepreneurship
Marketing

Note: Students should observe the "See course description" footnotes that appear throughout the following programs. Many courses in these programs have prerequisites, 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: Lakshmy Sivaratnam

Email Address: lsivaratnam@kckcc.edu

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 Associate in Science transfer degree for Business. These students should also contact the Student Advising Center and the four-year college of their choice to obtain a list of course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Business and Continuing 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 should 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 **73 or above** on the COMPASS reading exam will take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I*	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
BUSN0110	Business Math*	3
Total		3

Humanities Requirement: (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre or Modern Language):		Hours
	Humanities Core Elective	3
Total		3

Social Science Requirement:		Hours
ECON0201	Principles of Macroeconomics or	

Mathematics, Science, Computer Technology, Business & Continuing Education

PSYC0101	Psychology	3	ACCOUNTING SPECIALIST CERTIFICATE This program builds upon the fundamental skills learned in the Accounting Assistant certificate. This program provides additional training in specialized areas of accounting. Graduates may work in a small business and be responsible for all aspects of bookkeeping or work in a larger firm and specialize in a certain area under the supervision of an accountant. The program combines hands-on computer training with accounting concepts and procedures. Courses serve as a solid foundation for further study in the accounting field and will transfer into the Associate of Applied Science in Accounting with no loss of credit hours for students seeking an associate degree. Upon graduation, students will be able to communicate in a business environment, record accounting transactions, prepare financial statements, understand individual (sole proprietorship) tax laws, and use accounting software and spreadsheet applications.
	Total	3	
Natural and Physical Science Requirement:		Hours	
	Natural and Physical Science		
	Core Elective	3-5	
	Total	3-5	
Total General Education Requirement:		22-25	
Business Core Requirement:		Hours	
BUSN0101	Accounting I	3	
BUSN0204	Business Law I*	3	
BUSN0210	Introduction to Business	3	
BUSN0211	Business Communications*	3	
CIST0111	Microcomputer Business Software*	3	
Total Business Core Requirement:		15	
Accounting Specialization Core Requirement:		Hours	
BUSN0102	Accounting II*	3	
BUSN0164	Income Tax Procedures	3	
BUSN0203	Managerial Accounting*	3	
BUSN0205	Intermediate Accounting*	3	
BUSN0206	Business Law II*	3	
BUSN0209	Computerized Accounting*	3	
CIST0166	Microcomputer Applications I: (Spreadsheets)*	3	
	TOTAL	21	
Electives: (3 additional credits)		Hours	
BUSN0105	Personal Finance	3	
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	
Total Accounting Specialization Requirement:		24	
*See course description for prerequisite.			
Total hours required for an Associate in Applied Science in Accounting Degree:		61-64	
ACCOUNTING ASSISTANT CERTIFICATE			
This certificate is designed to provide students with the necessary accounting skills for immediate employment in entry level accounting work. Courses serve as a solid function for further study in the accounting field and will transfer into the Accounting Specialist certificate with no loss of credit hours. Upon graduation, students will be able to communicate in a business environment, record basic accounting transactions, prepare financial statements, and use accounting software and spreadsheet applications.			
BUSN0101	Accounting I*	3	
BUSN0102	Accounting II*	3	
BUSN0209	Computerized Accounting*	3	
BUSN0211	Business Communications*	3	
CIST0111	Microcomputer Business Software*	3	
CIST0166	Microcomputer Applications I: Spreadsheets*	3	
Total Certificate Hours:		18	

ADMINISTRATIVE OFFICE PROFESSIONAL ASSOCIATE IN APPLIED SCIENCE DEGREE		
Program Coordinator: Kristen Ball		
Email Address: kball@kckcc.edu		
A 2.0 (C) overall grade point average must be achieved in all coursework and a 2.0 (C) or better in all Business foundation and specialty courses.		
This two-year program prepares students for an administrative office professional's position. Besides possessing a mastery of office skills, the administrative office professional must know about business organization and policies which are included in the course of study. Enrollees must complete one semester of on-the-job training. Students who have scored 500 or higher on the CAP® Exam may receive academic credit hours from KCKCC. Contact the Administrative Office Professionals Coordinator for more information. Any deviation from the program 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</i>		

Mathematics, Science, Computer Technology, Business & Continuing Education

students are intending 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 **73 or above** on the COMPASS reading exam will take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/ Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skills Requirement:		Hours
ENGL0101	Composition I*	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
BUSN0110	Business Math*	3
Total		3

Humanities Requirement:		Hours
	Humanities Core Elective	3
Total		3

Social Science Requirement:		Hours
ECON0201	Principles of Macroeconomics or	
PSYC0101	Psychology*	3
Total		3

Natural and Physical Science Requirement:		Hours
	Natural and Physical Science Core Elective	3
Total		3

Total General Education Requirement: **22-23**

Business Foundation Requirement:		Hours
BUSN0101	Accounting I*	3
BUSN0140	Essential Career Skills	1
BUSN0204	Business Law*	3
BUSN0210	Introduction to Business	3
BUSN0211	Business Communications*	3
CIST0111	Microcomputer Business Software*	3
Total Business Foundation Requirement:		16

AOP Specialization Requirement:		Hours
BUSN0108	Human Relations in Business	3
BUSN0191	Microcomputer Applications I-II: (Advanced Word)*	2
BUSN0209	Computerized Accounting* or	
BUSN0250	Obtaining Employment	1
BUSN0285	Occupational Internship I*	3

BUSN1151	Basic Keyboarding	1
BUSN1153	Speedbuilding I*	1
BUSN2201	Records Management	1
BUSN2202	Business English	1
BUSN2203	Proofreading	1
BUSN2251	Office Simulations*	3
BUSN2253	Customer Service*	2
CIST0166	Microcomputer Applications I: (Spreadsheets)*	3

Electives: (Choose 1)

BUSN0293	Business Dynamics	2
BUSN0267	Supervision Skills	2

Total AOP Specialization Requirement: **24**

*See course description for prerequisite.

Total hours required for an Associate in Applied Science in Administrative Office Professional Degree: **62-63**

BUSINESS ADMINISTRATION ASSOCIATE IN APPLIED SCIENCE DEGREE

Program Coordinator: Janet Velazquez

Email Address: jvelazquez@kckcc.edu

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 for Business 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.

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 **73 or above** on the COMPASS reading exam will take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/ Lifelong Learning. (See exemptions)

HUDV REQUIREMENT:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Mathematics, Science, Computer Technology, Business & Continuing Education

Basic Skills Requirement:		Hours	BUSN0214	International Business Cultures	3
ENGL0101	Composition I*	3	BUSN0216	E-Marketing	3
ENGL0102	Composition II*	3	BUSN0260	Principles of Advertising	3
SPCH0151	Public Speaking or		BUSN0263	Consumer Behavior	3
SPCH0201	Interpersonal Communication	3	BUSN0264	Integrated Marketing Com-	
	Total	9		munications*	3
			BUSN0266	Principles of Selling	3
Mathematics Requirement:		Hours	BUSN0267	Supervision Skills	2
BUSN0110	Business Math*	3	BUSN0269	Services Marketing	3
	Total	3	BUSN0292	Current Topics in Supervision	
				and Management	3
Humanities Requirement (from one of		Hours	BUSN0293	Business Dynamics	2
the following disciplines: Art, History,			BUSN0294	Be Your Own Boss –	
Literature, Music, Philosophy, Theatre				FastTrac®Planning The	
or Modern Language):				Entrepreneurial Venture™	3
	Humanities Core Elective	3	BUSN2253	Customer Service	2
	Total	3			
Social Science Requirement:		Hours	Total Business Administration		
ECON0201	Principles of Macroeconomics or		Specialization Requirement:		
PSYC0101	Psychology*	3	23-24		
	Total	3	*See course description for prerequisite.		
			Total hours required for an Associate in Applied		
			Science in Business Administration Degree: 60-64		
Natural and Physical Science Requirement:		Hours	Curriculum Pathway Leading to an Associate in Arts in		
	Natural and Physical Science		Liberal Arts & Sciences for Students Seeking a Transfer		
	Core Elective	3-5	Degree to a 4-Year Institution:		
	Total	3-5			
Total General Education Requirement:		22-25			
Business Foundation Requirements:		Hours	ECONOMICS		
BUSN0101	Accounting I*	3	Economics is a multifaceted discipline in the family of social		
BUSN0204	Business Law I*	3	sciences and is concerned with scarcity of resources (its central		
BUSN0210	Introduction to Business	3	assumption) and all of the problems resulting from that		
BUSN0211	Business Communications*	3	condition. In general, economics is the study of production,		
CIST0111	Microcomputer Business Software*	3	distribution, and consumption of goods and services. One of its		
	Total Business Foundation Requirement:	15	central assumptions is that the world is a world of finite		
			resources. Economics has evolved to include a set of principles,		
Business Administration Specialization		Hours	methods and theories so as to provide answers to the following		
Requirement:			questions; What shall we produce? How shall we produce?		
BUSN0102	Accounting II*	3	How much shall we produce? For whom shall we produce?		
BUSN0104	Small Business Management or		Attempting to answer these questions requires “technical		
BUSN0108	Human Relations in Business	3	capital” (knowledge, skills, methodologies), and “cultural		
BUSN0206	Business Law II *	3	capital” (a sense of priorities, awareness, and direction) at both		
BUSN0213	Introduction to Employment Law or		the individual and the organizational levels. Furthermore, the		
BUSN0280	Human Resource Management	3	productivity of individuals as well as the organization is		
BUSN0286	Principles of Management	3	contingent upon the acquisition of an adequate amount of these		
BUSN0294	Be Your Own Boss –		variables. Economics at both levels is well equipped to aid		
	FastTrac®Planning The		individuals in acquiring the technical and the cultural capitals		
	Entrepreneurial Venture™	3	in order to make the interaction between the two more fluid,		
			productive, amicable, and innovative. Economics can provide		
Electives: (Choose 5-6 credit hours)		Hours	the necessary foundation to those aspiring to pursue a career in		
BUSN0104	Small Business Management	3	the fields of business, finance, education, health care, insurance,		
BUSN0105	Personal Finance	3	stock markets, government, international business, and public		
BUSN0113	Marketing	3	administration, among others.		
BUSN0166	Volunteer Income Tax Assistance	2			
	(VITA)				
	Tax Preparation and				
BUSN0167	Volunteer Income Tax Assistance	1			
	(VITA)				
	Tax Preparation Internship				
BUSN0181	Is Business Ownership for Me?-				
	Ice House - The Entrepreneurial				
	Mindset	2			
BUSN0203	Managerial Accounting*	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 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.

Mathematics, Science, Computer Technology, Business & Continuing Education

GENERAL EDUCATION REQUIREMENTS

College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or	
MATH0108	Pre-Calculus Mathematics	3-5
Total		3-5

Humanities Requirement: (9 credit hours from at least 3 disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre):		Hours
HIST0104	United States to 1877 or	
HIST0105	United States Since 1877	3
PHIL0103	Introduction to Philosophy or	
PHIL0105	Logic or	
PHIL0206	Ethics*	3
	Humanities Core Elective	3
Total		9

Social Science Requirement:		Hours
PSYC0101	Psychology* or	
SOSC0107	Sociology	3
ECON0201	Principles of Macroeconomics or	
ECON0202	Principles of Microeconomics	3
Total		6

Natural and Physical Science (lecture with lab) Requirement:		Hours
Natural or Physical Science Core Elective		5
Total		5

Modern Language Requirement:		Hours
Modern Language Core Elective		5
Total		5

Total General Education Requirement: **38-41**

Technical Requirement: (21 additional credit hours from the following):		Hours
ECON0201	Principles of Macroeconomics	3
ECON0202	Principles of Microeconomics	3
ECON0203	Introduction to Labor Studies	3
ECON0210	Principles of Community Economic Development	3
ECON0250	Introduction to Political	3

GEOG0101	Economy and Globalization	3
SOSC0103	Introduction to Cultural Geography	3
SOSC0107	Introduction to Social Science	3
SOSC0109	Sociology	3
SOSC0207	Diversity Studies*	3
SOSC0209	Urban Sociology*	3
	Social Problems*	3
Total		21

*See course description for prerequisite.

**Total hours required for an Associate in Arts in
Liberal Arts and Sciences in Economics Degree: 59-62**

MARKETING ASSOCIATE IN APPLIED SCIENCE DEGREE

Program Coordinator: Karen Gaines

Email address: kgaines@kckcc.edu

A 2.0 (C) overall grade point average must be achieved in all coursework and a 2.0 (C) or better in all Business Foundation and Marketing Specialization courses.

Marketing is a fundamental component of all business operations and is a critical aspect of the success of a business. Prepare yourself for a career in today's dynamic business environment with a Marketing degree. Jobs in the field of marketing include: advertising, sales, communications, public relations, promotions, e-marketing, fundraising, and research analyst.

The program is firmly committed to providing opportunity for leadership development, social and civic awareness, and increased understanding of marketing and management. Many of the courses listed below will transfer to a number of four-year colleges and universities. However, students who plan to transfer for a Bachelor's Degree in Marketing, should follow the Associate in Science transfer degree for Business. These students should also contact the Student Advising Center and the four-year college of their choice to obtain a list of course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Business and Continuing 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 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 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Mathematics, Science, Computer Technology, Business & Continuing Education

Basic Skill Requirement:		Hours	This transfer program is designed to meet general education requirements for students planning to transfer to a four-year college or university program in Business. Students should contact the Student Advising Center and the four-year college of their choice to obtain the course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Business and Continuing Education.
ENGL0101	Composition I*	3	
ENGL0102	Composition II*	3	
SPCH0151	Public Speaking or		
SPCH0201	Interpersonal Communication	3	
Total Basic Skill Requirement:		9	
Mathematics Requirement:		Hours	<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 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	
Total		3	
Humanities Requirement (from one of the following disciplines: Art, History, Literature, Music, Philosophy, Theatre or Modern Language):		Hours	
	Humanities Core Elective	3	
Total		3	
Social Science Requirement:		Hours	GENERAL EDUCATION REQUIREMENTS
ECON0201	Principles of Macroeconomics or		
PSYC0101	Psychology*	3	
Total		3	
Natural and Physical Science Requirement:		Hours	
	Natural and Physical Science		College Requirement - All first time degree-seeking students who score 73 or above on the COMPASS reading exam will take HUDV0100, First Year Experience. All degree-seeking students who score below 73 on the COMPASS reading exam will take HUDV0101: Strategies for Academic Excellence/ Lifelong Learning. (See exemptions)
	Core Elective	3-5	
Total		3-5	
Total General Education Requirement:		22-25	
Business Foundation Requirement:		Hours	HUDV REQUIREMENT:
BUSN0101	Accounting I*	3	
BUSN0204	Business Law I*	3	
BUSN0210	Introduction to Business	3	
BUSN0211	Business Communications*	3	
CIST 0111	Microcomputer Business Software*	3	Hours
Total Business Foundation Requirement:		15	
Marketing Specialization Requirement:		Hours	
BUSN0113	Marketing	3	
BUSN0216	E-Marketing	3	
BUSN0263	Consumer Behavior	3	
BUSN0266	Principles of Selling	3	Basic Skill Requirement:
BUSN0104	Small Business Management or		
BUSN0294	Be Your Own Boss –		
	FastTrac®Planning The		
	Entrepreneurial Venture™	3	
Total Marketing Specialization Requirement:		15	Humanities Requirement (6 credits from 2 different disciplines including Art, History, Literature, Modern Language, Philosophy, Music or Theatre):
Electives (9 credit hours)		Hours	
Any Business Course			
Total Electives:		9	
Total hours required for an Associate in Applied Science in Marketing Degree:		61-64	
Curriculum Pathway Leading to An Associate in Science in Liberal Arts & Sciences for Students Seeking A Transfer Degree to a 4-Year Institution:			Social Science Requirement: (from one of the following disciplines: Anthropology, Economics, Geography, Political Science, Psychology or Sociology):
BUSINESS			
Program Coordinator: Janet Velazquez			
Email Address: jvelazquez@kckcc.edu			
*See course description for prerequisite.			
13-15 hours of Mathematics & the Natural and Physical Sciences Requirement (from at least 2 different disciplines):			Hours
MATH0105	College Algebra*	5	
NASC	Lab course from the Natural Sciences	4-5	
BIOL/CHEM	Lab course from the Physical Sciences	4-5	
Total		13-15	
Total General Education Requirements		35-38	

Mathematics, Science, Computer Technology, Business & Continuing Education

Business and General Education Requirement:		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 Requirement: **27**

*See course description for prerequisite.

**Mathematics sequence is contingent upon math placement test scores. Three 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**

PARALEGAL PROGRAM ASSOCIATE IN APPLIED SCIENCE

Program Coordinator: Kathryn Lask

Email Address: klask@kckcc.edu

Emphasis in the Paralegal curriculum is to integrate practice with theory. Students are educated in the various skills required to perform detailed legal work as defined by general legal procedures and the legal expertise of the faculty. In this way, they are exposed to many legal practice techniques in the form of practical experience that enhance their placement possibilities upon graduation. Any deviation from the program must be approved by the Dean of Business and Continuing 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 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 students who score **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV REQUIREMENT:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3

ENGL0102	Composition II* or	
ENGL0206	Technical Writing	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

*See course description for prerequisite.

Mathematics Requirement:		Hours
	Math Core Elective	3-5
Total		3-5

Humanities Requirement:		Hours
(from one of the following disciplines including: Art, History, Literature, Modern Language, Music, Philosophy or Theatre):		
	Humanities Core Elective	3
Total		3

Social Science Requirement:		Hours
PSYC0101	Psychology*	3
Total		3

Natural and Physical Sciences Requirement:		Hours
	Natural and Physical Sciences	
	Core Elective	3
Total		3

Total General Education Requirement: **22-25**

Paralegal Specialization Requirement:		Hour
CIST0111	Microcomputer Business Software*	3
BUSN01151	Basic Keyboarding or	
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
PRLG0270	Insurance Law*	3
PRLG0271	Seminar: Legal Interviewing & Investigation*	2
PRLG0275	Paralegal Internship I*	1
PRLG0276	Paralegal Internship II*	1
Total		44

*See course description for prerequisite or co-requisite.

Total hours required for an Associate in Applied Science in Paralegal Degree **66-69**

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

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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." Any deviation from the program must be approved by the Dean of Business and Continuing 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 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 **73 or above** on the COMPASS reading exam are required to take HUDV0100, First Year Experience. All degree-seeking students who score **below 73** on the COMPASS reading exam will take HUDV0101, Strategies for Academic Excellence/Lifelong Learning. (See exemptions)

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/ Lifelong Learning	2
Total		1-2

Basic Skill Requirement:		Hours
ENGL0101	Composition I	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Mathematics Requirement:		Hours
MATH0105	College Algebra or	
MATH0108	Pre-Calculus Mathematics* or	
MATH0115	Statistics*/#	3-5
Total		3-5

#Depending on University transfer

Humanities Requirement: (9 credit hours from at least 3 disciplines):		Hours
HIST0104	United States To 1877 or	
HIST0105	United States Since 1877 or	
HIST0115	World Civilization I or	
HIST0116	World Civilization II**	3
PHIL0103	Introduction to Philosophy or	
PHIL0105	Logic or	
PHIL 0206	Ethics*	3
	Humanities Core Elective	3
	(from Art, Literature, Music or Theatre [Performance courses are excluded])	
Total		9

Social Science Requirement: (6 credit hours from at least 2 disciplines)		Hours
POSC0111	American Government or	
POSC0112	State and Local Government	3
PSYC0101	Psychology* or	
SOSC0107	Sociology	3
Total		6

Natural and Physical Science Requirement: (lecture with lab)		Hours
	Natural or Physical Science	5
	Core Elective	
Total		5

Foreign Language Requirement:		Hours
	Foreign Language Core Elective	5
Total		5

Total General Education Requirement:	38-41
*See course description for prerequisite.	

Pre-Law Requirement:		Hours
BUSN0101	Accounting I	3
ECON0201	Principles of Macroeconomics	3
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
Total		24

*See course description for prerequisite.

**Required only if student takes HIST0116, World Civilization II, and plans to transfer to KU.

Total hours required for an Associate in Arts in Liberal Arts & Sciences in Pre-Law Degree:	62-65
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PRE-SPORTS MANAGEMENT

Program Coordinators: Susie Myers/Lakshmy Sivaratnam

Email Address: smyers@kckcc.edu

Email Address: lsivaratnam@kckcc.edu

This transfer program is designed to meet general education requirements for students planning to transfer to a four-year college or university program in Sports Management. Two years of a general education program and two years of sports management courses must be completed. Students should contact the Student Advising Center and the four-year college of their choice to obtain the course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Business and Continuing 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 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.

HUDV Requirement:		Hours
HUDV0100	First Year Experience or	1
HUDV0101	Strategies for Academic Excellence/	

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Lifelong Learning	2
Total	1-2

Basic Skill Requirement:

ENGL0101	Composition I*	3
ENGL0102	Composition II*	3
SPCH0151	Public Speaking or	
SPCH0201	Interpersonal Communication	3
Total		9

Humanities Requirement (9 credit hours from the following disciplines including Art, History, Literature, Music and Theatre):

PHIL0206	Ethics	3
	Humanities Core Elective	3
	Humanities Core Elective	3
Total		9

Social Science Requirement:

PSYC0101	Psychology	3
ECON0201	Principles of Macroeconomics or	
ECON0202	Principles of Microeconomics	3
Total		6

Mathematics Requirement:

MATH0105	College Algebra*	5
Total		5

Natural & Physical Science Requirement:

BIOL0121	General Biology or	5
BIOL0141	Human Anatomy & Laboratory	4
Total		4-5

Foreign Language Requirement:

LANG	Foreign Language Core Elective	5
Total		5

*See course description for prerequisite.

Total General Education Requirement: 39-41

Technical Requirement:

BUSN0101	Accounting I*	3
BUSN0102	Accounting II*	3
BUSN0204	Business Law I*	3
BUSN0286	Principles of Management	3
BUSN/		
EXSC0215	Introduction to Sports Management	3
EXSC0205	Personal School Community Health	3
EXSC0206	Lifetime Fitness	3
EXSC0211	Care and Prevention of Athletic Injuries	3
Total:		24

*See course description for prerequisite.

Total for an Associate in Arts in Liberal Arts and Sciences in Pre-Sports Management Degree: 63-65

TECHNICAL CERTIFICATES

The certificates offered in the Administrative Office Professionals cluster are designed to give students a well-rounded preparation for careers in offices 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 team.

OFFICE ASSISTANT TECHNICAL CERTIFICATE

Program Coordinator: Kristen Ball

Email Address: kball@kckcc.edu

The Office Assistant certificate prepares graduates for entry-level positions in office environments. Students receive training in courses such as Business English, Microcomputer Business Software, and Customer Service. The Office Assistant certificate can be transferred into the Administrative Office Professional certificate. Any deviation from the program must be approved by the Dean of Business and Continuing Education.

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 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 Requirement:		Hours
BUSN0140	Essential Career Skills	1
BUSN0191	Microcomputer Apps I-II: Advanced WORD *	2
BUSN0250	Obtaining Employment	1
BUSN1151	Keyboarding	1
BUSN1153	Speedbuilding I *	1
BUSN2201	Records Management	1
BUSN2202	Business English	1
BUSN2203	Proofreading	1
BUSN2253	Customer Service *	2
CIST0111	Microcomputer Business Software *	3
CIST0166	Microcomputer Applications I: Spreadsheets*	3

Total hours required for an Office

Assistant Certificate: 17

*See course description for prerequisite.

ADMINISTRATIVE OFFICE PROFESSIONAL TECHNICAL CERTIFICATE

Program Coordinator: Kristen Ball

Email Address: kball@kckcc.edu

Students wishing to further their education may transfer their Office Assistant certificate to the AOP certificate. By adding classes such as Human Relations in Business, Business Communications, and Office Simulations, students may increase their opportunities for employment. The Administrative Office Professional certificate may be seamlessly transferred into the AOPAAS degree, which can be completed by adding an additional thirty credit hours. Any deviation from the program must be approved by the Dean of Business and Continuing 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 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

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to follow the transfer requirements established by his/her transfer institution.

Certificate Requirement:		Hours
BUSN0108	Human Relations in Business	3
BUSN0110	Business Math*	3
BUSN0140	Essential Career Skills	1
BUSN0191	Microcomputer Apps I-II: Advanced WORD *	2
BUSN0211	Business Communications *	3
BUSN0250	Obtaining Employment	1
BUSN1151	Keyboarding	1
BUSN1153	Speedbuilding I *	1
BUSN2201	Records Management	1
BUSN2202	Business English	1
BUSN2203	Proofreading	1
BUSN2253	Customer Service *	2
BUSN2251	Office Simulations*	3
CIST0111	Microcomputer Business Software*	3
CIST0166	Microcomputer Applications I: Spreadsheets*	3

Electives: (Choose one)		Hours
BUSN0124	Accounting Software Application	3
BUSN0285	Occupational Internship *	3
Total Electives		3

*See course description for prerequisite.

Total hours required for an Administrative Office Professionals Certificate: 32

CERTIFICATES OF COMPLETION

CUSTOMER SERVICE CERTIFICATE OF COMPLETION

Program Coordinator: Karen Gaines
Email Address: kgaines@kckcc.edu

Respond to the needs of local employers with a Customer Service Certificate of Completion. This 7-credit hour certificate will prepare you, as you move into a supervisory role, in the areas of communications, human relations, motivation, problem-solving, supervision, and organizational skills. The higher quality of customer service you provide your employer, the more valuable an employee you will become. This certificate is geared for those who are new to a managerial role, as well as anyone who works with the public.

Certificate of Completion Requirement:		
BUSN0140	Essential Career Skills	1
BUSN0293	Business Dynamics	2
BUSN0267	Supervision Skills	2
BUSN2253	Customer Service	2
Total Certificate Hours:		7

ENTREPRENEURSHIP CERTIFICATE OF COMPLETION

Program Coordinator: Karen Gaines
Email Address: kgaines@kckcc.edu

Are you interested in starting a business? Do you have a concept for a business and want to develop a business plan for

your idea? Do you want to explore the entrepreneurial mindset and the many facets of being a successful entrepreneur? Do you currently operate a business and want to take it to the next level?

If you answer 'yes' to any of those questions, then consider the 6-credit hour Entrepreneurship Certificate of Completion. These practical, hands-on business development courses are designed to help entrepreneurs hone the skills needed to create, manage, and grow successful businesses. You will not just learn about the business; you will work on your own business idea or venture....moving those ideas to reality or to new levels of growth.

Certificate of Completion Requirement:

BUSN0140	Essential Career Skills	1
BUSN0181	Is Business Ownership Right for Me? – The Entrepreneurial Mindset	2
BUSN0294	Be Your Own Boss – Planning The Entrepreneurial Venture	3
Total Certificate Hours:		6

MARKETING CERTIFICATE OF COMPLETION

Program Coordinator: Karen Gaines
Email Address: kgaines@kckcc.edu

Marketing is a fundamental component of all business operations and is a critical aspect of the success of a business. If you are ready to contribute more to your organization, or take on a new professional role, this 10-credit hour Marketing Certificate of Completion will provide you with a competitive edge and skills that will enhance your value to an employer.

Certificate of Completion Requirement:

BUSN0140	Essential Career Skills	1
BUSN0263	Consumer Behavior	3
BUSN0264	Integrated Marketing Communications	3
BUSN0266	Principles of Selling	3
Total Certificate Hours:		10

CONTINUING EDUCATION

Program Areas

Adult Education Program
Career Certificate Programs
Career Services
Community Education Non-Credit Programs
Concurrent Enrollment Partnership Program
Continuing Professional Education
Cultural Scholarships
Entrepreneurship
GED Testing
Prime Time Club (over 50)
Workforce Development

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 four areas:

1. Basic Skills: Classes enable adults to improve their skills in reading, math, English, science, and social studies. Employability skills, including beginning computer training, are part of the basic skills curriculum. These classes are open to all adults who wish to improve basic skills whether or not they have completed a high school diploma.
2. High School Equivalency Preparation (GED): The Adult Education Program prepares adults for the General Educational Development (GED) test and college and career readiness.
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.
4. Family Literacy – KCKCC, in conjunction with the Kansas City Kansas School District 500, offers family literacy at two locations where parents attend Adult Education Program classes while their preschool age school child attends preschool. Only parents of children attending specific preschool classes are eligible.

Classes are held at KCKCC and several satellite learning centers and are offered at a variety of times to meet the needs of changing schedules.

To participate in the Adult Education Program, students must be at least 16 years of age and have withdrawn from high school. There is a 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:

- Persons must be at least 18 years of age.
- Persons cannot be currently enrolled in high school.
- Persons cannot hold a high school equivalency certificate or diploma.
- 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 913-288-7661. To sign up for the GED test, go to GED.com

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 Dental Assisting, Real Estate Licensure, Medical Billing and Coding, Pharmacy Technician, Phlebotomy Technician, Appraisal Pre-Licensure, and various online certificate

offerings. Certificate program offerings are frequently updated. For the latest course information, visit www.kckcc.edu, click on Continuing Education and then Schedule. Or call 913-288-7170.

PRIME TIME CLUB

The Prime Time Club is designed to provide citizens of Wyandotte and Leavenworth counties, age 50 and older, with a variety of free and low-cost activities consisting of cultural events, special trips, informational seminars, workforce training, 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 vehicle and motorcycle driver safety, 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. Additional youth programming is offered each semester and is listed in the Continuing Education Schedule. Call 913-288-7660 to request a schedule of offerings.

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 college-level classes right at the high school.

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

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

Concurrent and Dual Enrollment Defined: The Kansas Board of Regents (KBOR) encourages high school students to take advantage of postsecondary education opportunities by enrolling in college courses while still in high school. The statute 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.

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.

The College adheres 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.

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.

Currently KCKCC is offering continuing education workshops in the following professions: real estate appraisal, law enforcement, occupational therapy, child care, EMT/Paramedics, and paralegal. Continuing professional education offerings are frequently updated. For the latest course information visit www.kckcc.edu, click on Continuing Education, then Schedule, or call 913-288-7170.

CULTURAL OUTREACH

KCKCC provides cultural programming in conjunction with Workforce Development. Language assessment, translation, and interpretation are provided as well as language training programs. Other cultural programs include workplace culture, communication in the workplace, and communication accommodation strategies. KCKCC collaborates with many local organizations to promote diversity and intercultural activities. KCKCC also provides scholarships for students who have participated in the BizFest entrepreneurial training program. This program provides scholarships, mentoring, and advising to promote student success. Another function of

Cultural Outreach is the My Shelf To Yours (MSTY) program, which sells donated books and provides scholarships and tuition assistance to students. Student volunteers play an active role in management of MSTY.

THE CENTER FOR WORKFORCE DEVELOPMENT AND ENTREPRENEURSHIP

Located in 3329 of the J. Paul Jewell Center, the Center for Workforce Development and Entrepreneurship provides many services to students, community members, and the business and industry community. We support the areas of Workforce Development, Career Services and Entrepreneurship.

Workforce Development: The College provides 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, primarily to resident and businesses in our service areas of Wyandotte and Leavenworth County.

We provide high-quality training and education that is designed, administered, and delivered by private consultants and College professionals with industry backgrounds. Flexible training options include customized training, workshops, seminars, and credit class formats that are held at the worksite, at a KCKCC campus location or other appropriate locations.

Our Workforce Development team also connects individuals and companies with state and federal workforce training resources, such as the Kansas Small Business Development Center.

For more information contact the Workforce Department at (913)288-7644 or visit www.kckcc.edu/services/workforce-development.

Career Services: Assistance is available for job searchers and career choices, resume writing, and developing interviewing skills. Information on the world of work and specific career fields is available in both video and printed form. The Center maintains a computerized job bank. Information about area jobs can be accessed through at www.jobvertise.com/members/career1center.

Testing in 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. These tests are managed through the Student Advising Center at (913) 288-7644.

Entrepreneurship: The Center supports the development and growth of student and community entrepreneurs. We provide a variety of state-of-the-art resources, including workshops, courses, and events.

Through the newly remodeled KCKCC Innovation Centers, 3619 Flint Hall, the College supports entrepreneurs by providing cubicle and conference spaces, consulting, networking and start-up activities and events. Business planning courses, including FastTrac®, in partnership with the E.M. Kauffman Foundation, and the Ice House Entrepreneurship Program, in conjunction with the Entrepreneurial Learning Initiative are available. Access to many of these resources may be obtained through membership in the Sustaining Entrepreneurship Network (SEN).

Mathematics, Science, Computer Technology, Business & Continuing Education

The Center proudly offers several events throughout the year, which support individuals who want to launch or grow a business. The Innovation Summit, each spring, includes a pitch contest for adult and high school student categories. For information go to www.kckcc.edu/services/workforce-development/innovation-summit. Among other events, our Business Solutions Series facilitates support for and by area businesses.

Call 913-288-7644 to learn more about entrepreneurship at KCKCC.

Dr. Thomas R. Burke Technical Education Center

Clifford Smith, Dean of TEC Operations

Email Address: clsmith@kckcc.edu

Leota Marks, Dean of Academic Workforce Programs (TEC)

Email Address: lmarks@kckcc.edu

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KCKCC Technical Education Center (TEC) offers a vast number of classes and programs that teach high-demand skills needed to get a job, to cross-train for different positions, or retrain for a new career. Programs at the KCKCC TEC include appliances, automotive, business, computers, construction, cosmetology and nails, culinary, heating and refrigeration, manufacturing, medical, multimedia and other technical areas. All programs are industry-relevant and designed to support the KCKCC TEC mission.

KCKCC TEC is committed to excellence in teaching and education, and provides learning environments that encourage innovation and supports the 21st century outcomes. KCKCC TEC instructors teach students to be proficient in written and oral communication and train them in a variety of modern techniques that will make them adaptable to a myriad of technical positions. Our faculty members are highly skilled certified professionals who are current in their respective fields of specialty. We will continually strive to update our academic programs as required to reflect the changing needs of society, the scientific community, and professional positions currently available.

POST-SECONDARY STUDENTS

- All postsecondary applicants must interview with the TEC Admissions Counselor. They must sit for an entrance exam to get into any program at the Technical Education Center.
- Postsecondary students may start most TEC programs each semester on a space available basis. Call 913- 288-7800 for specific dates and openings.
- TEC programs meet Mon.-Fri. from 7:30 a.m. to 2:15 p.m. (except Cosmetology which meets 7:30 a.m. to 3:00 p.m. and Nail Technology which meets 9:30 a.m. to 3:00 p.m.). Summer hours are Mon.-Thurs. from 7:30 a.m. to 4:15 p.m. 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 seniors from Kansas schools may enroll at the TEC. High School enrollment requires approval by both the home high school and TEC. (Some classes require a valid social security card or state ID). High school students 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. No tuition is charged to the student during high school while he/she is receiving high school credit. (Tuition is paid by the home Kansas high school.) Some programs require students to purchase kits. This expense is the responsibility of the student.
- **High school students (except those in Health Careers, Nail Technology, and Early Childhood Education) cannot attend TEC enough hours during their senior year to complete the full 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 and fees (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.

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 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. KCKCC will accept high school transcripts for credit up to 3 years after high school graduation.

CERTIFICATE PROGRAM INFORMATION

For Office Assistant Certificate and Administrative Office Professional Certificate, please refer to the Business and Continuing Education section.

AUTO COLLISION REPAIR HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Instructor of Auto Collision Repair: Richard Gravelle

Email Address: rgravelle@kckcc.edu

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
ACRT0100	Technical Safety and Tools	1
ACRT0110	Cosmetic Auto Body	2
ACRT0160	Painting and Refinishing 1	3
ACRT0260	Painting and Refinishing 2	3
ACRT0261	Painting and Refinishing 3	3
ACRT0262	Painting and Refinishing 4	4
BUSN0250	Obtaining Employment	1
Total Required Credits		17

Certificate B (Must complete Certificate A plus the following 26 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 (2 credit hours to be determined by Instructor)

ACRT0290	Estimating/Damage Analysis and Customer Service	2
ACRT0175	Paintless Dent Repair Certificate B 43	2

Certificate C (Must complete Certificate B plus the following 9 credits)

ACRT0180	Mechanical and Electrical Component	3
ACRT0181	Mechanical and Electrical Component 2	3
ACRT0242	Structural Analysis and Damage Repair 4	3
Total Credits Certificate C		52

AUTOMOTIVE TECHNOLOGY HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Associate Professor of Auto Technology: John Hattok

Email Address: jhattok@kckcc.edu

Assistant Professor of Auto Technology: Bob McGowan

Email Address: rmcgowan@kckcc.edu

Instructor of Auto Technology: Mike Wichtendahl

Email Address: mwichtendahl@kckcc.edu

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 utilizes an 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
AUTT0141	Steering and Suspension 1	3
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
Total Credits for Certificate A		20

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
Total Credits for Certificate A plus Certificate B		41

***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 (41 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 51

BUILDING & PROPERTY MAINTENANCE 40 CREDITS HS & POSTSECONDARY

Instructor of Building

& Property Maintenance: Shawn McGivern

Email Address: smcgivern@kckcc.edu

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.

Required Courses		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
BPMT0110	Tech Math 3	
BPMT0112	Residential Electrical	3
BPMT0115	Residential Plumbing and Repair	2
BPMT0121	Remodel Painting	3
BPMT0130	Drywall Repair	1
Total Required Credits		30

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
Total Elective Credits		10
Total for Program Completion		40

COMPUTER SUPPORT SPECIALIST HS AND POSTSECONDARY

Dean: Dr. Edward Kremer

Email Address: ekremer@kckcc.edu

Assistant Professor of Computer Repair: Michael Finnegan

Email Address: mfinnegan@kckcc.edu

The Computer Support Specialist technical certificate will prepare individuals to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. This will include instruction in computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service. The instructor authorizes enrollment based on documented knowledge and experience in the use of computers.

Certificate A		Credits
CRTE0101	Computer Concepts and Applications	3
CRTE0100	Comp TIA A + Essentials	3
CRTE0101	Comp TIA A + Practical Applications	3
CRTE0106	Advanced Operating Systems	3
CRTE0108	Laptops and Mobile Devices	3
CRTE0110	Printers Scanners and Pheripherals	3
ENGR0108	Electronic Circuit Fundamentals	3
Total Certificate A		21

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Certificate B		Credits
CRTE0115	Applied Networking 1	2
CRTE0117	Applied Networking 2	2
CRTE0200	Server Operating Systems and Virtualization	3
CRTE0201	Server Administration	3
CRTE0202	Linux and Windows Practical Server 3	
CRTE0203	Computer Network Security	3
CIST0117	Networking 1	3
CIST0158	Networking 2	3
Total Certificate B		22
Total Certificate A plus Certificate B		43

AUTOMOTIVE HYBRID AND ELECTRIC VEHICLE

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Assistant Professor of Auto Technology: Robert McGowan

Email Address: rmcgowan@kckcc.edu

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:

AHEV0102	Hybrid Electric Vehicle Safety for First Responders and Dismantlers	2
AHEV0203	Basic Hybrid Electric Vehicles	3
AHEV0282	Hybrid/Electric Vehicles Inverters, Converters and Electric Motors	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
Total Certificate		40

CONSTRUCTION TECHNOLOGY HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Assistant Professor of

Construction Technology: Donald Balluch

Email Address: dballuch@kckcc.edu

Plumbers, electricians, masons, and carpenters fill the ranks of the construction industry. This course prepares students for these fields at the apprenticeship level. Students 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
Total Certificate A		18

Certificate B		Credits
(Complete Certificate A plus 18 credits below)		
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
Total Certificate B		18
Total Certificate A plus B		36

Certificate C		Credits
(Complete Certificate A plus B and the following)		
CONS0107	Masonry (Level 1)	2

Electives

(10 credit hours to be scheduled by Instructor):

CONS0123	Insulating 3	
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
		10

Total Certificate A plus B plus C **48**

COSMETOLOGY 50 CREDIT HOURS HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Instructor of Cosmetology: Ralph Bautista

Email Address: rbautista@kckcc.edu

Instructor of Cosmetology: Deborah Wolf

Email Address: dwolf@kckcc.edu

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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	Cosmetology Hair Care/ Styling Services	6
COSM 0106	Cosmetology Hair Care/ Skin Care Services	6
COSM0107	Cosmetology Hair Skin and Nail Care	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
Total Certificate		50

EARLY CHILDHOOD EDUCATION HS AND POSTSECONDARY

Dean: Dr. Cherilee Walker

Associate Professor of Early

Childhood Education: Kathleen McGowan

Email Address: kmcgowan@kckcc.edu

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.

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 Teacher Training	1
Total		1

CHILD DEVELOPMENT ASSOCIATE PREPARATION CREDENTIAL –CDA

CHLD0101	Early Childhood Substitute Teacher Training	1
CHLD0100	Fundamentals of Early Care Education	3
CHLD0110	Infants and Toddlers I or	
CHLD0112	Preschoolers I	3
CHLD0111	Infants and Toddlers II or	
CHLD0113	Preschoolers II	3
CHLD0114	Infant and Toddler First Aid and CPR	1
CHLD0124	Early Childhood Lab Experiences I	2
CHLD0126	Early Childhood Lab Experiences II	2
CHLD0220	Wellness, Health and Safety for the Young Child	3
CHLD0227	Child Development Associate Preparation	2
Total hours required for the CDA		20

ELECTRICAL TECHNOLOGY HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Instructor of Electrical: George Crump

Email Address: gcrump@kckcc.edu

Electrical Technology is a program that develops basic electrical skills, technical knowledge, and related occupational information to prepare for initial employment in the electrical trade. Students will begin with the basic fundamentals of electricity and progress through all types of residential, commercial and industrial wiring, including advanced solid state motor controls.

