

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 with 58% of the student body female and 41% 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 that provide the foundation for nearly all 4-year degrees. In addition, many 1-year programs and Certificate programs are offered. Students may enroll in pre-professional programs (i.e., pre-dentistry) and transfer to a four-year university or college, or earn a 1-year Certificate or 2-year degree and enter the work force.

ACCREDITATION

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

MISSION

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

PURPOSE

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

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

VALUES

Kansas City Kansas Community College commits itself to:

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

HISTORY

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

BUILDINGS

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

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

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

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

The Dr. Thomas R. Burke Technical Education Center (TEC) offers over 20 high demand career programs in a state-of-the-art 130,000 square 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.

2017-2018 ACADEMIC CALENDAR

2017 FALL SEMESTER

August	11-12	Express Enrollment
	14-18	Enrollment all locations/Contract Days
	14	All Faculty Report/Administrative Welcome/In Service/ VPAA Faculty meeting/Adjunct Faculty meeting
	15	Assessment Day
	16	Academic Coordinators/Directors meet with Deans/Chairs (afternoon)
	18	Last day of enrollment on ground
	20	Last day of enrollment online
	21	Classes Begin
	21-22	Schedule Adjustments Only

September	3	Full Semester and 1 st 8 weeks Auditor Rosters due
	4	Labor Day Holiday - College Closed
	18	20 th Day
	29	Last day to withdraw from 1 st 8 week classes

October	11	Final Exams for 1 st 8 week Mon/Wed classes
	12	Final Exams for 1 st 8 week Tues/Thurs classes
	13	Last day of midterm enrollment on ground
	15	Last day of midterm enrollment online
	16	Midterm – 2 nd 8 week classes begin
	16	Grades Due for 1 st 8 week classes
	29	2 nd 8 week Auditor Rosters due

November	1	Early Enrollment for Spring 2018 Begins
	14	Last day to officially withdraw from Full Semester classes
	20-26	Thanksgiving Holiday - College Closed
	28	Last day to withdraw from 2 nd 8 week classes

December	6	KCCC Candle Lighting Ceremony – 11:00-12:15
	7	Graduation reception
	11	Last day of classes
	12	RN and LPN Pinning
	13	PTA Pinning
	14	RT Pinning

December (continued)	12-18	Finals
	12-18	Book Buy Back
	18	Fall Semester Ends
	20	Grades Due
	21	Winter Break College Closed @ 2 pm

2018 SPRING SEMESTER

January	3	College Offices Reopen – All Staff Report
	5-6	Express Enrollment
	8-12	Enrollment all locations/Contract Days
	8	All Faculty Report/Administrative Welcome/In Service/ VPAA Faculty meeting/Adjunct Faculty meeting
	9	Assessment Day
	10	Academic Coordinators/Directors meet with Deans/Chairs (afternoon)
	12	Last day of enrollment on ground
	15	Last day of enrollment online
	15	Martin Luther King Day - College Closed
	16	Classes Begin
	16-17	Schedule Adjustments Only
	29	Full Semester and 1 st 8 week Auditor Rosters due

February	12	20 th Day
	19	Presidents Day-College Open – Classes in session
	22	Last day to withdraw from 1 st 8 week classes

March	7	Final Exams for 1st 8 week Mon/Wed classes
	8	Final Exams for 1 st 8 week Tues/Thurs classes
	11	1 st 8 Weeks Grades Due
	12-18	Spring Break - No Classes - Offices Open March 12-15
	15	Last day of midterm enrollment on ground
	18	Last day of midterm enrollment online
	19	Midterm – 2 nd 8 week classes begin

April	1	2 nd 8 weeks Auditor Rosters due
	1	Early Enrollment for Summer and Fall 2018 Begins
	17	Last day to officially withdraw from Full Semester classes
	24	Last day to withdraw from 2 nd 8 week classes

May	7	Last day of classes
	8-14	Finals
	8-14	Book Buy Back
	14	Spring Semester Ends
	15	RT (6:00pm) and PTA (7:30pm) Pinning
	16	Grades Due
	16	RN and LPN Pinning
	17	GRADUATION ON CAMPUS AS/AA/AGS – 2:00 P.M. AAS/Certificates – 7:00 P.M.

2018 SUMMER SESSION

May	28	Memorial Day – College Closed
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June	4	Last day to enroll
	5	Classes begin
	5	Schedule Adjustments Only
	11	Last Day to Drop
	14	Auditor Rosters due
	21	GED Graduation

July	4	Independence Day Holiday- College Closed
	5	Last Day to Withdraw
	17-18	Buy Back
	19	Last Day of Classes & Finals
	19	Summer Semester Ends
	23	Grades Due

ADMISSIONS AND ENROLLMENT

ADMISSIONS POLICIES

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

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

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

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

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

ADMISSION PROCEDURES

New Students

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

1. New Students must complete an on-line application form. An online application can be found on the college home page at www.kckcc.edu and click Apply for Admission.
2. If pursuing a degree at KCKCC, certificate, or applying for financial aid (including VA benefits), students must submit official transcripts.
 1. An official high school transcript that includes a graduation date (if you have completed over 24 hours of college credits, only your college transcript is required).
 2. An official transcript from each college/university attended.
 3. Non-degree seeking students must provide a college transcript if the course they are enrolling in requires a prerequisite.
3. Students are responsible for contacting the institutions they have attended and requesting that their official transcripts be mailed directly to the Registrar's Office. Hand-carried transcripts will be accepted as official only when the college seal is affixed, the envelope is sealed. Electronic transcripts are accepted through direct transmission from secured sites of authorized institutions, upon verification of authenticity. Photocopies and faxed copies can be used for advising purposes, but they are not considered official for the purpose of evaluation and posting to the KCKCC academic transcript.
4. Proof of residency: Residency status is determined by Kansas statutes. Kansas law generally requires students to live in the state of Kansas for six consecutive months prior to the first day of the term with an intent to stay in Kansas.
5. Complete the Required Placement Exam.

ADMIT STATUS

Former Students and Graduates

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

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

Catalog Compliance

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

HIGH SCHOOL STUDENTS

Concurrent Enrollment Partnership Program

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

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

- *Concurrent Enrollment*
 - Classes taught at a high school at which approved high school teachers teach college credit during the normal school day. (KBOR 8b.1.i)
- *Dual Enrollment*
 - Classes in which the high school student travels to the college campus to take courses prior to graduation during the academic year or in summer. (KBOR 8b.1.vii)
 - Classes in which college faculty travel to the high school to teach separate courses to the high school students. (KBOR 8b.1.vii)

Admissions Guidelines for High School Students

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

High school students interested in taking courses through KCKCC should complete the following steps:

- Consult with his/her high school guidance counselor to determine eligibility to enroll in courses at KCKCC while attending high school.
- Obtain written permission from the principal to enroll at KCKCC by completing the *Concurrent Enrollment/Acceptance Form*.
- Complete an application and be admitted to KCKCC.
- Take the entire placement test. The placement test is available in the Student Success Center, the Pioneer Career Center, and at some high schools.

- Pay tuition before the semester begins. Tuition for yearlong classes is paid in the fall semester.
- Upon high school graduation, the student must submit his/her official Transcript to the KCKCC Registrar's Office.

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

INTERNATIONAL STUDENTS

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

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

F-1 Status Students

International applicants who are outside the U.S. must submit the following application requirements:

- Online Application for admission: www.kckcc.edu/apply.
 - \$85.00 Application Fee
 - This fee CANNOT be paid online and must be paid directly to KCKCC's Business Office. Credit/debit/bank cards can be used to pay this fee over-the-phone to the Business Office at 00-1-913-288-7620, or money orders can be mailed to KCKCC.
 - Application and document review and processing will not begin until after the \$85.00 application fee is paid.
 - Official secondary school transcripts/mark sheets – in the native language and accompanied by an official English translation.
 - Official secondary school Graduation Certificate/Leaving Certificate/National Examination Results/Diploma – in the native language and accompanied by an official English translation.
 - Students from West Africa must have their West African Senior Secondary Certificate Examination Results (SSCE or WASSCE) sent directly to KCKCC from the West African Examinations Council (WAEC).
 - Official English language proficiency test results; minimum required test scores for admission are as follows:
 - TOEFL = 61 iBT (Institutional code: 6333)
 - IELTS = 5.5
 - PTEA = 44
 - Proof of Financial Support
 - Bank Statement or Bank Letter showing the minimal amount of \$26,658.00USD in readily available funds (real estate, investments, stocks, retirement accounts, etc. cannot be used).
- AND**
- Affidavit of Support from the financial sponsor indicating their willingness to support the applicant for the duration of their studies in the U.S. at KCKCC.

- International Student Medical Form completed and signed by a physician or registered nurse
 - Tuberculin (TB) Skin Test results must be included on and with this form.
 - Applicants with positive TB Skin Test results must also submit the results from a lateral chest x-ray.
- Color copy of the biographical page of the passport.
- \$1,000.00 Enrollment Deposit
 - This deposit is required before an I-20 can be issued and shipped.
 - This deposit CANNOT be paid online and must be paid directly to KCKCC's Business Office. Credit/debit/bank cards can be used to pay this fee over-the-phone to the Business Office at 00-1-913-288-7620, or money orders can be mailed to KCKCC.
 - This deposit will be applied directly to the student's first semester's tuition at KCKCC; if the student's F-1 visa application is denied by the U.S. Consulate, this deposit will be refunded to the student.

Send all application documents to:

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

Application Deadlines

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

Application deadlines are the last possible day to submit a completed application, which must include all of the requirements listed above.

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

F-1 SEVIS Transfer-In Students

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

- Official college/university transcripts from all schools attended in the U.S. Transfer-in applicants must have a minimum cumulative Grade Point Average (GPA) of at least 2.00 and be a student in good standing in order to be considered for admission to KCKCC.
- Copies of most recently issued Form I-20 from all schools attended in the U.S.
- Color copy of the most recent F-1 visa used to enter the U.S.
- Print-out of the most recent I-94 Admission Record at <https://i94.cbp.dhs.gov/I94>.

Send all application documents to:

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

Transfer-In Application Deadlines

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

Application deadlines are the last possible day to submit a completed application, which must include all of the requirements listed above.

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

NOTE:

- After admission is granted, the Admission Letter and Transfer-In Form will be sent to the student; these must be submitted to a (P)DSO at the current institution in order to request the transfer of the SEVIS Record.
- KCKCC does not accept Terminated or Completed SEVIS Records; the SEVIS Record must be in Active status in order to transfer to KCKCC.

F-1 Visiting Students

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

- Online Application for admission: www.kckcc.edu/apply
- \$85.00 Application Fee
 - This fee CANNOT be paid online and must be paid directly to KCKCC's Business Office. Credit/debit/bank cards can be used to pay this fee over-the-phone to the Business Office at 00-1-913-288-7620, or money orders can be mailed to KCKCC.
 - Application and document review and processing will not begin until after the \$85.00 application fee is paid.
- Official transcript from the home institution (institution listed on the I-20).
- Color copy of the biographical page of the passport.
- Copies of most recently issued Form I-20 from all schools attended in the U.S.
- Color copy of the most recent F-1 visa used to enter the U.S.
- Print-out of the most recent I-94 Admission Record at <https://i94.cbp.dhs.gov/i94>.
- Completed and signed KCKCC Concurrent Enrollment Form.

Send all application documents to:

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

NOTE:

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

All Other Visa Statuses

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

- Online Application for admission: www.kckcc.edu/apply.
- \$85.00 Application Fee
 - This fee CANNOT be paid online and must be paid directly to KCKCC's Business Office. Credit/debit/bank cards can be used to pay this fee over-the-phone to the Business Office at 00-1-913-288-7620, or money orders can be mailed to KCKCC.
 - Application and document review and processing will not begin until after the \$85.00 application fee is paid.
- Official secondary school transcripts/mark sheets – in the native language and accompanied by an official English translation.
- Official secondary school Graduation Certificate/Leaving Certificate/National Examination Results/Diploma – in the native language and accompanied by an official English translation.
 - Students from West Africa must have their West African Senior Secondary Certificate Examination. Results (SSCE or WASSCE) sent directly to KCKCC from the West African Examinations Council (WAEC).
- Color copy of the biographical page of the passport.
- Color copy of the visa most recently used to enter the U.S.
- Print-out of the most recent I-94 Admission Record at <https://i94.cbp.dhs.gov/i94>.

Send all application documents to:

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

NOTE:

- B-1 and B-2 visa holders and nonimmigrants present in the U.S. on the Visa Waiver Program are NOT eligible to enroll in classes or engage in a program of study.
- All visa holders are required by law to maintain their lawful status/presence in the U.S. and should carefully review the requirements of their visa category to ensure that engaging in coursework or a program of study does not violate or jeopardize their lawful status/presence in the U.S.

UNDOCUMENTED AND DACA APPLICANTS

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

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

SELECTIVE ADMISSIONS

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

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

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

SPECIAL STUDENTS

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

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

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

STUDENTS FROM NON-ACCREDITED HIGH SCHOOLS

See "Special Students" above.

HOME SCHOOLED STUDENTS

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

TRANSFER STUDENTS

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

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

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

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

Students needing English for Speakers of other Languages – ESOL

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

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

MANDATORY EVALUATION AND MANDATORY PLACEMENT

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

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

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

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

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

Placement Based On ACCUPLACER Exam

Range of Scores and Placement Guidelines For FIRST-TIME COLLEGE STUDENTS ENROLLING in ENGLISH and/or MATH

Adult Education

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

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

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

- ACCUPLACER ESL Reading Proficiency score between 1 & 56
- ACCUPLACER ESL Language Use Proficiency score between 1 & 54
- ACCUPLACER ESL Sentence Meaning Proficiency score between 1 & 60
- ACCUPLACER ESL Listening Proficiency score between 1 & 49

Reading

1 to 39	Enrollment in the Adult Education offered by Continuing Education.
40 to 60	Enrollment in READ0091 is required. <i>Students must select classes from the approved list of courses for READ0091. They should not enroll in more than 12 semester hours (6 in summer).</i>
60 to 74	Enrollment in READ0092 is required. <i>Although students are encouraged to select classes from the approved list of courses for students who test below 75 on the Reading Test they are not required to do so. Students should not enroll in more than 12 semester hours (6 in summer).</i>
75 to 120	College level and above. No reading class is required.

Approved Courses for Students Who Test Below 75 on the Reading Test

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

Health Professions:

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

Business:

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

Humanities:

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

Math/Science:

CIST 0100	Introduction to the Internet
CIST 0101	Computer Concepts and Applications
CIST 0111	Microcomputer Business Software

CIST 0117	Networking I (with previous computer experience)
CIST 0137	HTML: Web Page Development
CIST 0166	Microcomputer Applications I (Spreadsheets)
MATH 0097	Math Essentials (Score of 40+ required)
MATH 0099*	Elementary Algebra (Score of 60+ required)
MATH 0104*	Intermediate Algebra
*With appropriate math score	

Social Science:

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

Sentence Skills

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

Mathematics

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

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

NONTRADITIONAL STUDIES

Nontraditional Studies is composed of ten (10) programs:

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

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

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

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

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

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

Departmental Credit by Examination

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

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

Life Experience Learning Program

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

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

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

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

Advanced Standing

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

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

- 1) Documentation for Advanced Standing should be submitted to the Program Coordinator and approved by the Instructional Dean and the Vice President of Academic Affairs.
- 2) Academic credit is posted on transcripts by the College's course number. The notation on the transcript reads: Credits Awarded Based on Credential Evaluation. A grade of **CR** is recorded. Credit will not be posted until the student has completed 12 hours of academic credit in residence.
- 3) Students must be enrolled and successfully complete course(s) at the College during the semester they plan to receive academic credit.
- 4) Academic credit is only granted for Advanced Standing if the College offers an equivalent course.
- 5) The credit will count toward graduation and maybe used to fulfill curriculum requirements in designated programs.

Independent Study

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

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

Military

Academic credit for military service is granted for Military Occupational Specialties (MOS) and Service Schools in accordance with the American Council on Education guidebook. Veterans interested in claiming academic credit through this program should notify the Coordinator of Graduation and Transcript Services.

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

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

Military (SOCAD)

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

Servicemembers Opportunity Colleges Consortium

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

SOC Degree Network System Membership

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

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

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

DANTES (Defense Activity for Nontraditional Education Support)

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

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

College Level Examination Program (CLEP)

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

- 1) CLEP scores above the 50th percentile rank for sophomore norms are eligible for academic college credit.
- 2) General exam scores must be submitted before completion of the first semester of attendance at KCKCC. Test scores over two years old are evaluated on an individual basis.