Certificate A		Credits
ELET0100	Safety (OSHA 30)	2
ELET0101	Electromechanical Systems	3
ELET0104	Print Reading	2
ELET0105	Workplace Skills	1
ELET0120	Electrical Math	3
ELET0130	AC/DC Circuits I	4
ELET0150	Residential Wiring I	4
ELET0110	National Electrical Code I	4
ELET0200	Commercial Wiring I	4
ELET0232	Electrical Circuits, Instruments and Measurements	2
ELET0245	Troubleshooting Techniques	2
ELET0210	National Electrical Code II	4
ELET0253	Motor Controls	3
ELET0255	Programmable Controllers	2

**ELECTIVES (4 credit hours to be scheduled
By Instructor to complete program total
Of 44 credits)**

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ELET0203	Analog Circuits	2
ELET0240	HVAC Systems	2
ELET0265	Generators and Transformers	2
Total Credits Certificate B		44

HEALTH CAREERS ONE HIGH SCHOOL SEMESTER HS ONLY

Dean: Anita Krondak, Interim Dean of Allied Health and Nursing

Email Address: akondak@kckcc.edu

Instructor of Health Careers: Yvonne Jackson

Email Address: yjackson@kckcc.edu

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 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
Total Credits		7

HEATING & REFRIGERATION 55 CREDITS HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Instructor of HVAC: David Yantz

Email Address: dyantz@kckcc.edu

HVAC training is comprised of heating, ventilation, air conditioning and refrigeration. Fundamentals are emphasized, along with specific studies in central and room systems. Silver brazing, electrical and mechanical troubleshooting, and sheet metal techniques are also practiced. The program is approved for EPA and R-401A refrigerant certification.

Certificate		Credits
HVAC0100	Safety Orientation (OSHA 10)	1
HVAC0103	Refrigeration System Components I	2
HVAC0105	Electrical Theory 1	2
HVAC0106	Electrical Theory (Electricity & Components) 2	2
HVAC0107	Basic Sheet Metal	2
HVAC0115	HVAC Fundamentals	4
HVAC0120	Heating System Fundamentals	3
HVAC0125	Electrical Fundamentals	4
HVAC0130	Workplace Skills	1
HVAC0203	Heat Pump Systems	3
HVAC0204	System Servicing and Troubleshooting	2
HVAC0220	EPA608 1	1
HVAC0225	Heating - Electric	2
HVAC0226	Cooling 1 3	3
HVAC0228	Refrigeration 1	3
Total Required Credits		35

Electives (Choose 9 credit hours to complete program total of 44 credits)

HVAC0102	Refrigeration Theory II	1
	Refrigeration System Components II 2	
HVAC0108	Basic Sheet Metal Layout/Fabrications 2	
HVAC0215	Heating & Refrigeration Internship	3
HVAC0221	R-410A Safety Certification (Green Technology)	1
HVAC0227	Cooling II 3	
HVAC0229	Refrigeration II	3
HVAC0230	Special Projects I	2
HVAC0231	Special Projects II	3
HVAC0232	Electrical Controls (Motors) I	1
HVAC0233	Electrical Controls (Motors) II	2
HVAC0235	Heating Geothermal (Green Technology)	1
Total Electives		9

Total Credits Required for Program Completion 44

MACHINE TECHNOLOGY HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Instructor of Machine Technology: Mark Moehlman

Email Address: mmoehlman@kckcc.edu

This program prepares students to be competitive in today's global workforce and manufacturing industry. Teaching strategies include team building and efforts to support the manufacturing environment with projects such as the building of a motorcycle.

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
Total for Certificate A		24

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
Total		12

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
Total		12

Total for Certificate A plus Certificate B plus Certificate C 48

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MAJOR APPLIANCE REPAIR 52 CREDITS HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Assistant Professor of Major Appliance Technology:

Jake Carmack

Email Address: jcarmack@kckcc.edu

This program prepares for entry level positions working on major in-home appliances and commercial restaurant equipment repair. Enrollees get detailed instruction on refrigerators, ranges, dishwashers, washing machines, dryers, wall ovens, microwaves, and kitchen ventilation.

Course		Credits
MAPR0100	Electrical and Mechanical Safety	1
MAPR0103	Tools of the Trade	1
MAPR0108	Basic Electricity	3
MAPR0115	Parts Research and Ordering Systems	1
MAPR0120	Principles of Combustion	2
MAPR0205	Gas and Electric Wall Ovens-Domestic/Professional	3
MAPR0210	Gas and Electric Ranges/Cook Tops-Domestic/Professional/Commercial	3
MAPR0112	Fundamentals of Refrigeration	2
MAPR0135	Oxy/Acetylene Safety/Usage	2
MAPR0140	Brazing/Swaging/Silver and Soft Soldering	3
MAPR0160	Workplace Skills/Customer Relations/Recordkeeping	2
MAPR0222	Advanced Refrigeration	2
MAPR0230	Refrigerators/Freezers--Domestic and Professional	3
MAPR0233	Ice Makers—Domestic/Clear Ice/Commercial Ice Makers	3
MAPR0235	Commercial Walk-in/Reach-in Freezers/Coolers	3
MAPR0243	Microwave Ovens-Domestic/Commercial	3
MAPR0247	Gas and Electric Clothes Dryers/Stack Laundry-Domestic/Commercial	3
MAPR0220	Dishwashers-Domestic/Professional/Commercial	3
MAPR0245	Top and Front Load Clothes Washers-Domestic/Commercial	3
Total Required Credits		46

Electives (Choose 6 credit hours to complete program)

MAPR0215	Ventilation Hoods/Make-Up Air Blowers—Domestic/Commercial	3
MAPR0240	Steam Ovens/Proofers/Deep Fryers-Domestic/Commercial	3
MAPR0284	Special Projects	3
MAPR0290	Internship	3
MAPR0291	Internship II	3
Total Credits for Program Completion		52

MULTIMEDIA/VIDEO PRODUCTION 9 MONTHS HS AND POSTSECONDARY

Dean: Dr. Cherilee Walker

Email Address: cwalker@kckcc.edu

Instructor of Multimedia/Video: John Brandt

Email Address: jbrandt@kckcc.edu

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.

Core		Credits
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
TOTAL		30

NAIL TECHNOLOGY 15 CREDIT HOURS HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Instructor of Nail Technology: DeShawn Bailey

Email Address: dbailey@kckcc.edu

This program is designed to prepare individuals to become licensed nail technologists providing manicures, pedicures, acrylic nail enhancements, nail wraps, gel nails, and nail art. The curriculum includes both theory and practical application by training through a student-operated salon. Upon completion of the program, students are eligible to take the state licensing examination.

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
TOTAL		15

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CULINARY ARTS 40 CREDIT HOURS HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Assistant Professor of Culinary Arts: Cheryl Runnebaum

Email Address: crunnebaum@kckcc.edu

Instructor of Culinary Arts: Richard McPeake

Email Address: rmcpeake@kckcc.edu

Culinary Arts teaches students to master the fundamental skills of food service in hotels, restaurants, hospitals, catering, etc. The program contains daily classroom instruction with practical experience in food service preparation for public meetings and banquets.

Core Courses		Credits
CULN0100	Equipment and the Industry	1
CULN0110	First Aid in the Kitchen	1
CULN0120	Cooking methods	2
CULN0130	Food Production I	4
CULN0140	Food Production II	4
CULN0160	International Cooking	2
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	
CULN0206	Beginning Baking	3
CULN0207	Advanced Baking	3
CULN0220	Culinary Capstone	3
CULN0230	Culinary Arts Internship	3
BUSN0250	Obtaining Employment	1

WELDING TECHNOLOGY HS AND POSTSECONDARY

Dean: Leota Marks

Email Address: lmarks@kckcc.edu

Instructor of Welding: Ronald Sportsman

Email Address: rsportsman@kckcc.edu

This program is designed to teach specific skills in all aspects of the welding trade, including blueprint reading, metallurgy, oxy-acetylene and semi-automatic cutting, brazing, and industry standard welding processes in a standard set of positions. Students learn welding processes to work with cast iron, brass, aluminum, stainless steel and alloy metals. Apprenticeship opportunities with over 10 skilled craft unions are available through the Construction Apprenticeship Tech Prep Consortium for graduates.

American Welding Society certification is available by appointment during the day at TEC. Program completers will be prepared for AWS certification in most processes. Individuals who have welding experience but desire AWS certification should call 913-288-7800 to make arrangements for evaluation and testing or review sessions.

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
Total Certificate A		20

Certificate B (Plus Certificate A)		Credits
WELD0220	SMAW II	4
WELD0230	GMAW II	4
WELD0240	GTAW II	4
	Elective*	4
	Elective*	4
Total Certificate B		20
Total Certificate A plus Certificate B		40

***Electives (8 Hours to be scheduled by Instructor to complete program total Of 40 credits)**

Of 40 credits)		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. Michael Burns (Interim)

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The Enrollment Management Division consists of six specific departments, collectively responsible for various aspects of the student academic and record accountability experience at Kansas City Kansas Community College. It is the collective mission of the Enrollment Management Division to provide various forms of record and academic supportive assistance to KCKCC students from the application process through graduation.

Academic Resource Center

The staff of the Academic Resource Center (ARC) is committed to assisting all KCKCC students in strengthening their academic skills and successfully completing their college work by offering academic supports. Kansas City Kansas Community College Students have access to several resources in the Academic Resource Center:

- Math Tutoring Center
- Reading and Writing Center
- Individual Peer Tutoring
- On-line Tutoring
- Academic Placement Testing
- Computer Lab with Technical Support
- Accommodations for Disabilities

The Academic Resource Center provides reasonable accommodations for the Kansas City Kansas Community College students currently enrolled in courses with documented disabilities. The types of disabilities that may qualify for services from the ARC include, but are not limited to, the following:

- Attention Deficit/Hyperactivity Disorder
- Vision impairments
- Brain injury
- Chronic health impairments
- Deafness/hard of hearing
- Learning disabilities
- Physical disabilities
- Psychological disabilities
- Seizure disorder
- Communication disorders

Dates and times for certain services may change each semester, so contact the Academic Resource Center at 913-288-7664 or arc@kckcc.edu for specific times or additional information.

Office of Admissions

The mission of Kansas City Kansas Community College's Admissions and Recruitment team is to provide timely, accurate, professional and consistent service to all who wish to join the Blue Devil crew. To accomplish our mission, we counsel individual students, host large and small group information sessions, visit local high schools in our primary service area of Wyandotte and Leavenworth counties and work across campus with various departments to ensure students' needs are met. The Admissions and Recruitment team always us the utmost level of ethics and honesty when providing information to our guests and future students.

Enrollment Management

Office of Financial Aid

The Student Financial Aid Office at KCKCC assists students in obtaining the necessary funding needed to attend college. The office is located on the upper level of the Jewell Center on the main campus.

Assistance in navigating the financial aid process is provided to students attending main campus, the Pioneer Center and the Thomas Burke Technical College sites. Additionally, veterans may receive assistance in receiving educational benefits.

KCKCC participates in federal financial aid programs and awards federal grants and loans to eligible students based on the results of the Free Application for Federal Student Aid (FAFSA). Students may also be awarded campus scholarships, performance grants and student work-study.

Graduation and Transcripts

Transcript services offers KCKCC students and alumni a fast and efficient process to order their official transcripts. Incoming, degree-seeking students are required to send official transcripts into the Admissions and Records Office. Transcript Services deals with both incoming high school and college transcripts and produces outgoing official KCKCC transcripts for alumni. KCKCC utilizes PARCHMENT.com as our e-Transcript provider to send secure electronic and/or paper copies for current students and alumni, 24/7.

Graduation services is responsible for coordinating the yearly commencement ceremonies and the posting of applicable transfer credit to our students' official KCKCC transcript. Graduation Services verifies that students have met the graduation requirements and have the required courses to graduate in all of our certificate or degree programs. Graduation Services is also responsible for ordering and producing all diplomas and certificates for the college. Students can be deemed eligible to graduate in the fall, spring or summer semester of each year from the college and are able to participate in the graduation ceremony. The degree statements are posted to the official transcripts upon completion of the semester and the verified grades. The college holds graduation ceremonies each year in May

Office of the Registrar

The Registrar's Office supports the academic life at Kansas City Kansas Community College, including everything from class registration to graduation and beyond.

- It serves as the official guardian of student data and is responsible for the accuracy, integrity and security of those records under the Family Educational Rights and Privacy Act (FERPA).
- It supports and upholds the academic policies of the college and provides services related to the maintenance of student demographic information, residency, concerns, enrollment, grades, verification of enrollment, and enrollment statistics.
- It is committed to providing personal attention and high quality service to all students, faculty, academic and administrative departments, and the public in a professional and friendly atmosphere.

TRIO Student Support Services

KCKCC's TRIO Student Success Services Department is the result of a federal grant awarded to KCKCC in 2015 from the US Department of Education. TRIO SSS allows KCKCC to focus on additional student support services for identified first generation students as well as students with disabilities, designed to increase the likelihood of a successful transition to a four year college or university, a technical education credential, or an associate's degree from Kansas City Kansas Community College.

Division of Financial & Administrative Services

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Dr. Susan J. Lindahl

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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 to provide a clean, safe, professional environment for students, staff, and faculty. General maintenance, remodeling, energy conservation, campus beautification, and custodial support are all pieces of the Buildings and Grounds responsibilities.

Business Office: The mission of the Business Office is to provide financial services to its internal and external customers. We provide these services while operating within legal and financial guidelines established by Federal, State, and local governmental agencies. The Business Office is the fiscal office of the College, responsible for the acceptance of monies, payment of all College debts, accounting for funds, tracking budgets, and fiscal administration of grants.

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.

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.

Risk Management: It is important that all faculty, staff and students help identify risk and safety issues which could result in injury, infrastructure damage, or other human or financial loss to the College. Information brought to our attention by you personally and the information shared by department managers identify our most significant areas of risk and develop goals to address them.

Division of Information Services

Chief Information Officer: Dr. Baz Abouelenein, PMP
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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 Services

The Network Services 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 Help desk support (both onsite and phone support), limited training, hardware/software problem determination and correction, internet connections, equipment installation and repair, 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 CIST lab in the Library 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.

Media Services

Media Services is designed to enhance the learning experience of the KCKCC students, assist the faculty, the staff, and the community with the production and utilization of non-print media.

Services include video and audio production, live video stream of college events, photography, distance education, teleconferencing, computer animation, audio-visual support, and multimedia production.

The department is located on the lower level of the Performing Arts Center. Facilities include a television studio, control room, video playback room, video editing suites, and various offices. Features include an Adobe Creative Suite, Newtek video production switcher, HD video cameras, and a chroma key background for video special effects.

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 on Google TV, channel 146, throughout the Kansas City metropolitan area, and Time-Warner Cable, channel 17 in Wyandotte County.

Information Services

Our office hours are:

Monday	7:30am – 7:00pm
Tuesday	7:30am – 7:00pm
Wednesday	7:30am – 7:00pm
Thursday	7:30am – 7:00pm
Friday	7:30am – 4:30pm
Saturday	Closed
Sunday	Closed

Web Services

Web Services is responsible for managing Kansas City Kansas Community College's external website, www.kckcc.edu and internal website, my.kckcc.edu. We also assist other KCKCC departments and divisions with their college-related website projects by applying a consistent visual brand and advising them of best practices for their website.

Academic Support

Academic Support offers technology trainings and one-on-one consultations to the faculty and staff at Kansas City Kansas Community College. Technology trainings cover topics in Microsoft Office, Datatel/Ellucian, MyDotte, helpdesk tickets, clickers, iOS devices, cloud based storage and applications, and other software and hardware technologies. One-on-one sessions are customized to fit into the faculty or staff member's schedule and cover the topics that he/she wants to learn. Consultations can be used to help learn new skill sets in familiar programs or to learn how to use new technologies to enhance your classroom environment. Appointments can be scheduled by contacting the Academic Support Coordinator at 913-288-7547.

Print Shop

Our small in-house print shop is here to help you with all of your printing needs. From copying to graphic design to bindery work. The Print Shop team works together to take care of our staff and faculty in a positive and accommodating manner.

Duplicating

Black and white printing ONLY. Handouts, tests, study guides, syllabi, manuals, calendars, NCR, etc. Booklet production is also available.

Graphic Design and Printing

Design work and color printing for all flyers, brochures, posters, booklets, newsletters, business cards, programs, postcards, invitations, etc.

Purchasing Services (ePurchasing)

Purchasing Services (ePurchasing) offers to assist faculty and staff with the assistance in purchasing goods and services that includes both office supplies and furniture. Purchasing Services will assist the faculty and staff in ePurchasing which is an internal online ordering process using Ellucian. Services include purchasing, sourcing, space planning, negotiations of items with the best possible pricing and services. Purchasing Services is located in Information Services, or by calling 913-288-7424

Division of Institutional Services

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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 Freedom of Information Officer for the College. 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 Office Writing Services

The office grants consults with administrators, faculty, and staff to identify grant and development 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.

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 for currently enrolled students 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.

Division of Student Services

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MISSION AND PURPOSE STATEMENT

The Vision of Student Services is dedicated to help students be successful in life. The staff in the Division believe that a significant amount of learning at college occurs outside of the classroom. In addition to utilizing the Student Advising Center or the Counseling and Advocacy Center for support and assistance, we encourage students to participate in programs and activities sponsored by Student Activities, the Intercultural Center, and Athletics. Enjoying living in Student Housing, seeking medical help from our Student Health Center, or taking advantage of the quality care offered to our students with children in the Child Care Center, we focus on all the ways we can help students be successful. Inclusive of the Office of the Dean of Student Services Office, Student Services offers quality services, and opportunities for students to have well-balanced college experience.

The Athletics 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 Baseball
Men's Golf
Men's and Women's Soccer
Women's Softball
Women's Volleyball

Kansas City Kansas Community College participates in the NJCAA, is a member of the Kansas Jayhawk Conference (KJCCC) and the Region 6 Division. 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. The Athletics Program is located in the Fieldhouse on the north end of the main KCKCC campus.

The Campus Child Care Center

The KCKCC Campus Child Care Center, a facility licensed through the Kansas Department of Health and Environment, has existed since 1978 as a Student Service Project. In addition to being licensed, we are also a five star Kansas Quality Rating Improvement System rated school. The Center provides day and evening care for children ages 18 months through 12 years of age while their parents are either employed or attending classes on the main Campus and we accept children who receive subsidies through the Kansas Department of Child and Families.

All of the staff have degrees ranging from associates to master's, and many are currently pursuing further degrees. They are dedicated to providing a safe, warm, and learning environment for all children regardless of gender, race, religion, national origin, or ability. We strongly embrace diversity and celebrate it often.

Student Services

The Center provides reasonable rates and stimulating educational activities for all. Children are provided meals, supplies, and warm inviting classrooms with knowledgeable, experienced staff who truly strive to provide children with the best education possible.

The mission of the Kansas City Kansas Community College Campus Child Care Center is to provide children and their families with the highest standards of quality by promoting a safe, caring, and learning environment in a diverse educational setting.

For specific information regarding the enrollment process and general Center policies, please contact the Center Director at (913)288-7615. The Child Care Center is located on the east side of the main KCKCC campus (across the parking lot from the Conference Center).

The Counseling & Advocacy Center

The Counseling & Advocacy Center provides counseling and supportive services along with resources and referrals to students, prospective students, and community members. The types of services are varied and flexible, designed to assist students to meet their personal and academic goals and help individuals in transition. Services include personal counseling, career counseling, student support groups, (such as OQS Diversity Club, supporting LGBTQIA issues), substance abuse counseling and prevention, education, smoking cessation support and referrals to the appropriate community agency or organization. The Women's Resource Center is a part of the Counseling & Advocacy Center, helping both women and men deal with gender issues, including victim and gender advocacy. The Women's Resource Center provides Title IX advocacy services.

A food pantry for currently enrolled KCKCC students can be accessed by walking into the center. Non-perishable food and toiletry items are available on a limited basis.

A clothing bank of business-professional clothing for men and women entering the job market or beginning internships is available to students and community members.

Monthly brown bag presentations provide information on a wide range of topics given by local speakers. Also monthly is the program's newsletter, the Person to Person, which features information helpful to the adult learner.

The Counseling & Advocacy Center provides consultation services and crisis intervention for persons on campus experiencing emotional or behavioral concerns and referral to community support to continue the healing journey. These services can be accessed by walking into the center or by appointment. The Counseling & Advocacy Center is located in the upper level of the J. Paul Jewell Student Center, Room 3371. Office hours are normally 8:30 a.m. to 5:30 p.m.

The Intercultural Center

The Intercultural Center provides students, faculty, staff, and the community with an enriched environment that celebrates the cultural contributions of our diverse population and foster greater cultural interaction, understanding, and education. The Center provides cultural activities and training programs that

enhance relationships and campus spirit. The Center also serves as an educational resource, providing books, videos, and pamphlets regarding diversity. The Intercultural Center promotes multicultural understanding, citizenship, and racial harmony.

Kansas City Kansas Community College acknowledges the need to take institutional responsibility for eliminating racism, stereotype, prejudice, and discrimination. The Intercultural Center is a visible and tangible representation of the college's commitment to "Making Life Better."

Everyone is welcome to visit and be part of developing an inclusive environment.

The Center is located in the lower level J. Paul Jewell Student Center, Room 2303. For more information, contact the Intercultural Center Director at (913) 288-7504. Hours of operation are Monday – Friday 8:00 a.m. to 4:30 p.m. Summer hours may vary.

The Student Advising Center

The Student Advising Center's staff is available to assist students with planning and achieving educational and career objectives through effective academic advising. Students who are degree seeking and under 30 credit hours are required to see an advisor to enroll. Students who are planning on transferring to a university or four year college or are undecided about an academic major are encouraged to visit the Student Advising Center.

Other services provided in the Student Advising Center include degree checks for students who have a minimum of 45 credit hours and plan to graduate from KCKCC; financial aid exclusion appeals, forgiveness appeals; deviation appeals, and advising regarding academic probation. The Student Advising Center also provides workshops and individual assistance regarding the following topics: test anxiety and transferring to four year colleges. In addition to topical workshops, the Student Advising Center facilitates the colleges' mandatory New Student Orientation program. These sessions give students the opportunity to learn about the various offices on campus, resources available to them and provides helpful information on how to successfully navigating the road to a college education.

The Student Advising Center is located in the upper level of the J. Paul Jewell Student Center, Room 3384. Office hours are normally 7:30 a.m. through 7:30 p.m. while classes are in session Monday through Thursday. Friday hours are 7:30 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. Appointments are highly recommended although walk-in assistance is available. The telephone number is (913) 288-7696.

The Student Health 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

Student Services

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 the upper level of the J. Paul Jewell Student Center, Room 3363 and can be reached by calling (913) 288-7683.

The 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, Schlitterbahn, 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 (913) 288-7553.

The Office of Student Housing

The Office of Student Housing extends a warm welcome to all on-campus and off campus residents. Our Housing offers residents the opportunity for personal growth through social, cultural, campus activities and educational programming and community living. As you begin your stay with us, please take the time to carefully read your Housing Contract and the Student Housing Handbook. It contains information that will assist you, as a resident, in having a successful and positive stay in KCKCC Student Housing.

The Office of Student Housing is located on the lower level of the Math Hallway, Room 2411. For more information, contact the Supervisor of Housing at (913) 288-7632.

Course Descriptions

Key for Abbreviations:

ACRT	Auto Collision Repair Technology
ADCN	Addiction Counselor
AHEV	Automotive Hybrid and Electric Vehicle
ALHT	Allied Health
ANTH	Anthropology
ARTS	Studio Arts
AUDI	Audio Engineering
AUTT	Automotive Technology
BIOL	Biology
BMFR	Biomanufacturing
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 Support Specialist
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
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

ACRT-0100 Technical Safety and Tools

1 hour credit

Upon completion of this course the student is introduced to the collision repair occupation. Personal safety is emphasized by the student learning OSHA laws including the "Right to Know." Proper handling and disposal of wastes including those classified as hazardous are discussed. Tool identification and safety along with basic auto construction are areas also introduced.

ACRT-0110 Cosmetic Auto Body

2 hours credit

This is a continuing education class dealing with small collision and rust repair. Learn basic welding, safety and auto body techniques concerning dents, plastic fillers and rust repair, sanding techniques, and hands-on training.

ACRT-0120 Non-Structural Analysis and Damage Repair 1

4 hours credit

Upon completion of this course the student will be able to use basic metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and welding are areas the student should master. *Prerequisite: ACRT0100 Cosmetic Auto Body*

ACRT-0140 Structural Analysis and Damage Repair 1

2 hours credit

Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. *Prerequisite: ACRT0100 Cosmetic Auto Body*

ACRT-0160 Paint and Refinishing 1

3 hours credit

This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. *Prerequisite: ACRT0100 Cosmetic Auto Body*

ACRT-0175 Paintless Dent Repair

2 hours credit

Hands-on-class covers specialized tools, techniques and strategies for identifying and repairing hail damage and other types of dents without the need for refinishing or repainting.

ACRT-0180 Mechanical and Electrical Component

3 hours credit

Upon completion of this course the student will have knowledge and skills to repair mechanical problems often related to collision damage. Diagnosing damaged suspension, cooling system, wheels and tires, brake components, and air conditioning along with the replacement or repair of these parts are addressed. *Prerequisite: ACRT0100 Cosmetic Auto Body*

Course Descriptions

ACRT-0181 Mechanical and Electrical Component 2 3 hours credit

Upon completion of this course the student will have knowledge and skills to repair mechanical problems often related to collision damage. Diagnosing damaged suspension, cooling system, wheels and tires, brake components, and air conditioning along with the replacement or repair of these parts are addressed. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0180 Mechanical and Electrical Component*

ACRT-0220 Non-Structural Analysis and Damage Repair 2

4 hours credit

Upon completion of this course the student will be able to use basic metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and basic welding are areas the student should master. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0120 Non-Structural Analysis and Damage Repair 1*

ACRT-0221 Non-Structural Analysis and Damage Repair 3

4 hours credit

Upon completion of this course the student will be able to use metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and welding are areas the student should master. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0120 Non-Structural Analysis and Damage Repair 1, ACRT0220 Non-Structural Analysis and Damage Repair 2*

ACRT-0222 Non-Structural Analysis and Damage Repair 4

5 hours credit

Upon completion of this course the student will be able to use metal working skills to repair damaged panels back to their original shape. Plastic repair procedures along with the replacement and adjustment of movable glass are also learned. The removal, replacement and adjustment of interior and exterior panels and welding are areas the student should master. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0120 Non-Structural Analysis and Damage Repair 1, ACRT0220 Non-Structural Analysis and Damage Repair 2, ACRT0221 Non-Structural Analysis and Damage Repair 3*

ACRT-0240 Structural Analysis and Damage Repair 2 2 hours credit

Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0140 Structural Analysis and Damage Repair 1*

ACRT-0241 Structural Analysis and Damage Repair 3 3 hours credit

Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0140 Structural Analysis and Damage Repair 1, ACRT0240 Structural Analysis and Damage Repair 2*

ACRT-0242 Structural Analysis and Damage Repair 4 3 hours credit

Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair including restoring corrosion protection. The replacement of stationary glass and applied welding is included in the course. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0140 Structural Analysis and Damage Repair 1, ACRT0240 Structural Analysis and Damage Repair 2, ACRT0241 Structural Analysis and Damage Repair 3*

ACRT-0260 Paint and Refinishing 2 3 hours credit

This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0160 Paint and Refinishing 1*

ACRT-0261 Paint and Refinishing 3 3 hours credit

This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0160 Paint and Refinishing 1*

ACRT-0262 Paint and Refinishing 4 4 hours credit

This course will give the student basic knowledge and skills in automotive refinishing. Basic procedures, safety and product knowledge are emphasized. Proper surface preparation along with introduction to refinishing equipment will be included. Paint code interpretation, tracking material costs and waste and application procedures are also part of this course. Complete vehicle detailing and solving paint defects is another area of instruction. Live customer work will be introduced. *Prerequisites: ACRT0100 Cosmetic Auto Body, ACRT0160 Paint and Refinishing 1*

Course Descriptions

ACRT-0290 Estimating/Damage Analysis and Customer Service

2 hour credit

An estimate, damage report, or appraisal calculates the cost of repairs of a collision damaged vehicle. This repair summary is used by the customer, insurance company, shop management, and the repair technician as an agreement with the customer or the insurance company, required parts needed list for the repairs, and as a guide for the repairs needed for the technician.

ADCN-0101 Introduction to Addictions

3 hours credit

This course presents coverage of the nature of addiction and other substance use-related problems; models, theories, philosophies, principles, implications for medical and mental health conditions that co-exist with addiction, and evidence-based strategies of addiction prevention, treatment, relapse prevention, continuing care, and recovery; and the impact of addiction on the individual, family and society. Effects of chemical dependency on health, and communities based on a holistic, bio-psycho-social perspective.

ADCN-0106 Individual Counseling Methods

3 credit hours

The student is introduced to methods of individual counseling, with special focus on the chemically dependent client which includes the study of culturally informed, ethical, evidence-based models and approaches to individual counseling; methods for establishing effective therapeutic relationships, developing realistic and achievable treatment goals, and assessing client substance use, functioning, motivation, and progress; and strategies for crisis prevention and intervention.

ADCN-0204 Family Therapy

3 credit hours

This course is designed to explore the impact of addiction on the family. This is a culturally informed study of family, social and community systems and the impact of addiction on the family and society. Students are exposed to current theories and skills regarding family counseling and advocacy.

ADCN-0205 Ethics: Addiction Counseling

3 credit hours

The purpose of this course is to familiarize the student with state and national professional codes of ethics, state and federal regulations regarding client rights, and the state and national processes for professional credentialing with special focus on the chemically dependent client. The student should expect to spend a minimum of 5-6 hours per week directly involved in the course content and asynchronous discussion. No on-ground meetings are required for this course.

ADCN 0206 Problem and Compulsive Gambling

4 hours credit

The course focus is on historical and cultural patterns of problem and compulsive gambling as an addictive process similar to yet uniquely different than use and abuse of alcohol and drugs. Current knowledge and attitudes toward compulsive gambling treatment and interventions and recognition and identification of the phases of gambling addiction will be covered. The content areas will prepare the counselors to screen, assess, diagnose and effectively treat problem and pathological gambling.

ADCN-0209 Pharmacology: Addiction Counseling

3 credit hours

The purpose of this three credit hours course is to provide an overview of the primary processes involved in addiction pharmacology, which shall include the study of the nature of psychoactive chemicals; the behavioral, psychological, physiological, and social effects of psychoactive substance use; symptoms of intoxication, withdrawal, and toxicity; toxicity screen options, limitations, and legal implications; and the use of pharmacotherapy for treatment of addiction.

ADCN-0210 Group Dynamics and Addictions I

3 hours credit

This course is designed to introduce the student to theories and concepts of group dynamics by providing an exploration of the patterns and dynamics of group interactions. Various methods of group counseling, which shall include the study of culturally informed, ethical, evidence-based models and approaches to group counseling; group facilitation and counseling skills; and methods for establishing group goals and treatment outcomes, is emphasized during this course. An importance placed on the groups and exercises most often utilized in the treatment of addictions. The student will be able to have the opportunity to participate in a group as a group member and to act as group leader in order to practice leadership styles.

ADCN-0221 Counseling and Services Coordination

3 credit hours

This course will acquaint the student with the process of client/patient management primarily in the field of addiction counseling. The course will assist the student in how to demonstrate competency in a variety of treatment activities. This course will provide instruction for students seeking to be professional substance counselors, currently substance abuse counselors, or other people who have a sincere desire to become better acquainted with this area of addiction counseling practice. A variety of activities will be assigned to the student in how to learn and understand effective techniques to be used in addiction counseling practice, and how to apply this information towards professional certification or licensure when applicable.

Included in the instruction will be services coordination which includes referral and case management. These activities are used to connect substance-related disorder clients and their families with treatment services and other community resources. The navigation and coordination across multiple systems using case management and advocacy skills should assist the client in achieving established treatment and recovery goals.

ADCN-0250 Addiction Counseling Field Practicum I

3 hours credit

Field assignments of 300 hours in approved agencies. Practicum II continues integrated didactic learning related to substance use disorder started in Practicum I. The students will experience face-to-face, direct counselling experience that includes intake and assessment, counseling, treatment planning, discharge planning documentation, and case management. Supervision of one hour for supervision for every 10 hours of practice provide a student the opportunity to apply knowledge from prerequisite courses. Students will learn about agency philosophy, funding, and gain initial exposure to the core functions of an addiction counselor while completing their own self-study.

Course Descriptions

All course work and clinical hours must be completed prior to one (1) year from time of initial enrollment or any incomplete (I) grades become a failing (F) grade and the student must reenroll in the course in order to be eligible for a grade change.

Students may enroll concurrently in ADCN-0251.

ADCN-0251 Addiction Counseling Field Practicum II 3 hours credit

Field assignments of 300 hours in approved agencies. Practicum II continues integrated didactic learning related to substance use disorder started in Practicum I. The students will experience face-to-face, direct counseling experience that includes intake and assessment, counseling, treatment planning, discharge planning documentation, and case management. Supervision of one hour for supervision for every 10 hours of practice provide a student the opportunity to apply knowledge from prerequisite courses. Students will learn about agency philosophy, funding, and gain initial exposure to the core functions of an addiction counselor while completing their own self-study.

All course work and clinical hours must be completed prior to one (1) year from time of initial enrollment or any incomplete (I) grades become a failing (F) grade and the student must reenroll in the course in order to be eligible for a grade change.

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 COMPASS reading test with a score of 65 or above or show completion of READ-0091 or READ-0092. High school diploma or GED required.*

ALHT-0105 Certified Nurse Aide Refresher Course

1 hour credit

This course is a review of the basic nursing skills and concepts necessary to update the student to function as a nurse aide in a long term facility. This course will help the student learn about the geriatric client and the type of care unique this population needs. The course will review the responsibilities and the role of the CNA.

ALHT-0106 Certified Medication Aide

4 hours credit

This course is designed that through academic training the student will be able to pass medication under the supervision of a Licensed Registered Nurse or a Licensed Practical Nurse. While in training the certified medication aide student will pass medication under the supervision of the instructor, who is a Registered Nurse. The student will pass medication a long term facility. After training the student will take a state test. Upon successful completion of the state test the student will receive a certificate and be able to pass oral medication, instill ophthalmic drops, otic drops, insert suppositories, and apply topical medication. Kansas Department of Health Environment requires 75 hours for CMA. KCKCC requires 90 hours due to a college credit course. Certified medication aides must complete 10 hours of continuing education every two years, per Kansas Department Health Environment guidelines to continue passing medication. **Prerequisite:** *Must pass the COMPASS reading test with a score of 65 or above or show completion of READ-0091 or READ-0092. High school diploma or GED required. Must possess a current nursing assistant certificate.*

ALHT-0107 Certified Medication Aide Update

1 hour credit

This course is an update for Certified Medication Aide's who have been issued a CMA certificate. The Certified Medication Aide has to update their certificate every 2 years.

If CMA certificate lapse, the CMA has a three year grace period in which to take the continuing education course to reinstate the certificate. The course consist of a minimum of 10 hours of instruction on: new classes of medication and new medications, new use of medication, new methods of administering medication, alternative treatment such as herbs, acupuncture, interaction and traditional medications, safety and administration of medication and documentation. KCKCC and TEC center require 15 hours of instruction. **Prerequisites:** *Current CMA certificate in the state of Kansas, apply to KCKCC or TEC center and take an assessment test.*

ALHT-0108 Home Health Aide

2 hours credit

This course, will provide persons with the fundamental knowledge of the aging process with emphasis on providing services essential to the physical, mental, and psychosocial well-being of the clients in the home setting. Meets state requirements for the Home Health Aide exam.

ALHT-0109 Health Careers Today

2 hours credit

This course provides the students with a look at the many opportunities for employment in the health care field. Students will learn about the different roles, education requirements, personal qualities and required credentialing for the different fields in health care. Students will do further research on one area of interest to them.

ALHT-0110 Drugs and Dosages I

1 hour credit

Drugs and Dosages I is an introductory course in pharmaceutical arithmetic that assists students in solving the mathematics of drugs and solutions encountered in the everyday routine of administering medications. Drug actions and interactions on the human body are discussed.

ALHT-0111 Drugs and Dosages II

1 hour credit

Drugs and Dosages II continues the study of the pharmaceutical arithmetic that assists students in solving the mathematics of drugs and solutions encountered in the everyday routine of administering medications. This course is designed for the student who has prior experience with and/or has taken the introductory course. The previous course concepts will be briefly reviewed. The emphasis will be on pediatric dosage and intravenous dosage calculations. **Prerequisites:** *ALHT-0110 or previous experience.*

ALHT-0114 Infant and Toddler First Aid and CPR

1 hour credit

This course is designed for the child care giver. First aid and safety in the preschool years will be emphasized. CPR will also be taught. The student will be required to attend all 16 hours of the course.

ALHT-0116 General Pharmacology

3 hours credit

The General Pharmacology course provides students with a concise introduction to pharmacology. The mechanisms of action, sites of action, and side effects of drugs will be presented. Emphasis will be placed on toxic signs, adverse drug reactions, and any special management issues relevant to the various classes of drugs. **Prerequisite:** *Basic computer skills are necessary. Please review the On-Line Course Requirements.*

Course Descriptions

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 designed for students with an interest in sleep disorders or a sleep related career.

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-/RSCR-0286 Asthma Disease Management

3 hours credit

This course teaches a stepwise approach to asthma disease management. It is designed for health care providers involved in any aspect of asthma prevention, diagnosis, treatment, education, or management. The course correlates to the National Asthma Education and Prevention Program.

ALHT-0290 Cardio-Pulmonary Resuscitation

1 hour credit

A certified course in cardiopulmonary resuscitation. This course will qualify the student to administer CPR in certain basic life support situation. It will also meet program requirements when CPR is part of the program curriculum. This is community CPR - adult, child and infant.

ALHT - 0291 CPR-Recertification

1 hour credit

A certified course to renew their current American Heart Association for cardiopulmonary resuscitation. This course will qualify the student to administer CPR in certain basic life support situation. It will also meet program requirements when CPR is part of the program curriculum. This is 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 correlates to the neonatal resuscitation program (NRP) of the American Academy of Pediatrics and American Heart Association. Prerequisite: Health Care Professional, or student involved in any aspect of neonatal resuscitation, or permission from the instructor.

ANTH-0100 General Anthropology

3 hours credit

This course is designed to present the elements of man as a cultural being. This is accomplished by viewing human development through three approaches within Anthropology: man as a biological animal, i.e., early and modern physical structure; the archaeology or material remains of civilizations; and man as the social organism, viewing the interdependence of social institutions. The emphasis in the course is on 1.) an appreciation of diversity, and 2.) the development of world cultures from earliest times through the global culture that we experience today. Modernization, Dependency and World Systems approaches are developed in an attempt to explain the relationships between cultures.

ANTH-0101 Introduction to Cultural Anthropology

3 hours credit

The study of cultural anthropology includes the exploration of the nature of cultural variation and universals. Cultures are compared in terms of their cultural patterns, languages, societal differentiation, and personality types. Application of basic anthropological concepts and research methods are emphasized while examining how humans constantly adapt to their social and physical environments. Attention is given to career opportunities within the field of cultural anthropology.

ANTH-0102 Introduction to Physical Anthropology

3 hours credit

This course introduces the student to basic concepts in physical anthropology. Anthropological theory, human genetics, vertebrate evolution, primate evolution and social behavior, and human evolution, behavior, variation and adaptation are surveyed through cross species examples and comparative analysis. Attention is given to career opportunities available to students within the field of biological anthropology.

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ANTH-0105 Archaeology

3 hours credit

This course is designed to explore human cultural behavior through the anthropological discipline of archaeology. This goal is accomplished by studying the two primary methods of archaeological investigation: the archaeological gathering and analysis of material remains, i.e. artifacts and architecture, and ethnological/experimental archaeology relating social cultural behavior of known cultures to the probable behavior of 'dead' cultures. Elements of the methods, theories, and findings of archaeological and ethnological research are emphasized in the textual materials utilized for the course.

ANTH-0106 Native American Indians

3 hours credit

This course focuses on the material and ideological development of Native American cultures and the forces, both within and from without, that determined the course of their development. Emphasis will be placed on the effects of European Invasion on the development of these cultural groups and the transformation in law that mystified the displacement of Native Americans from their territorial homelands.

ARTS-0101 Art Appreciation

3 hours credit

Art Appreciation is a general introduction to the visual arts, media, techniques, and history. The course is designed to create a deeper appreciation of the creative processes involved in the visual arts. Reviews two- and three-dimensional art forms, methods, and media; examines the visual elements and principles of design; and briefly surveys art styles from the prehistoric to the 20th Century. It is oriented to students who have not been exposed to the formal study of these disciplines. It is a beginning level class to familiarize students with the different types of art and to learn how to speak/write intelligently about art.

ARTS-0102 Art History I

3 hours credit

This course is an introduction to World Art from the Prehistoric Period through the Late Medieval and Gothic. It will investigate the painting, sculpture, and architecture of the different periods and place an emphasis on the elements of style which identify them. There is no prerequisite for this course.