- 3) Academic credit is posted on transcripts as a grade of **CR** for the General Exams as follows:
 - Intermediate 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
 - Introduction to Social Science (SOSC0103).
- 4) Students must be currently enrolled in and satisfactorily complete the semester credits before CLEP credits will be posted to the KCKCC transcript.
- 5) A total of 15 credit hours can be granted for CLEP examinations. No single CLEP exam earns more than five (5) academic hours of credit.
- 6) No academic credit can be earned for the CLEP exam in Composition I or in Composition II.
- 7) Students awarded credit hours through the CLEP program are not charged for tuition and fees at KCKCC. They are only required to pay those costs charged by the Educational Testing Service to take the exam(s).
- 8) The appropriate Instructional Dean and Vice President of Academic Affairs approve academic credit for subject exams.

Advanced Placement Examination (AP)

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

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

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

ADVANCED PLACEMENT EQUIVALENCY

KCKCC Course	KCKCC Title	AP Course	AP Score	Credit
MATH 0122	Calculus and Analytic Geometry I	Calculus AB	4 or better	5
CHEM 0111	College Chemistry I and Lab	Chemistry	3 or better	5
ENGL 0101	Composition I	English 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 on other courses as listed below.

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

CERTIFIED ADMINISTRATIVE PROFESSIONAL EXAM (CAP®)

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

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

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

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

INTERNATIONAL BACCALAUREATE PROGRAM

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

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

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

REGISTRATION AND ENROLLMENT

General Policy

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

Advisement

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

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

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

Early Enrollment

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

WebAdvisor™ Enrollment Information

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

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

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

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

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

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

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

College Orientation Class Requirement

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

Exemptions:

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

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

Student I.D.

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

KCKCC E-mail

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

Payment

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

Residency

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

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**.

Course Location Offerings

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

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

Online Course Information

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.

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. Please refer to these *Computer and Browser Recommendations* from Blackboard for full details.

Supported Operating Systems

Windows XP/Vista/7, 8, MAC OS/X

Supported Browsers

- **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.
 - 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
 - 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
- 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

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC INFORMATION

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

STUDENT CLASSIFICATION

Students enrolled at the College are classified as freshmen, sophomores, or special students.

Freshmen - enrolled in or have earned from 0-29 semester hours of college credit.

Sophomores - enrolled in or have earned 30 to 59 semester hours.

Special students - earned 60 semester hours or more of college credit.

Full Semester:

Overload – Students carrying more than 18 semester credit hours

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

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

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

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

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

8 week terms and Summer Session:

Overload – Students carrying more than 9 semester credit hours

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

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

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

CREDIT TRANSFERRED

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

ACADEMIC HONESTY

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

ATTENDANCE

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

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

PLANNING CLASS SCHEDULES

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

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

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

CREDIT HOUR

The term *credit hour* is a unit of academic credit earned. Credit hours at KCKCC are awarded using the contact hour guidelines of the Kansas Board of Regents. One (1) semester hour of credit will be awarded as follows:

Lecture courses: 750 minutes of class instruction and a final examination.

Lab courses: 1,125 minutes of laboratory class.

Internship: 2,700 minutes of on-the-job training, clinical, externship, etc.

On-line course: based on the amount of time needed to achieve the courses competencies in a face-to-face setting.

Examples of credit hour awarding:

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

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

COURSE LOAD

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

COURSE NUMBERS

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

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

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

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

DELETED AND DROPPED CLASSES

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

ADDED CLASSES

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

WITHDRAWALS

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

Student Withdrawal

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

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

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

Withdrawal Procedures:

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

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

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

Administrative Withdrawals

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

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

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

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

FINAL EXAMINATIONS

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

GRADES

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

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

Additional Explanation of Grades

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

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

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

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

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

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

Making Progress is a grade that may be assigned only for designated developmental courses. This grade indicates that the 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.

REPEATING COURSES

General Guidelines

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

Request to Repeat a "C" or Better Grade

Students seeking a degree or certificate at KCKCC who wish to repeat a course in which they earned a grade of "C" or better need special permission to repeat the course, unless the student plans are to audit the course. The following criteria are used in the judgment of granting permission to repeat a course for which a grade of "C" or better was earned.

- Occasionally, at the instructor's discretion, a student is required to repeat a course in its entirety if an incomplete grade was earned in the class.
- Specialized programs may require students to re-enroll in a course if it was taken more than seven (7) years ago in science fields.
- A Program Coordinator requires repeating a course for refresher purposes to follow an industry sequence of program requirements.

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

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

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

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

GRADE CHANGES

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

GRADE APPEAL POLICY

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

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

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

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

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

Students seeking additional information on the policies and procedures for grade appeals should contact the Dean of Enrollment Management/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 Dean of Enrollment Management/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 Dean of Enrollment Management/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 Dean of Enrollment Management/Student Services. The Dean of Enrollment Management/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 for asking the Registrar to alter the course grade on the student's permanent record.

The decision of the Dean of Enrollment Management/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 Registrar's Office. Phone or e-mail requests are not accepted authorization for transcript processing.

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

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

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

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

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

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

DEAN'S HONOR ROLL

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

- **President's Honor Roll:** 4.0 GPA for the semester.
- **Vice President's Honor Roll:** 3.50-3.99 GPA for the semester.
- **Honor Roll:** 3.0-3.49 GPA for the semester.

HONORS AT GRADUATION

Students with outstanding grades are eligible to graduate with honors if they meet the following requirements:

- **Summa Cum Laude** - cumulative grade-point average of 4.00.
- **Magna Cum Laude** - cumulative grade-point average of 3.70 to 3.99.
- **Cum Laude** - cumulative grade-point average of 3.40-3.69.

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

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

HONORS EDUCATION PROGRAM

Mission Statement

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

Vision Statement

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

Honors Courses

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

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

Honors Contracts

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

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

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

Honors Program Graduate Distinction

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

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

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

Phi Theta Kappa Honors Society

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

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

ACADEMIC PROBATION AND DISMISSAL POLICY

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

Academic Probation

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

Academic Dismissal

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

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

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

Summary of Academic Probation and Dismissal

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

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

TRANSFER STUDENTS

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

FORGIVENESS POLICY

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

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

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

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

ACADEMIC RENEWAL POLICY

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

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

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

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

ACADEMIC ADVISING

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

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

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

SUMMER SESSION

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

NIGHT COURSES

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

GRADUATION

Guidelines for Eligibility and Considerations

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

Meeting Deadlines

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

Deadlines for Degree Checks

- **Fall Semester:** October 20
- **Spring Semester:** March 20
- **Summer Session:** June 6

Graduation Fee

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

Graduation Activities

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

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

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

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

STUDENT GRIEVANCE POLICY

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

For further information on the Student Grievance Procedure, contact the Dean of Enrollment Management/Student Services, Upper Level, Jewell Student Center, or call (913) 288-7691.

COLLEGE-WIDE STUDENT OUTCOMES ASSESSMENT

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

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

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

TUITION AND FEES

STUDENT FEES

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

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

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

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

PAYMENT OF FINANCIAL OBLIGATIONS

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

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

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

RESIDENCY DETERMINATION

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

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

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

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

- Receipt for purchase of Kansas license tags dated 6 -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.

REFUND OF TUITION AND FEES

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

- **100% refund** for tuition and fees if classes are dropped before - but not on - the first day of the term. This includes semester, summer, 4 to 8 week, late starting, and mini-courses.
- **90% refund** for tuition and fees if classes are dropped within the first week of the term for full semester courses, summer courses, 4 to 8 week courses, and late starting courses.
- **50% refund** for tuition and fees if classes are dropped within the second week of the term for semester courses only.
- **100% refund** for mini-courses if students drop prior to the start of the first class period. No refund will be issued after the class begins.

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

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

Refund of Tuition Charges for Activated Military Personnel

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

Return of Title IV Funds/Institutional Refund Policy.

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

Refunds for these students are determined according to the following policy:

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

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

Calculate Title IV Fund Return

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

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

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

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

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

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

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

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

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

STEP 5- IF AMOUNT EARNED IS LESS THAN AMOUNT DISBURSED

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

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

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

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

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

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

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

Return Of Funds By KCKCC

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

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

Return Of Funds By The Student

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

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

1. Institution's Responsibilities
 - a. Provide each student with the information given in this policy.
 - b. Identify students who are affected by this policy.
 - c. Complete the Return of Title IV funds calculation on those students.
2. Student's responsibility
 - a. Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

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

GENERAL FEES

Transcript Fee

Transcript requests must be signed, dated, and submitted in writing to the Registrar's Office. Phone requests are not accepted. Transcripts are not released to students with financial or disciplinary holds on their records at KCKCC. Students who have access to 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.

If enrolled degree-seeking students who have submitted official transcripts from regionally accredited colleges and universities to the Registrar's 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 Graduation and Transcript Services by email: transcript_review@kckcc.edu for appropriate action.

A fee of \$2.55 will be charged on the Parchment website for all 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 KCKCC website and are available from the office of the Vice President for Academic Affairs. Check with the program coordinator before enrolling to verify any special course fees. Fees are subject to change.

FINANCIAL AID

GENERAL INFORMATION

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

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

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

ELIGIBILITY

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

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

FEDERAL AID PROGRAMS

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

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

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

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

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

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

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

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FEDERAL STUDENT AID RECIPIENTS

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

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

Grade Point Average (GPA): 2.0 minimum

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

Percentage of Completion: 66% minimum

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

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

Credit Hour Limit: 97 Attempted Hours Maximum

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

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

STUDENT RIGHTS TO ACADEMIC RECORDS

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

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

Student - any person who attends or has attended KCKCC.

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

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

ANNUAL FERPA NOTIFICATION

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

Notice of Privacy Practices

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

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

If you have any questions or feel that KCKCC employees have not handled information about you properly, please contact:

KCKCC Registrar
(913) 288-7110

OR

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

Who is Covered by FERPA?

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

What is Considered Directory Information?

KCKCC has the right to disclose certain information about you called “Directory Information”. KCKCC has designated the following items as Directory Information:

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

Exceptions to Disclosure

KCKCC will disclose information from a student’s educational record only with the written consent of the student. *Exception:* school officials who have a legitimate educational interest may receive the educational records without prior consent given. A school official is:

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

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

Can I Prevent Disclosure?

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

Release of Information Form

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

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

Ways to Protect Your Own Privacy

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

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

Procedure to Inspect Education Records

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

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

Right of the College to Refuse Access

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

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

Refusal to Provide Copies

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

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

Types, Location, and Custodians of Education Records.

The following is a list of the types of records, their locations and their custodians.

Admission Records	Admissions Office - Jewell Student Center Director of Admissions and First Year Experience
Cumulative Academic Records	Registrar's Office - Jewell Student Center Registrar
Financial Aid Records	Financial Aid Office - Jewell Student Center Director of Financial Aid
Disability Records	Disability Services - Jewell Student Center Learning Specialist or Assistive Technology Specialist
Financial Records	Business Office - Administration Building Comptroller
Advising Records	Student Success Center - Jewell Student Center Assistant Dean of Student Services
Progress Records	Appropriate Academic Dean Division Office
Disciplinary Records	Enrollment Management/Student Services - Jewell Student Center Dean of Enrollment Management/Student Services

Occasional Records

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.

A college official is:

- A person employed by the College in an administrative, supervisory, academic research, or support staff position.
- A person elected to the Board of Trustees.
- A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.

A college official has a legitimate educational interest if the official is:

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

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

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

Record of Request for Disclosure

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

Correction of Education Records

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

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

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

GENERAL EDUCATION AND DEGREE REQUIREMENTS

ORIENTATION CLASS REQUIREMENT

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

Exemptions:

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

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

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

GENERAL EDUCATION

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

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

General Education Core Competencies

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

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

Kansas Career Development Competencies

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

1. Listening Skills
 - A. Follows oral instructions:
 1. Listens for and identifies key words.
 2. Listen for words that identify a procedure.
 3. Listen for steps or actions to be performed.
 4. Listen for clues regarding the order or sequence in which a task is performed.
 - B. Draws conclusions or makes generalizations from another's oral communication.
2. Oral Communication
 - A. Organize notes and ideas for formal, semi-formal, and informal communication.
 - B. Prepare and deliver a presentation appropriate to subject matter, purpose, and audience.
 - C. Incorporate visual media into a presentation.
3. Mathematics
 - A. Estimate, apply, and solve problems involving fractions, decimals, percentages, and real numbers.
 - B. Construct and interpret tables, charts, maps, and/or graphs.
4. Writing
 - A. Use language, organization, and format appropriate to the subject matter, purpose, and audience.
 - B. Check, edit, and revise for correct information, spelling, and punctuation.
 - C. Create and present technical information in common graphs and charts.
5. Computer Competency
 - A. Define, understand, and use common computer technology terminology.
 - B. Compose, organize, and edit information using a computer.
 - C. Use functions to store, query, retrieve, and sort data.
 - D. Use presentations and multimedia software to design/create a variety of presentations.
 - E. Select and use subject-specific and industry-specific software.
 - F. Access, navigate, and use online services.
 - G. Send and receive e-mail messages, voice messages, and faxes.
 - H. Apply ethical consideration to the operation and management of information systems common to organizations.

6. Human Relations

A. Demonstrate interpersonal skills:

1. Tact and diplomacy
2. Respect for others
3. Respect for diversity
4. Recognition of others' strengths
5. Positive assertiveness
6. Positive attitude

7. Decision Making/Problem Solving

A. Describe the factors that impact decision making:

1. Needs and wants
2. Values
3. Goals
4. Standards

B. Utilize problem solving skills:

1. Identify the problem for resolution
2. Define critical issues
3. Analyze causes of a problem
4. Utilize research and assessment skills
5. Examine results of a problem
6. Offer solutions to a problem
7. Select a solution to a problem
8. Implement an action plan

8. Teamwork

A. Participate in team tasks:

1. Establish team goals
2. Establish team standards
3. Receive and give information
4. Process information
5. Plan for action
6. Complete team task on time

9. Resource Management

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

10. Time Management

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

11. Work Ethic

A. Interpret standard workplace policies related to:

1. Safety
2. Personal hygiene
3. Personal discipline (personal absence)
4. Substance abuse
5. Employee theft
6. Sexual harassment
7. Causes for termination/legal action

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

12. Career Planning

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

GENERAL EDUCATION CORE REQUIREMENTS

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

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

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

Basic Skills Courses

6 hours of English composition I and II

- ENGL 0101 Composition I
- ENGL 0102 Composition II*

**ENGL 0206 Technical Writing may be substituted under certain AAS degrees*

3 hours of Public Speaking or Interpersonal Communication

- SPCH 0151 Public Speaking **OR**
- SPCH 0201 Interpersonal Communication

Mathematics and Natural and Physical Science Courses

3 hours of college level mathematics*

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
**MATH 0104 Intermediate Algebra may be substituted under certain AAS degrees*

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

- 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
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

Foreign 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**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

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

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

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

Additional Requirements

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

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

ASSOCIATE IN ARTS DEGREE IN LIBERAL ARTS AND SCIENCES DEGREE

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

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

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

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

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

College Requirement: Freshman Seminar (BLUE 0101)

Basic Skills

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

3 Hours of Mathematics

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

9 hours of Humanities from at least three different disciplines

- Art*/Humanities
- History
- Literature
- Music*
- Philosophy
- Theater*

**Performance courses are excluded.*

6 hours of Social Science from at least two different disciplines

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

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

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

Additional course work to equal a 60-hour degree.

ASSOCIATE IN SCIENCE IN LIBERAL ARTS AND SCIENCES DEGREE

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

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

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

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

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

College Requirement: Freshman Seminar (BLUE 0101)

Basic Skills

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

6 hours of Humanities from at least two different disciplines

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

**Performance courses are excluded.*

6 hours of Social Science from at least two different disciplines

- Anthropology
- Economics
- Geography
- Political Science
- Psychology

13-15 hours of Mathematics and the Natural and Physical Science

- College Algebra (MATH 0105) or higher required
- Natural and Physical Sciences laboratory course required

Additional course work to equal a 60-hour degree.

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

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

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

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

College Requirement: Freshman Seminar (BLUE 0101)

Basic Skills

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

3 Hours of Mathematics

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

3 hours of Humanities

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

**Performance courses are excluded.*

3 hours of Social Science

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

3 credit hours of Natural and Physical Science

Additional course work to equal a 60-hour degree.

ASSOCIATE IN APPLIED SCIENCE IN TECHNICAL STUDIES

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

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

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

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

College Requirement: Freshman Seminar (BLUE 0101)

Basic Skills

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

3 Hours of Mathematics

- MATH 0104 Intermediate Algebra **OR**
- BUSN 0110 Business Math

3 hours of Humanities

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

**Performance courses are excluded.*

3 hours of Social Science

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

3 credit hours of Natural and Physical Science

- Biology **OR**
- Chemistry **OR**
- Physics/Physical Science

Technical Requirement

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

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

ASSOCIATE IN GENERAL STUDIES IN LIBERAL ARTS AND SCIENCES DEGREE

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

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

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

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

College Requirement: Freshman Seminar (BLUE 0101)

Basic Skills

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

3 Hours of Mathematics

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

3 hours of Humanities

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

**Performance courses are excluded.*

3 hours of Social Science

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

3 credit hours of Natural and Physical Science

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

Additional course work to equal a 60-hour degree.