ARTS -0103 Art History II

3 hours credit

This course is an introduction to World Art from the Renaissance through the Modern and Post-Modern periods. It will investigate the painting, sculpture, and architecture of the different periods and place an emphasis on the elements of style which identify them. There is no prerequisite for this course.

ARTS -0111 Drawing I

3 hours credit

This course is an introduction to drawing with an emphasis on the development of fundamental drawing skills, and increased power of observation.

ARTS -0212 Drawing II

3 hours credit

This course involves intermediate problems in drawing with an emphasis on the development of drawing skills, increased power of observation, and work from models, still-life, and landscape. *Prerequisite: ARTS -0111, Drawing I.*

ARTS-0213 Drawing III

3 hours credit

This course involves intermediate problems in drawing with an emphasis on the development of drawing skills, increased power of observation, and work from models, still-life, and landscape. *Prerequisites: ARTS 0212, Drawing II.*

ARTS -0121 Painting I

3 hours credit

The course teaches the fundamentals of painting to beginning students. Students will explore the technical and expressive possibilities of painting media. The class will focus on the formal, conceptual, and technical problems in painting from observation.

ARTS -0222 Painting II

3 hours credit

The course teaches the fundamentals of painting to intermediate students. Students will explore the technical and expressive possibilities of painting media. The class will focus on the formal, conceptual, and technical problems in painting from observation. *Prerequisite: ARTS -0121 Painting I.*

ARTS-0223 Painting III

3 hours credit

The course teaches painting to advanced students. Students continue to explore the technical and expressive possibilities of painting media. The class will focus on the formal, conceptual, and technical problems in painting from observation. *Prerequisites: ARTS -0222 Painting II.*

ARTS-0140 Introduction to Photography

3 hours credit

This course is an introduction to the fundamental, technical, and aesthetic issues of black and white photography. This includes thorough instruction in 35mm camera operation, film and print processing; basic lighting concepts and composition. Assignments will demonstrate mastery of technical skills and individual creative expression. Activities include camera operation, picture taking, darkroom techniques and procedures, and photo printing. (Students must have access to a camera.)

ARTS-0151 Sculpture I

3 hours credit

The course introduces students to an overview of the traditional sculptural techniques of carving, modeling, and constructing. Students will exemplify these techniques through the creation of relief sculpture, sculpture in the round, and mold-making. Students will create both nonrepresentational and representational sculptures.

ARTS-0241 Intermediate Photography

3 credit hours

This course covers intermediate level technical and aesthetic issues of photography. This includes instruction in camera operation, image and print processing, and lighting concepts and composition beyond beginning levels. Students will demonstrate mastery of technical skills and individual creative expression. Activities include intermediate darkroom techniques, camera operation, picture taking, computer editing techniques and procedures, and photo printing. Students must have reliable access to an SLR camera.

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ARTS-0252 Sculpture II

3 hours credit

The course provides students with intermediate studio experience in the traditional sculptural techniques of carving, modeling, and constructing. Students will exemplify these techniques through the creation of relief sculpture, sculpture in the round, and mold-making. *Prerequisite: ARTS -0151, Sculpture I.*

ARTS-0253 Sculpture III

3 hours credit

The course provides students with advanced studio work in the traditional sculptural techniques of carving, modeling, and constructing. Students will exemplify these techniques through the creation of relief sculpture, sculpture in the round, and mold-making. The students in this course may work in a variety of self-defined media to express a unique sculptural vision in close consultation with the Instructor. *Prerequisites: ARTS -0252, Sculpture II.*

ARTS -0161 Ceramics I

3 hours credit

Ceramics I is a one-semester study of creation of artworks in the medium of clay. The techniques of hand-building will be emphasized in this course with some basic introduction to wheel throwing. Topics covered will include; The development of the form and functions of utilitarian and sculptural projects, The design quality of the project form, surface treatment, various concepts of aesthetics in ceramics and the history of ceramics as an art form.

ARTS-0262 Ceramics II

3 hours credit

Ceramics II: Wheel-throwing is a one-semester study of the creation of artworks in the medium of clay. This course allows students who have successfully completed Ceramics I the opportunity to develop their skills in the ceramic arts. Topics covered include basic wheel-throwing, glaze making, kiln firing and creating ceramic sculptural forms. Each student will develop a portfolio of works created during the semester. *Prerequisite: ARTS -0161, Ceramics I.*

ARTS-0263 Ceramics III

3 hours credit

Ceramics III is a one-semester study in the production of ceramic artworks. This course allows students who have successfully completed Ceramics I: hand-building and Ceramics II: Wheel-throwing, the opportunity to further develop their skills creating ceramic artworks. Each student, with the approval of the instructor, will develop a concentration area or areas for advanced ceramic projects. The areas of concentration will be developed from research. Each student in this course will develop a portfolio of works by the end of the semester. Each student in this course will develop a portfolio of works by the end of the semester. *Prerequisite: ARTS-0116 and 0262, Ceramics II.*

AUDI-0101 Audio Engineering Music Skills

4 hours credit

Designed for audio engineering majors, this class gives students an understanding of concepts of pitch and time relevant to entering, editing, and interpreting performance data found in editing windows commonly found in Digital Audio Workstations. Skills to enable students to enter and interpret pitch over time data as used in popular music, such as

melody, harmonic progressions, chord symbols, and tablature will be studied. These skills will enable to student to more effectively and efficiently use music production software, and more professionally communicate with musical talent in the recording studio or audio production environment. These skills and vocabulary will also enable the student to assume a more effective role as a producer.

AUDI-0103 Audio Engineering Keyboard Skills

1 hour credit

Audio Engineering Keyboard Skills is designed for audio engineering majors to improve music sequencing and digital audio workstation music production skills by developing basic musical keyboard data entry skills, including real time and non-real time performance skills. It will improve the student's ability to enter melodies, chords, bass lines, and drum programming on the musical keyboard. It will also enable students to communicate musically with talent and artists, and enable them to function better as a producer

AUDI-0108 Electronic Circuit Fundamentals

3 hours credit

This beginning course in electronics technology is to give a clear concept of direct current, the relationship between voltage, current and resistance. Also to familiarize with laboratory instruments, circuit components and basic measuring techniques. In order to build a solid foundation for the entire program, an individual must have a clear concept of D.C. electricity. The student must recognize basic electronic components, instruments and circuit symbols. The student should be able to draw a schematic diagram of a circuit. Last but not least, the student should know how to use the instruments and make quantitative measurements of electronic units. This introductory course is designed to lead students to understand and retain in their minds the basic circuit fundamentals of electronics. *Prerequisite: Simple understanding of mathematics.*

AUDI-0110 Music Technology I

3 hours credit

This class covers the Apple computer, MIDI and digital audio workstation (DAW) MIDI sequencing software, music notation and publishing software. Students will learn the function and operation of the Mac OS and the technical equipment found in a MIDI production studio, produce sequenced music projects and musical scores using specific industry software.

AUDI-0115 Circuit Analysis I

3 hours credit

A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, Thevenin's Theorem and Norton's Theorem. Explanation of RC time constants, capacitive circuits, inductive circuits, transformers and tuned circuits. Study of basic amplifiers and construction of power supplies circuits. To understand circuit analysis, it is necessary to understand various affecting factors such as voltages, current resistive, capacitive and inductive components. This course is designed to give maximum understanding in circuit analysis and circuit buildup. *Prerequisites: AUDI/ENGR-0108 Electronic Circuit Fundamentals.*

Course Descriptions

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.*

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

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and techniques through the completion of a sequence of assignments, leading to a group “band” recording session. Microphones, analog and digital equipment and recording systems, computer software, sound manipulation, and mixing and production techniques will be studied. **Prerequisite:** *AUDI-0110 with a grade of C or better.*

AUDI-0255 Audio Engineering Critical Listening **1 hour credit**

This course will develop critical listening and audio analysis aural skills. Pink noise and musical examples of different sonic manipulations of frequency content and image/dynamic changes will be studied. Commercial mixes will be analyzed against different criteria throughout the class. Historical production aesthetics will be placed in context by analyzing different production, mixing and mastering styles and comparing them to the present day. **Prerequisite:** *AUDI-0250 with a grade of C or better*

AUDI-0258 Applied Audio or Media **3 hours credit**

This course will teach the student a variety of skills and techniques necessary when working in non-musical audio fields. Sound design and running sound for theater, dialog replacement and TV spot production, voice-overs, and long form audio projects, and DVD authoring are some of the topics that will be studied. **Prerequisite:** *AUDI-0250 with a grade of C or better.*

AUDI-0260 Audio Recording 2 **3 hours credit**

This course will build on the skills acquired in AUDI 250. Topics that will be studied include mixing techniques, microphone techniques, synchronization and console automation, auditory perception, studio acoustics and design considerations, location recording, and digital studio issues. An emphasis is placed on gaining skill at using industry specific hardware equipment. **Prerequisite:** *AUDI-0250 with a grade of C or better.*

AUDI-0270 Audio Recording 3 **3 hours credit**

This course will build on the skills acquired in AUDI 250 and AUDI 260. Topics that will be studied, using computer based DAW software include audio for broadcast, sound effect recording, Foley sound effect production and use, sound for picture, dialog replacement, and sound design. An emphasis will be placed on gaining skill at using industry specific computer based recording software. Refer to ‘Special Class Fees’ section for current class fee. **Prerequisite:** *AUDI-0260 with a grade of C or better.*

AUDI-0280 Audio Engineering Portfolio 1 **1 hour credit**

This course will allow further exploration and development of the skills acquired in AUDI 260 and AUDI 270. The student will use industry specific computer based digital audio workstation systems (DAWs) and moving fader control surfaces to produce stereo and surround-sound projects. The professional workplace and how to adjust to it will be discussed and experientially practiced. The student will be required to produce a professional and well-presented portfolio of recorded work, which may include (but is not limited to); music mixes, dramatic productions, library of sound effects, library of ambiances, audio for picture projects. **Prerequisite:** *AUDI-0270 with a grade of C or better. AUDI-0281 is a co-requisite requirement.*

AUDI-0281 Audio Engineering Portfolio 2 **1 hour credit**

This course will allow further exploration and development of the skills acquired in AUDI 260 and AUDI 270. The student will use industry specific computer based digital audio workstation systems (DAWs) and moving fader control surfaces to produce stereo and surround-sound projects. The professional workplace and how to adjust to it will be discussed and experientially practiced. The student will be required to produce a professional and well-presented portfolio of recorded work, which may include (but is not limited to); music mixes, dramatic productions, library of sound effects, library of ambiances, audio for picture projects. **Prerequisite:** *AUDI-0270 with a grade of C or better. AUDI-0280 is a co-requisite requirement.*

AUDI-0264 Automated Mixing **1 hour credit**

This course introduces concepts, techniques and software for VCA automation of mixes produced on analog mixers, on board VCA dynamics processing, and recall of mixer settings and parameters. **Prerequisite:** *AUDI-0260, Advanced Recording I.*

AUTT-0101 Automotive Math **1 hour credit**

This class prepares students for situations that automotive 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 **3 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

Course Descriptions

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; Determine 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-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 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 rein-stall 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 Auto-motive 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

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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 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 **7 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,

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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 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.

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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.

BIOL-0143 Human Anatomy and Physiology

5 hours credit

This introductory course examines the structure and function of the organ systems of the body. Particular attention is paid to the role of the organ systems in maintaining homeostasis. Students examine structures by means of small dissections, models, skeletons, charts, and audiovisual materials. Physiological data is measured and collected. This course is not intended to satisfy requirements for anatomy and physiology for some allied health programs, especially pre-nursing and pre-physical therapy assistant.

BIOL-0145 Nutrition

3 hours credit

Nutrition is a general biology course for building knowledge about nutrients in food. Students study how nutrients are used by the body and their relation to the new pyramid food groups and food labels. Proper nutrition for each stage of the human life cycle will be examined, as well as good nutrition in exercise, considerations of diet related health problems, and individual diet assessments.

BIOL-0155 Environmental Geology

3 hours credit

Environmental Geology is an introduction to our natural environment and the human interactions and everyday problems with our environment and global community from a geological perspective. Topics to be covered will include; Earth Materials and Structure, Human Population Growth, Environmental Hazards such as Floods and Earthquakes, Pollution of the

Environment, Waste Disposal, Natural Resources, and Energy Sources and their exploitation.

BIOL-0156 Environmental Geology Lab

1 hour credit

This course introduces the interrelationships within and between geologic processes and the environment. The student will get hands on experience collecting, analyzing and interpreting data. *Prerequisite: BIOL-0155 should be taken concurrently.*

BIOL-0160 Kinesiology

3 hours credit

Kinesiology provides a link between muscular origin and insertion and the mechanics of muscular action. Knowledge of the body mechanics and the body as a lever system assists students in the ability to analyze movement. This course will satisfy BIOL core requirements for graduation for OTA students only. *Prerequisites: Human Anatomy and Laboratory, BIOL-0141, Physiology, BIOL-0271/Physiology Laboratory, BIOL-0272, English Composition I, ENGL-0101.*

BIOL-0210 Introduction to Clinical Laboratory Sciences

2 hours credit

Students will be introduced to the profession of clinical laboratory science and the role of clinical laboratorians in the health care team. Introduction to the profession will include a discussion of the major areas of the clinical laboratory, education requirements to enter the profession and issues impacting the laboratory and health care as a whole. In the broader scope, students will be exposed to basic rules of medical terminology. Finally a systems approach will be utilized to introduce students to medical laboratory tests that aid in diagnosis and monitoring of body functions.

BIOL-0225 Diversity of Organisms

5 hours credit

This course, for biology majors, is a whole-organism approach to the evolution and diversity of life, 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.

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Emphasis will be placed on problem-solving. Topics include: inheritance, molecular genetics, regulation of genetic information, application of genetic technology and population genetics. The laboratory component supplies hands-on experience with relevant genetic techniques. **Prerequisites:** *BIOL-0121, General Biology and MATH-0105, College Algebra.*

BIOL-0250 Climate Studies and Laboratory **4 hours credit**

Climate Studies and Laboratory is an undergraduate climatology course. It is intended to provide students with a comprehensive study of the principles of climatology while providing pedagogically appropriate investigations and applications using web-delivered climate data. **Prerequisites:** Minimum scores of 72 on Compass Reading Exam and 45 on Compass Math Exam. Completion of BIOL-0131, Environmental Science is highly recommended.

BIOL-0261 Microbiology **3 hours credit**

Microbiology is a basic inquiry into the significance of microbes in our environment. Students will investigate the chemical structure, and genetic flow of information within and between microbes. They will discover how disease is transmitted and developed, and how the immune response defends us. **Prerequisites:** *General Biology, BIOL-0121, General Chemistry, CHEM-0109, College Chemistry I and Lab, CHEM-0111, MTSC-0108, Mortuary Chemistry, or equivalent.*

BIOL-0262 Microbiology Laboratory **2 hours credit**

Using scientific procedures and diagnostic techniques, students investigate and perform laboratory work dealing with pathogenic and non-pathogenic microbes. **Prerequisites:** *General Biology, BIOL-0121, General Chemistry, CHEM-0109, College Chemistry I and Lab, CHEM-0111, or equivalent.*

BIOL-0268 Human Sexuality **3 hours credit**

This course presents accurate information about human sexuality to help students develop understanding of their own and other's sexual expression and values. Topics include anatomy and physiology, sexuality across the life cycle, social/cultural influences, fertility issues, sexually transmitted diseases including AIDS, variations in orientation and expression, values and ethics, and current social issues.

BIOL-0271 Physiology **3 hours credit**

Students apply the basic principles of biochemistry and physics to understand how the organ systems of the human body function and interact. **Prerequisites:** *General Chemistry, CHEM-0109, General Biology, BIOL-0121, or Human Anatomy & Physiology, BIOL-0143.*

BIOL-0272 Physiology Laboratory **1 hour credit**

Using scientific procedures, students investigate and perform laboratory work dealing with basic physiological processes. **Prerequisite:** *Concurrent enrollment in Physiology, BIOL-0271, or consent of the instructor.*

BIOL-0285 Introduction to Pathophysiology **4 hours credit**

Introduction to Pathophysiology consists of a review of pathophysiological mechanisms with an emphasis upon mechanical, nutritional, infectious, and neoplastic stressors. Stressor induced responses are discussed with emphasis upon inflammation, immunity, and the generalized stress response. Stressor-stress induced response mechanisms are applied to diseases of each of the body systems. **Prerequisites:** *Human Anatomy and Laboratory, BIOL-0141, Physiology, BIOL-0271, and Physiology Laboratory, BIOL-0272.*

BIOL-0291 Introduction to Bioinformatics **6 hours credit**

This course will provide an introduction to the field of bioinformatics. This will include a brief survey of genes and genomics, hands-on experiences with some simple DNA sequencing activities, and manipulation of data using currently available programs for computational analysis of nucleic acids and protein sequences. This course is very active and although skills will be taught in class, the student will need to be able to take skills acquired in class and finish projects on their own time. This is a competency-based course and will be graded as such. **Prerequisites:** *Familiarity with using the Internet.*

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 COMPASS and WorkKeys (COMPASS Reading - 79) (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

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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 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

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opportunities and new-venture activities needed for the successful operation of small firms. Emphasis will be on current issues affecting the start-up and operation of a small business. **Prerequisite:** *None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0105 Personal Finance

3 hours credit

Personal Finance is a survey course on personal financial planning. Topics covered include personal budgeting, investments, insurance, credit, housing, and retirement planning. **Prerequisite:** *None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0108 Human Relations in Business

3 hours credit

Human Relations involves the way people interact with the social, organizational, and human elements they encounter in the work environment. Emphasis is placed on the role and foundation of first-line supervision and management factors found in most work environments that have profound effect on the working lives of individuals. **Prerequisite:** *None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0110 Business Math

3 hours credit

Fundamentals of math as they are related to the field of business are studied. Included is a review of arithmetical operations, profit cost selling, price relations, and simple and compound interest. **Prerequisite:** *Grade of "C" or higher in MATH 0097 Math Essentials OR COMPASS Pre-Algebra score 46-100. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0111 Microcomputer Business Software

3 hours credit

Microcomputer Business Software explores the use of microcomputers in business. The four most common programs of spreadsheets, database management, presentation and word processing are used as models. **Prerequisites:** *Keyboarding and basic computer skills are required. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0113 Marketing

3 hours credit

This course is designed to introduce students to the fundamentals of contemporary marketing. Students will learn how a marketing manager interacts with diverse areas of business; and they will learn basic marketing principles, including product strategy, promotion, pricing, and distribution, and their interrelationship. The student will view various internet addresses that are included in our text in proximity to relevant text discussions on the World Wide Web. **Prerequisite:** *None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-1151 Keyboarding

1 hour credit

This introductory course teaches students to type by touch while improving speed and comfort level. Topics include home keys, space bar, keyboarding numbers and the alphabet. The goal is 20-28 wpm. with 60-100 percent accuracy. **Prerequisites:** *None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-1152 Document Formatting I

1 hour credit

This course covers production of correspondence, reports, and simple tables. **Prerequisite:** *BUSN-1151 Keyboarding; or equivalent competency (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-0124 Accounting Software Application

3 credit hours

This course provides hands-on experience in learning how automated accounting systems function. The microcomputer is used to record general ledger transactions, payroll, accounts receivable, accounts payable, and inventory management. **Prerequisite:** *None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0140 Essential Career Skills

1 credit hour

This course provides a well-balanced introduction to personal finance, entrepreneurship, and employment skills. **Prerequisite:** *None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0150 Supervision Techniques

3 hours credit

Supervision Techniques is an introductory course designed to prepare students to be effective supervisors. The course focuses on leadership and management principles with an emphasis on how supervisors work with people in inspire, empower, and develop them to become better and more effective in their workplace roles regardless of the type of organization or particular field. **Prerequisite:** *None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

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BUSN-0164 Income Tax Procedures

3 hours credit

Income Tax Procedures is designed to provide an overview of our Federal income tax system. Students will learn about their rights and responsibilities as taxpayers. This course will emphasize both income tax theory and practical application of income tax laws for individuals and small businesses. *Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0166 Volunteer Income Tax Assistance (VITA) Tax Preparation

2 hours credit

This course prepares the student for preparation of federal and Kansas income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software. *Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0167 Volunteer Income Tax Assistance (VITA) Tax Preparation Internship

1 hour credit

This course incorporates the concept of service learning by providing an opportunity for the student to obtain practical experience in the preparation of federal and state income tax returns for individuals. Students will complete tax returns for persons who are elderly and/or economically disadvantaged. *Prerequisite: BUSN-0166, VITA Tax Preparation or consent of instructor. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0168 Microcomputer Applications I (Spreadsheets)

3 hours credit

Spreadsheet applications will cover the fundamental aspects of any popular software package. Typically those subjects that will be presented are: 1) spreadsheet uses in business, 2) commands dealing with spreadsheet construction and editing, 3) typical business applications and 4) numerous practical projects. *Prerequisites: CIST-0101, Computer Concepts and Applications or CIST-0111 Microcomputer Business Software. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0181 Is Business Ownership Right for Me? - The Entrepreneurial Mindset

2 credit hours

This course provides the fundamental aspects of an entrepreneurial mindset and the opportunities it can provide. To do this, the course engages you through entrepreneurial thinking and immerses you in entrepreneurial experiences that will enable you to develop entrepreneurial skills. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0191 Microcomputer Applications I-II: (Advanced Word)

1 hour credit

Microsoft Word 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. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0203 Managerial Accounting

3 hours credit

This course covers the theory and practical application of modern managerial accounting techniques for manufacturing firms and other types of businesses. Topics will include tools that can be used by managers and others to determine how their businesses are performing and how this cost data may be used for decision making. The course is designed to satisfy both those students who desire a terminal course and those who need study preparatory to taking more advanced accounting courses. *Prerequisites: Completion of Accounting I (BUSN-0101), Accounting II (BUSN-0102) and Microcomputer Business Software (CIST-0111) with a grade of C or better in each. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0204 Business Law I

3 hours credit

Business Law I acquaints students with the legal framework that regulates business activity in the United States. It includes a brief introduction to the history and philosophy of law and the American legal system as it relates to business activity. The course concentrates on the essential elements of legally enforceable contracts. The course also introduces students to the legal rules governing agency, partnerships, employment, and insurance. *Prerequisite: COMPASS reading score of 73-100 or completion of READ-0092 with a C or better. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0205 Intermediate Accounting

3 hours credit

Intermediate Accounting presents a review of the theory and application of accounting theory and an analysis of special problems which may arise requiring management decisions. Emphasis is placed on the preparation and analysis of financial reports. The course is designed to satisfy both those students who desire a terminal course and those who need study preparatory to taking more advanced accounting courses. *Prerequisites: Completion of Accounting I (BUSN-0101), Accounting II (BUSN-0102), Business Law I (BUSN-0204) and Managerial Accounting (BUSN-0203) with a grade of "C" or better in each. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0206 Business Law II

3 hours credit

Business Law II further acquaints students with the legal framework that regulates business activity in the United States. This course introduces students to the legal rules governing sales, commercial paper, credit, and property (both real and personal). *Prerequisites: COMPASS reading score of 73-100 or completion of READ-0092 with a C or better and Business*

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Law I. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-0209 Computerized Accounting 3 hours credit

This course provides hands-on experience in learning how automated accounting systems function. The microcomputer is used to record general ledger transactions, payroll, accounts receivable, accounts payable, and inventory management. **Prerequisite:** *Accounting I with a "C" or better. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0210 Introduction to Business 3 hours credit

The main goal of this introductory course is to communicate an understanding of a business world characterized by change, variety, and interaction. The course introduces students to the various functional areas of business. It can help students become familiar with current business practices and terms. **Prerequisite:** *None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0211 Business Communications 3 hours credit

Business Communications emphasizes correct business procedures, English, and psychology as they are related to business letters, reports, and other forms of official communication. **Prerequisite:** *Completion of ENGL-0101 (Composition I) with a passing grade. Keyboarding skills are also recommended. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0213 Introduction to Employment Law 3 hours credit

Employment Law addresses the major issues and rules of employment law in the work place. The course focuses on employment law as it relates to management, industrial relations or human resources in the work place. **Prerequisite:** *None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0214 International Business Cultures 3 hours credit

This course is designed to acknowledge the importance of the cultural dimension in the field of international business. By exploring the contribution that cultural anthropology makes to the business field, students will realize a more effective and humane method of conducting international business. Theoretical approaches surveyed in the course include: Cultural-General Approach: Making the Connections between Anthropological Theory (Generalizations) and International Business; Understanding Communication Patterns—Verbal and Nonverbal; Cultural Self-Awareness: Their Values and Ours; Culture-Specific Approach: Finding Relevant Cultural Information. **Prerequisite:** Basic computer skills and Internet access/skills. Completion of Accounting I (BUSN-0101) and Accounting II (BUSN-0102) with a grade of "C" or better in

each. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-0216 E-Marketing 3 hours credit

This course explores how marketers use the Internet and social media to engage and listen to customers and how to use what they learn to improve the goods and services they offer. The course will focus on how the Internet and other technologies, including mobile devices, are integrated with traditional marketing principles to generate revenue while delivering customer value. Topics include e-marketing practices in the United States; global e-marketing; ethical and legal issues; e-marketing planning; e-marketing strategy; online management of the marketing mix; and customer relationship management. **Prerequisite:** *None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-2201 Records Management 1 hour credit

Rules established by the Association of Records Managers and Administrators (ARMA) are used for alphabetic, geographic, subject, and numeric filing. **Prerequisite:** *None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-2202 Business English 1 hour credit

Business vocabulary and language usage are studied in parts of speech, sentence structure, capitalization, number style, and punctuation usage. **Prerequisite:** *None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-2203 Proofreading 1 hour credit

Students develop proofreading skills through ability to spell; to use fundamentals of word division, capitalization, expressions of numbers, punctuation, and grammar; and to read for meaning. **Prerequisite:** *Basic computer skills, keyboarding, e-mail, Windows experience, and Internet access/skills are recommended. The student must be self-motivated and must have access to the World Wide Web. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-2251 Office Simulations 3 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. 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-2252 Business Etiquette

1 hour credit

Students develop appropriate business practices including telephone techniques and office ethics. Footnote: This course is offered during the spring semester only. *Prerequisite: Basic computer skills, keyboarding, e-mail, Windows experience, and internet access/skills are recommended. The student must be self-motivated and must have access to the World Wide Web. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-2253 Customer Service

2 hours credit

This course is designed to build and maintain critical skills necessary to be a dynamic and successful service professional. Students will gain insight on customer behavior and attitudes and will develop strategies to create positive customer relationships. *Prerequisites: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0249 Career Development

1 credit hour

This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings; completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0250 Obtaining Employment

1 hour credit

This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings, completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing. *Prerequisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0259 Enactus

1 hour credit

The purpose of this course is to give students the tools to learn the free enterprise system in a real working situation. Enactus challenges students to take what they learn in the classroom and use the knowledge to better their communities. Through a collaborative effort between business and education, Enactus Teams improve the quality of life and the standard of living in the local community by teaching the principles of market economics, entrepreneurship, business ethics, and personal financial success via on-campus and off-campus educational outreach activities to K-12 and KCKCC students. Special emphasis is placed on leadership development activities, and students have an opportunity to participate in regional and national business competitions. *Prerequisites: Basic computer skills and Internet access. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0260 Principles of Advertising

3 hours credit

An introductory course in advertising, this class provides theory as well as practical experience in various aspects of the advertising industry, including creative work (writing, illustration and layout), account service, research, and media planning. *Prerequisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0262 Intro to Entrepreneurship

3 hours credit

This course provides a thoughtful, practical guide to the process of successfully launching and growing an entrepreneurial firm. To do this, the course provides you with a thorough analysis of the entrepreneurial process. *Prerequisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0263 Consumer Behavior

3 credit hours

Consumer Behavior provides students an understanding of how consumer behavior influences buying behavior and marketing decision-making. Topics include needs, motivations, perceptions, and attitudes of consumers, as well as consumer decision-making, consumer trend analysis, marketing strategy, and consumer buying behaviors. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0264 Integrated Marketing Communications

3 credit hours

This course explores how companies can effectively communicate with customers and potential customers through the planning, designing, integrating, and management of marketing communications. The course focuses on the unification of advertising, sales promotions, direct marketing, publicity and public relations, personal selling, interactive/internet marketing, and social media into one clear message and voice. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0266 Principles of Selling

3 credit hours

This course is a comprehensive introduction to the principles of selling and the role of the professional salesperson in the marketing process. It includes the characteristics and skills necessary for success in sales; techniques for identifying sales prospects and qualifying buyers; the importance of relationship building, product knowledge, and post-sales service in long-term, consultative-style selling; territory and sales management; and selling in the global marketplace. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

Course Descriptions

BUSN-0267 Supervision Skills

2 credit hours

Supervision Skills prepares students to be effective supervisors. The course focuses on leadership and management principles with an emphasis on supervision. It informs students how to inspire, empower, and develop people to become better and more effective in workplace roles, regardless of the type of organization or particular field. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0269 Services Marketing

3 credit hours

The course will explore the dynamics of service and provide perspective on the unique challenges present in managing and delivering quality services. The focus will be on strategy and the application of marketing principles for coordinators of service firms. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0280 Human Resource Management

3 hours credit

Personnel Management considers the major activities in personnel or "Human Resources" management. Instruction includes the interdependence of such topics as federal and state laws, technological change, manpower planning and forecasting, job design and analysis, selection, training and development, motivation, wage and salary administration, performance appraisal, discipline, personnel records, research, and equal employment opportunity. *Prerequisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0285 Occupational Internship I

3 hours credit each semester

The general purpose of the occupational internship is to bridge the gap between work and school by insuring workplace skills meet the needs of students' career goals and the needs of the employer. The course is offered in conjunction with the Business Administration/Mid-Management program to fulfill the requirement for on-the-job training. *Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0286 Principles of Management

3 hours credit

The latest major approaches and techniques of management are presented. Consideration is given to the functions of management planning, organizing, staffing, leading, and controlling. Other areas of consideration are communication, motivation, dealing with change, decision making, quantitative tools, and production. *Prerequisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0290 Motivational Dynamics

2 hours credit

The course is designed to build and maintain critical skills necessary to be a dynamic and productive employee, team member, or leader within any organization. Students will gain insight on the impact of interpersonal and communication skills on individuals they meet, work with, and/or supervise. They will learn and model positive behaviors and attitudes and develop strategies to create positive human relationships and further their personal and professional development. This course features assessing personal strengths and weaknesses; setting goals for personal and professional life; analyzing human relations problems; applying problem-solving strategies to human relations issues in the workplace; and, defining and comparing management styles. *Prerequisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0292 Current Topics in Supervision and Management

3 hours credit

This course is designed to give students the tools and techniques for planning a productive meeting, facilitating a focused meeting, developing active participation, and effectively implementing meeting decisions. Participants will have multiple opportunities to observe and practice the actual application of skills and techniques, receive immediate feedback, and evaluate meeting effectiveness. *Prerequisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0293 Business Dynamics

2 credit hours

The course builds critical skills necessary to be a dynamic and productive employee, team member, or leader within any organization. Students will gain insights on the impact of interpersonal and communication skills on individuals they meet, work with, and/or supervise. They will learn and model positive behaviors and attitudes and develop strategies to create positive human relationships and further their personal and professional developments. This course features assessing personal strengths and weaknesses, setting goals for personal and professional life, analyzing human relations problems, applying problem-solving strategies to human relations issues in the workplace, and defining and comparing management styles. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

BUSN-0294 Be Your Own Boss – Planning the Entrepreneurial Venture

3 credit hours

This course provides the foundational knowledge to successfully launch a business by providing the tools necessary to help emerging entrepreneurs to quickly assess and start new businesses. This course also helps existing business owners grow their businesses to the next level. Through the course, students will work on and complete a business plan on a new or existing business. *Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.*

Course Descriptions

CHEM-0090 Basic Math for Chemistry **2 hours credit**

This course is designed for students who have had no high school chemistry, have performed poorly in a chemistry course in high school or college, or are returning to college after an absence of several years and need General Chemistry or College Chemistry. Fundamental topics of inorganic chemistry including scientific notation, chemical mathematics, metric system, the periodic table, gases, and solutions. High school algebra or Elementary Algebra, MATH-0099 is strongly recommended.

CHEM-0101 Introduction to Forensic Science and Laboratory

5 hours credit

This course introduces the basic principles and relationships between the applications of chemistry to forensic science as they relate to the criminal investigative process. The course is designed to give students insight into the many areas of forensic science and how chemistry and other sciences play a role. Areas included are blood analysis, hair analysis, firearms and identification, fiber comparisons, paints, glass compositions, soil comparisons, and seminal fluid analysis. Upon completion of this course students should understand the potential value of forensic science and also the limitations. *Prerequisites: None: High School Algebra or Elementary Algebra, MATH-0099, strongly recommended.*

CHEM-0109 General Chemistry **5 hours credit**

Primarily for the liberal arts, allied health, and non-science majors, General Chemistry develops the principles of inorganic, organic, and biochemistry. Three lecture periods and two 2-hour laboratory/discussion periods are required weekly. Students may not receive credit for both CHEM-0109 and CHEM-0111. This course may not be used as a prerequisite for CHEM-0112. *Prerequisites: Intermediate Algebra, MATH-0104 with a grade of "C" or better, or a COMPASS score of 46-100.*

CHEM-0111 College Chemistry I and Lab **5 hours credit**

Primarily for biological or physical science majors, College Chemistry I and Lab provides an introduction to the fundamental concepts of chemistry. The laboratory supports the concepts through practical application and develops scientific techniques. *Prerequisites: College Algebra, MATH-0105, or a COMPASS score of 46-100.*

CHEM-0112 College Chemistry II and Lab **5 hours credit**

College Chemistry II is a continuation of College Chemistry I. It is designed for the student who needs more than five hours of credit in chemistry or is going to take advanced chemistry courses or pre-professional programs such as pre-med and pre-dentistry. Normally, in Chemistry II, the topics covered are chemical thermodynamics, chemical kinetics, chemical equilibrium, electrochemistry, nuclear chemistry, descriptive chemistry, introductory organic chemistry and other topics if time permits. *Prerequisite: College Chemistry I and Lab, CHEM-0111.*

CHEM-0201 Forensic Science Analytical Techniques **3 hours credit**

This course is designed for the student who will be a science major in the field of Forensic Science. It starts with an introduction to the role of the expert witness and emphasizes throughout proper procedures for the handling of evidence. It incorporates three major laboratory processes within the criminal investigative processing of evidence. The principle and laboratory techniques of FT-IR, GC/MS and Electrophoresis will be covered in relationship to Forensics. *Prerequisite: CHEM-0112, College Chemistry II and Lab or concurrent enrollment.*

CHEM-0202 Forensic Science Internship **3 hours credit**

This course is set up to award forensic science students three hours credit for "on-the-job" training. Students will be required to work a minimum of 144 clock hours, at the intern site, during the internship. The purpose of this type of course is two-fold: to give students practical experience in the field of forensic science, and to allow prospective employers to be aware of student's abilities. *Prerequisites: Introduction to Forensic Science CHEM-0101, and Forensic Science Analytical Techniques CHEM-0201 (or concurrent enrollment in this course).*

CHEM-0203 General Organic Chemistry **5 hours credit**

This course introduces and surveys the field of organic chemistry. Major types of aliphatic and aromatic compounds are surveyed as to naming, structure's preparations, and reactions. The laboratory portion emphasizes modern techniques of organic chemistry. Three lectures and four laboratory/discussion hours per week are required. *Prerequisite: General Chemistry, CHEM-0109 or College Chemistry I and Lab, CHEM-0111.*

CHEM-0211 Organic Chemistry I **3 hours credit**

The course covers aliphatic and aromatic compounds with emphasis on organic reactions and reaction mechanisms, nomenclature, stereoisomerism, and spectroscopy. Three hours of lecture per week are required. Students should enroll in Organic Chemistry Laboratory, CHEM-0213 at the same time. *Prerequisites: College Chemistry II and Lab, CHEM-0112.*

CHEM-0212 Organic Chemistry II **3 hours credit**

A continuation of Organic Chemistry I, CHEM-0211 lectures cover the main functional groups not discussed in 0211: ethers, acids, esters, aldehydes, ketones, and amines. *Prerequisite: Organic Chemistry I, CHEM-0211.*

CHEM-0213 Organic Chemistry I Lab **2 hours credit**

This first-semester laboratory deals with the fundamental techniques involved in organic laboratories such as distillation, crystallization, extraction, solubility, and various types of chromatography. Four laboratory hours per week are required. It is recommended that students enroll concurrently in Organic Chemistry, CHEM-0211. *Prerequisites: College Chemistry II and Lab, CHEM-0112.*

Course Descriptions

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 toddlers 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.*

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

This course is 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

Course Descriptions

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 **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-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.

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.

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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.

CIST-0101 Computer Concepts and Applications 3 hours credit

Computer Concepts and Applications is designed to demonstrate to the student the various accomplishments, forms of work, and applications a computer can perform. The course includes experience using a variety of projects on the computer. The World Wide Web on the Internet will be explored and integrated into many segments of the course. Computer Concepts and Applications is an introductory computer course that emphasizes the concepts of computing and fundamental vocabulary for computers. No previous knowledge of computer is required.

CIST-0111 Microcomputer Business Software 3 hours credit

Microcomputer Business Software explores the use of microcomputers in business. The four most common programs of spreadsheets, database management, presentation and word processing are used as models. *Prerequisites: Keyboarding and basic computer skills are required.*

CIST-0117 Networking I 3 hours credit

The students in this course will be introduced to LAN (local area networks), MAT (metropolitan area networks) and WAN (wide area networks). The students will be study network topologies, network protocols, network hardware, and network software. Students will also perform experiments and troubleshoot common network failures. *Prerequisites: CIST-0101 Computer Concepts and Applications and knowledge of OS recommended.*

CIST-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.*

Course Descriptions

CIST-0147 Computer Operating Systems: Windows 7 4 credit hours

This class covers a microcomputer operating system used by personal and/or workstation computer. With new computer systems being introduced, this class will introduce students to the most current "version" and to a specific operating system. The specific operating system name will be provided in the class schedule after "CPU O/S=Win 7" and may vary in credit hours. Preparation MCP for Exam 70-680

CIST-0148 Computer Operating System: Windows 8 4 credit hours

This class covers Microsoft's Operating System (Windows 8) that is used by mobile and/or workstation computers. Students will be prepared for MCP Exam: 70-687

CIST-0150 Web Graphics and Multimedia 3 hours credit

Web Graphics and Multimedia provides graphic theory and hands-on exercises for web backgrounds, buttons, rollovers, GIFs, JPEGs, PNGs, animated GIFs, web safe color palettes, cluts, and swatches; alignment techniques; seamless tiles; transparent GIFs; web typography, vector animation; and other web imaging techniques for graphics and design. *Prerequisites: CIST-0137, HTML Web Page Development.*

CIST-0152 JavaScript 3 hours credit

JavaScript examines client-side JavaScript programming techniques. Students learn how to seamlessly integrate JavaScript code with HTML and CSS to bring interactivity to web pages. Students will learn how to use the Document, Navigator, Window, Location and History Objects, set and read Cookies, create image rollovers, write functions, and validate forms. Students will learn to use JavaScript with Dynamic HTML. A basic introduction to AJAX will be included. *Prerequisites: CIST-0137, HTML Web Page Development.*

CIST-0154 Principles of Data Warehousing 4 hours credit

This course will provide the student with an understanding of the principles of data warehousing. Topics will include data model development, star schemas, snowflake schemas, and dimensional modeling. Metadata (formal descriptions of tables, columns, domains, and constraints will also be included. Students will have an understanding of what must be included in a data warehouse as well as ten mistakes to avoid. *Prerequisites: CIST-0101, Computer Concepts and Applications.*

CIST-0158 Networking II 4 hours credit

This course examines how routers relay data on Local Area Networks. It covers installation, configuration, and troubleshooting of routers. The students will learn how to configure IP on different platforms and use simple networking tools for analysis. Students will have hands-on experience with a variety of network layouts in a lab environment equipped with multiple operating systems (Windows XP), Windows 2000, Cisco IOS and others). This class uses the Cisco Academy Material, CCNA semester 2. *Prerequisites: CIST-0117 Networking I.*

CIST-0161 System Manager (Windows 2003 Server) 4 hours credit

Participants will learn how to manage the hardware and software of a 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 Elements of Programming 3 hours credit

This course is an introduction to the elementary of computer programming. Java will be used by students to create java programs using Window Operating system. Students will demonstrate the basics and the fundamentals of computer programming by creating java programs. Extensive hands on experiences are emphasized. *Prerequisites: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

Course Descriptions

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

3 hours credit

This course is designed to give students an introduction to the Macromedia Flash program. Flash is not only used for animation on the web, but is becoming a valuable tool for designing interactive training. Students will learn to use Flash as an interactive tool for Web Design. The student will create by using the basic drawing tool and the importing of other graphic and multimedia material into a finished interactive web site. Students need to have basic computer skills.

CIST-0190 Web Page Design (Adobe Suite)

4 hours credit

This course is designed to instruct the student in the proper approach to commercial web page/site design. Students will learn the basics of web page design and basic web page/site construction. Students will also be introduced to the use of cascading style sheets, DHTML, and XML/XHTML. Different web design tools will be explained. Some of these tools will be covered in detail in following courses. Web job opportunities and current issues will be discussed. **Prerequisites:** CIST-0137, HTML Web Page Development.

CIST-0202 Data Integration from Disparate Sources

3 hours credit

This course will provide the student with an understanding of what disparate data is (data from different disciplines, with different requirements, different representations, different geographic regions, and in different formats), and the problems associated with integrating this data. **Prerequisites:** CIST-0154, Principles of Data Warehousing.