CERTIFICATE PROGRAMS

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

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

- Maintain a cumulative 2.00 or better grade-point average.
- Complete their last 10 credit hours at KCKCC.
- Complete the 15 credit hours in residency requirement at the College.

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

SECOND ASSOCIATE DEGREE

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

KANSAS BOARD OF REGENTS TRANSFER AND ARTICULATION

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

Purpose

Transfer is recognized as a crucial element within a seamless educational system. The purpose of this policy is to promote seamlessness in the public postsecondary education system in Kansas. A seamless educational system offers the best resources to provide a high quality education for every student, and empowers and encourages each student to reach maximum potential by engaging in life-long learning. This includes:

- Aligning high school and college expectations and standards to improve access and success;
- Providing access to postsecondary education;
- Providing high quality advising and information at every point of the journey to ensure that students understand the preparation required to succeed at the next level;
- Building connections and strengthening communications within and between the parts of the system; and
- Providing a smooth transition from one level of learning to the next level, including graduate and professional education.

System-wide Transfer and Articulation

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

General Transfer Provisions

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

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

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

12 hours of Basic Skills courses, including:

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

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

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

12 hours of Social and Behavioural Science courses from at least three of the following disciplines:

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

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

*Performance courses are excluded.

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

Division of Arts, Humanities and Social Sciences

Arts & Humanities Dean: Jerry Pope

Contact: jpope@kckcc.edu

Social Sciences Dean: Cleon Wiggins

Contact: cwiggins@kckcc.edu

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

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

Associate in Applied Science Degrees (AAS)

Addiction Counselor

Audio Engineering

Digital Imaging Design

Early Childhood Education and Development

Political Science

Associate in General Studies (AGS)

Journalism

Music Technology

Studio Arts

Associate in Arts Degrees (AA)

Economics

Elementary Education

History

Journalism

Music

Philosophy

Pre-Law

Pre-Public Administration

Pre-Social Work

Secondary Education

Sociology

Studio Arts

Theatre

Certificates

Addiction Counselor

Early Childhood Education and
Development

Multimedia/Video Production

Placement Notes

English for Speakers of Other Languages

Foreign Language

Associate in Science Degrees (AS)

Early Childhood Education and Development

Unified Early Childhood Education

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

Addiction Counselor

Associate in Applied Science

Program/CIP Code: ADCN.AAS/51.1501

Credits Required: 61

Division: Arts, Humanities, and Social Sciences

Contact: adcnc@kckcc.edu

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

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

Program applicants include individuals desiring to obtain their first degree, counselors working in a treatment facility, private practice, juvenile or adult probation/parole officers, counselors in mental health or community agencies, employee assistance professionals, or coordinators of substance abuse prevention services, as well as counselors or teachers in secondary and post-secondary educational institutions.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3-5
THTR 0105	Introduction to Acting	3
PSYC 0101	Psychology *	3
VTSP 0102	Victim/Survivor Services	3
BIOL 0121	General Biology	5
Total Hours for General Education Requirements		26-28

*See course syllabus for prerequisite

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

Addiction Counselor Requirements

Course		Credit Hours
ADCN 0101	Introduction to Addition	3
ADCN 0106	Individual Counseling Methods *	3
ADCN 0204	Family Therapy *	3
ADCN 0205	Ethics: Addiction Counseling	3
ADCN 0206	Problem and Compulsive Gambling	4
ADCN 0209	Pharmacology: Addiction Counseling	3
ADCN 0210	Group Dynamics and Addictions 1	3
ADCN 0221	Counseling and Services Coordination*	3
ADCN 0250	Addiction Counseling Field Practicum 1*	3
ADCN 0251	Addiction Counseling Field Practicum II *	3
PSYC 0297	Abnormal Psychology*	3
Total Hours for Addiction Counselor Requirements		34
*See course syllabi for Addiction Counselor course prerequisites.		

Total Hours for an Associate in Applied Science in Addiction Counselor Degree	61-63
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Audio Engineering

Associate in Applied Science

Program/CIP Code: AENG.AAS/10.0203

Credits Required: 62

Division: Arts, Humanities, and Social Sciences

Contact: audioengineering@kckcc.edu

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

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

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

Requirements for admission to the program:

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

College Requirement

	Course	Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

	Course	Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra or higher*	3-5
MUSC 0101	Music Appreciation or higher	3
PSYC 0101 OR SOSC 0107	Psychology* OR Sociology	3
NASC 0130	Introductory Physics	3
Total Hours for General Education Requirements		21-23

*See course syllabus for prerequisite.

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

Audio Engineering Requirements

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

Total Hours for an Associate in Applied Science in Audio Engineering Degree	62-64
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Digital Imaging Design

Associate in Applied Science

Program/CIP Code: DIGI.AAS/10.0303

Credits Required: 62

Division: Arts, Humanities and Social Sciences

Contact: digitalimaging@kckcc.edu

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

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

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing	3
SPCH 0151 OR SPCH 0202	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra** or higher	3
ARTS 0101	Art Appreciation	3
PSYC 0101	Psychology *	3
Natural and Physical Science Requirement		3-5
Total Hours for General Education Requirements		21-23
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Digital Imaging Requirements

Course		Credit Hours
ARTS 0111	Drawing	1
DIGI 0115	Beginning Photoshop	3
DIGI 0116	Intermediate Photoshop *	3
DIGI 0117	Advanced Photoshop *	3
DIGI 0131	Two Dimensional Design 1	3
DIGI 0174	Beginning Illustrator	3
DIGI 0175	Advanced Illustrator *	3
DIGI 0176	Graphic Design: Multimedia and Web I *	3
DIGI 0177	Graphic Design: Multimedia and Web II *	3
DIGI 0178	Graphic Design : Print Media I *	3
DIGI 0179	Graphic Design: Print Media II *	3
DIGI 0180	Publication Design	3
DIGI 0191	Internship : Digital Graphics*	3
DIGI 0193	Portfolio Production*	3
Total Hours for Digital Imaging Requirements		40
*See course syllabi for Digital Imaging course prerequisites.		

Total Hours for an Associate in Applied Science in Digital Imaging Design Degree	62-64
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Early Childhood Education & Development

Associate in Applied Science

Program Code: ECED.AAS / 19.0708

Credits Required: 65

Division: Arts, Humanities & Social Science

Contact: ECED@kckcc.edu

The KCKCC Early Childhood Education and Development (ECED) program prepares caregivers, teachers and leaders with evidence-based knowledge, skills and attitudes to support young children in their growth and development through Universal Design for Learning. Our ECED program is designed to inspire and prepare students to create evidence-based all-inclusive programs that are responsive to the uniqueness (cultural, linguistic and ability diversity) of each child, family and community. Certificate A and Certificate B options provide a seamless career pathway to an Applied Associates degree for students as they work or have family obligations. Courses are offered at several locations: Main Campus, the Pioneer Center in Leavenworth, KS and area high schools. ECED courses are also available online.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0202	Public Speaking OR Interpersonal Communication	3
MATH 0110	Business Math** OR higher	3
PSYC 0101	Psychology*	3
	Humanities Elective (Children's Literature recommended)	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		21

* See course syllabus for prerequisite.

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

Early Childhood Education & Development Requirements*

Course		Credit Hours
ECED 0100	Introduction to Early Childhood Education	3
ECED 0110	Infant, Toddler I	3
ECED 0111	Infant, Toddler II	3
ECED 0112	Preschool Child I	3
ECED 0113	Preschool Child II	3
ECED 0120	Portfolio Development in Early Childhood	4
ECED 0143	Creative Activities for Young Children	3
ECED 0150	Health, Safety and Nutrition in Early Childhood	3
ECED 0170	Early Childhood Curriculum	3
ECED 0180	Developing Language and Literacy in Early Childhood	3
PSYC 0202	Child Development*	3
ECED 0210	Family, Community and Professional Partnerships	3
ECED 0220	Social Emotional Development and Behavior	3
ECED 0260	Early Childhood Internship	3
Total Hours for Early Childhood Education & Development Requirements		43
* See course syllabi for Early Childhood Education & Development prerequisites.		

Total Hours for an Associate in Applied Science in Early Childhood Education & Development Degree	65
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Political Science

Associate in Applied Science

Program/CIP Code: POLI.AA/43.0107

Credits Required: 60

Division: Arts, Humanities, and Social Sciences

Contact: posc@kckcc.edu

Political science is an integral part of social science. Over three thousand years ago, Aristotle declared that “politics is the master science upon which all of civilization depends”. The truth of this assumption simply lies in the fact that political science is all about public power-how it is acquired and in whose interest it is used. Power is like a loaded gun, a lethal weapon that must be carefully guarded, lest it falls into the wrong hands. The discipline of political science is a systematic effort at creating a responsible attitude about the use of public power as a force for good. Political science is aimed at inculcating the appropriate level of awareness of citizenship rights and responsibilities in a way that monitors the use of public power for the overall interest of the society. A political science major is an excellent preparation for careers in government and politics, campaign co-ordination and consultancy, diplomacy or foreign affairs, law, education, military, community development, human relations, labor relations, public administration, etc.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0115	College Algebra** OR Statistics**	3-5
HIST 0104 OR HIST 0105	United States to 1877 OR United State Since 1877	3
PHIL 0103 OR PHIL 0206	Introduction to Philosophy OR Ethics	3
	Humanities Elective (Other than HIST or PHIL)	3
POSC 0102 OR POSC 0111	International Relations / Foreign Policy OR American Government	3
PSYC 0101 SOSC 0107	Psychology* OR Sociology	3
	Natural and Physical Science Elective	5
	Foreign Language Elective	5
Total Hours for General Education Requirements		37-39

* See course syllabus for prerequisite.

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

Political Science Requirement

Course		Credit Hours
Choose 20-22 hours from the following		
HIST 0115	World Civilization 1 (3hrs)	20-22
HIST 0116	World Civilization II (3hrs)	
HIST 0112	Modern Latin America (3hrs)	
HIST 0204	Western Civilization I (3hrs)	
HIST 0205	Western Civilization II (3hrs)	
POSC 0101	Introduction to Political Science (3hrs)	
POSC 0112	State and Local Government (3hrs)	
POSC 0245	Introduction to Public Administration (3hrs)	
Total Hours for Political Science Requirements		20-22
*See course syllabi for Political Science course prerequisites.		

Total Hours for an Associate in Arts in Political Science Degree	60
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Economics

Associate in Arts

Program/CIP Code: ECON.AA/24.0101

Credits Required: 60

Division: Arts, Humanities, and Social Science

Contact: econ@kckcc.edu

Economics is a multifaceted discipline in the family of social sciences and is concerned with scarcity of resources (its central assumption) and all of the problems resulting from that condition. In general, economics is the study of production, distribution, and consumption of goods and services. One of its central assumptions is that the world is a world of finite resources. Economics has evolved to include a set of principles, methods and theories so as to provide answers to the following questions; What shall we produce? How shall we produce? How much shall we produce? For whom shall we produce? Attempting to answer these questions requires “technical capital” (knowledge, skills, methodologies), and “cultural capital” (a sense of priorities, awareness, and direction) at both the individual and the organizational levels. Furthermore, the productivity of individuals as well as the organization is contingent upon the acquisition of an adequate amount of these variables. Economics at both levels is well equipped to aid individuals in acquiring the technical and the cultural capitals in order to make the interaction between the two more fluid, productive, amicable, and innovative. Economics can provide the necessary foundation to those aspiring to pursue a career in the fields of business, finance, education, health care, insurance, stock markets, government, international business, and public administration, among others.

Requirements for Admission to the program:

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

College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirement		
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH0105 OR MATH0108	College Algebra** OR Pre-Calculus Mathematics**	3-5
HIST0104 OR HIST0105	United States to 1877 OR Unites States since 1877	3
PHIL0103 OR PHIL0105 OR PHIL0206	Introduction to Philosophy OR Logic OR Ethics*	3
	Humanities Elective (other than HIST or PHIL)	3
PSYC0101 OR SOSC0107	Psychology OR Sociology	3
ECON0201 OR ECON0202	Principles of Macroeconomics OR Principles of Microeconomics	3
	Natural and Physical Science Elective	5
LANG	Elective	5
Total Hours for General Education Requirements		37-39

* See course syllabus for prerequisite.

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

Economics Requirements

Course		Credit Hours
Choose 20-22 hours from the following		
ECON0201	Principles of Macroeconomics (3hrs)	20-22
ECON0202	Principles of Microeconomics (3hrs)	
ECON0203	Introduction to Labor Studies (3hrs)	
ECON0210	Principles of Community Economic Development (3hrs)	
ECON0250	Introduction to Political Economy and Globalization (3hrs)	
GEOG0101	Introduction to Cultural Geography (3hrs)	
SOSC0103	Introduction to Social Science (3hrs)	
SOSC0107	Sociology (3hrs)	
SOSC0109	Diversity Studies* (3hrs)	
SOSC0207	Urban Sociology* (3hrs)	
SOSC0209	Social Problems* (3hrs)	
Total Hours for Economics Requirements		20-22
*See course description for prerequisite.		

Total Hours for an Associate in Arts in Economics Degree	60
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Elementary Education

Associate in Arts

Program/CIP Code: EDUC.EL.AA/24.0101

Credits Required: 60

Division: Arts, Humanities, and Social Sciences

Contact: educ@kckcc.edu

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0108	College Algebra** OR Pre-Calculus**	3-5
HIST 0104 OR HIST 0105	United States to 1877 OR United States Since 1877	3
MUSC 0101	Music Appreciation	3
	Humanities Elective	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
NASC	Elective (Lecture and Lab)	5
LANG 0139	Conversational Spanish	3
LANG 0151	Spanish for School Administrators, Teachers, Paraprofessionals, and Support Staff	3
Total Hours for General Education Requirements		38-40
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Elementary Education Requirements

Course		Credit Hours
ECON 0201 OR ECON 0202	Principles of Macroeconomics OR Microeconomics	3
EDUC 0160	Introduction to Teaching: Career Awareness	3
EDUC 0161	Studying Children & Adolescents in the Schools	3
EDUC 0262	Education in a Multicultural Society	3
ENGL 0107	Children's Literature	3
EXSC 0205	Personal School Community Health	3
PSYC 0202	Child Development*	3
Total Hours for Elementary Education Requirements		21
*See course syllabi for Elementary Education course prerequisites.		

Total Hours for an Associate in Arts in Elementary Education Degree	60-62
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History

Associate in Arts

Program/CIP Code: HIST.AA/24.0101

Credits Required: 65

Division: Arts, Humanities, and Social Sciences

Contact: hist@kckcc.edu

Requirements for admission to the program:

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

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

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0108	College Algebra** OR Pre-Calculus Mathematics**	3-5
HIST 0104 OR HIST 0105	United States to 1877 OR United States Since 1877	3
PHIL 0103 OR PHIL 0105 OR PHIL 0206	Introduction to Philosophy OR Logic OR Ethics*	3
	Humanities Elective	3
POSC 0101 OR POSC 0102	Introduction to Political Science OR International Relations/ Foreign Policy	3
SOSC 0107	Sociology	3
	Natural and Physical Science	5
LANG	Elective	5
Total Hours for General Education Requirements		37-39

*See course syllabus for prerequisite.

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

History Requirements

HIST 0115	World Civilization I	3
HIST 0116	World Civilization II	3
Choose 14-16 hours from the following		
HIST 0106	Black History (3hrs)	14-16
HIST 0107	Modern Europe (3hrs)	
HIST 0108	Religion in America (3hrs)	
HIST 0109	The Bible as History (3hrs)	
HIST 0112	Modern Latin America (3hrs)	
HIST 0204	Western Civilization I (3hrs)	
HIST 0205	Western Civilization II (3hrs)	
Total Hours for History Requirements		20-22
*See course syllabi for History course prerequisites.		

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

Associate in Arts

Program/CIP Code: JOUR.AA/24.0101

Credits Required: 60

Division: Arts, Humanities, and Social Sciences

Contact: journalism@kckcc.edu

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

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3-5
JOUR 0175	Introduction to Mass Communications	3
	Humanities Elective (2 Disciplines other than JOUR)	6
	Social Science Electives	6
	Natural and Physical Science Elective	4-5
	Foreign Language Elective	5
Total Hours for General Education Requirements		36-39
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Journalism Requirements

Course		Credit Hours
JOUR 0176	Reporting I	3
JOUR 0277	Production Processes I	2
JOUR 0278	Production Processes II	2
	Electives	13-16
Total Hours for Journalism Requirements		20-23
*See course syllabi for Journalism course prerequisites.		