CIST-0204 Data Cleansing

3 hours credit

This course will provide the student with an understanding of a critical dimension of data performance, data quality. The student will gain an understanding of how to cope with dirty data and the causes of it. **Prerequisites:** CIST-0154, Principles of Data Warehousing.

CIST-0206 Selecting Data Warehousing Tools

3 hours credit

This overview course will provide the student with an understanding of how important selecting the right data warehousing tool is. Topics discussed will include access, query, reporting, cleansing and analysis tools available for purchase from various software vendors. This course will further address the strengths and weaknesses of the various tools available. **Prerequisites:** CIST-0154, Principles of Data Warehousing.

CIST-0208 Data Marts and Query Tools

3 hours credit

This overview course will provide the student with knowledge of data marts. Discussion will further include reporting tools such as Crystal Reports (Seagate) and analysis tools such as DSS Agent or SAS. **Prerequisites:** CIST-0154, Principles of Data Warehousing.

CIST-0210 Data Mining

4 hours credit

This course will provide the student with an overview of Data Mining. More specifically, students will be introduced to Data Mining techniques as applied to Marketing, Sales, and Customer support. Students will further be introduced to the relationship between Data Mining, On-line Analytical Processing (OLAP), and Relational On-line Analytical Processing as well as how Data Mining may be used to turn data into useful information. **Prerequisites:** CIST-0154, Principles of Data Warehousing.

CIST-0214 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, Networking I AND CIST-0143, Computer Operating System: (Windows XP). or CIST-0145 Computer Operating System: (VISTA)

CIST-0216 Networking III

4 hours credit

This course examines how routers relay data on Wide Area Networks. It covers advanced configuration, and troubleshooting of routers. The students will learn how to configure network (LAN) switching, virtual LANs, LAN Design, interior gateway routing protocol (IGRP), access control lists (ACL), Novell IPX, and network management. Students will have hands-on experience with a variety of network layouts in a lab environment equipped with multiple operating systems (Windows 95/98), Windows NT, and others). The course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Students will design and document a hypothetical network. This class uses the Cisco Academy Material, CCNA semester 3. **Prerequisites:** CIST-0158 Networking II

Course Descriptions

CIST-0218 Advanced System Manager (Windows 2000 Infrastructure)

4 hours credit

This class covers the Microsoft 2003 Network Infrastructure used by server operating system. This class is designed to be a preparatory course for taking the Microsoft MCP exam 70-291. This certification exam measures your ability to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows 2003 network infrastructure. In addition, this provides the skills required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services. *Prerequisite: CIST-0161, System Manager (Windows 2003 Server).*

CIST-0220 Service and Support

4 hours credit

This course covers the service and support of Microsoft 2003 Network Directory Services used by the server operating system. This class is designed to be a preparatory course for taking the Microsoft MCP exam 70-294. This class teaches skills needed to install, configure, and troubleshoot the Windows 2003 Active Directory components, DNS for Active Directory, and Active Directory security solutions. 'Special Class Fees' section for current class fee. *Prerequisite: CIST-0161, System Manager (Windows 2003 Server).*

CIST-0224 Advanced Desktop Publishing

3 hours credit

Advanced Desktop Publishing introduces the advancement of work and image production using a personal computer. The course covers: 1) the elements of page composition, 2) publication design, 3) text construction, 4) typical hardware, and 6) business applications. *Prerequisite: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software.*

CIST-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, Networking I.*

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, Networking I.*

CIST-0236 Database Management (MS Access)

3 hours credit

This course explores a "user" directed computer language. The software is used to perform tasks that once required hours of coding and logic development. Topics and projects include planning, building, modifying, maintaining, and using a database, sorting and indexing a file. Keyboarding skills are beneficial. *Prerequisites: CIST-0101 Computer Concepts and Applications or CIST-0111 Microcomputer Business Software.*

CIST-0240 C++ Programming

3 hours credit

The C++ programming language is a general purpose programming language featuring short statements, ease of writing and utilization of a wide variety of standard pre-written library functions and objects as well as installation (user) defined and cataloged functions and objects. It allows the programmer to secure functions and data through the use of objects. *Prerequisite: CIST-0180, Visual Basic.*

Course Descriptions

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-0253 Swift Programming

3 hours credit

This course will introduce students to iOS app development in Swift, a new programming language from Apple, and serves as the launching point into the iOS Developer. In this course, students will become familiar with the Xcode Integrated Development Environment as well as the programming structures and syntax used by Swift. Students will also learn to implement the elementary of programming using swift and will learn about programming concepts that are unique to Swift. Finally, students will demonstrate what they learned on a simple iOS app. *Prerequisite: CIST0101 and CIST 0180.*

CIST-0244 IOS Mobile Applications Development

3 hours credit

This course will introduce students to the tools and APIs required to build applications for the iPhone and iPad platform using the iOS SDK. User interface designs for mobile devices and unique user interactions using multi-touch technologies is introduced as well. Object-oriented design using model-view-controller paradigm, memory management, swift programming language and other topics include: object-oriented database API, animation, multi-threading and performance considerations are included in this course. This course will enable students to develop apps that incorporate many of the powerful features of swift programming language and Cocoa touch. *Prerequisites: CIST-0243 Swift Programming.*

CIST-0246 Special Problems in Data Warehousing

3 hours credit

This course will further enhance and hone the students' data warehousing skills. The students will complete a project based on the needs of the community at the time of the course offering. Students will mine, develop, and load data, to create a data warehouse as a means of offering assistance to the community while at the same time gaining practical real world experience. *Prerequisites: CIST-0154, Principles of Data Warehousing.*

CIST-0248 Web Database Connectivity

3 hours credit

Web Database Connectivity provides students with the knowledge to connect a Web Server to various databases, construct web-based forms to retrieve information dynamically from databases and store information from consumer's input. Students will also learn the fundamentals of secure websites for e-commerce. *Prerequisites: CIST-0137, HTML Web Page Development or CIST-0117, Networking I.*

CIST-0250 Networking IV

4 hours credit

This is the fourth of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Topics that will be covered include wide area networks (WAN), WAN design, point to point protocol (PPP), integrated services digital network (ISDN), frame relay, and advanced network management. Students will complete their design and documentation of a hypothetical network. This class uses the Cisco Academy Material, CCNA semester 4. *Prerequisites: CIST-0216 Networking III.*

CIST-0252 Data Design and Implementation (MCSE SQL)

4 hours credit

This course will prepare the student for work in a medium to enterprise computing environment that uses SQL Server, implementing relational databases in environments with the following characteristics:

Heterogeneous databases

SQL Server security integrated with Windows Authentication

Client/server configurations of 50 to 5,000 or more users

Web configurations that use Internet Information Services (IIS) or COM+

Databases as large as 2 TB

Multiple installations of SQL Server

Preparation for Microsoft Exam 70-029(MCSE elective).

Pre-requisites: CIST-0226, SQL Server.

CIST-0256 Object Oriented Programming using Java

3 hours credit

This course is designed as a continuation of course CIST-0180. This course will include a brief review of the material covered in CIST-0180 and then proceed to address the more advanced features of the Java programming language. Programs and projects are designed to illustrate the use of classes, objects, Inheritance, Polymorphism and Composition. Java GUI elements will be examined in detail. The life cycle and use of applets (with graphics) will be reviewed along with screen management. Event driven processing, multithreading and exception handling will be demonstrated by class projects. *Prerequisite: CIST-0180, Elements of Programming.*

CIST-0257 Android Mobile Applications Development

4 credit hours

In this course, students will learn how to write Android applications. Android Fundamentals blends theory and practice are introduced to the students to help them build android applications the right way. In this course, students will work, step-by-step, to build great Android applications, and learn best practices of mobile development in general and Android development in particular Android application programming is introduced by giving the students a solid foundation so they can imagine, design, create and deploy their own applications. This class will cover the major Android topics such as Views, Activities, Intents, Broadcast Receivers, and Content Providers. It will also cover Location-based services, Sensors and App Deployment.

Course Descriptions

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 Server Side Programming Using PHP **3 hours credit**

CGI Perl teaches CGI scripting techniques using the CGI Perl module. Students learn how to create on-demand, server-based HTML; write and process fill-out forms; write responses to form submissions back to the client browser; store and process cookies; handle file uploads securely; create, read, and write to text databases; attach JavaScript and cascading style sheets to created-on-demand web documents; and to maintain state through multi-page forms. Students also explore CGI Perl's role in server push technology and continuous page updating (NPH). Students are not required to have previous Perl programming experience, although a thorough knowledge of HTML is necessary. *Prerequisites: CIST-0137, HTML Web Page Development.*

CIST-0280 Advanced Java Programming **3 hours credit**

This course is designed as a continuation of course CIST-0256, Java. This course will include a brief review of the material covered in CIST-0256 and then proceed to address the more advanced features of the Java language. Programs and projects are designed to illustrate the use of inheritance and objects. The Abstract Windows Toolkit (AWT) will be examined in detail. The life cycle and use of applets (with graphics) will be reviewed along with screen management. Event driven processing, multithreading and exception handling will be demonstrated by class projects. File processing will be covered. *Prerequisites: CIST-0256, Java.*

CIST-0299 Industrial Internship (Computer) **3 hours credit**

This course is designed with the help of the participating industries to provide students with industrial environment experience. This college supervised industrial internship (computers) will provide applied industrial practices, policies, processes and procedures. Students will be exposed to shop floor safety, customer relationship and documentation. This course will bridge the gap between industrial practices and college teaching. After completing this college supervised

industrial internship, students will have better transition from college to industries. This course may also open new doors for employment opportunities. *Prerequisites: CIST-0117, Networking I. Students should be enrolled in either 3rd or 4th Semester. Students should get advanced approval of internship project.*

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

Course Descriptions

Power Tools, Reading Plans and Elevations, and Commercial Drawings. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0109 Floors, Walls & Ceiling Framing **4 hours credit**

This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Hand and Power Tools, Floor Systems, Wall and Ceiling Framing, Thermal and Moisture Protection, and Exterior Finishing. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0110 Concrete Finishing (Level 1) **3 hours credit**

This is the basic concrete finishing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to Concrete Construction and Finishing, Safety Requirements, Properties of Concrete, Tools and Equipment, Preparing for Placement, Placing Concrete, Finishing, Part One, Curing and Protecting Concrete, and Introduction to Troubleshooting. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0111 Roof Framing **3 hours credit**

This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Hand and Power Tools, Roof Framing, and Roofing Applications. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0112 Drywall Level 1-2 **3 hours credit**

This is the course in Drywall. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Orientation to the Trade, Construction Materials and Methods, Thermal and Moisture Protection, Drywall Installation, and Drywall Finishing. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0113 Windows, Doors, & Stairs **3 hours credit**

This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in part) a component of the Core Curriculum for the KCKCC Construction Technology program and the KCKCC Building and Property Maintenance program. The course topics include: Environmental sustainability, Hand and Power Tools, Windows and Exterior Doors, and Basic Stair Layout. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0115 Electrical (Level 1) **3 hours credit**

This is the basic electrical course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Fasteners and Anchors, Electrical Theory One, Electrical Theory Two, Electrical Test Equipment, Introduction to the National Electrical Code®, Boxes and Fittings, Conductors, and Wiring: Residential. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0123 Insulating **3 hours credit**

This is the course in Insulating. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Orientation, Trade Relations, Tools of the Trade, Material Handling, Storage, and Distribution, and installing Mineral Wool Insulation. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0136 Rigging Fundamentals **3 hours credit**

This is the course in Rigging. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Basic Rigging, Rigging Equipment and Rigging Practices. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0140 Painting (Level 1) **3 hours credit**

This is the basic course in Painting. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Careers in the Painting Trade, Safety, Ladders, Scaffolds, Lifts, and Fall Protection, Identifying Surface/Substrate Materials and Conditions, Protecting Adjacent Surfaces, Basic Surface Preparation, Sealants and Repair/Fillers, Introduction to Paints and Coatings and Brushing and Rolling Paints and Coatings. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0142 Plumbing (Level 1) **3 hours credit**

This is the basic plumbing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to the Plumbing Profession, Plastic Pipe and Fittings, Copper Pipe and Fittings, Fixtures and Faucets, Introduction to Drain - Waste - and Vent (DWV) Systems, and Introduction to Water Distribution Systems. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0151 Scaffolding **2 hours credit**

This is the course in Scaffolding. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to the Trade, Trade Safety, Trade Tools and Equipment, Trade Math, Stationary Scaffolds, Mobile Scaffolds and Suspension Scaffolds. **Prerequisites:** *KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

Course Descriptions

CONS-0155 Sprinkler Fitting (Level 1)

2 hours credit

This is the basic course in Sprinkler Fitting. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Orientation to the Trade, Introduction to Components and Systems, Steel Pipe, CPVC Pipe and Fittings, Copper Tube Systems and Underground Pipe. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0208 Carpentry (Level 2)

3 hours credit

This is the advanced course in Carpentry. It is aligned with NCCER and the Kansas Board of Regents. The course topics include: Environmental sustainability, Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Drywall Installation, Drywall Finishing, Doors and Door Hardware, Suspended Ceilings, Window - Door - Floor and Ceiling Trim, Cabinet Installation, and Cabinet Fabrication. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0209 Masonry (Level 2)

2 hours credit

This is the advanced course in Masonry. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Residential Plans and Drawing Interpretation, Residential Masonry, Grout and Other Reinforcement, Metal Work in Masonry, and Advanced Laying Techniques. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Masonry 1. Math Level 3 Recommended*

CONS-0210 Concrete Finishing (Level 2)

3 hours credit

This is the basic concrete finishing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Introduction to Concrete Construction and Finishing, Safety Requirements, Properties of Concrete, Tools and Equipment, Preparing for Placement, Placing Concrete, Finishing, Part One, Curing and Protecting Concrete, and Introduction to Troubleshooting. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0215 Electrical (Level 2)

3 hours credit

This is the advanced course in Electrical. It is in alignment with NCCER (selected Modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Alternating Current, Motors: Theory and Application, and Electric Lighting. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Electrical 1, Math Level 3 Recommended.*

CONS-0240 Painting (Level 2)

3 hours credit

This is the advanced course in Painting. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Painting Failures and Remedies, Job Planning and Completion, Low-Pressure Water Cleaning, Coatings Two and Spray Painting (Conventional, Airless and HVLP). *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Painting 1, Math Level 3 Recommended.*

CONS-0242 Plumbing (Level 2)

3 hours credit

This is the advanced course in Plumbing. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Hangers - Supports - Structural Penetrations and Fire Stopping, Types of Valves, Installing and Testing Water Supply Piping, Installing Water Heaters. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Math Level 3 Recommended.*

CONS-0259 Sprinkler Fitting (Level 2)

2 hours credit

This is the advanced course in Sprinkler Fitting. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include: Environmental sustainability, Hangers, Supports, Restraints, and Guides, General Purpose Valves, General Trade Math, Shop Drawings, Standard Spray Fire Sprinklers, Wet Pipe Fire Sprinkler Systems and Dry-Pipe Systems. *Prerequisites: KBOR approved Core Curriculum. OSHA 10, Sprinkler Fitting 1. Math Level 3 Recommended.*

COSM-0101 Scientific Concepts

5 hours credit

This course provides classroom instruction in sanitation, hair and scalp, skin, nails for 115 hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0105 Cosmetology Hair Care/Styling Services

6 hours credit

This course provides both classroom and clinical instruction in Shampoos and rinses, scalp and hair care, facials and make-up, manicuring, pedicures and artificial nail enhancements. The course consists of 60 classroom hours and 115 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0106 Cosmetology Hair Care/Skin Care Services

6 hours credit

This course provides both classroom and clinical instruction in facials and make-up, artificial nail enhancements. The course consists of 60 classroom hours and 115 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0107 Cosmetology Hair, Skin and Nail Care Services

2 hours credit

This course provides both classroom and clinical instruction in artificial nail enhancements. The course consists of 15 classroom hours and 35 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0110 Chemical Services I

4 hours credit

This course provides both classroom and clinical instruction in basic hair coloring, hair lightening, chemical waving, and chemical hair relaxing. The course consists of 45 classroom hours and 90 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

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COSM-0111 Chemical Services II

5 hours credit

This course provides both classroom and clinical instruction in basic hair coloring, hair lightening, chemical waving, and chemical hair relaxing. The course consists of 50 classroom hours and 110 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0112 Chemical Services III

5 hours credit

This course provides both classroom and clinical instruction in basic hair coloring, hair lightening, chemical waving, and chemical hair. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0115 Hair Designing I

5 hours credit

This course provides both classroom and clinical instruction in basic hair shaping, hair styling, and thermal techniques. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0116 Hair Designing II

5 hours credit

This course provides both classroom and clinical instruction in intermediate hair shaping, hair styling, and thermal techniques. The course consists of 50 classroom hours and 105 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0117 Hair Designing III

2 hours credit

This course provides both classroom and clinical instruction advanced hair shaping, hair styling, thermal techniques, and care and styling of hair pieces. The course consists of 15 classroom hours and 35 clinical hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0120 Business Practices I

1 hour credit

This course provides classroom instruction in management practices, salon development, insurance, client records and salesmanship. The course consists of 25 classroom hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0121 Business Practices II

2 hours credit

This course provides classroom instruction in management practices, salon development, insurance, client records and salesmanship. The course consists of 50 classroom hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

COSM-0125 Kansas State Law

2 hours credit

This course provides classroom instruction in the Kansas Board of Cosmetology General Laws, Rules and Regulations. The course consists of 50 classroom hours as prescribed by the Kansas Board of Cosmetology. *Prerequisites: Meet requirements for Kansas Board of Cosmetology Apprentice License.*

CRJS-0101 Introduction to Criminal Justice

3 hours credit

This course provides an in-depth look at policy issues related to policing, courts, and corrections. It gives the student the opportunity to focus on difficult issues including the links between police, politics, law, corrections and the administration of Justice. This course will review changes in law and police practices, preparation for prosecution, the court system, and finally the link between prisons and probation.

CRJS-0102 Introduction to Corrections

3 hours credit

This course will focus on the origins, processes, organization, and contemporary trends of corrections in America. It examines the total spectrum of management, control and treatment of juvenile and adult offenders. Students will examine programs, practices, institutions and philosophies in order to see corrections as a part of the criminal justice system.

CRJS-0103 Police Patrol Procedure

3 hours credit

This course is designed to acquaint the student with appropriate procedures for successful police patrol. Emphasis will be on current rules, regulations, general orders and standard operating procedures that would apply to police departments operating in the state of Kansas. Special attention will be given to hostage and terrorist situations. **Note:** Only police recruits are eligible to take this course.

CRJS-0104 Interpersonal Communications and Crisis Situations

3 hours credit

This course will deal with verbal and non-verbal communication from the point of both sender and receiver. Much of the focus for this course will be on the skills necessary to defuse and arbitrate civil disturbances in such a fashion that enforcement action is not necessary (when possible and practical). Special attention will be paid to the problem areas of family crisis, stress, rape crisis, the hearing impaired and abuse of alcohol. **Note:** Only police recruits are eligible to take this course.

CRJS-0105 Vehicle Stops and Special Tactical Situations

3 hours credit

Vehicle Stops and Special Tactical Situations deals with positive tactics police officers may employ on the street to effectively use their own firearms to defeat those of assailants. This course is devoted exclusively to understanding and mastering techniques that work for survival in real life situations. **Note:** Only police recruits are eligible to take this course.

CRJS-0106 Defensive Tactics for Police

3 hours credit

This course helps students to recognize common hazards facing the police officer and to learn the skills necessary to deal with these hazards. **Footnote:** Only police recruits are eligible to take this course.

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CRJS-0107 Firearms Training and Safety **3 hours credit**

The Firearms Training and Safety course is designed to present the student with the principles and fundamentals of the basic operation of the Glock 17 & 19, 9 mm Semi-automatic pistol as well as the Remington 870 pump shotgun. Special attention will be given to safety liabilities as well as cleaning and care. **Note:** Only police recruits are eligible to take this course.

CRJS-0112 Organization and Administration of Criminal Justice Police Agencies

3 hours credit

Students examine the principles, functions, and activities of police organization and administration, including planning and research, public relations, personnel and training, inspection and control, and policy formulation. **Footnote:** This course is offered online and in the classroom.

CRJS-0114 Techniques of Corrections **3 hours credit**

This overview of institutional corrections and the theory of penology exposes students to methods of probation and parole, services available to the offender after leaving an institution, correctional reform, and the relationship between institutional and field techniques. **Prerequisite:** *Introduction to Corrections, CRJS-0102, or approval of instructor.*

CRJS-0115 Probation and Parole **3 hours credit**

Students are taught the history and development of probation and parole and will examine issues in rehabilitation, legal aspects of parole and probation, supervision theory and techniques, and the relationship of probation and parole to other parts of the criminal justice system. **Prerequisite:** *Introduction to Corrections, CRJS-0102.*

CRJS-0116 Juvenile Delinquency and Justice **3 hours credit**

This course examines the historical precedents of philosophical reasons for treating juveniles differently from adults. It also reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

CRJS-0117 Professional Responsibility in Criminal Justice

3 hours credit

Explores the major components involved in the study of ethics, particularly as it applies to the field of Criminal Justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. Focus of the course is to produce professionals who are critical thinkers, and have the skills necessary to pursue sound ethics in their day to day decisions and activities.

CRJS-0118 Law Enforcement Operations and Procedures **3 hours credit**

This course examines the role of police in society and the application of law concepts to policing scenarios. Students identify, discuss, and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

CRJS-0119 Organization and Administration of Criminal Justice (Corrections) Agencies

3 hours credit

This course acquaints the student with the conduct of practical modern administration theory, supervisory, management and principles and application within the unique operating structure of the corrections organizations.

CRJS-0120 Cultural and Religious Diversity in Offender Populations

3 hours credit

This course provides interaction and guidelines for dealing with cultural, religious and ethnic differences in potentially-volatile offender-settings. Students will learn to employ interventions strategies amidst varied and diverse offender populations.

CRJS-0201 Criminal Investigation **3 hours credit**

Scientific aspects of criminal investigation are emphasized, including recording the crime scene; collection, preservation, and examination of evidence; techniques of criminal investigation; and examination of the capabilities and limitations of the advanced police science laboratory. This course provides an introduction to Criminal Investigation procedures, including theory of an investigation, case preparation, specific techniques of selected offences, questioning witnesses and suspects, and problems in criminal investigation.

CRJS-0202 Criminal Investigation II **3 hours credit**

An introduction to criminal investigation procedures, the course includes theory of an investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation. **Prerequisite:** *Criminal Investigation I, CRJS-0201 or consent of the instructor.*

CRJS-0203 Criminal Law **3 hours credit**

This course provides a comprehensive overview of the classification and components of crimes, with particular emphasis on common and Kansas criminal law. The student will be provided basic theories of substantive criminal law. The student will develop the ability to identify crimes and to ascertain lesser charges that may be appropriate. Emphasis will be place on using examples based on actual court cases. The nature, sources and typed of criminal law will be examined. **Note:** This course is generally only offered in the fall semester.

CRJS-0204 Criminal Procedure **3 hours credit**

This course acquaints the students with the principles, duties, and mechanics of criminal procedure in the areas of arrest, force, and search and seizure. The types, degrees, admissibility, competence, and weight of evidence and proof are studied, and the course specifically deals with rules of evidence and procedures to follow at the operational level. **Prerequisites:** *CRJS-0203 Criminal Law I, or consent of instructor.*

CRJS-0205 Traffic Administration and Control **3 hours credit**

This course is designed to provide the history of traffic administration and traffic problems, the growth of the police traffic function, traffic studies, accident causation factors, accident investigation, and traffic enforcement. The course will

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give students an understanding of traffic administration and control. **Note:** This course is generally offered only during the spring semester. This course is also offered online.

CRJS-0206 Criminal Justice Interview and Report Writing

3 hours credit

This course focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system. *Prerequisite: None.*

CRJS-0207 World Terrorism

3 hours credit

The world has changed since September 11, 2001. We remain a Nation at risk from terrorist attacks and will remain so for the foreseeable future. At all Threat Conditions, the fire service must remain vigilant, prepared, and ready to deter terrorist attacks. This course presents threat conditions and how the fire service can reduce the risks from terrorist attacks. Preparedness measures are provided to assist agencies in the development and implementation of appropriate agency-specific preparedness measures.

CRJS-0209 Community Corrections

3 hours credit

This course will focus on all forms of community-based correctional facilities. The student will examine origins, organization and trends in current traditional corrections as well as focusing on non-traditional community corrections: electronic monitoring, house arrest, day-treatment, boot-camp and fines. The course will also cover the shift in legislative strategy from how to help the offender to how to protect the community.

CRJS-0210 Legal Issues in Corrections

3 hours credit

This course will investigate the origin, development and classification of criminal law as it applies to the correctional officer. It will review the rules of evidence of particular importance at the operational level, procedures in use of force, and search and seizure law. Additionally, it will discuss the applied correctional law of prisoner rights, legal responsibilities and liabilities of correctional personnel at the local, state, and federal level including juvenile offenders, probation and parole, and female offenders.

CRJS-0211 Confinement Operations

3 hours credit

This course will provide an overview of the operation and management principles of the institutional setting. The course prepares the student to perform supervisory functions related to control of prisoners and contraband, segregation and accountability of prisoners, prisoner privileges and records and reports required at correctional facilities.

CRJS-0220 Supervision Techniques in Law Enforcement

3 hours credit

This course places emphasis on examining the leadership, management and supervision techniques used in police organizations. This will include the administration, functions and development of such items as policies, procedures,

rules and regulations that govern the operation of the police. Further, emphasis will be on planning, problem solving, public intervention, training, inspection and control, and field supervision techniques for various divisions or departments.

CRJS-0221 Criminal Justice Practicum

3 hours credit

Students are required to observe (on site) and work with a criminal justice agency. The Program Coordinator and the agency must mutually agree to the practicum. Arrangements must be made for this practicum in the semester prior to enrollment. *Prerequisite: Completion of the first three semesters of the criminal justice program (45 credit hours), a C grade average or better, and approval of both the Program Coordinator and the agency in which the practicum will occur.*

CRJS-0222 Current Topics in Law Enforcement

2 hours credit

Includes in-service training for law enforcement agencies, covers current police operations and the law. Emphasis placed on current topics such as officer survival, ethics, and effective communications.

CRTE-0100 Comp TIA A+ Essentials

3 hours credit

Students will gain the knowledge required to assemble components based on customer requirements, install, configure and maintain devices for end users. This course also covers the basics of networking and security/forensics, proper and safe diagnosis, resolve and document common hardware issues while applying troubleshooting skills.

CRTE-0101 COMP TIA A+ Practices

3 hours credit

Students will gain the knowledge required to install, configure and maintain software for end users. This course will also cover the basics of networking and security/forensics, properly and safely diagnose, resolve and document common software issues while applying troubleshooting skills. Students will also gain appropriate customer support and soft skills; understand the basics of virtualization, desktop imaging, and deployment.

CRTE-0102 Introduction to the Personal Computer, Safety and Tool Usage for PC Technicians

3 hours credit

Students will gain an understanding of what IT Industry Certifications are available. Students will be introduced to what a computer system is. Students will identify the names, purposes, and characteristics of cases and power supplies. Identify the names, purposes, and characteristics of internal components. Identify the names, purposes, and characteristics of ports and cables. Identify the names, purposes, and characteristics of input devices. Identify the names, purposes, and characteristics of output devices. Explain system resources and their purposes. Basic safety practices for the computer repair workplace including: hardware and software tools, and the disposal of hazardous materials and MSDS sheets. Learn safe use of Digital Multi-Meters and basic electricity. Students will be introduced to Surge Suppressors, UPS and SPS. *Prerequisite: Basic Computer Skills are required for enrollment.*

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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 Advanced Operating Systems

3 hours credit

Students will gain the knowledge required to assemble components based on customer requirements, install, configure and maintain devices for end users. This course also covers the basics of networking and security/forensics, proper and safe diagnosis, resolve and document common hardware issues while applying troubleshooting skills.

CRTE-0108 Laptops and Mobile Devices

3 hours credit

Upon completion of this course students will be able to identify and describe laptops and other portable devices. Identify and describe the components of a laptop. Compare and contrast desktop and laptop components. Explain how to configure laptops. Compare the different mobile phone standards. Identify common preventive maintenance techniques for laptops and portable devices. Describe how to troubleshoot laptops and portable devices. With the increase in demand for mobility, the popularity of laptops and portable devices will continue to grow. During the course of your career, you will be expected to know how to configure, repair, and maintain these devices. The knowledge you acquire about desktop computers will help you service laptops and portable devices. However, there are important differences between the two technologies. To facilitate mobility, laptops and portable devices use wireless technologies more than desktops. All laptops use batteries when they are disconnected from a power source. Docking stations are commonly used to connect a laptop to peripheral devices. As a computer technician, you will be required to configure, optimize, and troubleshoot these docking stations and accessories, as well as the laptop or portable device that they accompany. Many laptop components are proprietary, so some manufacturers require that you complete specialized certification training to perform laptop repairs. Servicing laptops can be very challenging. Mastering the skills necessary to work on laptops is important to your career advancement.

CRTE-0110 Printers and Pheripherals

3 hours credit

This class will provide the student with essential information about printers and scanners. Students will learn how printers operate, what to consider when purchasing a printer, and how to connect printers to an individual computer or to a network. Students will also be expected to describe the types of printers currently available. Describe the installation and configuration process for printers. Describe the types of scanners currently available. Describe the installation and configuration process for scanners. Identify and apply common preventive maintenance techniques for printers and scanners and be able to effectively and efficiently troubleshoot printers and scanners. You will learn how to maintain, install, and repair these devices in both local and network configurations. This course discusses safety hazards, configuration procedures, preventive maintenance, and printer and scanner sharing. After completing this chapter, you will meet these objectives: Describe how to share a printer and a scanner on a network. Upgrade and configure printers and scanners. Describe printer and scanner preventive maintenance techniques. Troubleshoot printers and scanners.

CRTE-0112 Networking for PC Technicians

3 hours credit

This chapter will provide an overview of network principles, standards, and purposes. The following types of networks will be discussed in this class: Local Area Network (LAN), Wide Area Network (WAN), and Wireless LAN (WLAN) The different types of network topologies, protocols, and logical models as well as the hardware needed to create a network will also be discussed in this class. Configuration, troubleshooting, and preventive maintenance will be covered. You will also learn about network software, communication methods, and hardware relationships. This course focuses on advanced networking topics, including network design, network component upgrades, and e-mail server installations. Basic networking topics such as safety, network components, and preventive maintenance are also discussed. To meet the expectations and needs of your customers and network users, you must be familiar with networking technologies. You must understand the basics of how a network is designed and why some components affect the flow of data on a network. Troubleshooting advanced network situations is also described in this course. After completing this chapter, you will meet these objectives. ***Prerequisites:** CRTE0110 Printers and scanners for PC technicians.*

CRTE-0114 Security for PC Technicians

3 hours credit

This class focuses on the technicians need to understand computer and network security. Failure to implement proper security procedures can have an impact on users, computers, and the general public. Private information, company secrets, financial data, computer equipment, and items of national security are placed at risk if proper security procedures are not followed. After completing this chapter, you will meet these objectives: Explain why security is important. Describe security threats. Identify security procedures. Identify common preventive maintenance techniques for security. Troubleshoot security. ***Prerequisites:** CRTE-0112 Networking for PC Technicians.*

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CRTE-0115 Applied Networking I

2 credit hours

As the course title states, the focus of this course is on learning the fundamentals of networking. In this course, you will learn both the practical and conceptual skills that build the foundation for understanding basic networking. Students will examine human versus network communication and see the parallels between them. Students will be introduced to the two major models used to plan and implement networks, OSI and TCP/IP. Students will gain an understanding of the “layered” approach to networks. Students will examine the OSI and TCP/IP layers in detail to understand their functions and services. Students will become familiar with the various network devices and network addressing schemes. Students will discover the types of media used to carry data across the network. By the end of this course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

CRTE-0116 Advanced Topics and Customer Skills for PC Technicians

3 hours credit

This class will discuss the students’ potential career as a technician, your ability to determine if a component for a customer’s computer should be upgraded or replaced. It is important that you develop advanced skills in installation procedures, troubleshooting techniques, and diagnostic methods for computers. This course discusses the importance of component compatibility across hardware and software. It also covers the need for adequate system resources to efficiently run the customer’s hardware and software. After completing this course, you will meet these objectives: Give an overview of field, remote, and bench technician jobs. Explain safe lab procedures and tool use. Describe situations requiring replacement of computer components. Upgrade and configure personal computer components and peripherals. Identify and apply common preventive maintenance techniques for personal computer components. Troubleshoot computer components and peripherals. This class will discuss the relationship between communication skills and troubleshooting? As a computer technician, you will not only fix computers but will also interact with people. In fact, troubleshooting is as much about communicating with the customer as it is about knowing how to fix a computer. In this class, you will learn to use good communication skills as confidently as you use a screwdriver.

Prerequisites: *CRTE-0114 Security for PC Technicians.*

CRTE-0117 Applied Networking II

2 credit hours

The focus of this course is on learning the architecture, components, and operations of routers and switches in a small network. In this course, you will learn how to configure a router and a switch for basic functionality. Students will be able to describe enhanced switching technologies such as VLANs, VLAN Trunking Protocol (VTP), Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Protocol (PVSTP), and 802.1q. Students will be able to configure and troubleshoot basic operations of a small switched network. Students will be able to configure and verify static routing and default routing. Students will be able to configure and troubleshoot basic operations of routers in a small routed network. Students will configure and troubleshoot VLANs and inter-VLAN routing. Students will configure, monitor, and troubleshoot ACLs for IPv4 and Ipv6. Students will be able to configure, monitor, and troubleshoot ACLs for IPv4 and Ipv6. By the end of this

course, you will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks

CRTE-0200 Server Operating Systems and Virtualization

3 credit hours

This class will introduce the student to the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The successful candidate will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; be familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment.

CRTE-0201 Server Administration

3 hours credit

This class will introduce the student to the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The successful candidate will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; be familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment.

CRTE-0202 Linux Windows and Practical Server

3 hours credit

This class will introduce the student to the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The successful candidate will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; be familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment. This class will rely heavily on reinforcing the concepts thru lab activities.

CRTE-0203 Computer Network Security

3 credit hours

This course is an introduction to the basic concepts, of computer and network security. Students will learn the knowledge and skills required to identify risk and participate in risk mitigation activities, provide infrastructure, application, operational and information security, apply security controls to maintain confidentiality, integrity and availability, identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations.

CRTE-0204 Operating System Fundamentals for Server+

2 hours credit

This course examines the components of the most popular networking operating systems in operation today, including Windows 2000 and Linux. In this module, desktop operating systems will be reviewed, including their components, limitations, and their relationship to network operating systems. This module provides an overview of PCs including the OS and computer networks. Microsoft Windows is detailed from the beginnings of MS-DOS to the latest Windows XP. The UNIX and Linux operating systems are also detailed from their origins to the current configurations. Most network applications, including the Internet, are built around a client/server relationship. The student will learn how this relationship

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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 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

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management, CPU usage, and memory usage. This course also covers the key concepts of analyzing and optimizing the network. With this information, problem-solving guidelines can be implemented in the troubleshooting process. **Prerequisites:** *CRTE-0215 Linux Administration for Server+.*

CRTE-0218 Installing and Maintaining Hardware in Linux for Server+

2 hours credit

This course covers how to manually configure new hardware with the various hardware that is used on a Linux system. This course also covers special installations and tweaks that will need to be done when installing Linux on a laptop or mobile device. **Prerequisites:** *CRTE-0217 Advanced NOS Administration for Server+.*

CRTE-0220 Troubleshooting the Operating System for Server+

2 hours credit

This course analyzes how experienced system administrators rely on a proven and systematized methodology to solve system problems. How they must be able to recognize common error conditions and know their usual causes. How they must learn to evaluate symptoms in such a way as to isolate their probable origin. Then it is necessary to apply their experience in knowing what sorts of tests to run and avenues to explore in order to verify hypotheses regarding the problem, or to gather more data. They need to know what to do to fix the problem, or where to go to get assistance quickly, then follow through by doing it. They should document what they learn along the way to make it easier to attack any recurrences of the problem. Finally, they need to educate users in a way that will either prevent the problem from occurring again, or at least enable them to provide meaningful feedback if it does. **Prerequisites:** *CRTE-0218 Installing and Maintaining Hardware in Linux for Server+.*

CRTE-0221 Network Security for Server+

2 hours credit

This course will detail the importance of developing a security policy in order to guard against the internal and external threats to a network. The student will learn the security measures to implement. Patching and upgrading the Network Operating System (NOS) will ensure that the system is current. Additionally, the student will gain an understanding of firewalls and proxies. **Prerequisites:** *CRTE-0220 Troubleshooting the Operating System for Server+.*

CRTE-0223 Work Place Skills for PC Technicians

3 hours credit

This course is an introduction to work place skills. The course topics include: Resume writing, cover letters, applications, personal data sheets, portfolios, interviewing tactics, work place ethics and basic work place soft skills.

CRTE-0224 Work Place Skills for Server+

2 hours credit

This course is an introduction to the basic concepts, personal qualities, habits, attitudes and social graces that make someone a good employee and a compatible co-worker.

CULN-0100 Equipment and the Industry

1 hour credit

Students will learn about the food service industry including: history, current trends and important people. Also, we will

cover equipment/utensils (use and care, safety, and the importance of kitchen design).

CULN-0110 First Aid in the Kitchen

1 hour credit

Students will learn about safe workplace habits that will prevent injuries from cuts, burns, operation of machinery/equipment, lifting and other injuries that can occur in the kitchen. Basic principles of first aid to injuries sustained from cuts, burns, operation of machinery/equipment, and lifting will be demonstrated.

CULN-0120 Cooking Methods

2 hours credit

During this course students will learn to read and follow a recipe, convert recipes, learn how to properly use and care for knives, practice mise en place, and explore basic cooking methods including seasoning and flavoring dishes.

CULN-0130 Food Production I

4 hours credit

This course will explore stock making; soups; sauces; salad and salad dressings; and breakfast preparation. Students will participate in labs while also focusing on prior concepts of safety and sanitation, mise en place and knife skills. **Prerequisites:** *ServSafe Certification, Cooking Methods.*

CULN-0140 Food Production II

4 hours credit

We will be exploring red meats, game, poultry, game birds, fish and shellfish during this course. Composition, structure, inspection, grading, classification, handling and storage will be covered for each type of meat. Students will be exposed to various cooking methods for each type and pairing with sides will be discussed. Presentation and appropriate garnish for each meat will be covered and practiced. **Prerequisites:** *ServSafe, Cooking Methods, Food Production I.*

CULN-0150 Food Production III

4 hours credit

This course will expand on prior knowledge but also includes vegetable cookery, pasta and rice cookery, sandwich making, hors d'oeuvres, and food presentation. Students will be required to plan a 4 course menu and execute it appropriately using their prior knowledge from other courses. Also, students will explore International Cooking to apply all skills learned throughout the class.

CULN-0160 International Cooking

2 hours credit

Students will explore several different regions of World Cuisine, learning to apply basic cooking methods for each region including spices, meats and side dishes. **Prerequisites:** *CULN-0120 Cooking Methods, CULN-0205 ServSafe.*

CULN-0170 Menu Marketing and Planning

2 hours credit

Students will explore the various factors that impact menu creation; design and layout; how to price the items; and analyze the performance of items in a menu. This course is part of ManageFirst in which students may receive a certification in this area after passing the national test.

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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 passing the exam students will receive a certification and can participate in food preparation labs.

CULN-0206 Beginning Baking

3 hours credit

Students will explore the basic principles behind the science of baking; equipment; ingredients and their specific functions; and the various elements/techniques used to create baked goods. Students will produce a variety of baked products including yeast breads; quick breads; cookies; and pies. *Prerequisites: CULN-0205 ServSafe.*

CULN-0207 Advanced Baking

3 hours credit

Students will take a more in-depth look at Baking and Pastry used in the bakeshop. An introduction to pastry making is incorporated into a variety of products that will be prepared. Students will be preparing cakes and frosting; decorate cakes; creams; custards; sauces; fruit desserts; and other advanced products. *Prerequisites: CULN-0205 ServSafe, CULN-0206 Beginning Baking.*

CULN-0220 Culinary Capstone

3 hours credit

Students will apply all knowledge gained from previous Culinary Arts courses by creating, planning and executing a mock restaurant. Students will be managing other students in order to help them execute their restaurant concept. In turn, students will participate in other students mock restaurant experiences. In addition, students will be creating a portfolio using this experience to take with them for their future in the industry. *Prerequisites: Pass all courses in the Culinary Arts Program.*

CULN-0230 Culinary Arts Internship

3 hours credit

Through an internship at a local company students will learn what it is like to work in the restaurant industry. Student must be working or interning at a job in the food service industry. *Prerequisites: Pass all required Culinary Arts classes.*

DIGI-0115 Beginning Photoshop

3 hours credit

This course is an introduction to Adobe Photoshop. It is oriented to students who have not been exposed to the formal study of this program. Students will learn the basic Photoshop work area and tools, including such concepts as selecting, layers, filters, painting, retouching, creating special effects. Students will work on various projects and may work with animation and preparing images for the web.

DIGI-0116 Intermediate Photoshop

3 hours credit

Students will acquire a working knowledge of the tools and techniques of Adobe Photoshop, as they are applied to graphic design, multi-media and other studio art applications. It is intended to build on the Computer Art One (Beginning Photoshop) course. The course will cover: advanced operation of tools and palettes, file formats, preparing and optimizing images for the web with Adobe Image Ready, transferring files, masks, paths and channels, color adjustment for printing and prepress production, advanced filters, animation for the web and general tips. *Prerequisite: DIGI-0115, Beginning Photoshop.*

DIGI-0117 Advanced Photoshop

3 hours credit

Students will acquire an advanced knowledge of the tools and techniques of Adobe Photoshop, as they are applied to graphic design, multi-media and other studio art applications. The course will cover: operation of tools and palettes in advanced design projects. *Prerequisite: DIGI-0116, Intermediate Photoshop or its equivalent.*

DIGI-0131 Two Dimensional Design I

3 hours credit

A course for beginning art students and those interested in art fundamentals, Two-Dimensional Design I introduces basic elements, principles, and techniques or organization used by artists. Six hours of studio per week are required.

DIGI-0132 Two Dimensional Design II

3 hours credit

Two Dimensional Design II continues from Two Dimensional Design I. It requires the student to complete a series of designs based on the esthetics of various 20th century painting movements. *Prerequisites: DIGI 131 Two Dimensional Design I.*

DIGI-0174 Beginning Illustrator

3 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.

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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.*

DIGI-0179 Graphic Design: Print Media II

3 hours credit

This course is an advanced course covering a continuation of techniques and information for graphic design focusing on print media covered in the prerequisite DIGI -0178 Graphic Design: Print Media I. This course stresses creative development with sections on the history of graphic design, the design process, text and typography, layout, advertising design and electronic prepress. This course emphasizes the practical use of digital tools and processes in graphic design as well as color management for graphic design. *Prerequisites: DIGI-0115, Beginning Photoshop; DIGI-0174, Beginning Illustrator; DIGI-0180, Publication Design (Quark), DIGI-0178, Graphic Design: Print Media I.*

DIGI-0180 Publication Design (Adobe InDesign)

3 hours credit

Publication Design teaches the skills necessary for employment in the Design Industry or additional education. The class focuses on Adobe InDesign and the use of additional software in graphic design and page layout. The course covers digital typesetting, page composition, publication design as used in a professional environment, desktop publishing, the use of scanners, printers, digital drawing tablets, as well as files and images from a variety of programs which include Adobe applications and their proper use in page layout in InDesign.

DIGI-0191 Internship: Digital Graphics

3 hours credit

Students will work in an approved training situation under instructional supervision. The internship is designed to give the student the opportunity to use the skills learned in the digital graphics program. Student interns will be required to complete a minimum of 135 hours of on-the-job training. *Prerequisites: DIGI-0176, Graphic Design: Multimedia and Web I, DIGI-0178, Graphic Design: Print Media I.*

DIGI-0193 Digital Imaging Portfolio Production

3 credit hours

This course will provide instruction in the production of a professional portfolio based on current industry trends which included an electronic and printed portfolio utilizing the skills acquired in Advanced Photoshop, Advanced Illustrator, Publication Design, Graphic Design: Multimedia & Web I and Graphic Design: Print Media I. In addition to portfolio production, the course will provide instruction for the proper design and format for an industry specific resume. Self-promotion, networking, job searches and interview skills will also be covered. *Prerequisites: DIGI0176, Graphic Design: Multimedia and Web I; DIGI1078, Graphic Design: Print Media I; DIGI0180, Publication Design; DIGI0174, Beginning Illustrator.*

ECON-0201 Principles of Macroeconomics

3 hours credit

This course is designed to familiarize students with the basic concepts, methods and theories in the field of economics. As a social science, economics is concerned with scarcity of resources and all of the problems and concerns as a result. Beginning with an introduction to the field of economics, history of economic thought, economic theories and methodology, this course examines macro-structural issues such as Gross Domestic Product (GDP), unemployment, inflation, stagflation, Fiscal policy, Keynesian economics, Money and Banking, Monetary policy, Monetarism, economic growth and development, international trade and finance, and selected contemporary issues. *Prerequisite: None.*

ECON-0202 Principles of Microeconomics

3 hours credit

This course is designed to familiarize students with the basic concepts, methods and theories in the field of economics. As a social science, economics is concerned with scarcity of resources (its central assumption) and all of the problems and concerns as a result. Beginning with an introduction to the field of economics, history of economic thought, economic theories and methodology, this course examines microeconomics topics such as consumer demand theory, utility analysis, production process, cost of production, market and market structures, competition and the notion of efficiency, wage determination, regulation, unionization, and selected contemporary issues. *Prerequisite: None.*

ECON-0203 Introduction to Labor Studies

3 hours credit

This course is an integrated approach to the study of labor and economics and builds on the premise that the labor process, or work in general, can be better understood if it is grounded in the economic system within which it occurs. This course will thoroughly examine the American economic system together with specific issues and problems faced daily by American workers.

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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 SOS-0107 Sociology, or GEOG-0101 Introduction to Cultural Geography, GEOG-0102 Introduction to Physical Geography, or INBU International Relations.*

EDUC-0160 Introduction to Teaching: Career Awareness

3 hours credit

The goal of the course is increase awareness of self in relation to the roles of teachers. 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 Safety (OSHA 30)

2 hours credit

This course is an introduction to various industrial safety and health considerations in the area of Electricity and its use. This course will cover basic safety rules and OSHA standards, identify the proper personal protective equipment needed for common industrial tasks and recognize the need for an ongoing safety program.

ELET-0101 Electromechanical Systems

3 hours credit

Upon successful completion of this course, the student should be able to identify electrical components and their relationships to the various repair and troubleshooting techniques. The materials in this course will prove useful to service technicians whose background in electricity is limited. The course includes material from basic electrical theory to troubleshooting complex electrical circuits. This course will provide practice in the application of electrical theory as well as in the interconnection of components of heating and cooling systems.

ELET-0104 Electrical Print Reading

2 hours credit

This class will educate the student on: how to read and interpret blueprints, lay out a job from blueprints, calculate materials for a job from blueprints, draw electrical requirements a blueprint conforming to NEC, locate components on a wiring schematic, draw a schematic diagram, and learn work ethics.

ELET-0105 Workplace Skills

1 hour credit

Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career in the field of his or her choosing. Topics include listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, time and resource management, work ethics and career planning.

ELET-0110 National Electric Code I

4 hours credit

This is an introductory course on the use and interpretation of the current National Electrical Code. Students should develop a working knowledge of the code that will permit them to apply it to everyday applications. Upon successful completion of this course, the student should be able to use the code to design service entrances, feeders and branch circuits and discern between wiring methods used in different occupancies. 4 hrs lecture /wk.

ELET-0120 Electrical Math

3 hours credit

This course is the first of a two-semester sequence that will introduce the mathematical skills and concepts necessary in technical work. It will focus on the basics of algebra, geometry and trigonometry and their applications. Topics will include operations with polynomials, linear equations, systems of equations and right triangle trigonometry. *Prerequisites: Math Assessment Test.*

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ELET-0130 AC/DC Circuits I

4 hours credit

This purpose of the course is to provide the student an introduction to the basic principles of electricity including sources of direct (D.C.) and voltage. The student will learn Ohm's and Kirchhoff's Laws by working test and pictorial problems. They then will apply the knowledge in the laboratory. Software will also be utilized alongside learning the theories, and to back up the lab work. This is a foundation course of basic knowledge, skills, and aptitude preparing the student for more advanced electronics courses.

ELET-0150 Residential Wiring I

4 hours credit

This is an introductory course on residential wiring methods that includes practical application and hands-on experience in implementing the code requirements. Upon successful completion of this course, the student should acquire the necessary skills to wire a residence to meet the minimum requirements as set forth in the current National Electrical Code for residential occupancies. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. *Prerequisites: ELET-0101 Electromechanical Systems or ELET-0110 National Electric Code I.*

ELET-0151 Basic Residential Wiring II

4 hours credit

This course covers in more details electrical installation, operation, and maintenance for residential wiring. It will repeat some of the information in Residential Wiring I and focus on the National Electrical Code as well as wiring, equipment and etc. *Prerequisites: ELET-0150 Basic Residential Wiring I.*

ELET-0200 Commercial Wiring I

4 hours credit

This course covers commercial wiring methods. Upon successful completion of this course, the student should be able to read commercial blueprints and apply the current National Electrical Code to commercial wiring systems. The student will gain working knowledge and hands-on experience with commercial wiring techniques. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. *Prerequisites: ELET-0101 Electromechanical Systems.*

ELET-0203 Analog Circuits

2 hours credit

This course presents the basic concepts of electrical, electronic and digital circuits, components and theory of operation.

ELET-0206 Communication Fundamentals

2 hours credit

This course is designed to provide specialized skills for installing and testing local area network cabling and wireless installation. Twisted-pair, coax and fiber cables will be introduced and contrasted based on their characteristics and applications. Laboratory exercises for terminating and testing network cables and installing wireless systems will accompany the lectures. Students will be trained how to use common wiring tools and testing instruments. Methods of documenting LAN systems will also be introduced.

ELET-0210 National Electric Code II

4 hours credit

Upon successful completion of this course, the student should be able to use the current National Electrical Code to do calculations involving loads, lighting and circuit sizing. The course will cover typical load calculations used in both residential and commercial settings. The student should also be able to interpret and apply the National Electrical Code rules to special wiring systems including Hazardous Locations, Elevators, Remote-control circuits and Fire Alarm systems. *Prerequisites: ELET-0110 National Electric Code I.*

ELET-0232 Electrical Circuits, Instruments, and Measurements

2 hours credit

This course introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: Electrical Symbols, Component Identification, Print Reading, Scales and Measurement. *Prerequisites: ELET-0100 Electrical Safety, ELET-0101 Electromechanical Systems.*

ELET-0240 HVAC Systems

2 hours credit

This is a beginning course in heating, ventilation and air conditioning technology that is appropriate for HVAC majors and other interested students. Upon successful completion of this course, the student should be able to identify the function of the basic components of an air-conditioning system. Topics will include heat laws, refrigerants, oils and refrigeration cycles of residential and light commercial systems. In the lab, students will design, assemble and operate a working refrigeration system. Competencies will include brazing, wiring, evacuating and charging a system. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment.

ELET-0245 Troubleshooting Techniques

2 hours credit

Students study all areas of electrical trouble shooting including evaluating customer complaints, observing system operations, formulating a plan, reading and interpreting schematics.

ELET-0250 Industrial Wiring

3 hours credit

This course will demonstrate the installation of wiring systems for a classified area. Demonstrate bending ability as applied to IMC, GRC, and EMT conduit systems, to size feeders and branch circuits for multi-motor and single-motor systems and apply proper protective devices, and to learn work ethics.

ELET-0253 Motor Controls

3 hours credit

Students will have the opportunity to install manual and magnetic starters and contactors. The photoelectric and proximity controls and controls for agricultural and commercial equipment will be studied.

ELET-0255 Programmable Controllers

2 hours credit

This is an introductory course in programmable logic controllers. The course is designed for individuals without extensive electrical or controller backgrounds. Hardware aspects and programming aspects of controller operation are covered. The foundational controller logic symbols and

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controller logic operations necessary to interpret and write ladder logic programs are taught in this class. Students will enter, edit and test controller programs through assigned laboratory projects.

ELET-0260 Digital Circuits

2 hours credit

This is a beginning course in which students will study and practice the basic concepts of digital electronics. Topics will include digital number systems, logic gates, logic circuits, flip-flops, digital arithmetic, counters and registers.

ELET-0265 Generators and Transformers

2 hours credit

This is an advanced course on the use of generators, transformers and motors. Upon successful completion of this course, the student should be able to interpret and apply the rules of the current National Electrical Code to wiring systems composed of these electrical components. Also, the student will gain a working knowledge of the theory of these single-phase and 3-phase electrical components and their practical applications in everyday use in the electrical industry. **Prerequisites:** *ELET-0101 Electromechanical Systems.*

ELET-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:** *COMPASS Reading score of 65+ or equivalent.*

EMTC-0128 Emergency Medical Technician (EMT)

10 hours credit

The EMTC-0128 course provides the opportunity to gain the knowledge and develop the skills necessary to administer basic life support care to ill or injured patients, 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:** *COMPASS Reading score 65+ or equivalent, and Kansas First Responder Certification 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 COMPASS 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

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 Paramedic Training Program.*

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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 (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-0245 Paramedic Hospital Practice

5 credit hours

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.

EMTC-0255 Ambulance Internship

5 credit hours

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.

EMTC-0256 Field Internship

5 credit hours

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.

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: COMPASS scores of 73 or better in reading & 45 or better in writing or completion of ENGL-0099 with a "C" or higher.*

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ENGL-0102 Composition II

3 hours credit

Composition 102 is the second of two required composition courses. A continuation of ENGL-0101, Composition I, this course emphasizes research, bibliographic, and writing skills. Students write a minimum of four (4) graded documented essays in MLA format. *Prerequisite: Completion of Composition I, ENGL-0101, with a "C" or higher.*

ENGL-0104 Introduction to Literature

3 hours credit

Introduction to Literature explores the literary elements of the short story, poem, novel, play, and essay. As students read and discuss representative works by well-known authors, they will form baseline knowledge regarding a writer's style and the distinctive features of different genres. Moreover, students will come to understand their own literary preferences while developing an appreciation for quality literature.

ENGL-0105 Early World Literature

3 hours credit

This introductory course to early world literature provides a general exposure to many western and non-western literary masterpieces composed from the ancient world through the Middle Ages and the Renaissance.

ENGL-0106 Modern World Literature

3 hours credit

This introductory course to modern world literature provides the student with a general exposure to the great literary masterpieces on all world continents from the Enlightenment period to the present. Students will develop a greater depth and breadth of literary awareness, as well as a greater appreciation of different cultures and their respective masterpieces.

ENGL-0107 Children's Literature

3 hours credit

Children's Literature is a course designed for students interested in bringing children and books together. It is especially for students with English or Education majors, for pre-school or elementary school teachers, for parents, for those working with children in day-care centers, for librarians, and for parents and grandparents. The course would also be beneficial for those exploring the field of writing and illustrating children's books. Students will identify children's needs and interests, learn the criteria for choosing books for children, and demonstrate the means by which children and books can be brought together. Students will read, examine, and critique a variety of children's literature selected by author, genre, and historical time period.

ENGL-0108 Introduction to Poetry

3 hours credit

This course covers a representative selection of classical and contemporary English and American verse, along with foreign-language poetry in translation. Students will have an opportunity to study poetry ranging from traditional styles to experimental forms. This course is a literature class, not a creative writing workshop.

ENGL-0109 Introduction to Fiction

3 hours credit

Introduction to Fiction explores the short story and the novella and fosters an understanding of the essential vocabulary of literary criticism through class discussion and the writing of scholarly literary analysis.

ENGL-0131 The Movies

3 hours credit

This course surveys the history of movies, with special emphasis on important films, directors, movements, and techniques. The students will become familiar with the rise of Hollywood and the studio system, several film genres and their evolution, and the chronological growth of film from the silents to the emergence of today's independent filmmakers both from the United States and on a global level. Films will be shown and discussed in class.

ENGL-0132 Science Fiction

3 hours credit

This course investigates the formal, thematic, and stylistic characteristics of Science Fiction in a variety of formats such as the short story, the novel, and film. Students can expect a broad overview of the genre, including authors from the 19th and 20th centuries, and ending with any contemporary developments in Science Fiction, Fantasy, and/or related areas.

ENGL-0133 Women in Literature

3 hours credit

This is an introductory course to the representative literature of women authors beginning in the late seventeenth-century through the twentieth century. The literature will be explored from the historical, social, and literary perspectives while seeking to articulate gendered roles and identities. The course will address issues such as the social construction of gendered roles and identities; the perceptions of women's strengths and weaknesses; women's self-perception; and the varying ways in which women negotiate their positions as subordinate members in a society that privileges males. Different literary forms will be studied, including poetry and short stories. While the focus will be on common themes and perspectives, the course will also address differences in women's writing based on race, class, and ethnicity. The selections will include literature from the dominant culture, from minority cultures within the United States, as well as literature from international female authors.

ENGL-0135 World Mythology

3 hours credit

This course introduces world myths that pervade cultures of both ancient and modern civilizations, enabling students to recognize and write about allusions to such myths found in art, architecture, and literature.

ENGL-0136 Short Story

3 hours credit

This course examines one of the most popular literary genres: the short story. The popularity of the short story may arise from its conciseness in form, its focus on one major event, theme, or character. Stories include both nineteenth century classics and contemporary works. In addition to investigating the literary elements that form the short story genre, students may expect to study important schools of literary criticism and important movements within the history of the short genre.

ENGL-0137 The Bible as Literature: Old Testament

3 hours credit

This introductory course to the Bible as literature exposes students to the study of the Old Testament as literature. Selected readings from the Old Testament will be subjected to the scrutiny of literary and gendered analysis. The question of dates and authorship will be discussed. Students will learn about some of the different types of literature to be found in the

Course Descriptions

Old Testament. Additionally, the materials will be analyzed in terms of imagery, symbolism, metaphor, theme, purpose, diction, voice, etc.

ENGL-0140 Detective Fiction

3 hours credit

Detective Fiction offers students a chronological overview of the genre. Several styles and authors will be covered, including the rise of the hard-boiled style of the 1930s and the 'noir' style of the 1950s, the rise of the 'cozy' mystery, and the evolution of the genre in the United States and globally. Various novels and short stories will be covered.

ENGL-0204 Creative Writing

3 hours credit

Introduction to Creative Writing is open to all students regardless of skill level or prior experience with creative writing. With this in mind, ENGL-0204 is an introductory course designed to explore the art and craft of writing poems and short stories. In this course, we will read and discuss classic and contemporary examples of poems and short stories with the goal of understanding and increasing our awareness of the aesthetic choices writers face when composing poems and short stories. In addition, we will examine the formal and technical aspects of poetry and short stories. To this end, this course will employ a workshop format (common to upper-division creative writing courses) that will require students to submit original pieces of creative writing to the class for peer review.

ENGL-0206 Technical Writing

3 hours credit

Designed for concise writing in the technical fields of computer science, engineering technology, electronics, drafting, construction management, and sciences, the course includes description tools and mechanisms, processes, analysis, editing, examination of literature in the major, and a field project. Technical management finds this course useful. **Prerequisites:** *Completion of ENGL-0101, Composition I, with a "C" or higher.*

ENGL-0210 Early American Literature

3 hours credit

Early American Literature is a survey course which traces the origins of America's spiritual, political, and cultural growth from the Colonial Period to the Civil War. From the religious writings of authors such as Jonathan Edwards, Cotton Mather, and Anne Bradstreet, to the political writings of authors such as Thomas Paine, Benjamin Franklin, and the Federalist Papers; from the antislavery writings of authors such as Harriet Beecher Stowe, Frederick Douglass, and Henry David Thoreau, to the fiction of authors such as Hawthorne, Cooper, and Poe; students will come to understand the texts that serve as the foundation for much of what America has become today.

ENGL-0211 Modern American Literature

3 hours credit

Modern American Literature is a survey course which covers literature from the Civil War to the present. This course explores the birth of authentic American voices and themes. From local color writing and realism of the mid 1800's, to naturalistic writing in the early twentieth century, through imagism, surrealism, and minimalism; this is an exciting time in American Literature, producing nine Nobel Prize winners including Toni Morrison, John Steinbeck, Ernest Hemingway, William Faulkner, and Eugene O'Neil.

ENGL-0212 Drama as Literature: Early to Modern

3 hours credit

Drama as Literature is a course designed to allow students the opportunity to study plays as a literary form as distinguished from studying plays as performance. The course will begin with a survey of Classical Greek drama and finish by investigating the currents of the modern and contemporary stages. The goal of this course is to develop a heightened sensitivity to the vital elements of drama including plot, characterization, setting, dialogue, music, movement, and theme. Students will also examine various movements within dramatic history. Finally, students will apply critical methods of reading drama that will illuminate the intersection of class, race, gender, and power in the chosen plays.

ENGL-0214 Afro-American Literature

3 hours credit

This is a survey course of African American literature and culture examining the aesthetics of the African American literary tradition and exploring the African American experience through the analysis of music, poetry, fiction, nonfiction, and drama. The course content asks that we reconsider the sources of our knowledge of the past and to augment that knowledge through the voices of African Americans.

ENGL-0217 Early English Literature

3 hours credit

Major British authors are studied within the context of their times and traditions. Through a variety of readings, including poetry, drama, and the essay, the class will explore the changing aesthetic, social, political, and ethical conventions of our literary heritage. Selected readings include English literature from Beowulf to the Neoclassical period. The survey may include works by Chaucer, Marlowe, Shakespeare, Milton, and others.

ENGL-0218 Modern English Literature

3 hours credit

Major British authors are studied within the context of their times and traditions. Through a variety of readings, including poetry, drama, and the essay, the class will explore the changing aesthetic, social, political, and ethical conventions of our literary heritage. There will be selected readings in English literature beginning in the Romantic period with William Blake and concluding in the twentieth century. The survey may include works by Shelley, Keats, Tennyson, Yeats, Lawrence, Eliot, and others.

ENGL-0220 American Indian Literature

3 hours credit

This course surveys the literary traditions—from oral to contemporary literature—of tribes indigenous to the contiguous United States, fostering a familiarity with literary terms particular to understanding native literary elements, while examining American Indian influences on various periods of American literature through the discussion of and the writing of scholarly literary analysis.

ENGL-0221 Latino Literature and Cultures

3 hours credit

The literatures and cultures from six representative regions in Latin America are explored. These regions include the Southern Cone (Argentina), the Andean Region (Peru), Central America (Guatemala and Nicaragua), the Caribbean (Colombia and Puerto Rico), Mexico, and Chicana literature in

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the United States. By reading short stories, two novels, and a testimonial, students will reflect on such issues as self-identity, recognition of otherness, race, class, gender, marginalization, and encroachment.

ENGR-0103 Descriptive Geometry

3 hours credit

Graphic solution of geometric problems in three dimensions, problems relate to points, lines and planes, the intersection and development of surface and forms and the practical applications of the principals involved. Emphasis is placed on developing the students' ability to read exactly, to think exactly, and to draw exactly.

ENGR-0104 Applied Math I

5 hours credit

A survey of topics relevant to computer technicians that includes: number systems, logic, truth tables, Boolean algebra, base02 and base 16 representation and circuit reduction. The course will emphasize problem solving techniques. *Prerequisite(s): above 46 or better on COMPASS or MATH-0099, Elementary Algebra & CIST-0101, Computer Concepts & Applications or Instructor Permission.*

ENGR-0105 Print Reading

3 hours credit

Students will read, interpret and visualize drawings and prints from actual industries. This Course is designed to assist beginning and intermediate students to read and understand Industrial and Architectural prints.

ENGR-0106 Computer Aided Drafting

3 hours credit

Computer-Aided Drafting introduces students to autocad concepts, processes, and systems as utilized in industry today. This course emphasizes commands and multi-color plotting, and methods that will help to make students productive and efficient in autocad. Students will be instructed in different methods by which commands may be utilized and objects constructs so as to increase proficiency in autocad. Students are instructed on new methods of producing engineering drawings with computers. Various output methods are employed including laser, inkjet.

ENGR-0107 Construction Management

4 hours credit

This course will provide the student with an overview of the construction process from excavation to final landscaping. Instruction will include calculating the cost of earthmoving, concrete preparation and finishing, and wood frame construction. Students will plan and schedule a construction project using the linear scheduling method, the bar chart method, and the critical path method.

ENGR-0108 Electronic Circuit Fundamentals

3 hours credit

This beginning course in electronics technology is to give a clear concept of direct current, the relationship between voltage, current and resistance. Also to familiarize with laboratory instruments, circuit components and basic measuring techniques. In order to build a solid foundation for the entire program, an individual must have a clear concept of D.C. electricity. The student must recognize basic electronic components, instruments and circuit symbols. The student should be able to draw a schematic diagram of

a circuit. Last but not least, the student should know how to use the instruments and make quantitative measurements of electronic units. This introductory course is designed to lead students to understand and retain in their minds the basic circuit fundamentals of electronics. *Prerequisite: Simple understanding of mathematics.*

ENGR-0109 Semiconductor Electronics

3 hours credit

Semiconductor Electronics is an introduction to semiconductor materials, the concept of junction and biasing, diodes, and transistors. Students use semiconductor components in circuits and construct circuits in laboratory experiments as well as recognize various semiconductor components and their characteristic data from the manufacturer's data books. *Prerequisite: Concurrent enrollment in ENGR-0108, Electronic Circuit Fundamentals recommended.*

ENGR-0115 Circuit Analysis I

3 hours credit

A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, A detailed study of D.C. Circuits, which includes Kirchhoff's Law, Superposition Theorem, Thevenin's Theorem and Norton's Theorem. There will be an explanation of RC time constants, capacitive circuits, inductive circuits, transformers and tuned circuits. Study of basic amplifiers and construction of power supplies circuits. To understand circuit analysis, it is necessary to understand various affecting factors such as voltages, current resistive, capacitive and inductive components. This course is designed to give maximum understanding in circuit analysis and circuit buildup. *Prerequisites: ENGR-0108 Electronic Circuit Fundamentals.*

ENGR-0140 Introduction to Global Positioning Systems

4 hours credit

This course will provide the student with knowledge of the Global Positioning System. The student will learn how to use NAVSTAR GPS to locate precise positions on the globe; to plot a course and navigate using a handheld global positioning receiver. This course will show how civil drafting data may be collected on a GPS receiver and input into the computer to generate plot plans.

ENGR-0151 Drafting Technology

3 hours credit

This course is designed to provide fundamental knowledge of the principles of drafting as well as skill in the basic drafting construction methods. It covers such topics as orthographic projection, dimensioning, geometric construction, sketching, auxiliary views, sectioning, and charts and graphs.

ENGR-0152 3D Modeling Drafting with Inventor

4 hours credit

This course is designed to introduce students to 3D solid modeling using Autodesk inventor professional solid modeling drafting software. Students will become proficient in creating solid models of gears and other machine parts from which they will create multi-view drawings. Students will also be able to create assemblies and to put these assemblies to motion using Autodesk inventor professional software. The student will additionally gain knowledge of machine drafting and design, tolerancing, fits, fastening devices, gears, cams, welding drawings, assembly and working drawings as well as an understanding of drafting standards and industrial drafting practices.

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ENGR-0154 Pictorial Drawing

2 hours credit

Methods of pictorial representations and rendering are presented. There will be a study of axonometric, oblique and perspective projections. Pictorial drawing devices and methods of shading and rendering will also be presented.

ENGR-0195 Fundamentals of ArcView GIS

4 hours credit

This course is designed to present the concepts upon which GIS technology is based, what it does, and how it works. ESRI ArcView Software will be used which will allow the student to become familiar with the most widely used GIS Software in the world. It will further allow students to visualize information in new ways revealing relationships, trends, and patterns that are not visible in other systems. The student will learn how to use ArcView Software to answer a variety of questions.

Prerequisite: ENGR-0131, *Introduction to Geographic Information Systems*.

ENGR-0196 GIS for Homeland Security

3 hours credit

In the wake of September 11, Hurricane Katrina, and Hurricane Ike, much attention has been focused on how to provide our communities and agencies with the most effective tools and solutions to prepare for, protect against, recover from, and respond to threats to our national security. GIS for Homeland Security will provide students with a hands-on, broad-based approach to learning GIS (Geographic Information System Technology) with emphasis in homeland security planning and operations. This course includes a series of exercises that will integrate the best practices of GIS and public safety in times of deliberate attacks and natural disasters. Students will utilize ESRI ArcView software to manipulate and analyze data and scenarios developed by the U.S. Department of Homeland Security. Students will apply geospatial analysis to enhance situational awareness, disseminate information, protect infrastructure and help communities recover from destructive and devastating events.

ENGR-0204 Applied Calculus I

5 hours credit

This course is designed for Electronic students in particular, to teach them application of calculus in Electronics. Students will learn Limits, Graphical 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 is designed to introduce students to the concept of Building Information Modeling (BIM) and utilizes the Autodesk REVIT 3D Architectural software. This course will provide fundamental knowledge of such topics as sketching, architectural lettering styles, symbols and their interpretations. This course will aid students in becoming knowledgeable of building construction, building codes, building materials, dimensioning and section details. Emphasis will be placed on teaching students to become proficient in the use of REVIT software and in learning how buildings are constructed. They will be able to identify different parts of a building and building systems.

ENGR-0253 Structural Steel Drawing with REVIT

3 hours credit

This course covers the practical and related information concerning the various types of structural steel, reinforced concrete, and curtain wall construction. A study is made of overall construction problems with emphasis on interpretations of technical drawings, erection plans, and detailed drawings..

Prerequisite: ENGR-0106, *Computer Aided Drafting*.

ENGR-0257 CAD Systems

3 hours credit

This course is designed for the person that will maintain daily operation of CAD systems. Information covered will be hardware selection, drawing naming and archiving techniques,

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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-0010 Introductory Listening and Speaking for English Learners

3 credit hours

Introductory Listening and Speaking for English Learners is designed to assist non-native English speakers to improve

their comprehension of frequently used words and phrases in oral contexts and will expand their ability to understand and respond appropriately to basic phrases and questions.

ESOL-0011 Level 1 Listening and Speaking for English Learners

3 credit hours

Level 1 Listening and Speaking for English Learners is designed to assist non-native English speakers to improve their comprehension of English in connected oral discourse. Students will expand their oral expression skills and ability to participate in extended dialogue or discussion.

ESOL-0012 Level 2 Listening and Speaking for English Learners

3 credit hours

Level 2 Listening and Speaking for English Learners is designed to increase the verbal skills and improve the conversational fluency of students who have previously studied English and have basic knowledge of grammar and vocabulary. Instructional activities include listening, speaking, and communicative exercises for pairs and small groups, as well as major individual presentation.

ESOL-0013 Level 3 Academic Listening and Speaking

4 credit hours

Level 3 Academic Listening and Speaking is designed for students who have previously studied English and have substantial knowledge of grammar and vocabulary, but need to further develop communicative abilities for both formal and informal settings. Activities include listening, speaking, and communicative exercises for pairs and small groups, as well as three major individual presentations.

ESOL-0014 Level 4 Academic Listening and Speaking

4 credit hours

Level 4 Academic Listening and Speaking is designed to introduce and develop the lecture note-taking, organization, communication, and pronunciation skills necessary for effective academic presentation and discussion. It provides practice in these skills to help bridge the gap between the study of English as a second language and the effective use of English in college classroom studies.

ESOL-0015 Level 5 Academic Listening and Speaking

4 credit hours

Level 5 Academic Listening and Speaking is designed to develop and improve the lecture note-taking, organization, communication, and pronunciation skills necessary for effective academic presentation and discussion. It provides intensive practice in these skills to help bridge the gap between the study of English as a second language and the effective use of English in college classroom studies.

ESOL-0020 Introductory Writing and Grammar for English Learners

4 credit hours

Introductory Writing and Grammar for English Learners is designed to introduce students to English grammar and sentence structure at a basic level. Written structures, verb forms and tenses, and other word-level grammatical forms are presented with an emphasis on writing clear sentences and short, rudimentary paragraphs.

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ESOL-0021 Level 1 Writing and Grammar for English Learners

4 credit hours

Level 1 Writing and Grammar for English Learners is designed to increase the students' basic knowledge of English grammar and sentence structure and develop academic writing skills. Written structures, verb forms and tenses, and other word-level grammatical forms are presented with an emphasis on writing clear sentences and short paragraphs.

ESOL-0022 Level 2 Writing and Grammar for English Learners

4 credit hours

Level 2 Writing and Grammar for English Learners is designed to integrate the study of grammar and academic writing for students with intermediate English language skills. Increasingly complex written structures, verb forms and tenses, word-level forms, and sentence-level elements are presented with an emphasis on sentence structure and paragraph organization.

ESOL-0023 Level 3 Writing for Academic Purposes

3 credit hours

Level 3 Writing for Academic Purposes is designed to assist students increase the fluency and accuracy of their writing in English. Through a variety of assignments, the course focuses on refining student writing, developing more precise expression of ideas, writing paragraphs that are organized, coherent and logical, and introducing students to academic essay organization.

ESOL-0024 Level 4 Writing for Academic Purposes

3 credit hours

Level 4 Writing for Academic Purposes is designed to develop students' knowledge of English academic writing conventions and increase overall fluency and accuracy. Through a variety of assignments, the course focuses on refining and reinforcing the grammatical, structural, and rhetorical patterns of academic English. The course emphasizes both process and product.

ESOL-0025 Level 5 Writing for Academic Purposes

3 credit hours

Level 5 Writing for Academic Purposes is designed to provide further instruction and practice in academic writing. The course develops students' effective use of written English at the level required for full participation in college studies.

ESOL-0030 Improving Pronunciation – A Class 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-0033 Level 3 Focused Grammar

2 credit hours

Level 3 Focused Grammar is designed to present specific grammatical points which are often more difficult for a non-native English speaker to master. Instruction utilizes a variety of practice activities in listening, speaking, reading, and writing. The course will include a quick review of some basic and common elements of English grammar; however, the specific emphasis of instruction is on higher-level grammatical concepts.

ESOL-0034 Level 4 Focused Grammar

2 credit hours

Level 4 Focused Grammar is designed to present specific higher level grammar points which are often more difficult for a non-native English speaker to master. Instruction is at the advanced level and utilizes a variety of practice activities in listening, speaking, reading, and writing. The course will include a quick review of some intermediate elements of English grammar; however, the specific emphasis of instruction is on advanced grammatical concepts.

ESOL-0050 Introductory Reading for English Learners

3 credit hours

Introductory Reading for English Learners is designed to increase students' knowledge of structure, vocabulary, and idioms encountered in basic reading material. Students will improve their reading comprehension and develop reading strategies, dictionary skills, and study skills.

ESOL-0051 Level 1 Reading for English Learners

3 credit hours

Level 1 Reading for English Learners is designed to increase students' utilization of active reading strategies to develop their academic reading comprehension. The course also develops students' knowledge of vocabulary and their ability to utilize dictionaries and other reference materials.

ESOL-0052 Level 2 Reading for English Learners

3 credit hours

Level 2 Reading for English Learners is designed to promote students' acquisition of higher level vocabulary and increase their academic reading comprehension and speed. Reading strategies are practiced using longer texts covering a variety of familiar, contemporary, and academic topics.

ESOL-0053 Level 3 Reading for Academic Purposes

3 credit hours

Level 3 Reading for Academic Purposes is designed to expand students' academic vocabulary, develop their comprehension of academic texts, and increase their reading speed. Reading strategies are practiced using complex texts covering a variety of contemporary and academic topics. More extensive reading of level appropriate books and stories is included to develop cultural knowledge and critical reading skills.

ESOL-0054 Level 4 Reading for Academic Purposes

3 credit hours

Level 4 Reading for Academic Purposes is designed to further develop students' ability to comprehend and interpret the academic content found in college-level texts. Advanced reading strategies are presented, and intensive reading on a variety of academic topics and non-adapted literature is required to assist the student to develop the reading fluency needed for full participation in college studies.

ESOL-0055 Level 5 Reading for Academic Purposes

3 credit hours

Level 5 Reading for Academic Purposes is designed to develop students' ability to comprehend and analyze college-level texts and literary works. Advanced reading strategies are presented, and intensive reading of academic articles and non-adapted short stories, poems, and novels will assist the student to develop the critical reading skills needed for full participation in college studies.

Course Descriptions

ESOL-0080 TOEFL Preparation

3 hours credit

TOEFL Preparation provides three (3) hours of contact time per week and gives students the skills, strategies, practice and confidence they need to increase their scores on all sections of the TOEFL. *Prerequisite: Permission of ESOL Coordinator.*

ESOL-0081 English for Academic Purposes: Nursing

3 hours credit

Students whose first language is not English can increase their opportunity for success in future nursing courses, especially Fundamentals of Nursing and clinicals. Special attention will be given to the improvement of oral communication, reading comprehension, and multicultural understanding. *Prerequisites: ESOL 0014, Level 4 Academic Listening and Speaking or equivalent, ESOL 0024 Level 4 Writing for Academic Purposes or equivalent, ESOL 0034 Level 4 Focused Grammar or equivalent, and HUDV-0101, Strategies for Academic Excellence/Lifelong Learning.*

ESOL-0090 Introductory Vocabulary for English Learners

3 credit hours

Introductory Vocabulary for English Learners is designed to introduce the practical and academic English vocabulary required to improve reading comprehension, listening, speaking, and writing skills. New words are presented with a focus on form and correct usage in a variety of contexts.

ESOL-0091 Level 1 Vocabulary for English Learners

3 credit hours

Level 1 Vocabulary for English Learners is designed to develop and increase students' knowledge of practical and academic English vocabulary required to improve academic reading comprehension, listening, speaking, and writing skills. New words are presented with a focus on form and correct usage in a variety of contexts.

ESOL-0092 Level 2 Vocabulary for English Learners

3 credit hours

Level 2 Vocabulary for English Learners is designed to develop and increase students' higher level knowledge of practical, social, and academic vocabulary to improve reading comprehension, listening, speaking and writing skills. New words are presented with a focus on form and correct usage in a variety of contexts. Vocabulary building skills are incorporated into class instruction.

ESOL-0093 Level 3 Academic Vocabulary

2 credit hours

Level 3 Academic Vocabulary is designed to increase the students' knowledge of academic vocabulary. Emphasis is on the acquisition and correct utilization of words and phrases encountered in college-level textbooks. Vocabulary learning strategies and techniques are presented, which include using correct context clues and reference works, recognizing word parts, and identifying derivational forms.

ESOL-0094 Level 4 Academic Vocabulary

2 credit hours

Level 4 Academic Vocabulary is designed to increase students' knowledge of and ability to acquire and correctly utilize college-level words and phrases. Vocabulary learning strategies and techniques are presented, which include using context clues and reference works, recognizing word parts, and

identifying derivational forms. New words are presented in the context of readings from selected academic content areas.

ESOL-0095 Level 5 Academic Vocabulary

2 credit hours

Level 5 Academic Vocabulary is designed to increase students' knowledge of college-level words and phrases and their ability to incorporate new words correctly into their speaking and writing. Vocabulary acquisition and retention strategies are directly presented and practiced. New words are selected from readings from a variety of academic content areas.

EXSC-0101 Aerobics (Group Fitness)

1 hour credit

A list of various types of aerobic classes will be available for students to participate in each semester. A list of aerobic classes and times is located within the KCKCC Wellness & Fitness Center website or at the front desk of the wellness center. The aerobic classes will include cardiovascular, resistance training, muscle toning, stability and flexibility. Aqua aerobic classes are not included within this group fitness. *Prerequisite: Students MUST have a KCKCC student ID card to participate in Aerobic (Group Fitness) classes. Students must check in at the Wellness & Fitness Center prior to the start of the class. Students arriving more than 10 minutes late will not be permitted to attend class because they have missed the warm-up routine. For safety purposes, all students must participate in the entire class format including warm-up.*

EXSC-0101 Aerobics (Aqua)

1 hour credit

Students will meet as a group with an aqua aerobics instructor two times per week. Students are not expected to have prior understanding of aqua aerobics. The course will take place in a swimming pool and will include cardiovascular and resistance training to aerobic music led by a certified aquatic instructor. There may be many levels of participation, and the instructor will cater the class so that everyone can enjoy the instruction at their own level. This is also a chance to form new friendships, and meet people with similar interests. *Prerequisites: Participants must be able to swim and have no fear of the water.*

EXSC-0108 Bowling

1 hour credit

Instruction in skills, history, and etiquette of bowling is provided. The individual gains practice in fundamental skills and techniques. Students will be responsible for their own bowling fees. KC Bowl charges a fee of \$2.00 per game (\$4.00 per week Fall, Spring, and \$6.00 Summer session).

EXSC-0115 First Aid

2 hours credit

The theory and practice of First Aid and safety are covered. The methods of administering first aid in case of accident or sudden illness; bandaging; resuscitation; and caring for wounds and injuries, CPR and AED training. First aid lab sessions are required for this course. Students can complete these lab sessions on ground at KCKCC Allied Health building during scheduled dates or complete the lab work under the supervision of a certified first aid instructor within your local area. Successful completion of this course results in certification by American Heart Association. *Prerequisite: Basic computer skills and regular Internet access/skills. Please review the On-Line Course Requirements.*

Course Descriptions

EXSC-0116 Current Topics and Issues in Exercise Science

1 hour credit

This course examines significant and recent topics or development in the field of exercise science, wellness, health and fitness. It is also designed to integrate topics from a variety of disciplines and other health care providers in area which have common interest. Emphasis will be placed on current educational topics such as relaxation & stress management, weight management & nutrition, alternative medicine, new cardiovascular and strength exercise techniques, professional credentials, hypokinetic diseases, and fitness testing which have an immediate impact on the exercise science profession.

EXSC-0120 Golf

1 hour credit

There will be instruction in the etiquette, skills, rules, and terminology of golf. Practice in development of techniques and strategy in golf.

EXSC-0128-0131 Running Awareness

1 hour credit

Running Awareness is designed to improve cardiovascular fitness. Topics include proper mechanics of running and training, why stretching is important, shoe wear, target zone of heart rate to achieve maximum benefit from running, proper warm up, and injury prevention and care.

EXSC-0132 Beginning Swimming

1 hour credit

This is an introductory course for students to acquire beginning swimming skills. Students will gain skills in buoyancy, support and propulsion, basic backstroke, kick and pull, breathing, glide, sidestroke, crawl stroke and breaststroke.