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

Associate in Arts

Program/CIP Code: MUSC.AA/24.0101

Credits Required: 63

Division: Arts, Humanities, and Social Sciences

Contact: music@kckcc.edu

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

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3-5
	Humanities (3 Disciplines)	9
	Social Science Electives (2 Disciplines)	6
	Natural and Physical Science Elective (Lecture with Lab)	4-5
	Foreign Language Elective	5
Total Hours for General Education Requirements		36-39
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Music Requirements

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

Total Hours for an Associate in Arts in Music Degree		63-66
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Philosophy

Associate in Arts

Program/CIP Code: PHIL.AA/24.0101

Credits Required: 62

Division: Arts, Humanities, and Social Sciences

Contact: phil@kckcc.edu

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0108	College Algebra** OR Pre-Calculus Mathematics**	3-5
Humanities (3 disciplines)		9
Social Science(2 disciplines)		6
Natural and Physical Science (lecture with lab)		5
Foreign Language Elective		5
Total Hours for General Education Requirements		37-39
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Philosophy Requirements

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

Total Hours for an Associate in Arts in Philosophy Degree	62-64
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Pre-Law

Associate in Arts

Program/CIP Code: PRE.LAW.AA/24.0101

Credits Required: 62

Division: Arts, Humanities, and Social Sciences

Contact: artsandhumanities@kckcc.edu

Students interested in a career in law should realize that, according to state legislation, a bachelor's degree is required for admission to a college of law in Kansas. Hence, most students following a pre-law program take courses to meet the general educational requirements of a four-year college. The following suggested schedule conforms to outlines submitted by the Kansas State Bar Association. Reasonable deviations may be made after consultation with an advisor or counselor. The Associate in Arts Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities."

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0108 OR MATH 0115	College Algebra** OR Pre-Calculus Mathematics** OR Statistics**	3-5
HIST 0104 OR HIST 0105 OR HIST 0115 OR HIST 0116	United States to 1877 OR United States since 1877 OR World Civilization I OR World Civilization II	3
PHIL 0103 OR PHIL 0105 OR PHIL 0206	Introduction to Philosophy OR Logic OR Ethics	3
	Humanities Elective (other than HIST or PHIL)	3
POSC 0111 OR POSC 0112	American Government OR State and Local Government	3
PSYC 0101 OR SOSC 0107	Psychology OR Sociology	3
	Natural and Physical Science Elective (Lecture and Lab)	5
LANG	Elective	5
Total Hours for General Education Requirements		37-39

*See course description for prerequisite.

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

Pre-Law Requirements

Course		Credit Hours
BUSN 0101	Accounting I	3
ECON 0201	Principles of Macroeconomics	3
ECON 0202	Principles of Microeconomics	3
HIST 0204	Western Civilization I	3
HIST 0205	Western Civilization II	3
POSC 0102	International Relations /Foreign Policy	3
POSC 0111	American Government	3
POSC 0112	State and Local Government	3
Total Hours for Pre-Law Requirements		24

Total Hours for an Associate in Arts in Pre-Law Degree	62-64
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Pre-Public Administration

Associate in Arts

Program/CIP Code: PRE-PADM.AA/24.0101

Credits Required: 65

Division: Arts, Humanities, and Social Sciences

Contact: sosc@kckcc.edu

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

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

The Associate in Arts Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0115	College Algebra OR Statistics*/#	3-5
HIST 0211	Contemporary Issues	3
PHIL 0206	Ethics*	3
	Humanities Elective (from Art, Literature, Music or Theatre	3
PSYC 0101 OR SOSC 0107	Psychology* OR Sociology	3
ECON 0201 OR ECON 0202	Principles of Macroeconomics OR Principles of Microeconomics	3
	Natural or Physical Science Elective	5
	Foreign Language Elective	5
Total Hours for General Education Requirements		37-39

*See course description for prerequisite.

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

#Depending on University transfer

Pre-Public Administration Requirements

BUSN 0108 OR BUSN 0280	Human Relations in Business OR Human Resource Management	3
POSC 0102	International Relations	3
POSC 0111	American Government	3
POSC 0112	State and Local Government	3
POSC 0201	Political Science Internship	3
POSC 0245	Introduction to Public Administration *	3
SOSC 0207	Urban Sociology*	3
SOSC 0209	Social Problems*	3
SOSC 0215	Introduction to Human Services	3
Total Hours for Pre-Public Administration Requirements		27
*See course syllabi for Pre-Public Administration course prerequisites.		

Total Hours for an Associate in Arts in Pre-Public Administration Degree	65-67
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Pre-Social Work

Associate in Arts

Program/CIP Code: PRE.SOWK.AA/24.0101

Credits Required: 60

Division: Arts, Humanities, and Social Sciences

Contact: sosc@kckcc.edu

Students planning a career in social work are able to transfer into one of the colleges or universities offering a four-year degree program by following the course suggestions below. The general education and pre-social work distribution requirements vary greatly among colleges, so students should check with the social work advisor for the requirements of the college to which they are planning to transfer.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0115	College Algebra OR Statistics	3-5
HIST 0115 OR HIST 0116	World Civilization I OR World Civilization II	3
PHIL 0206	Ethics*	3
	Humanities Elective	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
	Natural or Physical Science Elective (Lecture with Lab)	5
	Foreign Language Elective	5
Total Hours for General Education Requirements		37-39
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Social Work Requirements

Course		Credit Hours
SOSC 0108	Sociology of the Family	3
SOSC 0109	Diversity Studies *	3
SOSC 0207	Urban Sociology *	3
SOSC 0209	Social Problems *	3
SOSC 0210	Introduction to Social Work	3
SOSC 0211	Field Project in Social Work	1-3
SOSC 0212	Introduction to Social Welfare	3
SOSC 0215	Introduction to Human Services	3
Total Hours for Pre-Social Work Requirements		22-24
*See course syllabi for Pre-Social Work course prerequisites.		

Total Hours for an Associates in Arts in Pre-Social Work Degree	60-64
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Secondary Education

Associate in Arts

Program/CIP Code: EDUC.SE.AA/24.0101

Credits Required: 60

Division: Arts, Humanities, and Social Sciences

Contact: educ@kckcc.edu

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0108	College Algebra OR Pre-Calculus Mathematics	3-5
ARTS 0101	Art Appreciation	3
HIST 0104 OR HIST 0105	United State to 1877 OR United States Since 1877	3
MUSC 0101	Music Appreciation	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
	General Physical Science (Lecture with Lab)	5
LANG 0139	Conversational Spanish	3
LANG 0151	Spanish for School Administrators, and Support Staff	3
Total Hours for General Education Requirements		38-40
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Secondary Education Requirements

Course		Credit Hours
ECON 0201 OR ECON 0202	Principles of Macroeconomics OR Principles of Microeconomics	3
EDUC 0160	Introduction to Teachings: Career Awareness	3
EDUC 0161	Studying Children & Adolescents in the Schools	3
EDUC 0262	Education in a Multicultural Society	3
EXSC 0205	Personal School Community Health	3
	Electives	4-6
Total Hours for Secondary Education Requirements		19-21
*See course syllabi for Secondary Education course prerequisites.		

Total Hours for an Associate in Arts in Secondary Education Degree	60
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Note: Social Studies majors should take Principles of Microeconomics ECON 0202.

Sociology

Associate in Arts

Program/CIP Code: SOSC.AA.24.0101

Credits Required: 60

Division: Arts, Humanities, and Social Sciences

Contact: sosc@kckcc.edu

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0115	College Algebra Statistics	3-5
HIST 0104 OR HIST 0105	United States to 1877 OR United States Since 1877	3
PHIL 0206	Ethics*	3
	Humanities Core Elective	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
	Natural or Physical Science Core Elective (Lecture with Lab)	5
	Foreign Language Elective	5
Total Hours for General Education Requirements		37-39
**See course syllabus for prerequisite		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Sociology Requirements

Course		Credit Hours
Choose 20-22 hours from the following		
ANTH 0100	General Anthropology (3hrs)	20-22
ANTH 0105	Archaeology (3hrs)	
ANTH 0106	Native American Indians (3hrs)	
ECON 0201	Principles of Macroeconomics (3hrs)	
GEOG 0101	Introduction to Cultural Geography (3hrs)	
SOSC 0103	Introduction to Social Science (3hrs)	
SOSC 0108	Sociology of the Family (3hrs)	
SOSC 0109	Diversity Studies * (3hrs)	
SOSC 0134	Criminology * (3hrs)	
SOSC 0207	Urban Sociology * (3hrs)	
SOSC 0209	Social Problems * (3hrs)	
SOSC 0215	Introduction to Human Services (3hrs)	
Total Hours for Sociology Requirements		20-22
*See course syllabi for Sociology course prerequisites.		