EXSC-0133 Intermediate Swimming

1 hour credit

This course is designed for students to review the crawl and breaststroke and improve them to competitive levels. In addition, students will learn the butterfly, backstroke and competitive turns. Prerequisite: Completion of EXSC-0132, Beginning Swimming, or current Red Cross beginning swimming certification.

EXSC-0134 Advanced Swimming and Lifesaving

1 hour credit

This course is designed for students to improve all the basic swimming strokes, turns and dives. In addition, students learn how to guard, anticipating and preventing problems before they occur, and taking action to help those in danger when necessary. Prerequisite: Completion of EXSC-0132, Beginning Swimming, and EXSC-0133, Intermediate Swimming, or Current Red Cross Beginning and Intermediate Swimming Certification.

EXSC-0135 Tennis I

1 hour credit

Tennis class is designed for two purposes: 1) to appreciate the game of tennis; 2) to learn proper techniques and improve the student's knowledge and skills.

EXSC-0139 Walking for Fitness

1 hour credit

A variety of instructional methods may be used depending on content area. These include but are not limited to:

lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, learning experiences, and performances outside the classroom. Methodology will be selected to best meet student needs.

EXSC-0143 Weight Training - Physical Conditioning

1 hour credit

This is a multi-level course designed to improve the participant's muscular strength and/or endurance and to provide instruction on how to safely perform numerous resistance training exercises and how to design your own resistance training plan.

EXSC-0147 Employee Wellness

1 hour credit

Student/Staff ID required to check-in. Appropriate workout attire. Men over 40 and women over 50 are required to show physician's approval to exercise. Students with any major medical problems, including cardiovascular disease, hypertension, diabetes, obesity or pregnancy must show physician's approval. Physician's approval forms can be picked up at the fitness center prior to the fitness screening.

EXSC-0148 Wellness and Fitness Center I

1 hour credit (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 hours per semester. This course is designed specifically for the person who is just interested in muscular flexibility. Students on financial aid can take this class two times.

EXSC-0149 Wellness and Fitness Center II

1 hour credit (pass/no pass)

"Wellness and Fitness Center" is a one hour pass/no pass exercise class. Participants exercise and attend seminars at the Wellness & Fitness Center for a minimum of 22 hours per semester. This course is designed for the person who is interested in cardiorespiratory endurance. Students on financial aid can take this class two times.

EXSC-0152-155 Personal Fitness

2 hour credit

"Personal Fitness" is a two credit hour, graded exercise class. Participants exercise and attend seminars at the Wellness & Fitness Center for a minimum of 22.5 hours per semester. The student will be able to also complete The Wellness Workbook. Participants can also take advantage of the full fitness assessment, nutrition analysis, body fat testing, and personal training for an additional fee. Students on financial aid can take this class four times as EXSC-0152, EXSC-0153, EXSC-0154 and EXSC-0155.

EXSC-0157 Personal Trainer Exam Review Course

2 hours credit

This course is designed to provide theoretical knowledge and practical skills in preparation for the American Council on Exercise national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming. Upon completion of this course, students are eligible to sit for the ACE-CPT exam. *Prerequisite: Exercise Physiology, Anatomy & Physiology, & Exercise Testing and Prescription.*

Course Descriptions

EXSC-0158 Group Fitness Instructor Exam Review Course

2 hours credit

The course is designed to provide theoretical knowledge and practical skills in preparation for American Council on Exercise national certification exam in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the instructor-participant relationship, the principles of motivation to encourage adherence in the group fitness setting, effective instructor-to-participant communication techniques, methods for enhancing group leadership, and the group fitness instructor's professional role. Upon completion of this course, students are eligible to sit for the ACE-GFI exam.

EXSC-0159 Techniques of Volleyball

2 hours credit

This course will be a comprehensive overview of volleyball techniques. Topics studies will include the elements of the game of volleyball, running a practice, rules of the game, defensive and offensive drills and strategies, defensive and offensive skills, components of setting, passing and serving, compiling statistics, as well as being able to develop a year practice plan.

EXSC-0180 Techniques of Baseball

3 hours credit

This course will be a comprehensive overview of baseball techniques. Topics studied will include the elements of base running, defensive skills, hitting mechanics and philosophy, components of a sound pitching delivery, compiling statistics, as well as being able to develop a year around conditioning program.

EXSC-0181 Techniques of Basketball

2 hours credit

This course will be a comprehensive overview of basketball techniques. Topics studied will include the elements of rebounding, man to man defensive skills, shooting mechanics and 3-point shooting philosophy, different types of zone defenses and offenses, different types of full court presses, ball handling skills, passing skills, setting screens, defending screens, outlet passing, and free throw shooting.

EXSC-0182 Techniques of Soccer

2 hours credit

This course will teach all the fundamental techniques required to play soccer.

EXSC-0183 Techniques of Soccer (Soccer Tactics)

2 hours credit

This course will teach students how to apply good soccer techniques effectively. Topics will involve decision making, how, where, and when to use a particular technique. Students will be developing a tactical awareness and understanding of the game of soccer, including positional play and offensive and defensive principles of soccer. Prerequisite: Students need to have mastered the basic techniques of soccer. Ideally, students will be players on the college soccer team.

EXSC-0184 Techniques of Soccer (Soccer Fitness)

2 hours credit

This course will condition students for playing soccer. The course is designed to meet the specific conditioning needs of the soccer player. Soccer is a high intensity, high speed and a

very skill dominant game. The training in this course reflects that, as well as addressing all the fundamentals in terms of movement.

EXSC-0186 Techniques in Strength Training (Athletics)

2 hours credit

Techniques of Strength Training, is designed to improve overall fitness. This is a sport specific course. Topics include proper mechanics of lifting and training, why stretching is important, target zone of heart rate to achieve maximum benefit from running, proper warm up, weight room safety, and injury prevention and care.

EXSC-0186-10 Techniques in Strength Training

2 hours credit (Exercise Science Majors)

Techniques of Strength Training, is designed for the exercise science major who desires to learn how to teach strength training. Emphasis is not on working out, but on the academics of strength and conditioning.

EXSC-0187 Techniques in Strength Training (Athletes)

2 hours credit

Techniques of Strength Training, is designed to improve overall fitness. This is a sport specific course. Topics include proper mechanics of lifting and training, why stretching is important, target zone of heart rate to achieve maximum benefit from running, proper warm up, weight room safety, and injury prevention and care.

EXSC-0188 Techniques in Strength Training (Athletics)

2 hours credit

Techniques of Strength Training, is designed to improve overall fitness. This is a sport specific course. Topics include proper mechanics of lifting and training, why stretching is important, target zone of heart rate to achieve maximum benefit from running, proper warm up, weight room safety, and injury prevention and care.

EXSC-0189 Techniques in Strength Training (Athletics)

2 hours credit

Techniques of Strength Training, is designed to improve overall fitness. This is a sport specific course. Topics include proper mechanics of lifting and training, why stretching is important, target zone of heart rate to achieve maximum benefit from running, proper warm up, weight room safety, and injury prevention and care.

EXSC-0190 Camping and Outdoor Education

3 hours credit

This is an introduction to the history and philosophy of camping. Involves training in leadership and camp counseling. Included will be an introduction to a variety of outdoor educational programs and activities, survival, wilderness camping, camping for special populations and beginning camping skills. There are no on ground meetings for this course.

EXSC-0197 Techniques of Softball

3 hours credit

This course will be a comprehensive overview of softball techniques. Topics studied will include the elements of base running, defensive skills, hitting mechanics and philosophy, components of a sound pitching delivery, compiling statistics, as well as being able to develop year around conditioning program.

Course Descriptions

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.

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

Course Descriptions

& Fitness Center at Kansas City Kansas Community College. The practicum consists of 3 hours per week for 16 weeks. Students will be assigned and trained to perform Wellness/Fitness related duties that will be evaluated by the assigned supervisor. **Prerequisites:** *BIOL-0143, Human Anatomy and Physiology, EXSC-0115, First Aid, EXSC-0290, Cardio-Pulmonary Resuscitation.*

EXSC-0270 Adaptive Physical Education **3 hours credit**

This course is to prepare students majoring in physical education, recreation, sport management, special education, exercise science, and related disciplines. The student is acquainted with history and overview of adaptive physical education and sports, the organization and management of programs and an overview of various types of disabilities. Students will also learn about individual education programming, measurement and appraisal, behavior management, perceptual-motor development, and assistive devices.

FRSC-0100 Firefighter I **3 hours credit**

This course meets all requirements for Firefighter I certification. Students will be provided the opportunity to take the third party certification test

FRSC-0107 Legal Considerations for Fire and Emergency Services **3 hours credit**

This course will provide students with an understanding of legal issues that are intertwined with the fire service. Topics covered will include pivotal questions confronting today's fire service including legal liability, sovereign immunity, overtime laws, collective bargaining, OSHA compliance, worker's compensation, physical abilities testing, medical examinations, drug testing, discrimination, and sexual harassment.

FRSC-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.

FRSC-0107 Legal Considerations for Fire and Emergency Services **3 hours credit**

This course will provide students with an understanding of legal issues that are intertwined with the fire service. Topics covered will include pivotal questions confronting today's fire service including legal liability, sovereign immunity, overtime laws, collective bargaining, OSHA compliance, worker's compensation, physical abilities testing, medical examinations, drug testing, discrimination, and sexual harassment

FRSC-0111 Fire Fighting Tactics and Strategy **3 hours credit**

Efficient and effective utilization of manpower, equipment and apparatus are studied in this course. Emphasis is placed on preplanning, fire ground organization problem solving related to fire ground decision making, and attack tactics and strategy.

FRSC-0113 Building Construction for Fire Science **3 hours credit**

An update of policies in the construction industry, this course includes a current review of local and state codes as they apply to fire protection. Students will learn the relationships of construction materials and fire damage to a building.

FRSC-0115 Fire Arson Investigation **3 hours credit**

An orientation and introduction to arson and incendiarism, laws of arson, fire cause and fire and police investigation, and a technical analysis of arson and fraud are covered. Stress is placed on the collection and preservation of evidence, photography, diagrams and notes, interviewing, and the detention of witnesses. Motor vehicle fires, records, reports, briefs and court procedures are also examined.

FRSC-0117 Fire Protection Equipment Alarm Systems **3 hours credit**

A study is made of the function and operation of all types of portable and fixed extinguishers. Students examine the use and operation of alarm systems and the required standard of water supply and protection systems. Automatic sprinklers and special extinguishing systems, including the analysis of various automatic signaling and detection systems, are also studied.

FRSC-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.

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.

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.

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.

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.

Course Descriptions

This is a study of the management theories, methods, and principles of fire department organization; both formal and informal, line and staff functions. Emphasis is placed on supervisory responsibilities and functions. Productivity, Budgets, Cost Analysis are also major areas of study.

FRSC-0205 Fire Inspection

3 hours credit

An introduction to the objectives and techniques of fire prevention and inspection programs, the course examines building and electrical codes, fire prevention codes, zoning controls, and other fire protection standards; surveys the authority and responsibilities of municipal fire inspectors; and teaches basic blueprint reading, sketching and mapping.

FRSC-0210 Building and Fire Codes

3 hours credit

Building and fire codes of city, state and federal governments 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.

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 firefighting and control. It meets the requirements for the Firefighter II certification. *Prerequisite: FRSC-0100.*

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' and related organizations

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.

FRSC-0225 Arson Intelligence

3 hours credit

This is an introduction to the application of intelligence to the arson problem. Fire Service intelligence emphasizes the development of techniques for analysis and intelligence estimates or projections.

FRSC-0230 Fire Service Instructional Methodology

3 hours credit

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.

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.

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.

GEOG-0101 Introduction to Cultural Geography

3 hours credit

The course is a general introduction to the discipline of Geography and it is designed to familiarize students with the basic concepts, theories, traditions and techniques in geography. They will be utilized to study various regions of the world in terms of their cultural characteristics, cultural integration, ethnic/racial composition, natural and human resources, ecology, diffusion, development, population and environmental influences, conflict and war. Cultural diversity is a major theme with an emphasis upon the planet earth as an ecosystem with interdependence among humans as well as between humans and their environment.

GEOG-0102 Introduction to Physical Geography

3 hours credit

This course examines the fundamental physical processes that have shaped the Earth and its biosphere. The emphasis is on the determinants of landform processes, weather and climatic changes and their impact on human civilization.

HIST-0103 Modern Asia

3 hours credit

The course is an introduction to China, Japan, and India. Emphasis is placed on important cultural, economic, political, and social developments during the post-World War Two era.

HIST-0104 United States to 1877

3 hours credit

Major trends and events of American history through the Reconstruction period are examined. Emphasized are the social, intellectual, political, and economic problems of the Colonial, Revolutionary, early National period, Antebellum period, the Civil War and Reconstruction. Historical interpretations from the dominant professional colleges of thought on leading controversial issues are examined and compared.

HIST-0105 United States Since 1877

3 hours credit

Major trends and events of American history since Reconstruction are examined. Emphasized are the social, political, and economic developments of the twentieth century. Stressed are present problems and events in the light of their historical background. Historical interpretations from the dominant professional colleges of thought on leading controversial issues are examined and compared.

Course Descriptions

HIST-0106 Black History

3 hours credit

Black History surveys the historical, political, economic, and cultural role of African-Americans in the development of the world. African heritage, Latin-American slavery, origins and nature of North American slavery, black institutions and culture, race conflict and adjustment, black revolutionary movements, the concepts of racism, integration, separation, and black nationalism, and contemporary problems are examined.

HIST-0107 Modern Europe

3 hours credit

Students examine various changes and events in the history of Europe from 1870 until the early twenty-first century.

HIST-0108 Religion in America

3 hours credit

Designed to acquaint students with American religious history from the religious practices of the land's earliest occupants to the religions practiced by Americans today, Religion in America explores topics such as revivalism, fundamentalism, and millenary thinking, with a special emphasis on the growth of religious diversity.

HIST-0109 The Bible as History

3 hours credit

This course is designed to acquaint the student with the social, political, economic, religious and intellectual events and institutions in the lives of the people of the Old and New Testaments, which have affected the lives and times of succeeding generations.

HIST-0112 Modern Latin America

3 hours credit

Students are introduced to historical analysis within the context of the process of modernization in Latin America. Pre-modern structures, forms of social, economic, and political organization and cultural values interact and accommodate with modern structures over time to produce national identities. The countries include those that have had major reform movements in the 20th century. The course content will compare and contrast the way in which each of these countries modernized, or changed their social, economic, political, cultural, and demographic structures. For example, changes in education are analyzed in terms of how they affected political participation, economic growth, social mobility, and industrialization.

HIST-0115 World Civilization I

3 hours credit

World Civilization I surveys significant developments in world history from the origins of culture to the pre-modern era. In addition, students learn to apply the historical method and concepts from culture studies, economics, geography, and political science to the study of the past. Honors students also devote a part of the semester applying historical literacy to contemporary issues.

HIST-0116 World Civilization II

3 hours credit

Students examine changes and patterns in and among various societies from the early modern era to the twenty-first century. In addition, students learn history as a form of critical thinking by developing skills that explore historical contexts and evidence.

HIST-0117 Readings in Western Civilization I

1 hour credit

Students read, discuss, and write about ideas that shaped Western Civilization from its Middle Eastern origins to the changes of the early modern era. This course and World Civilization I satisfy the Western Civilization requirement at the University of Kansas.

HIST-0118 Readings in Western Civilization II

1 hour credit

Students read, discuss, and write about ideas that shaped Western Civilization from the Enlightenment to the twenty-first century. This course and World Civilization II satisfy the Western Civilization requirement at the University of Kansas.

HIST-0120 History and Culture of Wyandotte County

3 hours credit

This course surveys the commercial, ethnic, and social development of Kansas City, Kansas and Wyandotte County. Emphases are placed on Native American cultures and the ethnic communities that contributed to the city's and county's history. The histories of towns in the county are also explored. The course is co-sponsored by the Wyandotte County Historical Society and Kansas City Kansas Community College.

HIST-0122 History of Kansas

3 hours credit

This course surveys the exploration, settlement, industrialization, and urbanization of the state of Kansas. Emphasis is placed on the cultural and ethnic history of the state. Students will gain and appreciation and understanding of Kansas's role in the history of the American nation.

HIST-0204 Western Civilization I

3 hours credit

Students read, think about, discuss, and write about original sources that provide insights into the development of Western Civilization from its Middle Eastern origins to the changes of the late Middle Ages.

HIST-0205 Western Civilization II

3 hours credit

Students will read, discuss, and write about ideas that have influenced Western Civilization from the Enlightenment to the twenty-first century. This course satisfies the Western Civilization II requirement (HWC 115 and HWC 205) at the University of Kansas.

HIST-0211 Contemporary Issues

3 hours credit

Students learn and apply skills that produce an understanding of a wide range of domestic and global issues.

HONR-0101 Honors Tutorial I

1 hour credit

Honors Tutorial I is the first in a sequence of core courses required of Presidential Scholarship recipients and replaces their HUDV Learning Strategies requirement for graduation. This course is an opportunity for the student to acclimate to college life and the Honors Education Program. This course offers a cohort experience with the goal of creating a sense of community in which they practice self-directed, and collaborative learning, begin constructing an academic portfolio, and set academic and professional goals. *Prerequisite: Admission to the*

Course Descriptions

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 First Year Experience

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 73 in Reading and Sentence Skills on the COMPASS. 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 COMPASS.***

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***

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

Course Descriptions

in the study of the humanities, the course aims to enhance students' understanding of the contemporary world.

HUMN-0150 Introduction to Women's Studies **3 hours credit**

This introductory course provides initial exposure to the purpose and subject matter of Women's Studies. Specific areas of investigation may include the social construction of gender as pertaining to women, women's well-being, position of women within patriarchal institutions, women's spirituality, and women's artistic expressions. This brief but intense exposure to different aspects of women's socialization, position, and role in society should help build a foundation for more specialized courses in the area of Women's Studies.

HUMN-0151 Men & Masculinities **3 hours credit**

Students will investigate their own lives in comparison to historically and locally dominant ideas of what it means to be a man or a woman. With this objective in mind we start by asking a simple question: What does it mean to be a man in the United States? To answer this question we will engage in a cultural survey (history, literature, music, film, etc.) of the prevailing definitions of American masculinity. We will consider how the meaning of "man" has changed through time, and look at the similarities and differences in the masculinities of men across ethnicity, race, class, age and sexuality. Against all this, we will attempt to identify and evaluate the conflicting definitions of masculinity in our time as well as imagine possible future developments.

HUMN-0152 Women in Religion **3 hours credit**

This course focuses on the depiction of females in mythology and religion. Students will be exposed to a variety of mythological and religious writings that span across continents and cover nearly 3,500 years of written materials. Through exposure to such a wide variety of primary sources, students should develop a greater depth and breadth of literary awareness, as well as a greater appreciation of the role of mythology and religion in shaping and perpetuating gender stereotypes and norms.

HUMN-0200 Foundations of Film and Theater **3 hours credit**

This interdisciplinary course explores and analyzes the rhetorical, critical, and functional aspects of film and theater as visual, performance, and literary genres. Students learn to read the basic signs, syntax, and structures of dramatic and cinematic language.

HUMN-0207 Comparative World Religions **3 hours credit**

This course examines the six dimensions of religion: experiential, mythic, ritual, doctrinal, ethical, and social. The focus is on the inter-relatedness among the six dimensions and how people live their lives in a religiously pluralistic society. The major world religions studied are Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

HVAC-0102 Refrigeration Theory 2 **1 hour credit**

This part of this course will cover basic safety, shop safety, equipment safety, tool safety, and electrical safety. *Prerequisites: General Safety. Math Level 3 Recommended.*

HVAC-0103 Refrigeration System Components 1 **2 hours credit**

This course is an introduction to refrigeration and system components. This course will cover refrigerants, refrigeration process, pressure and temperature relationship, refrigeration components (evaporator, compressor, condenser, and refrigerant metering devices), pumping characteristics, and plotting the refrigerant cycle. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0104 Refrigeration System Components 2 **2 hours credit**

This course is an introduction to refrigeration and system components. This course will cover refrigerants, refrigeration process, pressure and temperature relationship, refrigeration components (evaporator, compressor, condenser, and refrigerant metering devices), pumping characteristics, and plotting the refrigerant cycle.

HVAC-0105 Electrical Theory 1 **2 hours credit**

This course will introduce students to basic electricity and electrical components. The course will start with the movement of electrons, conductors, insulators, direct and alternating current and electrical units of measurement. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0106 Electrical Theory **(Electrical & Components) 2** **2 hours credit**

This course will cover electrical circuits, Ohm's Law, series and parallel circuits and electrical power. The course will also cover automatic controls and components, troubleshooting basic controls, and electronic and programmable controls. *Prerequisites: General Safety Math Level Recommended.*

HVAC-0107 Basic Sheet Metal **2 hours credit**

This course will introduce students to basic methods of sheet metal fabrication. This course will include basic sheet metal bending, cutting, special tools, all types of screws, rivet assembly, and blue print reading. Students will learn the safe and proper methods of sheet metal work. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0108 Basic Sheet Metal Layout/Fabrication **2 hours credit**

This course will continue to look at fabrication techniques, special tools, layout fundamentals, and blue print reading. *Prerequisites: HVAC-0107 Basic Sheet Metal.*

HVAC-0100 Safety Orientation /OSHA 10 **1 hour credit**

This course will introduce students to the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. Upon successful completion of the course, participants will receive an OSHA 10-Hour Construction Outreach DOL course completion card. The OSHA Ten Hour Construction Outreach Training course has been reviewed and accepted by OSHA for online distribution.

Course Descriptions

HVAC-0115 HVAC Fundamentals

4 hours credit

This course will cover the history of refrigeration and air condition, also an introduction to tools and safety procedures. This will include tubing identification, cutting procedures for copper tubing, tub bending, soldering, brazing, swaged joints, threading steel pipe and proper procedures for plastic pipe.

HVAC-0120 Heating System Fundamentals

3 hours credit

This course will cover the fundamentals of gas residential heating and indoor air quality. Each system will be studied and discuss as to efficiency, relative purchase cost, installation cost, operating cost, and troubleshooting problems.

HVAC-0125 Electrical Fundamentals

4 hours credit

This course will introduce students to wiring system diagrams and proper and safe wiring techniques. It is important to understand system diagrams when diagnosing and repairing heating and cooling problems. This course will also cover wire types, wiring all weather systems, special tools and all wiring system diagrams.

HVAC-0130 Workplace Skills

1 hour credit

This course will cover the importance of good customer relations. This will include personal hygiene, communication skills, courtesy, conflict resolution, salesmanship, and quality of work.

HVAC-0203 Heat Pump Systems

3 hours credit

(GREEN TECHNOLOGY) This course will cover the fundamentals of heat pump systems. This will include reverse-cycle refrigeration, four-way valves, ground source heat pumps, water source heat pumps, air source heat pumps, refrigerant line identification, types of metering devices, and liquid-line accessories. Installation and troubleshooting will also be covered. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0204 System Servicing and Troubleshooting

2 hours credit

This course will cover the fundamentals of system servicing and troubleshooting. This will include air conditioning, all weather systems, centrifugal fan, complex circuits, controls, electric motors, four-way valves, gas furnaces, humidifiers, ice makers, output voltage transformers, pilot safety switches, refrigeration systems, and thermocouples. *Prerequisites: General Safety. Math Level 3 Recommended.*

HVAC-0215 Heating and Refrigeration Internship

3 hours credit

This course is designed to give students an opportunity to work in an HVAC related position. Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about

progress and any job changes. *Prerequisites: Successful completion of two-thirds of course work and recommendation of instructor.*

HVAC-0220 EPA 608

1 hour credit

This course will help to prepare you to take the Environmental Protection Agency (EPA) Section 608 certification. The test will be given after 3 days of study and review. This is a must have class if you want to work around refrigerants. The certification is good for a life time.

HVAC-0221 R-410A Safety Certification (Green Technology)

1 hour credit

This course is written on the belief that the solution to transition to environmentally safer refrigerants and oils, while keeping the public and technicians out of harms' way, is education and training. This certification program was written to assist in the training and certification of HVACR technicians for proper safety, handling and application of R-410A refrigerant.

HVAC-0225 Heating (Electric)

2 hours credit

This course will cover the fundamentals of residential electrical heating and indoor air quality (IAQ). Each system will be studied and discuss as to efficiency, relative purchase cost, operation cost, and troubleshooting problems. *Prerequisites: HVAC 0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0226 Cooling 1

3 hours credit

This course will cover the fundamentals of residential cooling. This will include comfort and psychometrics, residential refrigeration applied to air conditioning, and air distribution and balance. *Prerequisites: General Safety. Math Level 3 Recommended.*

HVAC-0227 Cooling 2

3 hours credit

This course will cover the fundamentals of residential cooling. This will include installation, controls, typical operating conditions, and troubleshooting. Different types of systems will be discussed and evaluated. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0228 Refrigeration 1

3 hours credit

This course will introduce students to domestic refrigerators. The course will begin with a brief description of the refrigeration process and proceed with various types of evaporators and evaporator defrosts. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0229 Refrigeration 2

3 hours credit

This course will introduce students to domestic and commercial refrigeration. The course will discuss compressors, condensers, and metering devices. Wiring and controls, defrost cycle, sweat prevention heaters, fan motors, and ice makers will also be covered. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

Course Descriptions

HVAC-0230 Special Projects 1

2 hours credit

This course gives students hands on experience in working with customers on outside projects under the supervision of an instructor. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0226 Cooling 1, HVAC-0228 Refrigeration 1, HVAC-0225 Heating (Electric), HVAC-0224 Heating (Gas), HVAC-0232 Electrical Controls (Motors) 2, HVAC-0102 Refrigeration Theory 2, HVAC-0106 Electrical Theory (Electrical & Components) 2, HVAC-0203 Heat Pump Systems, HVAC-0204 System Servicing and Troubleshooting, HVAC-0103 Refrigeration System Components 1, HVAC-0105 Electrical Theory.*

HVAC-0231 Special Projects 2

3 hours credit

This course gives students hands on experience in working with customers on outside projects under the supervision of an instructor. Students who do not choose or are not qualified for an internship will take this course. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0226 Cooling 1, HVAC-0228 Refrigeration 1, HVAC-0225 Heating (Electric), HVAC-0224 Heating (Gas), HVAC-0232 Electrical Controls (Motors) 2, HVAC-0106 Electrical Theory (Electrical & Components) 2, HVAC-0203 Heat Pump Systems, HVAC-0204 System Servicing and Troubleshooting.*

HVAC-0232 Electrical Controls (Motors) 1

1 hour credit

This course will give students a basic understanding of electric motors. The course will cover starting and running components, motor speeds, power supplies, single and split-phase motors. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0233 Electrical Controls (Motors) 2

2 hours credit

This course will give students an understanding of electric motors. The course will cover centrifugal switches, shaded-pole motors, three-phase motors, single-phase hermetic motors, two speed motors, and variable speed motors. The course will also cover application of motors, motor controls, and troubleshooting electric motors. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1.*

HVAC-0235 Heating (Other) Geothermal (Green Technology)

1 hour credit

This course will cover the Geothermal heat pumps which are refrigeration machines. Geothermal heat pumps use the earth, or water in the earth, for their heat source and heat sink. Energy is transferred daily to and from the earth by the sun's radiation, rain, and wind. Each year, more than 6000 times the amount of energy currently used by humans is striking the earth from the sun. This is the study of how we can use this energy. *Prerequisites: HVAC-0101 Refrigeration Theory (Introduction Safety and Tools) 1, HVAC-0203 Heat Pump Systems.*

HVAC-0260 How to Start Your Own Home-Based Business

1 hour credit

This course covers the skills to operate a personal business, including qualifications, ethics, budgeting, fee structuring, cash flow and fee collection, staff and administrative issues,

insurance and liability, recordkeeping, marketing and developing new leads.

HZMT-0100 Theory of Environmental Laws

3 hours credit

The purpose of this course is to provide a historical overview of the occupational, consumer and environmental health and safety issues. The student will be introduced to past and present government regulations which helped shape the worker, consumer, and environmental protection programs in the United States. Emphasis will be placed on identifying applicable OSHA regulations, interpreting them, and recommending compliance strategies.

HZMT-0115 Hazardous Materials Map & Terrain Analysis

2 hours credit

With hazardous materials stored, transported, used and produced throughout the country, it has become increasingly necessary to rely on maps to supply information to Haz-Mat elements, and to help resolve problems caused by emergencies in remote areas of the United States. Equipment, personnel and materials must be transported and phased into a Haz-Mat operation at the proper time and place. Maps are a tool that is used to perform these tasks. The second part of the course deals with the skills required to analyze the local terrain and make sound command decisions. Topics are covered which improve the ability to determine local terrain conditions and potential problems when dealing or planning for a chemical release or spill.

HZMT-0120 Hazardous Materials Awareness and Operations

3 hours credit

The purpose of this course is to develop an emergency response contingency plan to deal with hazardous material or chemical emergencies in compliance with regulations in order to protect human health and the environment as well as to minimize an organization's risks. This will also allow them to implement the various portions of the plan as required.

HZMT-0125 Industrial Health & Safety

3 hours credit

Emphasis is placed on where hazardous materials are used and generated in various types of industrial processes. Understanding the constraints of product lines is discussed. Special attention is paid to potential acute and chronic hazard exposures from various industrial processes. Also, emphasis is placed on how to achieve greater safety and efficiency and to eliminate costly accidents.

HZMT-0150 Air Monitoring Techniques

2 hours credit

Emphasis will be on introduction of concepts, terminology, techniques, potential applications and mechanics of specific hardware in air monitoring.

HZMT-0215 Hazardous Materials Technician

5 hours credit

After completing the course the student will have met the sections required for a Hazardous Materials Technician in NFPA® 472, Standard on Professional Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents (2013 edition). Students who successfully complete a certification process will be certified as a Hazardous Materials Technician.

Course Descriptions

Learning objectives are identified on a chapter-by-chapter basis and can be found in detail in the text required for the course (explained in detail in Text section).

HZMT-0285 Hazardous Materials Industrial Processes

3 hours credit

This industrial process course will familiarize the student with five common categories of industrial process facilities. Using the techniques developed in this course, the student will learn how to familiarize him or herself with a variety of industrial processes from a hazardous materials focal point.

HZMT-0290 Recycling and Resource Conservation

3 hours credit

This is a course designed to address the methods that can be used in the recycling of paper, plastics, glass metals, and other items which can be used in some other process. Other topics that are covered are energy conservation, fertilizers and pesticides, water pollution, safe foods, lawn care, and safe products and services.

JOUR-0174 Principles of Photo and Photojournalism

3 hours credit

This course is designed to familiarize you with basic camera mechanics and techniques. Though the emphasis of the course is on photojournalism and the use of photography as a storytelling device, you will receive instruction in skills that have a variety of applications. Instruction will be supplemented by discussion of the laws governing photojournalism, as well as journalism ethics. You will also learn basic darkroom techniques and digital photo editing.

JOUR-0175 Introduction to Mass Communications

3 hours credit

This course is a general survey of the various media of mass communication and their roles in American society.

JOUR-0176 Reporting I

3 hours credit

This course is designed to introduce you to the different types of writing found in most print, on-line and broadcast media. Styles covered include news stories, community reporting, editorials, columns, sports and other beat assignments. You may also have the opportunity to get your writing published in the college newspaper.

JOUR-0178 Principles of Mass Media Advertising

3 hours credit

An introductory course in advertising, this class provides theory as well as practical experience in various aspects of the advertising industry, including creative work (writing, illustration and layout), account service, research, and media planning.

JOUR-0179 Survey of Television and Television Production

3 hours credit

This course examines areas of broadcast communications. Television, because of its prominence, is emphasized, as are other developing media.

JOUR-0180 Modern Newspaper Design

2 hours credit

Modern Newspaper Design introduces the fundamentals of publication design using a personal computer. The course covers: 1) the elements of page composition, 2) publication design, 3) digital typesetting, 4) typical desktop publishing 5) hardware and software, and 6) journalism applications.

JOUR-0277 Production Processes I

2 hours credit

Students are involved in actual processes of publishing a newspaper. Students may become involved in specialized areas including reporting, editing, photography, layout, commentary and business management.

JOUR-0278 Production Processes II

2 hours credit

Students are involved in actual processes of publishing a newspaper. Students may become involved in specialized areas including reporting, editing, photography, layout, commentary and business management. In Production Processes II you will develop new skills or refine skills already developed in previous classes.

KSPN-0102 KSPN Foundations of Nursing

4 hours credit

This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

KSPN-0104 KSPN Foundations of Nursing - Clinical

2 hours credit

This course explores the art of science of nursing in this clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced.

KSPN-0106 KSPN Medical Surgical Nursing I

4 hours credit

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

KSPN-0108 KSPN Medical Surgical Nursing I - Clinical

2 hours credit

Simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care setting. An emphasis is placed on critical thinking and clinical decision-making skills.

KSPN-0110 KSPN Pharmacology

3 hours credit

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body as well as the administration of medications. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan.

Course Descriptions

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.

KSPN-0130 KSPN Mental Health Nursing **2 hours credit**

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client.

LANG-0101 French I **5 hours credit**

Students acquire basic skills at a reasonable level of proficiency. The course is integrated with cultural aspects which form the basis of objectives for all language study. Primary emphasis is on the four essential skills: listening, speaking, reading, and writing within which the components of grammar and culture are included.

LANG-0102 French II **5 hours credit**

This course is a continuation of French I - LANG-0101. Students acquire basic skills at a reasonable level of proficiency. The course is integrated with cultural aspects which form the basis of objectives for all language study. Primary emphasis is on the four essential skills: listening, speaking, reading, and writing. *Prerequisite: French I, LANG-0101 or consent of the instructor.*

LANG-0121 German I **5 hours credit**

This course is an introductory course designed for college students and other adults. Students are provided a sound basis for learning German as it is spoken and written today. Practice is provided in all four skill areas: listening, speaking, reading and writing. The course is designed to spark the interests of students in German history and culture.

LANG-0122 German II **5 hours credit**

This course is a continuation of German I, with increased attention given to structure, fluency in reading, writing, and oral work. Ideals and realities of German culture are examined for comparative insight. *Prerequisite: German I or consent of the instructor.*

LANG-0138 BASIC SPANISH **3 Hour Credit**

Spanish I is the first semester of Spanish for students with little or no previous instruction in Spanish. This course enables students to attain a basic competency in all language skills: speaking, listening, reading, writing, and culture.

LANG-0141 Spanish I **5 hours credit**

Spanish I is the first semester of Spanish for students with little or no previous instruction in Spanish. This course enables students to attain a basic competency in all language skills: speaking, listening, reading, writing, and culture.

LANG-0142 Spanish II **5 hours credit**

The Spanish II curriculum emphasizes the combination of conversation, reading, writing, grammar and culture. *Prerequisite: LANG 141, Spanish I.*

LANG-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.

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LANG-0152 Spanish for Child Care Facility Personnel **2 hours credit**

This is a comprehensive program designed to provide functional Spanish language skills for child care facility personnel who have contact with Spanish-speaking parents and children. The program utilizes phonetic encoding to address the most important commands, and phrases critical to child care facilities. This course will include a cross-cultural component with emphasis on family issues. No prior knowledge of Spanish is necessary.

LANG-0153 Spanish for Law Enforcement **3 hours credit**

This course does not meet the foreign language requirements. Spanish for Law Enforcement is a comprehensive language course design to provide functional Spanish language skills for law enforcement personnel/officers who have contact with Spanish speaking individuals. In addition, it includes language training pertinent to the Miranda Warning and Waiver, alert words, vital phrases of law enforcement operations and procedures.

LANG-0160 Conversational Arabic **3 hours credit**

This course does not meet the foreign language requirements. Conversational Arabic is designed for students who want to acquire a speaking knowledge of the language with the focus on communication, comprehension, and cultural information about the Arabic-speaking world and its people. It is very helpful for those interested in traveling to an Arabic-speaking country, people who deal with the Arabic-speaking community or those who want to enrich themselves by learning a foreign language.

LANG-0161 Arabic I **5 hours credit**

Arabic I is the first semester of Arabic for students with little or no previous instruction in Arabic. This course enables students to attain a basic competency in all language skills: speaking, listening, reading, writing, and culture.

LANG-0162 Arabic II **5 hours credit**

The Arabic II curriculum emphasizes the combination of conversation, reading, writing, grammar, and culture.
Prerequisite: LANG-0161, Arabic I.

LANG-0203 French III **3 hours credit**

The study of grammar is reviewed and continued. Extensive conversational drills are included and some directed composition based on reading of French texts is required. *Prerequisite: French II, LANG-0102 or consent of the instructor.*

LANG-0204 French IV **3 hours credit**

This course is a continuation of French III LANG-0203.
Prerequisite: French III, LANG-0203 or consent of the instructor.

LANG-0223 German III **3 hours credit**

Reading and discussion of selected works of modern German literature are emphasized, with grammatical analysis and practice. Computer-assisted instruction and telecourse materials are used. Historical and contemporary aspects of

German culture and philosophy are discussed. *Prerequisite: German II, LANG-0122 or consent of the instructor.*

LANG-0224 German IV **3 hours credit**

German IV examines readings of modern prose along with intensive practice in German composition and conversation. Computerized instructional techniques are utilized and a German language telecourse is used. Students discuss the promise and paradoxes of German Philosophy. *Prerequisite: German III, LANG-0223 or consent of the instructor.*

LANG-0243 Spanish III **3 hours credit**

Spanish III is the first half of a yearlong intermediate Spanish course. The objective of the course is to increase students' competence in all language skill areas (speaking, reading, writing, listening and culture). By the end of the semester, students who have applied themselves and studied seriously will be able to converse, to read and understand short stories and other publications, and to express themselves in writing, all in Spanish. *Prerequisite: Spanish II, LANG-0142.*

LANG-0244 Spanish IV **3 hours credit**

Spanish IV is the second half of a year-long intermediate Spanish course. The objective of the course is to increase students' competence in all language skill areas (speaking, reading, writing, listening and culture). By the end of the semester, students who have applied themselves and studied seriously will be able to converse, to read and understand short stories and other publications, and to express themselves in writing, all in Spanish. *Prerequisite: Spanish III, LANG-0243.*

MACH-0101 OSHA 10-30 **3 hours credit**

This course will locate and apply OSHA safety and health standards, policies and procedures. Introduce OSHA standards and regulations to supplemental and on-going safety and health programs. Identify common violations of OSHA standards and propose abatement actions. Describe appropriate abatement procedures for selected safety and health hazards.
Prerequisites: Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.

MACH-0102 Workplace Ethics **2 hours credit**

This course is an introduction to work place skills. The course topics include: Resume writing, cover letters, applications, personal data sheets, portfolios, interviewing tactics, work place ethics and basic work place soft skills.

MACH-0103 Bench Work **1 hour credit**

This course will introduce layout and bench work procedures that will provide the learner with the principles of locating, analyzing and performing techniques used for machining process to be performed, and the common tools that can be associated with the procedures. It will also cover some repair procedures that may be needed, common to the industry.
Prerequisites: Quality Control and Inspection MACH0105, Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.

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MACH-0104 Industry Print Reading

3 hours credit

This course will give the learner the knowledge to be proficient in the understanding and interpretation to translate and communicate information from drawings that will be needed to inspect, assemble and produce parts. Special emphasis will be implemented on providing realistic print reading examples and problems based from engineering and manufacturing Fundamentals.

MACH-0105 Quality Control and Inspection

1 hour credit

This course will introduce Quality Control Procedures that will provide the learner with the principles of locating, analyzing and performing techniques used for precision measurement to be obtained, and the common tools that can be associated with the procedures. The course will also emphasize on the importance of interchangeability. *Prerequisites: Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0106 Metallurgy

1 hour credit

Metallurgy Fundamentals is designed for those who desire to learn the basics of the behavior of metals and provide them with a broadened range of the industrial knowledge of the entire field of metals (metallurgy). The course content will provide the student learner the whys and how's of the selection of metals for their particular applications. It will also cover physical conditions that working or deforming may have on metals in relationship to being machined. *Prerequisites: Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0107 Machine Tool Processes

1 hour credit

This course will introduce the learner with the hazards that may be found in an industrial type setting, and will emphasize how to make quality suggestive changes. It will also concentrate on tool selection for a particular job and allow the student to make sound decisions in estimating and machine cycle times. Group problem solving skills will be applied in this course to brain storm cost analysis and tool geometry. *Prerequisites: Fundamentals of mathematics w/ a grade of "C" or higher or appropriate score on the math assessment test.*

MACH-0108 Machining Fundamentals I

3 hours credit

This course will introduce the learner with the skills to properly identify, set-up, and operate metal turning and milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0101, Safety, MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, and fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0109 Machining Fundamentals II

3 hours credit

This course will introduce the learner with the skills to properly identify, set-up, and operate metal turning and

milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0101, Safety, MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals II and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0110 CNC Operations I

3 hours credit

This course will introduce the learner with operations and to properly identify, set-up, and operate Computer Numerical Controlled (CNC) metal turning, milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I ~IV MACH-0109 ~ MACH-0202 and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0111 Mathematics for Manufacturing

3 hours credit

This course will introduce the learner to the step by step approach to mastering the mathematical skills needed by today's technicians. This course will enable the learner to relate basic math concepts and operations specific to today's industry. *Prerequisites: Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0201 Machining Fundamentals III

3 hours credit

This course will introduce the learner with the advanced operations and to properly identify, set-up, and operate metal turning, milling equipment and safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. Materials covered in this course will enhance the procedures learned in MACH-0108, MACH-0109. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I, MACH-0109 Machining Fundamentals II and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0202 Machining Fundamentals IV

3 hours credit

This course will introduce the learner with the advanced operations and to properly identify, set-up, and operate metal turning, milling equipment and Surface Grinders safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. Materials covered in this course will enhance

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the procedures learned in MACH 0108, 0109, 0201. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I, MACH-0109 Machining Fundamentals II, MACH-0201 Machining Fundamentals III and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0203 CNC Operations II

6 hours credit

This course will introduce the learner with operations and to properly identify, set-up, and operate Computer Numerical Controlled (CNC) metal turning, milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes. *Prerequisites: MACH-0103 Bench Work, MACH-0105 Quality Control and Inspection, MACH-0107 Machine Tool Processes, MACH-0108 Machining Fundamentals I ~IV, MACH-0109 ~ MACH-0202 and Fundamentals of Mathematics w/ a grade of "C" or higher or appropriate score on the Math assessment test.*

MACH-0204 CAD/CAM I

4 hours credit

The learner will be introduced to computer fundamentals by creating part files, and interpreting part starting procedures. Several software's will be introduced and taught (Master Cam, Gibbs, and Feature Cam) Students will make a choice of which or all will be mastered. *Prerequisites: Core curriculum Certificate A or documentation of NIMS, or successfully passing a machining credentialing testing method per instructor.*

MACH-0205 CAD/CAM II

4 hours credit

The learner will be introduced to geometry creation by the use of icon driven methods to create lines, points and circles that will produce a drawing that can be used to create a part. This part creation will then be sent to our equipment to produce programs that CNC operators use to operate our equipment. Several software's will be introduced and taught (Master Cam, Gibbs, and Feature Cam) Students will make a choice of which or all will be mastered. *Prerequisites: MACH-0204 CAD/CAM I.*

MACH-0206 CAD/CAM III

4 hours credit

The learner will be introduced to work coordinates and also work groups that are required to create a 3 dimensional drawing to produce multi axis machining operations. Three, 4, and 5 axis machining practices will be implemented. Several softwares will be introduced and taught (Master Cam, Gibbs, and Feature Cam) Students will make a choice of which or all will be mastered. *Prerequisites: MACH-0204 CAD/CAM I, MACH-0205 CAD/CAM II.*

MAPR-0100 Electrical 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.

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

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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, 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,

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service and parts manual usage, parts ordering and follow through will be discussed and practiced.

MAPR-0243 Microwave Ovens Domestic/ Commercial **3 hours credit**

Disassemble and identify components, explain operation, trace circuits, diagnose and repair as needed several makes of microwave ovens. Trace circuits using wiring diagrams and be able to identify, explain the operation, diagnose and repair various and different types of controls. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced. This course will also teach proper microwave leak prevention and detection, as well as wattage testing.

MAPR-0245 Top and Front Load Clothes Washers Domestic/Commercial **3 hours credit**

This course provides instruction in techniques used to ensure safe and correct procedures, to disassemble, identify components, explain operation, diagnose, repair and reassemble several types of clothes washers. By learning to identify controls, explain their operation, and identify common repair problems, students learn proficiency in this line of work. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

MAPR-0247 Gas and Electric Clothes Dryers/ Stack Laundry Domestic/Commercial **3 hours credit**

This course provides instruction in techniques used to obtain an understanding of the process of removing moisture from the clothing, the dryer, and the structure where the unit is located. This course will teach proper gas/electrical connecting, gas ignition systems, temperature/electrical controls, disassembly, drive motor functions, air flow, venting and parts replacement. Customer service, repair order write-up, service and parts manual usage, parts ordering and follow through will be discussed and practiced.

MAPR-0284 Special Projects **3 hours credit**

This course gives students hands on experience in working with customers on outside projects under the supervision of an instructor. *Prerequisites: Program Facilitator Approval.*

MAPR-0290 Internship I **3 hours credit**

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes. *Prerequisites: Program Facilitator Approval.*

MAPR-0291 Internship II **3 hours credit**

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. A minimum average of 15 hours per week on-the-job training is required. Students are expected to keep the instructor informed about progress and any job changes. *Prerequisites: Program Facilitator Approval.*

MATH-0097 Math Essentials **3 hours credit**

Math Essentials emphasizes skill building in the operations of basic addition, subtraction, multiplication, and division as they relate to whole numbers, fractions, and decimals. These basic skills are then applied to the areas of ratio and proportion, percents, measurement, basic geometric concepts, and statistics. Algebra is introduced with the study of signed numbers, algebraic expressions, and basic equations. Students will be expected to use appropriate technology as one tool to achieve competency in Math Essentials. *Prerequisite(s):*

- 1) *Math COMPASS score 0 –45*
- 2) *Read COMPASS score 35-55*

MATH-0099 Elementary Algebra **3 hours credit**

Elementary Algebra is an introductory algebra course for student who a solid foundation in arithmetic. Topics studied will include operations with signed numbers, linear equations and inequalities, problem solving, graphs of linear equations, operations with polynomials, factoring, quadratic equations, rational expressions, and radical expressions. Students will be expected to use appropriate technology as one tool to achieve competency in Elementary Algebra. *Prerequisite:*

- 1) *Grade of "C" or higher in MATH0097 Math Essentials OR COMPASS pre-Algebra Test score of 46 – 100 OR Algebra Test score of 0-45*
- 2) *Grade of "C" or better in READ0091 OR Read COMPASS score of 56+*
- 2) *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 COMPASS Algebra Test score of 46-65*

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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. A graphing calculator is required for this course. *Prerequisites: First Time Placement: See Mandatory Placement Guidelines. Grade of "C" or higher in MATH0104 Intermediate Algebra.*

MATH-0107 Graphing Calculator I

1 hour credit

Graphing Calculator I is designed for students with limited or no background in the use of the TI-83 or 84 Plus graphing calculator. The purpose of this course is to provide basic instruction in the use of the graphing calculator that is required in MATH-0105 College Algebra and above. A graphing calculator is required for this course. *Prerequisite(s): Grade of "C" or higher in Math0099 Elementary Algebra.*

MATH-0108 Pre-Calculus

5 hours credit

Pre-Calculus includes the analysis and graphing of functions, including constant, linear, absolute value, square root, polynomial, rational, exponential and logarithmic functions 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. A graphing calculator is required for this course. *Prerequisite: Grade of "C" or higher in MATH-0104 Intermediate Algebra.*

MATH-0112 Trigonometry

2 hours credit

Trigonometry includes trigonometric and inverse trigonometric functions, radian and degree measure, graphing, identities, and applications to physical problems. Students will be expected to use appropriate technology as one tool to achieve competency in Trigonometry. A graphing calculator is required for this course. *Prerequisite: First Time Placement: See Mandatory Placement Guidelines Grade of "C" or better in MATH0104 Intermediate Algebra.*

MATH-0115 Statistics

3 hours credit

Statistics includes the study of basic descriptive statistics, introduction to probability, random variables, special probability functions, random sampling and sampling theory, estimation of the mean, hypothesis tests, and linear regression. Students will be expected to use appropriate technology as one tool to achieve competency in Statistics. A graphing calculator is required for this course. *Prerequisite: First Time Placement: See Mandatory Placement Guidelines. Grade of "C" or higher in MATH0105 College Algebra or MATH0108 Pre-Calculus*

MATH-0120 Calculus I (Non-Engineering)

3 hours credit

Calculus I is designed for students in business, life science, or social science. Content includes the study of the derivative and

anti-derivative and their applications as applied to algebraic, exponential, and logarithmic functions. Students will be expected to use appropriate technology and one tool to achieve competency in Calculus I. A graphing calculator is required for this course. *Prerequisites: Grade of First Time Placement: See Mandatory Placement Guidelines. Grade of "C" or better in MATH 105 College Algebra OR MATH0108 Pre-Calculus.*

MATH-0121 Calculus II (Non-Engineering)

3 hours credit

Calculus II is designed for students in business, life science, or social science. Content includes a review of Calculus I with an emphasis on applications involving elementary functions, functions of several variables, trigonometric functions, integration techniques, and differential equations. Students will be expected to use appropriate technology as one tool to achieve competency in Calculus II. A graphing calculator is required for this course. *Prerequisites: Grade of "C" or higher in MATH0108 Pre-Calculus or MATH-0112 Trigonometry and MATH-0120 Calculus I (Non-Engineering).*

MATH-0122 Calculus and Analytic Geometry I

5 hours credit

Calculus I is designed for students in mathematics, hard sciences, and engineering. Content includes limits and their properties, differentiation and its applications, integration, and calculus of exponential and logarithmic functions. Students will be expected to use appropriate technology as one tool to achieve competency in Calculus I. A graphing calculator is required for this course. *Prerequisites: Grade of "C" or higher in MATH-0105 College Algebra and MATH0112 Trigonometry or MATH-0108 Pre-Calculus.*

MATH-0123 Calculus and Analytic Geometry II

5 hours credit

Calculus & Analytic Geometry II is designed for students in mathematics, hard sciences, and engineering. Content includes calculus of transcendental functions, differential equations, applications of integration, integration techniques, infinite series, conic sections, and parametric and polar equations. Students will be expected to use appropriate technology as one tool to achieve competency in Calculus and Analytic Geometry II. A graphing calculator is required for this course. *Prerequisite: Grade of "C" or higher in MATH0122 Calculus and Analytic Geometry I.*

MATH-0208 History of Mathematics

3 hours credit

This course is designed to acquaint students with the development and practices of mathematics in ancient, medieval, and modern times. This worldwide multicultural development will then be brought up to date with the students' exposure to current thought and philosophy in mathematics as well as the technology that has revolutionized our modern world. *Prerequisite: Grade of "C" or higher in MATH0105 College Algebra or Bachelor's or higher degree.*

MATH-0224 Calculus and Analytic Geometry III

5 hours credit

Calculus & Analytic Geometry III is designed for students in mathematics, hard sciences, and engineering. Content includes analytic and solid geometry, vectors, multivariable calculus, multiple integrals, and applications of these topics. Students will be expected to use appropriate technology as one tool to achieve competency in Calculus and Analytic Geometry III. A

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graphing calculator is required for this course. **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. A graphing calculator is required for this course. **Prerequisite:** *Grade of "C" or higher in MATH0123 Calculus and Analytic Geometry III. May be taken concurrently with MATH0224 Calculus and Analytic Geometry III.*

MEDA-0105 Medical Administrative Aspects

4 hours credit

This course provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

MEDA-0115 Medical Professional Issues

2 hours credit

This course reviews the role and function of the Medical Assistant. This course focuses on 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-0130 Pharmacology Administration

2 credit hours

MEDA 0130 is an introductory course in pharmacology that provides the student with the basic knowledge of pharmacologic principles, history and legal requirements along with principles of administration. This course will also review basic mathematic principles involved in solving computations related to pharmacology administration.

MEDA-0150 Emergency Preparedness

1 hour credit

This course provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of the profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

MEDA -0160 Human Body

3 credit hours

This course introduces the student to basic human anatomy and physiology. Body systems are reviewed for normal function and common pathology. Common diseases and treatments are explored along with age-related health issues.

MEDA 0165 Patient Care

4 credit hours

This course includes basic clinical skills necessary for the Medical Assistant. Aseptic practice for the medical office will be defined, basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied.

MEDA 0175 Advanced Patient Care

4 credit hours

This course focuses on expanding the knowledge and skills in Patient Care. More complex and independent procedures performed by the Medical Assistant will be explored. Addresses surgical procedures, physical therapy, principles of radiology, emergency procedures and pulmonary function testing, includes the performance of an electrocardiogram (EKG).

MEDA 0180 Billing and Coding

3 credit hours

This course introduces the student to the medical insurance system and related billing and coding. Students learn how to complete and submit electronic and paper insurance claim forms, perform referrals, and apply the correct procedure and diagnostic codes.

MEDA 0185 Laboratory Diagnostics

5 credit hours

The role and function of the professional in the clinical laboratory is introduced. Topics include safety in the laboratory, CLIA government regulations and quality assurance, and microscope procedures and concepts. Students perform procedures in the different departments of the laboratory including specimen collection and performance of CLIA 88 low and moderate complexity testing. Students demonstrate competency in the wide variety of specimen techniques used to collect, process, and test specimens.

MEDA 0190 Pharmacology

3 credit hours

This course introduces the Medical Assistant to pharmacological principles and applications. In this course the medical assistant will be introduced to pharmacologic actions, pharmacokinetic, drug classifications, indications, contraindications, adverse effects, safe administration process, legal issues related to pharmacology as well as the administration of medications across all age groups.

MEDA 0195 Externship

4 credit hours

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a supervised, unpaid, 160 hour externship in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Requires current cardiopulmonary resuscitation (CPR) certification (health care provider level).

MMVP-0110 Introduction to Multimedia

3 hours credit

The fundamentals of multimedia will be studied from definition to implementation process including the elements of multimedia, authoring programs, presentation programs,

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development and design, management and distribution as well as web based implementation and CD delivery of multimedia content.

MMVP-0130 Introduction to Digital Imaging **3 hours credit**

The student will identify key historical development in analog and digital photography as well as be exposed to various methods of image capture, transfer and storage. Elements and Principles of photography will be emphasized including composition, lighting and aesthetics. Digital manipulation through industry standard software such as PhotoShop will be reviewed as well as copyright and ownership as it pertains to digital imaging.

MMVP-0140 Introduction to Video Production **3 hours credit**

The fundamentals of video production will be studied including the production process, the production team the function and elements of the camera, proper mounting, balance and composition.

MMVP-0150 Introduction to Animation **3 hours credit**

The fundamentals of digital animation will be studied including key events in history, image creation, alternative input devices, timing, character construction and animation, walk cycles, lip sync as well as story boards and staging. *Prerequisites: MMVP-0130 Introduction to Digital Imaging.*

MMVP-0160 Introduction to 3D Modeling **4 hours credit**

The fundamentals of digital 3D animation will be studied including modeling, endomorph creation, animating using key frame and graph editing and rendering for multiple output. Lighting and camera work and surfacing will be reviewed and practically employed in a project format.

MMVP-0166 Introduction to Web Animation **3 hours credit**

This course is designed to introduce the fundamentals of Adobe's Scaleable Vector Graphic Program to the student. Flash is pervasive in the multimedia and web design industries used for website design and construction to animation and video encoding. Students will create interactive animations using the drawing tools and importing of other material.

MMVP-0170 Introduction to Game Design **3 hours credit**

The fundamentals of digital Game Design will be explored including conditional statements, Gaming concepts as well as the history and guidelines to creating interactive game media. Various genres and design styles will be employed and career opportunities and growth areas identified.

MMVP-0180 Audio for Video Production **3 hours credit**

The fundamentals of Audio for Digital Video Production will be studied including capture, formats and compression as well as non-linear, non-destructive editing with industry standard software, application of special effects and output. *Prerequisites: MMVP-0140 Introduction to Video Production*

MMVP-0190 Digital Video Production **3 hours credit**

The fundamentals of Digital Video Production will be studied including image capture, tape formats and compression as well as non-linear, non-destructive editing with industry standard software, application of special effects and output to tape and DVD. *Prerequisites: MMVP-0140 Introduction to Video Production*

MMVP-0201 Macintosh Digital Video Production **2 hours credit**

The fundamentals of Digital Video Production on the Macintosh will be studied including image capture, non-linear, non-destructive editing with industry standard software, application of special effects and output to tape and DVD. *Prerequisites: MMVP-0190 Digital Video Production*

MTSC-0101 Orientation to Funeral Service **2 hours credit**

This Funeral Service Area is a survey of the history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices as well as the progression of Associations and Education within Funeral Service.

MTSC-0105 Mortuary Law **3 hours credit**

The subject area guidelines for Mortuary Law are designed to introduce the student to sources of law; the legal status of the dead human body; the duty of burial, right to control funeral arrangements and final disposition and liability for funeral expenses; torts involving the dead human body and the funeral director; wills, estates and probate proceedings; cemeteries and issues related thereto; state and federal laws and regulations pertaining to funeral service; and the legal aspects of being a licensed funeral director/mortician.

MTSC-0108 Mortuary Chemistry **3 hours credit**

This course is a survey of the basic principles of chemistry as they relate to funeral service. Especially stressed are the chemical principles and precautions involved in sanitation, disinfection, public health, and embalming practice. The government regulation of chemicals currently used in funeral service is reviewed.

MTSC-0110 Restorative Art for Mortuary Science **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.*

Course Descriptions

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.

MUSC-0111 Music Theory I

4 hours credit

The purpose of this course is to provide the student with a thorough introduction to the elements of music, such as intervals, scales, and chords, as well as an introduction to diatonic harmony and part writing, and elements of musicianship including sight-singing, dictation, rhythm, and keyboard skills.

MUSC-0112 Music Theory II

4 hours credit

The purpose of this course is to continue the studies begun in Music Theory I. This course will complete the study of diatonic harmony. Topics covered will include inversions and seventh chords, non-harmonic tones, and diatonic modulation, and elements of musicianship including sight-singing, dictation, rhythm, and keyboard skills. *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.*

Course Descriptions

MUSC-0125-128 Jazz Band

1 hour credit

The jazz band is open to instrumentalists who play woodwind, brass, and percussion instruments. Traditional big band repertoire is studied and performed. This group performs several concerts per semester. *Prerequisite: Consent of the instructor.*

MUSC-0131-0135 String Orchestra

1 hour credit

String Orchestra is open to any student with string experience. All styles of string orchestra literature are studied and rehearsed. *Prerequisite: Violin, Viola, Cello, or Bass experience.*

MUSC-0137 Jazz Improvisation

2 hours credit

This course is designed to provide the music student with basic fundamentals in improvisation. Jazz Improvisation class time is divided equally between theory and practical performance. The objective of the class is an ability to identify scales, chords, and perform fundamental improvisation.

MUSC-0139-144 Choir

1 hour credit

Choir is for any and all students enrolled at the College who desire to sing and participate in choral activities. Music studied and performed will include music from all style periods of music history. Ethnic and cultures other than Western Europe will also be included when appropriate. All members of choir are required to perform in public.

MUSC-0145-150 Vocal Ensemble

1 hour credit

Members of this choir are selected by audition at the beginning of each semester. The choir performs vocal literature from all style periods including madrigals, jazz, or contemporary classical. *Prerequisites: Audition. Corequisite: enrollment in Choir, MUSC-0139-0144.*

MUSC-0151-154 Piano Class

1 hour credit

Piano class is designed for music majors to develop basic piano proficiency skills, including scales, chords, harmonizing melodies, improvisation, sightreading, and developing basic piano repertoire. In each successive semester of enrollment in piano class (up to four semesters), students will work on more difficult levels of the elements of musicianship listed above. Students other than music majors may enroll if space is available.

MUSC-0155-0156 Voice Class

1 hour credit

Voice class is for beginning voice students, non-voice music majors, and other college students who desire training in vocal production with emphasis on performance. Many types of solo literature are studied and performed. Two hours of class time per week are required.

MUSC-0169-174 Applied Voice

1 hour credit

This course is for students who desire private, one-on-one instruction in voice. One credit hour indicates a one-half hour private lesson per week. Performance in the final recital is mandatory. Refer to 'Special Class Fees' section for current class fee. *Prerequisite: Permission of the instructor.*

MUSC-0175-180 Applied Piano

1 hour credit

This course is designed for students who desire private, one-on-one instruction in piano. One credit hour indicates a one-half hour private lesson per week. The course will enable students to gain increased proficiency in the performance of piano literature. Performance in the final recital is mandatory. Refer to 'Special Class Fees' section for current class fee. *Prerequisite: Permission of the instructor.*

MUSC-0181-184 Applied Strings

1 hour credit

This course is for students who desire private, one-on-one instruction in violin, viola, guitar, or bass. One credit hour indicates a one-half hour private lesson per week. Performance in the final recital is mandatory. Refer to 'Special Class Fees' section for current class fee. *Prerequisite: Permission of instructor.*

MUSC-0185-190 Applied Woodwinds

1 hour credit

This course is for students who desire private, one-on-one instruction in flute, oboe, bassoon, clarinet, or saxophone. One credit hour indicates a one-half hour private lesson per week. Performance in the final recital is mandatory. Refer to 'Special Class Fees' section for current class fee. *Prerequisite: Permission of instructor.*

MUSC-0191-194 Applied Brass

1 hour credit

This course is for students who desire private, one-on-one instruction in trumpet, French horn, trombone, or tuba. One credit hour indicates a one-half hour private lesson per week with one hour daily practice expected for each credit hour. Performance in the final recital is mandatory. Refer to 'Special Class Fees' section for current class fee. *Prerequisite: Permission of instructor.*

MUSC-0195 Applied Percussion

1 hour credit

This course is for students who desire private, one-on-one instruction in drums or percussion. One credit hour indicates a one-half hour private lesson per week with one hour daily practice expected for each credit hour. Performance in the final recital is mandatory with the exception of the non-traditional student. Refer to 'Special Class Fees' section for current class fee. *Prerequisite: Permission of instructor.*

MUSC-0205 Internship in Audio

1 hour credit

An internship in an audio related field provides an opportunity for focused in-depth learning and practical experience of the professional audio industry to advanced students. The student is responsible for organizing the internship opportunity, which must be approved by the KCKCC's Audio Engineering Program Coordinator prior to enrollment in the class. The student must complete a minimum of 48 documented hours of internship. In addition to further developing technical and production student competencies this opportunity also provides for practical application of theories, techniques, and concepts discussed throughout the program. Students should further develop a sense of professionalism, reasoning and decision-making skills, resourcefulness, and independence. Students may also establish contacts within the industry that may lead to entry-level employment. *Prerequisite: MUSC-0260 Advanced Recording I, AND permission of the instructor.*

Course Descriptions

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 sight-singing, 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 sight-singing, 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.*

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.*

Course Descriptions

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 the principles of meteorology while simultaneously providing classroom and laboratory applications focused on current weather situations. It provides real experiences demonstrating the value of computers and electronic access to time-sensitive data and information. The structure and composition of the

atmosphere, the general circulation pattern over the Northern Hemisphere and how it arises, winds in relation to pressure patterns, and weather maps and their analyses are among the topics covered. *Prerequisite: College Algebra, MATH-0105 is recommended.*

NASC-0186 Physical Geology and Lab 4 hours credit

This course provides students with a comprehensive study of the principles of geology while simultaneously providing classroom and laboratory applications. The course is a study of the structural and dynamic features of the Earth. Rock-forming minerals, rocks and their decay are studied. A short history of the Earth is included. *Prerequisite: College Algebra, MATH-0105 is recommended.*

NASC-0231 General Physics I and Lab 5 hours credit

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

Course Descriptions

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.*

NASC-0250 Climate Studies and Laboratory

4 hours credit

Climate Studies and Laboratory is an undergraduate climatology course. It is intended to provide students with a comprehensive study of the principles of climatology while providing pedagogically appropriate investigations and applications using web-delivered climate data. *Prerequisites: Minimum scores of 72 on Compass Reading Exam and 45 on Compass Math Exam. Completion of BIOL-0131, Environmental Science is highly recommended.*

NETW-0140 Home and Small Business Networking

8 hours credit

Networking for Home and Small Businesses is a course that is designed to introduce students to the basic concepts of setting up a personal computer system, including the operating system, interface cards, and peripheral devices. Students will also learn to plan and install a home or small business network and connect it to the Internet and be able to verify and troubleshoot network and Internet connectivity. Students will learn about sharing resources such as files and printers among multiple computers and recognize and mitigate security threats to a home network. Students will be able to configure and verify common Internet applications and configure basic IP services through a GUI.

NETW-0142 Voice and Data Cabling

7 hours credit

This course is an introduction to the basic concepts, theories, and research findings in the evolving field of psychology. By learning to think psychologically, students gain insight into themselves and the dynamics of human thinking, behavior, and emotions. *Prerequisites: NETW-0140 Home and Small Business Networking.*

NETW-0144 Small-to-Medium Business or ISP

8 hours credit

The Working at a Small-to-Medium Business or ISP course is designed to introduce students to the structure of the Internet and how Internet communications occur between hosts. Students will install, configure, and troubleshoot Cisco IOS® devices for Internet and server connectivity as well as, plan a basic wired infrastructure to support network traffic. Students

will be able to implement basic WAN connectivity using Telco services and demonstrate proper disaster recovery procedures and perform server backups. Students will learn how to monitor network performance and isolate failures and troubleshoot problems using organized, layered procedures. Students will also be able to describe the OSI model and the process of encapsulation and how it relates to the different aspects of sending data across a network. *Prerequisites: NETW-0140 Home and Small Business Networking.*

NETW-0146 Routing and Switching in the Enterprise

8 hours credit

Routing and Switching in the Enterprise is designed to introduce students to networking from a larger business standpoint. Students will learn how to implement a LAN for an approved network design and configure a switch with VLANs and inter-switch communication. Students will also implement access lists to permit or deny specified traffic. Students will learn how to implement WAN links and configure routing protocols on Cisco devices. Students will also perform LAN, WAN, and VLAN troubleshooting using a structured methodology and the OSI model. *Prerequisites: NETW-0144 Small-to-medium Business or ISP.*

NETW-0148 Designing and Supporting Computer Networks

8 hours credit

Designing and Supporting Computer Networks is a course designed to introduce students to concepts many technicians are required to perform. Students will learn to gather customer requirements and design a simple Internetwork using Cisco technology. Students will be required to design an IP addressing scheme to meet LAN requirements and create an equipment list to meet LAN design requirements. Students will learn how to create and present a proposal to a customer and install and configure a prototype Internetwork. Students will be taught how to obtain and upgrade Cisco IOS Software in Cisco devices and perform password recovery on Cisco devices. *Prerequisites: NETW-0146 Routing and Switching in the Enterprise.*

NETW-0150 Workplace Skills

1 hour credit

This course will include all necessary skills to acquire and keep a job. These important Job Skills will be covered in the course as well as practiced by the students in discussion, role playing and assisting the school computer support technicians. Students will attend seminars given by our Jobs Placement Coordinator. Participation in SkillsUSA is encouraged.

NUPN-0132 Leadership for the Practical Nurse

2 hours credit

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.

Course Descriptions

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-0131 Caring Interventions

3 hours credit

This course provides a basis of specialized concepts and competencies, which form the foundation for the student's future nursing practice. Emphasis is on the concepts of communication, caring, comfort, safety, nursing process and mobility. The skills lab environment will provide opportunities for the practice and mastery of nursing care skills. Students will interact with faculty and peers as they learn communication skills and techniques that are essential to nursing practice.

NURS-0132 Foundation Concepts

4 hours credit

This course is a continuation of the basis of specialized concepts and competencies, which will become the foundation for the student's future nursing practice. Emphasis is placed on skin integrity, elimination, and sensory perception. Didactic and clinical experiences will integrate concepts of professionalism and awareness of diverse cultures and values. Students will interact with faculty, peers, and clients and the health care team as they apply communication and nursing skills learned in the previous course. Students will apply the nursing process to teaching clients about lifestyle choices that promote wellness. Teaching-learning activities include an introduction to community service.

NURS-0133 Homeostatic Concepts

4 hours credit

Emphasis is placed on the concepts of fluid/electrolytes, acid/base, metabolism, and gas exchange. The course content expands on concepts necessary to provide a safe caring environment for adult clients in whom psychosocial and physiologic integrity is compromised. Course experiences will incorporate the nursing process and clinical judgment while caring for patients in diverse settings. Communication and documentation skills will be utilized with the inter-professional health care team. Didactic and clinical experiences will integrate teaching and learning activities that enhance self-care, health promotion and maintenance. Upon completion, students will be able to provide safe nursing care incorporating the concepts identified in this course.

NURS-0134 – Protective Concepts

4 hours credit

Emphasis is placed on the concepts of tissue integrity, digestion disorders, infection/inflammation, and immunity. The course content expands on concepts necessary to provide a safe caring environment for adult clients in whom psychosocial and physiologic integrity is compromised. Course experiences will incorporate the nursing process and clinical judgment while caring for patients in diverse settings. Communication and documentation skills will be utilized with the inter-professional health care team. Didactic and clinical experiences will integrate teaching and learning activities that enhance self-care, health promotion and maintenance. Upon completion,

students will be able to provide safe nursing care incorporating the concepts identified in this course.

NURS-0135 Pathophysiology for Nurses

3 hours credit

This Pathophysiology course is designed to enhance the understanding and application of disease processes in healthcare settings. Students are taught alterations in physiological functions of the human body and general concepts of disease processes, including the etiology, pathogenesis, clinical manifestations, and treatments. Altered physiological functions are described at a cellular, organ, and systemic level. The pathophysiology concepts and disease processes affecting cardiopulmonary, hematological, endocrine, immune, musculoskeletal, renal, nervous, and gastrointestinal systems are presented. *Prerequisites: NURS- 0132*

NURS-0146 Transition Concepts for LPN, Paramedic, RRT to RN

2 hours credit

This course is designed to familiarize the student applying for advanced standing with the Kansas City Kansas Community College nursing program. Emphasis in this course is on transitioning to the role of the RN: the nursing process, conceptual framework of the nursing program, ADN competencies, standards of practice, and clinical judgment. The course will also provide an introduction to inter-professional collaboration and organization of nursing care and the use of EMR in the acute care setting. The legal and ethical ramifications affecting the role transition to RN are explored. This course also reflects concepts which the faculty has identified as being distinctive to the registered nurse program, including cultural diversity and evidence-based practice. The course will require skill validation. The student is expected to come with basic concepts of therapeutic communication, dosage calculations, growth and development, and basic nursing skills.

NURS-0193 Health Assessment for Nurses

3 hours credit

This course is a requirement to be taken prior to or concurrent with first level nursing courses. The course will allow the student to enhance their physical assessment skills in providing care for clients of all ages and cultures. The basic techniques of inspection, palpation, percussion, and auscultation will be used to assess each body system. The student will also gain experience in history taking and documentation while developing a caring attitude. *Prerequisites: None Enrolled or completed Physiology*

NURS-0207 Philosophical Foundations in Health Care Ethics

3 hours credit

After a brief survey of some standard ethical theories, this course will examine some of the more difficult issues in contemporary physical and mental Health Care Ethics: Ethical Principles (respect for autonomy, nonmaleficence, beneficence, justice); Beginning of Life (reproductive technologies, disposal of unused zygotes, surrogacy, abortion, stem cell research, cloning); End of Life (futile treatment, active and passive euthanasia, physician-assisted suicide); and Genetics (the eugenics movement, testing for genetic disorders, embryonic and neonatal testing). This course will also address issues of informed consent, paternalism, confidentiality, medical research, randomized clinical trials, disadvantaged populations and the distribution of health care resources. *Prerequisites: None*

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NURS-0208 Pharmacology in Nursing **3 hours credit**

The Pharmacology in Nursing course provides students with a concise introduction to common classifications of medications. The mechanisms of action, sites of action, and side effects of drugs will be presented. Emphasis will be placed on toxic signs, adverse drug reactions, and any special nursing management issues relevant to the various classes of drugs.
Prerequisites: NURS-0134

NURS-0209 Preparation for the RN-NCLEX® **1 hour credit**

This course will focus on the steps and materials needed by the student to successfully pass the RN-NCLEX®. The student will study the purpose and structure of the RN-NCLEX®, including computerized adaptive testing with multiple choice and alternate-item format questions. As part of the assessment, the student will utilize the ATI Comprehensive predictor to assess their personal strengths and weaknesses to develop an organized, personalized approach to examination preparation.
Prerequisites: NURS-0224

NURS-0251 Lifespan Family and Community Health **6 hours credit**

This course is designed to allow the student to apply concepts in a variety of settings focusing on vulnerable populations experiencing challenges related to health/illness, nutrition, development, reproduction, sexuality, thermoregulation, mood, psychosis, cognition, family dynamics, and grief and loss. The course presents a collaborative approach preparing students to care for individuals, families, and communities across the lifespan. The clinical portion will provide opportunities to expand the student's knowledge in maternal-child, mental health/illness, family, and community health nursing.

NURS-0254 Complex Health Concepts **4 hours credit**

Complex Health Concepts include Intracranial Regulation, Perfusion, Cellular Regulation, and Clinical Decision Making. The student will engage in exploration that further increases their body of knowledge. The focus will be inclusive of Integrated Processes and Clinical Inquiry which provides the gateway to dynamic forward thinking, increasingly complex knowledge, skills and client care activities reflecting evidence-based practice in nursing. In this course accumulated nursing knowledge and skills will be elaborated upon to integrate concepts for adult clients whose psychosocial and physiologic integrity are compromised.

NURS-0255 Management Concepts **4 hours credit**

Emphasis is placed on the concepts of leadership/management, health care quality, emergency preparedness, evidenced based practice and informatics while working with the multidisciplinary health care team. This course will further develop the student's clinical judgment skills in the care of culturally diverse clients. In this course accumulated nursing knowledge and skills will be demonstrated to provide a safe, effective and caring environment for adults with complex needs. This course will also focus on assisting the student in the transition from the student role to the role of the professional nurse.

ONED-0110 Microcomputer Applications I **(Online Teaching)**

4 hours credit

This course is designed to assist in developing classes for delivery via the World Wide Web. This is an introductory course. The provided. A variety of articles will be assigned for reading and discussion. Sites on the World Wide Web will be visited to demonstrate the variety of course design options.
Prerequisite: Requires consent of instructor.

PHIL-0103 Introduction to Philosophy **3 hours credit**

Designed to introduce students to the contributions made by major thinkers on central questions concerning humanity and the multicultural human condition, this philosophy course focuses on the nature of human experience, knowledge, and social existence. Applications of significant philosophical ideas to contemporary human issues are stressed.

PHIL-0105 Logic **3 hours credit**

Logic is studied in order to develop standards of critical thinking in any area of knowledge that employs inference and argument. Wherever conclusions are supposed to be supported by evidence, logic attempts to distinguish correct from incorrect forms of reasoning. Logic provides guidance for the examination of controversial issues confronting thoughtful people in the late 20th (early 21st) century.

PHIL-0107 Business Ethics **3 hours credit**

Business Ethics is designed to help students understand the rules of conduct in the current American business world. Emphasis is directed to the inseparability of business and society and the importance of seeing business in the larger context of the values of that society.

PHIL-0200 Philosophy of Religion **3 hours credit**

This course will offer a philosophical analysis of the nature and function of religion and its relation to culture. The methodology employed is that of logical and linguistic analysis. That is, this course will focus on analyzing arguments in order to determine their validity and, if possible, soundness (truth). This course will focus on the importance of understanding religious language (i.e., definitions of 'God' the impact of religious terms, etc.). This course will emphasize the relationship between belief and action (ethical, social, and political action), the legitimacy (rationality) of religious belief(s), and whether or not religious beliefs are consistent with prescribed actions. This course will also focus on the consequences, or impact, of actions prescribed by religious beliefs on society.

An examination will be made of the basis of religion, and special attention will be given to the problems of religion and reality, religion and science, religion and morality, faith and reason, and the character and significance of religion in the present. Attention will also be given to various conceptions of God in different cultures and religious traditions, traditional arguments for the existence of God, the nature of God and the problem of evil, and free will. *Prerequisite: PHIL-0103, Introduction to Philosophy or PHIL-0105, Logic.*

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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.

PHTR-0165 Clinical Skills

2 hours credit

This course is designed to prepare the students with the basic skills needed for clinical experience. Topics covered will include medical terminology, documentation, patient privacy, culture and diversity, and the statutes, rules and regulations governing the PTA in the state of Kansas. Laboratory instruction will include safe treatment preparation and functional mobility skills (bed mobility, transfers, and gait training).

PHTR-0170 Fundamentals of Treatment Procedures

5 hours credit

This course will review the anatomy and physiology of the integumentary, cardiopulmonary, and the muscular systems essential to success as a PTA student. Students will be provided an overview of the healing process and the physiology and use of physical agents, including thermal agents, ultrasound and electrical stimulation. In addition, exercise physiology and basic therapeutic exercises will be taught.

PHTR-0180 Clinical Skills II

2 hours credit

This course is designed to continue instruction in the basic skills needed to be successful in 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 an understanding of pathology and medical intervention for a variety of body systems as well as the tests and measures and proper interventions utilized by the physical therapist assistant. Additionally, the student will complete multiple case studies and a research project related to a topic in the course.

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 care/treatment. Supervision during the clinical affiliation will be performed by the clinical instructor assigned to the student by the health care facility. Additionally, the student will complete online clinical modules related to life-long learning, specialization, active participation in the profession, and community service.

PHTR-0250 Musculoskeletal 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

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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 NPTAE 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 NPTAE exam to complete this course.

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. 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.*

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PRLG-0162 Family Law

3 hours credit

Specific topics covered include: adoption, guardianship, child custody and support, divorce, and separation. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I or coordinator approval.*

PRLG-0205 Legal Writing

3 hours credit

Legal Writing has been designed to enhance legal and factual research skills and to introduce the preparation of documents commonly used in law office operations and in routine communications with clients, witnesses and other professional personnel. Emphasis will be on the preparation of a legal memorandum or brief and other legal related documents. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

PRLG-0207 Criminal Law for the Paralegal

3 hours credit

This course will explore the field of criminal law from the viewpoint of a representative. Theories of representation for the state/prosecution as well as for the defendant will be studied. Students will have the opportunity to apply the theory through model criminal cases. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

PRLG-0212 Business Organizations

3 hours credit

Business entities - such as corporations, partnerships, and sole proprietorships - will be Corporations, partnerships, and sole proprietorships will be examined. The role of the lawyer and the legal assistant in forming these entities will be discussed along with the legal concepts applicable to each type of organization and the preparation of related documents. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

PRLG-0231 Legal Research II

3 hours credit

A continuation of the first level of legal research. Projects will include in-depth practical application of research methods and an introduction to computerized legal research software: *Prerequisite: Legal Research I, PRLG-0131.*

PRLG-0232 Litigation II

3 hours credit

In this continuation of Litigation I, emphasis will be on the trial and appellate stages of civil litigation. Students will study an actual case through discussion of all the steps involved before, during, and after trial. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

PRLG-0241 Wills, Trusts and Probate Administration

3 hours credit

Included in this study of the administration of estates are techniques for fact gathering, use of trusts, will drafting, and probate procedures. This course is also appropriate for individuals with a general interest in wills and trusts. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

PRLG-0270 Insurance Law

3 hours credit

This course is designed to acquaint students with insurance law theory in the areas of contracts, property and casualty, life, accident, and health insurance. *Prerequisites: Introduction to Law, PRLG-0121 and Legal Research I, PRLG-0131, and PRLG-0132, Litigation I.*

PRLG-0271 Seminar: Legal Interviewing and Investigation

2 hours credit

In this course, students will implement skills acquired in prerequisite courses and will study in-depth legal ethics. Emphasis is on client contact. *Prerequisite: PRLG-0121, Introduction to Law, PRLG-0231, Legal Research II, and PRLG-0232, Litigation II.*

PRLG-0275 Paralegal Internship I

1 hour credit

Students will work in an approved training situation under instructional supervision. This internship is designed to give students the opportunity to apply the skills they acquired in the paralegal specialty courses. *Prerequisite: PRLG-0121, Introduction to Law, PRLG-0231, Legal Research II, and PRLG-0232, Litigation II and PRLG-0271, Seminar: Legal Interviewing and Investigation.*

PRLG-0276 Paralegal Internship II

1 hour credit

Students continue the practical experience required in Paralegal Internship I. *Prerequisite: Paralegal Internship I, PRLG-0275.*

PSYC-0101 Psychology

3 hours credit

This course is an introduction to the basic concepts, theories, and research findings in the evolving field of psychology. By learning to think psychologically, students gain insight into themselves and the dynamics of human thinking, behavior, and emotions. *Prerequisite: Must have a minimum score of 73 on the COMPASS Reading exam.*

PSYC-0112 Psychology of Personal Adjustment

3 hours credit

This course is designed to accomplish two purposes:
(a) To explore characteristics of a healthy personality and aid students in gaining insight that will foster their own personal growth, and
(b) To explore the characteristics of healthy relationships and foster growth in these areas.

PSYC-0115 The Grieving Process

3 hours credit

Students examine the psychological and ethical issues inherent in grief in order to understand the complex responses that result from a significant loss. This interdisciplinary course draws material from psychology, psychiatry, sociology, anthropology, medicine, religion, and philosophy.

PSYC-0202 Child Development

3 hours credit

This course is an overview of the psychological study of child development, from conception through adolescence. Students will focus on the physical, cognitive and emotional/social areas of child development. Students will also gain some increased

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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-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.*

PSYC-0297 Abnormal Psychology

3 credit hours

The course provides a description of abnormal behavior patterns, causes of abnormal behavior, and the treatment of such behavior. Abnormal behavior and psychopathology will be explored in order to develop the students' ability to think critically about the field of abnormal psychology. **Prerequisites:** *PSYC-0101, Psychology.*

READ-0091 Introduction to College Reading Skills

3 hours credit

Introduction to College Reading Skills is designed to provide students with opportunities to improve understanding of 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 35-55 on the COMPASS 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 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 56-72 on the COMPASS test as administered by the KCKCC Academic Resource Center.*

RSCR-0129 Clinic Practice I

3 credit hours

Students make clinical rounds with Respiratory Care Practitioners (RCP). Activities are directed so that students gain familiarity with initiating respiratory therapy in a variety of adult-child acute care and rehabilitation settings. Emphasis is placed on professional clinical practice guidelines for basic therapies. Students will practice safe operation of equipment, and appropriate technology selection for desired therapeutic effects. **Prerequisite:** *Respiratory Therapy Program Student.*

RSCR-0160 Sleep Studies

3 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 designed for students with an interest in sleep disorders or a sleep related career.

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 Program, or permission of the instructor.*

RSCR-0224 Therapeutic Interventions I

3 credit hours

Topically, the class includes Gas Physics, Oxygen Therapy, Microbiology applications and Pulmonary Hygiene. Students identify clinical applications of technical data, and review physiology effects of Respiratory Therapy. Students focus on therapeutic indications, contraindications, and hazards in this lecture/lab course. **Prerequisite:** *Acceptance into the Respiratory Therapy program.*

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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 program.*

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 program.*

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: Respiratory Therapy program student.*

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: Respiratory Therapy program sequence.*

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: Respiratory Therapy program sequence.*

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: Respiratory Therapy program sequence.*

RSCR-0249 Therapist-Clinic Practice II

This clinic/lab class is designed to develop clinical proficiencies in performing adult, child, and infant cardiopulmonary care. Emphasis is on student learning and participation in critical care monitoring, cardiopulmonary laboratory techniques, airway

management, and positive pressure ventilation. Students make rounds with respiratory care practitioners and physicians to develop critical thinking skills related to physical assessment and care plans. *Prerequisite: Respiratory Therapy program sequence.*

RSCR-0270 Technical Case Studies **1 credit hour**

The student reviews and presents cardiopulmonary integrating data covering respiratory care technology, applications of medical devices, and patient response to technical intervention. Emphasis is on the student's affective ability to collect data, reference literature, evaluate as well as use equipment, and explain clinical significance of the information compiled.

RSCR-0274 Technical Intervention III **2 hours credit**

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: Respiratory Therapy 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: Respiratory Therapy program sequence.*

RSCR-0279 Clinic Practice III **4 hours credit**

Students perform rounds with physicians and therapists in critical care settings. In this applications-oriented class/clinic, students become familiar with mechanical ventilation and other respiratory care responsibilities in life threatening situations. Adult and child applications are covered. *Prerequisite: Respiratory Therapy program sequence.*

RSCR-0284 Clinic Practice IV **4 hours credit**

In this therapeutic intervention course the emphasis is advanced cardiopulmonary procedures in the critical care setting. Students learn management of life support systems, including mechanical ventilation, advanced cardiac life support, and difficult airway management. Students establish and develop their clinical competencies on rotations with physicians and therapists. Clinical areas included are: surgery, post anesthesia care unit, intensive care, emergency room, and long-term ventilator weaning unit. *Prerequisite: Respiratory Therapy program sequence.*

RSCR-0285 Cardiopulmonary Care & Diagnostics III **4 hours credit**

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: Respiratory Therapy program sequence.*

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RSCR-0286 Asthma Disease Management

3 hours credit

This course teaches a stepwise approach to asthma disease management. It is designed for health care providers involved in any aspect of asthma prevention, diagnosis, treatment, education, or management. The course correlates to the National Asthma Education and Prevention Program.

RSCR-0290 Perinatal Pediatrics

2 hours credit

Students learn about cardiopulmonary conditions unique to infants and children. Clinical emphasis is on treating airway emergencies and cardiopulmonary life support system. This class covers neonatal and child anatomy, physiology, assessment, diagnosis and treatment. *Prerequisite:*

Respiratory Therapy program sequence.

RSCR-0294 Neonatal Resuscitation

3 hours credit

This course teaches a stepwise approach to neonatal resuscitation. It is designed for health care providers involved in any aspect of neonatal resuscitation. The course correlates to the neonatal resuscitation program (NRP) of the American Academy of Pediatrics and American Heart Association. *Prerequisite:* Health Care Professional, or student involved in any aspect of neonatal resuscitation, or permission of the instructor.

RSCR-0297 CRT Comprehensive Review Studies

3 hours credit

This respiratory therapy comprehensive review course is intended to assist the student in preparing for the National Board of Respiratory Care (NBRC) Entry-Level Examination. The student must be a maximum of 6 months from completing or has completed a Committee of Accreditation for Respiratory Care (CoArc) accredited program, or is an eligible candidate for the NBRC entry level exam.

In this discussion orientated class the emphasis is placed on presenting an organization approach to examination preparation. It will provide the student the opportunity to complete a computer-based practiced examination and streamline the credentialing examination preparation process by focusing the student's attention on the entry-level examination matrix. This course will help the student identify the entry level content areas that require remediation. Students will have the opportunity to perform skill sets in the RT lab to help enhance learning concepts. Each student is required to successfully pass a mock Entry level CRT exam to complete this course.

RSCR-0299 Final Project Seminar

1 hour credit

The student develops a case study presentation integrating data collection, patient assessment, therapeutic intervention, and diagnostic components. Emphasis is on the student's affective ability to perform clinical research and explain applications to other health care providers. *Prerequisite: Respiratory Therapy program sequence.*

SOSC-0103 Introduction to Social Science

3 hours credit

This course is intended to introduce students to the disciplines and methodologies of Social Sciences. Disciplines such as psychology, sociology, political science, geography,

economics, anthropology and history comprise the core methodologies concerned with human social life.

SOSC-0107 Sociology

3 hours credit

This course is a general introduction to the field of sociology. It includes both a study of the theoretical aspects, as well as the actual behavior pattern of human groups and associations. Emphasis is placed on scientific evidence to illustrate and illuminate sociological theories and principles.

SOSC-0108 Sociology of The Family

3 hours credit

This course promotes understanding of the diverse forms of family through their structural relationships with the larger society. Family study as such is a special area within Sociology and hence a prerequisite course in introductory sociology is helpful but not absolutely necessary for students. The course focuses on the changing nature of families. Although other orientations outside sociology claim that family flux signals problems 'within' the family, sociologists see families as forms of social organization that exist within larger social systems. This social structure and the distribution of resources within it, creates much diversity among families. Individual family experiences and social 'myths' about families often obscure and mystify this structural reality. Hence it is the purpose of this course to penetrate these myths and provide the student with the fundamental social science concepts necessary to illuminate real family relations and forms.

SOSC-0109 Diversity Studies

3 hours credit

This course is an examination of the patterns and causes of prejudice and discrimination. It surveys the history and current status of groups in American society that have been subjected to discrimination based on race ethnicity, sex or religion. *Prerequisite: SOSC-0107, Sociology or approval of instructor.*

SOSC-0134 Criminology

3 hours credit

This course is a general introduction to the field of criminology and the sociological perspectives and theories concerning the causes of crime and how society attempts to deal with crime. This course presents an overview of criminological research methods in each category of crime and the laws governing each category.

SOSC-0207 Urban Sociology

3 hours credit

Although humans have only been living in cities for approximately 5,500 years out of our total history, city living has become the norm. In relation to our own society, urbanism has become the American way of life. For the majority of people in America, life will be spent in an urban area. Those rural living environments which remain today are tied to urban areas, culturally, politically and economically. Thus, regardless of where one lives or what occupation one follows the city must be taken into account. Development of the modern city and its functions are emphasized. The influence of urban life on personality, social programs, and social interaction are studied. *Prerequisite: Sociology, SOSC-0107 or consent of the instructor.*

Course Descriptions

SOSC-0209 Social Problems

3 hours credit

Attention is given to both the theoretical and the practical aspects of such social problems as poverty, unemployment, racism, crime, the aged, youth, and education. *Prerequisite: Sociology, SOSC-0107 or consent of the instructor.*

SOSC-0210 Introduction to Social Work

3 hours credit

This course is designed to provide an introduction to the nature of Social Work as a helping profession within the larger arena of the social service system. As such, it serves three major purposes:

As one of the required introductory courses for students planning to obtain the Bachelor of Social Work degree, it provides the fundamental knowledge about and beginning socialization to the social work profession.

It serves as a career-testing course for those who are considering Social Work as a profession.

It provides information for students who would like to know more about Social Work and its activities.

SOSC-0211 Field Project in Social Work

1-3 hours credit

This course is a continuation of Introduction to Social Work, SOSC-0210 and Introduction to Social Welfare, SOSC-0212. This course is available in 1, 2, or 3 credit hour versions. This course provides 30 to 90 hours of actual contact with the profession of Social Work through projects with agencies in the community and provides opportunities for students to observe Social Workers in the field. This course is an exposure course and is not a field practicum. Generally the minimum required credit hours for this course are two. The course may be taken for up to three credit hours in various combinations. Students are urged to check with their prospective college or university for exact requirements. *Prerequisite: SOSC-0210, Introduction to Social Work or SOSC-0212, Introduction to Social Welfare may be taken concurrently. The student should have a basic knowledge of APA writing format.*

SOSC-0212 Introduction to Social Welfare

3 hours credit

This course examines the history of Social Welfare, the structure of Social Service Agencies, and the problems of welfare in an industrialized society. *Prerequisite: None. Enrollment is open. Students should have a basic understanding of APA writing style.*

SOSC-0215 Introduction to Human Service

3 hours credit

This course examines the history of Human Service, the structure of Human Service Agencies, and the problems of welfare in an industrialized society. *Prerequisite: None. Enrollment is open. Students should have a basic understanding of APA writing style.*

SOSC-0216 Field Project in Human Service

3 hours credit

This course is a continuation of SOSC-0215, Introduction to Introduction to Human Services. This course is available in 1, 2, or 3 credit hour versions. This course provides 30 to 90 hours of actual contact with the Human Services profession through projects with agencies in the community. This course is an exposure course and is not a field practicum. Generally the minimum required credit hours for this course are two. The course may be taken for up to three credit hours

in various combinations. Students are urged to check with their prospective college or university for exact requirements.

Prerequisite: Introduction to Human Services, SOSC-0215, may be taken concurrently. The student should have a basic knowledge of American Psychological Association (APA) writing format.

SOSC-0250 Introduction to the Political Economy of Globalization

3 hours credit

This course is a multidisciplinary approach to the study of global political economy in general and GLOBALIZATION in particular. It is designed to introduce students to the basic concepts, theories and the history of contemporary globalization. To that end, competing theories and various historical epochs particularly the Post World War II era are discussed. Of particular interests are an examination of the impact of globalization on the nation-states' socio-economic and political structures, the nature and the scope of global capitalist class alliance, capital/ labor relations, war and peace, global inequality, environmental issues, and human rights.

Prerequisite: ECON-0201 Principles of Macroeconomics or ECON-0202 Principles of Microeconomics or SOSC-0107 Sociology, or GEOG-0 Geography, or POSC-0102 International Relations/Foreign Policy.

SOSC-0285 Directed Independent Study (Advanced Sociology)

3 hours credit

This course is designed to enable the interested student to conduct independent research under the supervision of a faculty member on a topic of sociological relevance. *Prerequisite: SOSC-0107, Sociology, consent of the instructor, and consent of the Honors Education Director.*

SPCH-0151 Public Speaking

3 hours credit

This is a basic speech course dealing with the oral communication process through the study of public speaking. Students will learn to select topics, analyze their audience, organize and gather support for a speech, improve delivery skills and reduce communication apprehension, listen for information and evaluation purposes, and distinguish between different types of speeches. Each student will develop and deliver a minimum of four speeches during the course.

SPCH-0160 Debate

2 hours credit

This course introduces students to the principles of basic argumentation as well as methods of competition in collegiate debate tournaments. Research of a current major national or international controversy, is used as the model for examining the fundamentals of reasoning and evidence. Students are expected to participate in intercollegiate debate competition.

SPCH-0161 Discussion and Debate

2 hours credit

This course expands the study of the principles of basic argumentation and discussion. Students are introduced to higher levels of research techniques including online data bases such as Lexis/Nexis. Research of a current major national or international controversy, is used as the model for gathering the research. Students are expected to participate in intercollegiate debate competition. *Prerequisites: Debate, SPCH-0160 or permission of instructor.*

Course Descriptions

SPCH-0162 Advanced Debate

2 hours credit

This course provides students with more experience in traditional argumentation and more argumentation theory, examining contributions by Toulmin, Mill, Burke, and other theorists. Students learn to develop and defend kritiks and alternate proposals as means of analyzing arguments. Students are expected to participate in intercollegiate debate competition. *Prerequisite: Discussion & Debate, SPCH-0161 or permission of instructor.*

SPCH-0163 Advanced Discussion and Debate

2 hours credit

This course provides students with more experience in debating and using group techniques for resolving conflicts and exerting public influence. Students are taught more advanced theories of conversation, implication, and audience reasoning. This course expands the study of the principles of basic argumentation and discussion. Students are expected to participate in intercollegiate debate competition.

SPCH 0201 Interpersonal Communication

3 credit hours

This is a basic speech course dealing with the oral communication process through the study of interpersonal communication. Interpersonal communication is the study of communication that takes place between two or more persons in day-to-day life. This course will help you understand what works and what doesn't in your communication with friends, families, and coworkers. Areas of study include: perception, verbal and nonverbal messages, listening, relationship development, relationship, maintenance, repair, and/or dissolution, and the differences in these things between cultures.

SPCH-0222 Voice and Diction

3 hours credit

This is a course in which students explore, expand, and refine the properties of the human speaking voice, with the assumption that the student is a prospective professional in a field in which control, flexibility, and understanding of the voice are essential skills. Students are instructed in a series of voice and diction exercises and techniques to free the voice and improve projection, resonance, and articulation. The course additionally covers the sounds of the International Phonetic Alphabet employed in American English and standard stage speech.

SPCH-0283 Oral Interpretation of Literature

3 hours credit

The student will develop techniques for effective spoken performance of literature. Using poetry, fiction and nonfiction, students will create literary interpretations and then master both the verbal and nonverbal methods necessary for effective spoken expression of those interpretations. This course includes topics such as selecting literacy works for performance, interpretation of literary works, audience analysis and performance. Skills acquired in this course will be essential to actors, broadcast journalists, educators and other public speakers.

SPED0221 Behavior and Classroom Management for Paraeducators

3 hours credit

This course is designed to provide the paraprofessional with practical knowledge of positive behavior management strategies. Emphasized is the use of nonaversive intervention

to teach replacement skills and to support behavior change. Data collection, analysis, and monitoring student progress are included. Within the classroom or community setting, paraprofessionals assist various support personnel. Also addressed are strategies for including communication and self-care, community, recreation, and vocational skills, along with the role to assist the support personnel.

SPED0251 Inclusive Education for Paraprofessionals

3 hours credit

The purpose of this inclusive course is to inform and prepare paraprofessionals for working in settings with students with disabilities. This curriculum will provide assistance to meet the present needs and priorities of the paraprofessional in the area of including students with disabilities into general education classrooms.

THTR-0101 Theatre Appreciation

3 hours credit

Theatre Appreciation is a survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism.

THTR-0105 Introduction to Acting

3 hours credit

This is an introduction to the theory and practice of acting, including improvisation, storytelling, puppetry, and script and program development in drama.

THTR-0110 Improvisation

1 hour credit

Students experience an introduction to the art of performing without a script. Various creative forms of impromptu acting are explored throughout the semester to enhance student creativity and confidence performing before an audience.

THTR-0112 Dance History

3 hours credit

This course is an overview of the history of dance from earliest societies to present. Dance as an art form and as a reflection of historical events, cultural factors, and controversies will be examined. An evolution of various forms of dance will be observed through readings, research, and video recordings.

THTR-0115 Acting I

3 hours credit

Fundamental techniques and terminology of acting through physical and vocal expression are learned. Emphasis is placed on characterization as developed through improvisation, vocal exercises, intention exercises, and awareness of body acting centers.

THTR-0120 Vocal Production for the Stage

3 hours credit

This is a course in which students explore, expand, and refine the properties of the human speaking voice, with the assumption that the student is a prospective professional in a field in which control, flexibility, and understanding of the voice are essential skills. Students are instructed in a series of voice and diction exercises and techniques to free the voice and improve projection, resonance, and articulation. The course additionally covers the sounds of the International Phonetic Alphabet employed in American English and standard stage speech.

Course Descriptions

THTR-0122 Introduction to Dance

1 hour credit

An introduction to the fundamentals of dance technique, including but not limited to ballet, modern, and jazz dance. Students will learn the basic principles of technical dance vocabulary and sequences with an emphasis on placement, weight, and control, while developing flexibility, strength, musicality, and basic performance skills.

THTR-0125 Introduction to Tap Dance

1 hour credit

This is an introduction to tap dance techniques emphasizing fundamentals of body placement, vocabulary, and styles in tap. Students will develop dance combinations to enhance technical skills, memory, and performance qualities.

THTR-0126 Tap Dance II

1 hour credit

An intermediate level of instruction in tap dance techniques emphasizing advanced body placement, vocabulary, and styles in tap. Students will develop advanced dance combinations to enhance technical skills, memory, and performance qualities.

Prerequisite: THTR-0125 Introduction to Tap Dance or permission of Instructor.

THTR-0130 Stage Movement I

3 hours credit

This course is an introduction to the theory and practice of modern stage movement and performance skills at the beginning level.

THTR-0131 Stage Movement II

3 hours credit

This course includes the theory and practice of modern stage movement at the advanced beginning level and the development of movement quality and performance skills.

Prerequisite: THTR-0130 Stage Movement I or permission of the instructor.

THTR-0133 Introduction to Ballroom Dancing

1 hour credit

This course is an introduction to basic ballroom/social dancing including ballroom, Latin, country, and swing dances. Basic dance positions will be introduced, as well as etiquette, history, characteristics, lead/follow technique, terminology, amalgamations, and styles.

THTR-0140 Ballet

1 hour credit

This progressive ballet system is designed to produce muscular strength, flexibility, and a working knowledge of anatomy, plus the aesthetic satisfaction of expressing yourself through a classical art form. This course is offered to students of all ages and experience, both beginners as well as those who have had some training.

THTR-0145 Jazz Dance

1 hour credit

This course is an introduction to the concepts and motor skills involved with jazz dance. Basic body position will be introduced, as well as basic terminology, jazz history, various jazz styles and the basic techniques involved, isolations, combinations, choreography and musical/rhythmic influences.

Prerequisite: No Text Required.

THTR-0148 Modern Dance I

1 hour credit

An introduction to the theory and practice of modern dance movement for the stage and performance skills at the beginning level.

THTR-0150 Stagecraft

3 hours credit

Course emphasis is placed upon the procedures of technical theatre production in a laboratory/demonstration atmosphere. Topics include the design and construction of scenery, lighting, costuming, and properties.

THTR-0151 Technical Theatre Practicum

1 hour credit

This course is designed to give college credit to the technical production crews of college theatre productions.

THTR-0155 Dance Practicum

1 hour credit

This course is designed to give college credit to members of the college dance ensemble to technically prepare students to perform at various events, including college dance productions and community outreach events. Admittance to the dance ensemble is by audition only. Participants must commit to rehearsals, performances, fundraisers, outreach projects, and group events. Students must also be enrolled in a dance technique class. *Prerequisite: Enrollment in a dance technique class.*

THTR-0160 Stage Lighting I

3 hours credit

This course examines basic theories and methods of stage lighting for all production types. Emphasis on technical/theoretical facts, artistic/design concept development, and "teamwork" structure of theatre. This course also examines stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design.

THTR-0170 Stage Make Up

2 hours credit

This course is an introduction to the basic techniques and philosophies concerning the effective application of theatrical makeup. The objective of the course is to give the student a practical, working knowledge of the principles of highlighting, shadowing, and contouring the human face with makeup in a laboratory environment. Explorations into the basic techniques involved in working with crepe hair, and various three-dimensional processes shall also be undertaken as time permits.

THTR-0175 Acting Practicum

1 hour credit

This course is designed to give college credit to the cast of college theatre productions using the fundamental techniques and terminology of acting through physical and vocal expression in a practical production/laboratory setting. Emphasis is placed on characterization as developed through the rehearsal process from audition to final performance utilizing improvisation, vocal exercises, intention exercises, and awareness of body acting centers.

Course Descriptions

THTR-0185 Stage Management

3 hours credit

The course is designed to enable students to understand and apply the fundamental methods, techniques and responsibilities of the Stage Manager in Theatrical Production, from pre-production to auditions and from the first rehearsal through closing night and strike.

THTR-0210 Improvisation

1 hour credit

Students experience advanced training in the art of performing without a script. Various creative forms of impromptu acting are explored throughout the semester to enhance student creativity and confidence performing before an audience. *Prerequisite: THTR-0115 Acting I or permission of instructor.*

THTR-0215 Acting II: (Play Production)

3 hours credit

Scene work, vocal exercise, and selected stage movement techniques are the focus of this course. Progressive exercises are designed and applied to the principles of characterization. *Prerequisite: THTR-0115, Acting I.*

THTR-0216 Acting III

3 hours credit

This course includes study of theory and practice in advanced acting techniques employed in film and video presentations. *Prerequisite: THTR-0215, Acting II or permission of instructor.*

THTR-0220 Costume Production

3 hours credit

Costume Production is an introduction to the processes and the techniques employed in the creation of costumes for theatrical performances and film. The focus of the class is the processes involved in building costumes, not costume design. Topics will include construction techniques, materials, fabrics, sewing, equipment, patterning, and cutting.

THTR-0222 Voice and Diction

3 hours credit

This is a course in which students explore, expand, and refine the properties of the human speaking voice, with the assumption that the student is a prospective professional in a field in which control, flexibility, and understanding of the voice are essential skills. Students are instructed in a series of voice and diction exercises and techniques to free the voice and improve projection, resonance, and articulation. The course additionally covers the sounds of the International Phonetic Alphabet employed in American English and standard stage speech.

THTR-0255 Stagecraft II

3 hours credit

This course is a continuation of Stagecraft I, with an emphasis on more advanced construction techniques and problems. Students will serve in supervisory capacities on productions. Practical work outside of class is required on productions. This is a project-oriented course that allows a student to devote extended time to exploration in a particular area of interest utilizing skills gained in Stagecraft I. Specific projects are designed by the students and approved by the instructor. *Prerequisite: THTR-0150, Stagecraft I.*

THTR-0260 Stage Lighting II

3 hours credit

This course examines advanced theories and methods of stage lighting for all production types. An in-depth study of technical/theoretical facts, the artistic/design concept development, and the "teamwork" structure of theatre. Advanced work in stage lighting optics, instrument selection and application, color theory, circuiting and computerized control systems, special effects, and production design. *Prerequisite: THTR-0160, Stage Lighting I.*

THTR-0265 Scene Painting

3 hours credit

This course is an exploration and application of the techniques and materials used in creating character in the various elements of set design—walls, floors, furniture, beaches, rocks, trees, etc. Methods to include set preparation, coating, mixing, palette preparation, spraying, transfer, texturing, finishing, and wallpapering are studied. *Prerequisite: THTR-0255, Stagecraft II.*

VTSP-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 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. *Recommended Prerequisite: ENGL 102 Composition II.*

Course Descriptions

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 180 hours during the course of a semester. Various experiences and supervision are provided. Prerequisites: A student must have at least a "C" in each required VTSP course, at least a 2.0 cumulative GPA, and the consent of the Program Coordinator.

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.*

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.*

Course Descriptions

WELD-0220 SMAW II

4 hours credit

Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the Vertical position; build pads of weld beads with selected electrodes in the Over Head position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. *Prerequisite: WELD-0120 SMAW I.*

WELD-0230 GMAW II

4 hours credit

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. *Prerequisite: WELD-0130 GMAW I.*

WELD-0240 GTAW II

4 hours credit

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. *Prerequisite: WELD-0140 GTAW I.*

WELD-0255 Aluminum Welding

4 hours credit

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn metal preparation, GMAW, GTAW, safety and metallurgy as they apply to aluminum welding. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0260 Stainless Steel Welding

4 hours credit

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will learn metal preparation, GMAW, GTAW, safety and metallurgy as they apply to Stainless Steel welding. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0265 Fabrication Welding

4 hours credit

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn to weld as in a shop setting. This includes project planning, layout, tacking, welding, and dealing with distortion of weldments. Students will end the class with a project that they may take home. Students will be required to supply materials for project. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0270 Automated Welding and Cutting

4 hours credit

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn set up and operation of various automated welding and cutting procedures including programming, weld settings, troubleshooting, and maintenance of equipment. *Prerequisite: WELD-0100 Welding Safety .*

WELD-0275 Pipe Welding

4 hours credit

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: Set up, weld and test weld coupons in various pipe positions and materials. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0280 Welding Codes and Advanced Inspection

4 hours credit

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn destructive and non-destructive testing methods, how to interpret them to code, and how to use a code to set up welding procedures and qualification tests. *Prerequisite: WELD-0100 Welding Safety.*

WELD-0285 Internship

4 hours credit

Through an internship at a local company students will learn what it is like to work in a manufacturing plant or welding related field. Student must be working at a welding or welding related job. *Prerequisite: BUSN-0250 Obtaining Employment.*

Available Services

Alumni Association

The KCKCC Alumni Association was launched in August 2015. As a Founding Member, your basic Alumni Association membership is complimentary. Once you have completed online registration, a membership card will be mailed to you. The card represents KCKCC's commitment, through the Alumni Association, to inform and make opportunities for growth, learning, and engagement on many levels available to you.

Benefits of the basic membership include:

- Alumni & Friends newsletter
- Access to Jobvertise.com employment site
- FREE admittance to Thursday night performances by KCKCC Theatre Program
- 25% discount on non-credit offerings (starting Spring 2016; some restrictions)
- Vinyl ALUMNI window cling

The Alumni Association web page is in the later stages of its development process. Please keep an eye on our progress and let us know your thoughts. The web page will be our communication source to share information regarding KCKCC events and social offerings for Alumni Association Members. Joining the KCKCC Alumni Association is easy and FREE. Visit www.kckcc.edu/alumni-association/registration and submit your information.

For additional information, contact Karalin (Alsdurf) McKain at 913-288-7369 or email kalsdurf@kckcc.edu or alumni@kckcc.edu.

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 liaisons 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, seven 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 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.-4 p.m. Monday-Friday; in June and July, office hours are 7:00 a.m.-5 p.m. Monday through Thursday.

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.

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 Student Support Center, the Counseling & Advocacy Center, Dean of Student Services, Student Advising 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, the Intercultural Center, Vic and David's Blue Devil Deli and Blue Devil Coffee Shop 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.

Vic and David's Blue Devil Deli is open for food service from 7:30 a.m. to 4:30 p.m., Monday-Thursday, and 7:30 a.m.-2:00 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 service deli menu is available for breakfast and lunch.

Available Services

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.

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.

KCKCC TextME

KCKCC TextME is a college-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. Students can choose from categories in order to receive notifications.

KCKCC Emergency Notifications

As part of a comprehensive effort to inform our community of emergencies that arise on campus, Kansas City Kansas Community College (KCKCC) is offering an emergency text messaging service called ReGroup.

All cell phone numbers provided to the college will be used to subscribe users to ReGroup. If you want to unsubscribe from the emergency text messaging service, reply STOP to the initial text message.

In addition, all KCKCC e-mail addresses will be automatically enrolled in this service as well. KCKCC users will be unable to unsubscribe their email address. In the event of a campus emergency, KCKCC will send a message to all faculty, staff and student email addresses as well as provided cell phone numbers.

KCKCC will use the system at their discretion if there is an imminent threat to the safety and security of the campus community. For example, text messages would be used in the event of a natural disaster, chemical spill or active threat and would strongly direct you to take immediate action to avoid injury. In the event of an active shooter situation on or around campus, an emergency text message would be sent to the entire campus community. Alerts regarding criminal activity off-campus would not be subject to an emergency text message. However, a timely warning as described by the Jeanne Clery Act may be distributed over various Campus Safety communications platforms.

Although the college offers the ability to opt-out of receiving text messages, KCKCC recommends that you not opt-out. In an emergency, accurate and up-to-date information may be critical to your safety and security. We will use this text message system only when necessary.

The college will test the system occasionally to determine if it

is working properly, but you will not receive non-emergency or advertising messages. KCKCC will not sell your information. The user is responsible for any charges from their phone carrier.

Veterans' Certifying Official

The Veterans Certifying Official is located at Main Campus, 7250 State Avenue, Kansas City, Kansas, or by calling 913-288-7182. On Wednesday of each week, the Veterans Certifying Official can be reached at KCKCC's Pioneer Career Center, Leavenworth. The Veterans process is automated to save you time. Visit our website for more information.

Wellness & Fitness Center

The Wellness & Fitness Center is located on the upper level of the Allied Health Building. The facility offers an indoor track, weight room, aerobic studio, treadmills, bicycles, ellipticals, steppers, aerobic circuit, and Group Fitness Classes. The facility operates year round, but will be closed on the dates in accordance to the college academic calendar. The hours of operation for the fall and spring semesters are 5:30 a.m. to 8:30 p.m. Monday through Thursday; 5:30 a.m. to 7:00 p.m. on Friday; 7:00 a.m. to 2:00 p.m. on Saturday; and closed on Sundays. The hours of operation for the summer semester are 5:30 a.m. to 8:30 p.m. Monday through Thursday; 5:30 a.m. to 7:00 p.m. on Friday; 7:00 a.m. to 12:00 p.m. on Saturday; and closed on Sundays. All changes to the hours of operation are posted in advanced in the facility whenever possible. However, they are subject to change without notice.

The Wellness & Fitness Center facility offers locker rooms, shower facilities, and provides a free towel service. Optional services include personal training, body composition and girth measurements, and complete fitness testing. Incentive programs, health and nutritional seminars are offered throughout the semester. The annual Blue Devil 5k Fun/Run Walk event is sponsored by the Wellness & Fitness Center at the end of the spring semester in May.

How to Enroll

The Wellness & Fitness Center is open for enrollment to any person who is 18 years of age and is eligible to enroll. Enrollment in the Wellness & Fitness Center can be done through the various enrollment processes or directly in the Wellness & Fitness Center through mid-term. You must be enrolled in a Wellness & Fitness Center class to gain access to the Wellness & Fitness Center. There is a minimum of 22 workout hours that have to be completed inside the Wellness & Fitness Center in order to pass the course. All participants, including college students, current or retired college employees, and community members are required to bring a student ID card each time they visit the facility. Please note: This is a one credit hour course that is available to be repeated each semester. Enrollment fees can be paid for through financial aid, scholarships and grants, or out of pocket. Prices are subject to change upon College Board of Trustees approval.

The Wellness & Fitness Center facility offers locker rooms, shower facilities, and provides a free towel service. Optional services include personal training, body composition and girth measurements, and complete fitness testing. Incentive programs and health and nutritional seminars are offered throughout the semester. The annual Blue Devil 5k Fun/Run Walk event is sponsored by the Wellness & Fitness Center at the end of the spring semester in May.

Available Services

Orientation & Fitness Screening

All new participants enrolled in the Wellness & Fitness Center are required to have an orientation and fitness screening. Returning participants need to have an updated consent & release form once a year. All orientations are scheduled at the facility front desk. Please stop by or call (913)288-7610 for available times. At the orientation, participants are expected to complete the confidential consent & release forms that include a PAR-Q to determine their physical activity readiness, and have their heart rate and blood pressure taken. If you are a male over the age of 45 or a female over the age of 55, or if you have any medical issues, you will need to bring a doctor's release in order to exercise. Doctors' consent forms can be mailed, hand-delivered, or faxed to the Wellness & Fitness Center at (913)288-7527. Following the fitness screening and the classroom part of the orientation, new participants will be given a tour of the facility. This is a good time to ask fitness or facility-related questions.

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, Schlitterbahn, 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 (913) 288-7553.

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 have not earned a bachelor degree or higher. Interested students should contact the Student Activities Office for more information, 913-288-7652 or email Andrica Wilcoxon at awilcoxen@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.

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. For more information contact Jeremiah McCluney at 913-288-7602 or email jmcccluney@kckcc.edu.

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. For more information contact Dr. Ian Corbett, 913-288-7317 or email at corbett@kckcc.edu.

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.

Choral Music

The primary objective of the Choral Music Program at KCKCC is to educate the students and the community about vocal ensemble music through stylistic variety and tonal diversity, based on historical precedent. This objective is achieved by exposing choir members to music of different nationalities and/or cultures and their commitment to recreate a unique tone quality that identifies with the cultural environment of each composition.

The KCKCC Vocal Jazz Program takes pride in performing collegiate and professional-level vocal jazz ensemble literature.

Available Services

The music within today's program represents a crossover of the jazz and popular music idioms. The students in the Vocal Jazz program learn Jazz Education through a variety of methods. First of all, several of the students take private vocal jazz coachings weekly. They also perform music by professional vocal ensembles, arrangements by well-known vocal jazz educators, and learn jazz and popular music standards (both through the ensemble and within the private coachings).

Lastly, most of our students in choir and vocal jazz receive a full-tuition vocal music scholarship from the college (where they can be any major, but must participate in choir and applied voice).

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. For more information contact Connie Northup, 913-288-7112, email cnorthup@kckcc.edu.

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, 913-288-7149 or email jmair@kckcc.edu.

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. Interested students should contact Dr. Charles Leader, Coordinator of the Theatre Department, at 288-7106 or email cleader@kckcc.edu.

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 Dr. Diane Plunkett, at 913-288-7177 or email dplunkett@kckcc.edu

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. For more information contact Dr. Mehdi Shariati at 913-288-7386 or email mshariati@kckcc.edu.

Enactus (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. Meeting dates and times: Every Tuesday from 12:30-1:30 p.m. in Room 2707. For more information contact Allen Lenoir, Business Faculty Advisor, 913-288-7154 or email at alenoir@kckcc.edu.

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. For more information contact Darren Elliott, 913-288-7295 or email delliott@kckcc.edu; or Scott Elliott at 913-288-7514 or email selliott@kckcc.edu.

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 Liz Holloway, ESL Coordinator at eholloway@kckcc.edu.

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, email jmair@kckcc.edu.

Collegiate Music Educators National Conference

The Music Club is open to all students interested in music. It provides educational and social activities for its members and up-to-date professional information. Its members serve as hosts and hostesses for campus visitors. Members also gain musical experience from attending conferences and music performances.

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. For more information contact Jennifer Gieschen at 913-288-7193 or email gieschen@kckcc.edu; or Teresa Bennett at 913-288-7698 or email at tjbennett@kckcc.edu.

Available Services

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. For more information contact 913-288-7134.

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. For more information contact Dr. Stacy Tucker at 913-288-7239 or email at stucker@kckcc.edu.

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 Foundation 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. For more information contact Wiley Wright at 913-288-7607 or email wwright@kckcc.edu.

Student Art Society

The 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 and display art work at the local library.

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. For more information contact Dr. Paul Hemmerla, 913-288-7383 or email phemmerla@kckcc.edu.

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. For more information contact Dr. Ewa Unoke, 913-288-7318 or email eunoke@kckcc.edu.

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 Christy Fornal at 913-288-7521 or email cfornal@kckcc.edu; or Sarah Miller at 913-288-7377 or email samiller@kckcc.edu.

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. For more information contact Liz Holloway at 913-288-7625 or email eholloway@kckcc.edu; or Katie Jones at 913-288-7375 or email sjones@kckcc.edu.

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 are held on the second and fourth Wednesday when classes are in session. All students are welcome to attend. For more information contact Andrica Wilcoxen at 913-288-7652 or email awilcoxen@kckcc.edu.

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. For more information contact Dr. Hira Nair at 913-288-7319 or email hnair@kckcc.edu.

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. For more information contact Mike Parrett at 913-288-7245 or email mparrett@kckcc.edu; or Dr. Tiffany Bohm at 913-288-7494 or email tbohm@kckcc.edu.

OTHER KCKCC POLICIES

Smoke and Tobacco-Free Campus Policy

Kansas City Kansas Community College ("College" or "KCKCC") prohibits smoking and the use of all forms of tobacco products and/or electronic cigarettes on College property. The term 'smoking' means any inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, clove, bidis, kreteks, cigarillos, hookahs, or any other tobacco product in any manner or form.

The use of all forms of chewing tobacco and snuff are prohibited at all times on a KCKCC campus, including in all KCKCC buildings, parking lots, hotel rooms provided by the

Available Services

College, college vehicles, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, plazas, vestibules, loading docks, and on any other college property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway or ventilation system. This policy applies to all employees, students, college affiliates, contractors and visitors and is applicable twenty-four (24) hours a day, seven (7) days a week when such persons are acting within the scope of their employment or otherwise representing the College.

KCKCC prohibits any advertising or sale, or free sampling of tobacco products and/or electronic cigarettes on College property. Littering college property with the remains of tobacco products or any other related waste product is prohibited.

The purpose of this policy is to comply with the Kansas Indoor Clean Air Act (KSA 21-6109 through 21-6116) and to assist in the creation of a healthful and comfortable environment for students, faculty, administrators, staff or visitors and any other members of the Kansas City Kansas Community College ("KCKCC") community.

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.

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 President's Cabinet will make 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. It will also be posted on the college website.

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 – please visit the website at www.kckcc.edu/campus-life/student-services.

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.

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:

Available Services

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.

Admission Records	Registrar's Office - Jewell Student Center
Cumulative Academic Records	Registrar Registrar's Office - Jewell Student Center
Financial Aid Records	Registrar Financial Aid Office - Jewell Student Center
Health Records	Director of Financial Aid Health Clinic - Jewell Student Center
Disability Records	College Nurse Academic Resource Center -Jewell Student Center
Financial Records	Director of the ARC Business Office - Administration Bldg.
Counseling Records	Comptroller Counseling Office - Jewell Student Center
Progress Records	Director of Counseling Appropriate Academic Dean
Disciplinary Records	Division Office Student Services - Jewell Student Center
Occasional Records	Dean of Student Services The appropriate College Staff
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.
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.

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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.

Non Discrimination Statement

Kansas City Kansas Community College is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, religion, age, disability, veteran status, or other non-merit reasons, in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning 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, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to the Chief Human Resources Officer/Affirmative Action, Kansas City Kansas Community College, 7250 State Avenue, Kansas City, KS 66112, (phone) 913-288-7200.

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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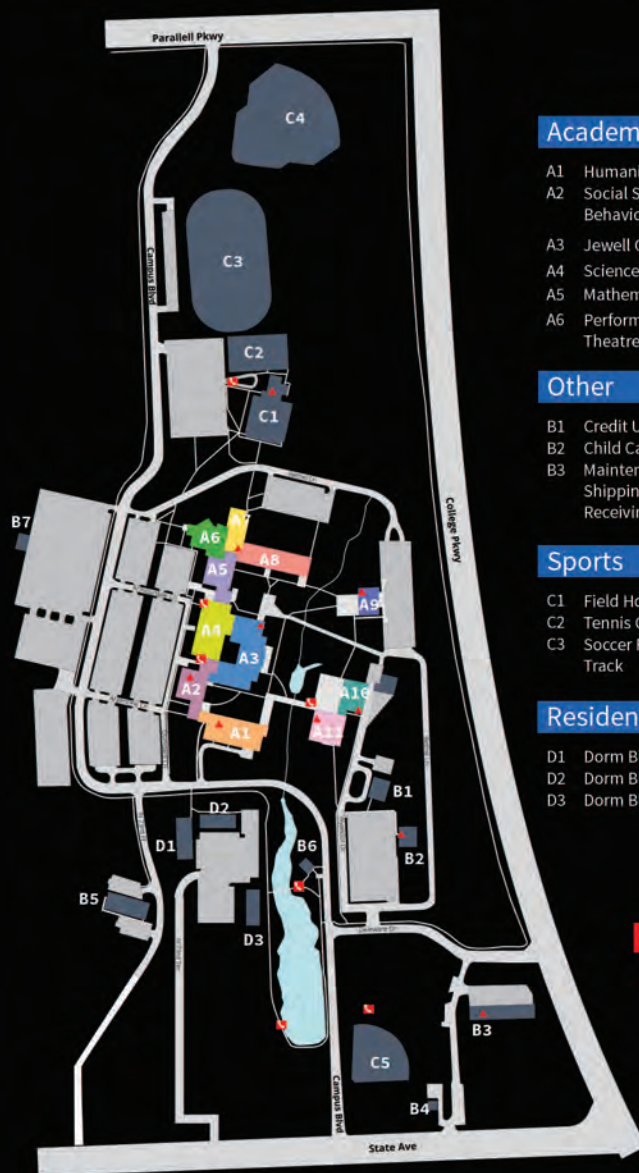
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CAMPUS MAP



Academics

- | | |
|-----------------------------------|-----------------------------|
| A1 Humanities Bldg | A7 Nursing Bldg |
| A2 Social Science & Behavior Bldg | A8 Flint Bldg |
| A3 Jewell Center | A9 Community Education Bldg |
| A4 Science Bldg | A10 Allied Health |
| A5 Mathematics Bldg | A11 Library |
| A6 Performance Art Theatre | |

Other

- | | |
|-------------------------------------|------------------------|
| B1 Credit Union | B4 Lustron House |
| B2 Child Care | B5 KCK Police Academy |
| B3 Maintenance & Shipping/Receiving | B6 Conference Center |
| | B7 Motorcycle Facility |

Sports

- | | |
|-------------------------|-------------------|
| C1 Field House | C4 Baseball Field |
| C2 Tennis Courts | C5 Softball Field |
| C3 Soccer Field / Track | |

Residents

- | |
|----------------|
| D1 Dorm Bldg 1 |
| D2 Dorm Bldg 2 |
| D3 Dorm Bldg 3 |



Emergency Phones



Automatic Emergency Defibrillators

Main Campus



7250 State Avenue • Kansas City, KS 66112
913-334-1100

Dr. Thomas R. Burke
Technical Education Center



6565 State Ave. • Kansas City, KS 66102
913-288-7800

Leavenworth - KCKCC
Pioneer Career Center



1901 Spruce St. • Leavenworth, KS 66048
913-288-7750