Total Hours for an Associate in Arts in Sociology Degree	60-62
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Studio Arts

Associate in Arts

Program/CIP Code: ARTS.AA/24.0101

Credits Required: 61

Division: Arts, Humanities, and Social Sciences

Contact: art@kckcc.edu

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

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra or higher	3 -5
ARTS 0102	Art History 1	3
	Humanities Elective – Performance courses excluded	3
	Humanities Elective – Performance courses excluded	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
	Natural and Physical Science Requirement: (Lecture with lab; 4-5 credit hours from Biology, Chemistry, and Physical Science.)	4- 5
	Foreign Language Elective	5
Total Hours for General Education Requirements		36-39
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Studio Arts Requirements

Course		Credit Hours
ARTS 0103	Art History II	3
ARTS 0111	Drawing 1	3
ARTS 0121	Painting 1	3
ARTS 0151	Sculpture 1	3
ARTS 0161	Ceramics 1	3
DIGI 0131	Two-Dimensional Design 1	3
Choose 6 hours from the following		
ARTS 0212	Drawing II*	6
ARTS 0213	Drawing III*	
ARTS 0222	Painting II*	
ARTS 0223	Painting III*	
ARTS 0140	Introduction to Photography	
ARTS 0241	Intermediate Photography	
ARTS 0252	Sculpture II *	
ARTS 0253	Sculpture III *	
ARTS 0262	Ceramics II*	
ARTS 0263	Ceramics III*	
DIGI 0115	Beginning Photoshop	
DIGI 0116	Intermediate Photoshop*	
DIGI 0132	Two Dimensional Design II*	
DIGI 0174	Beginning Illustrator	
DIGI 0175	Advanced Illustrator*	
Total Hours for Studio Arts Requirements		24
*See course syllabi for Studio Arts course prerequisites.		
Total Hours for an Associate in Arts in Studio Arts Degree		61-64

Theatre

Associate in Arts

Program/CIP Code: THTR.AA/24.0101

Credits Required: 62

Division: Arts, Humanities, and Social Sciences

Contact: theater@kckcc.edu

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

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3-5
ENGL 0212	Drama as Literature: Early to Modern	3
THTR 0101	Theatre Appreciation	3
	Humanities Elective	3
PSYC 0101	Psychology *	3
SOSC 0107	Sociology	3
NASC 0103	General Physical Science	5
	Foreign Language Elective	5
Total Hours for General Education Requirements		37-39
*See course syllabus for prerequisites.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Theatre Requirements

Course		Credit Hours
THTR 0105	Introduction to Acting	3
THTR 0115	Acting	3
THTR 0130	Stage Movement I3	3
THTR 0150	Stagecraft	3
THTR 0170	Stage Makeup	2
THTR 0175	Acting Practicum	1
THTR 0215	Acting II *	3
THTR 0216	Acting III *	3
THTR/SPCH 0222	Voice and Diction	3
Total Hours for Theatre Requirements		24
*See course syllabi for Theatre course prerequisites		

Total Hours for an Associate in Arts in Theatre Degree	62-64
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Early Childhood Education and Development *Associate in Science*

Program/CIP Code: ECED.DEV.AS / 19.0707

Credits Required: 65

Division: Arts, Humanities and Social Science

Contact: ECED@kckcc.edu

In the KCKCC Early Childhood Education and Development program you will focus on birth to grade three, regular and special education including early intervention services and acquire a solid foundation of pre-professional skills. To ensure your success, you will get:

- Hands-on experience in our partner NAEYC accredited programs including Early Head Start and Head Start classrooms.
- A combination of traditional, online and blended courses to fit your schedule
- Personalized academic advising to give you all the support you need

This program prepares you to transfer into a bachelor's degree program in education. The Associate in Science in Liberal Arts Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities."

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
HIST 0104 OR HIST 0105	US History to 1877 OR US History from 1877	3
MUSC 0101	Music Appreciation	3
PSYC 0101	Psychology*	3
PSYC 0202	Child Development*	3
ANTH 0101	Introduction to Cultural Anthropology	3
	Math and Natural & Physical Sciences	13-15
	College Algebra (MATH 0105)** or Higher	
	Natural and Physical Science Elective with Lab	
	Math and Natural & Physical Sciences Electives	
Total Hours for General Education Requirements		37-39
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Early Childhood Education and Development Requirements*

Course		Credit Hours
ECED 0100	Introduction to Early Childhood Education	3
Early Childhood Electives		
ECED 0110	Infant, Toddler I (3hrs)	6
ECED 0111	Infant, Toddler II (3hrs)	
ECED 0113	Preschool Child II (3hrs)	
ECED 0150	Health, Safety and Nutrition in Early Childhood (3hrs)	
ECED 0170	Early Childhood Curriculum (3hrs)	
ECED 0220	Social Emotional Development and Behavior (3hrs)	
ECED 0250	Early Childhood Inclusion and Intervention (3hrs)	
Electives		
BUSN 0101	Accounting I (3hrs)	18
BUSN 0108	Human Relations in Business (3hrs)	
BIOL 0145	Nutrition (3hrs)	
ECED 0295	Survey of Exceptionalities (3hrs)	
EDUC 0160	Studying Children and Adolescents in School (3hrs)	
HUDV 0268	Human Sexuality (3hrs)	
PSYC 0296	Special Problems in Child Development (3hrs)	
SOSC 0203	Sociology of Families (3hrs)	
SOSC 0215	Introduction to Human Service (3hrs)	
Total Hours for Early Childhood Education and Development Requirements		27
*See course syllabi for Early Childhood Education and Development course prerequisites.		

Total Hours for an Associate in Science in Early Childhood Education and Development Degree	65-67
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Unified Early Childhood Education

Associate in Science

Program/CIP Code: ECED.UEC.AS / 19.0707

Credits Required: 61

Division: Arts, Humanities and Social Science

Contact: ECED@kckcc.edu

In the KCKCC Early Childhood Education and Development (AS –UEC degree) program you will focus on birth to grade three, regular and special education including early intervention services and acquire a solid foundation of pre-professional skills. To ensure your success, you will get:

- Hands-on experience in our partner NAEYC accredited programs including Early Head Start and Head Start classrooms.
- A combination of traditional, online and blended courses to fit your schedule
- Personalized academic advising to give you all the support you need

This program prepares you to transfer into a bachelor's degree program in education, and to earn State of Kansas certification as a classroom teacher. Your first teaching job title could be:

- Autism Specialist
- Early Interventionist
- Preschool teacher
- Kindergarten teacher
- Elementary school teacher
- Special education teacher

As a certified teacher, you will have employment options wherever young children learn, including:

- Public school districts
- Private schools
- Social service and health care agencies
- Community organizations
- Childcare centers with pre-K programs

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151	Public Speaking	3
HIST 0104 OR HIST 0105	US History to 1877 OR US History from 1877	3
MUSC 0101	Music Appreciation	3
PSYC 0101	Psychology*	3
ANTH 0101 OR SOSC 0108	Introduction to Cultural Anthropology OR Sociology of Family	3
	Humanities Elective	3
	Math and Natural & Physical Sciences	13-15
	College Algebra (MATH 0105)** or Higher	
	Natural and Physical Science Elective with Lab	
	Math and Natural & Physical Sciences Electives	
Total Hours for General Education Requirements		37-39
* See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Unified Early Childhood Education Requirements*

Course		Credit Hours
ECED 0140	Observation and Assessment in Early Childhood	3
EDUC 0160	Introduction to Teaching: Career Awareness	3
EDUC 0262	Education in a Multicultural Society	3
ENGL 0107	Children's Literature	3
ECED 0295	Survey of Exceptionalities	3
ECED 0250	Early Childhood Inclusion and Intervention	3
ECED 0296	Student Teaching B-Pre-K	5
Total Hours for Unified Early Childhood Education Requirements		23
*See course syllabi for Unified Early Childhood Education course prerequisites.		

Total Hours for an Associate in Science in Unified Early Childhood Education Degree	61-63
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Journalism

Associate in General Studies

Program/CIP Code: JOUR.AGS/24.0101

Credits Required: 60

Division: Arts, Humanities, and Social Sciences

Contact: Journalism@kckcc.edu

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate Algebra** or Higher	3
JOUR 0175	Intro to Mass Communication	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
	Elective	3
Total Hours for General Education Requirements		24
*See course description for prerequisites.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Journalism Requirements

Course		Credit Hours
JOUR 0176	Reporting	3
JOUR 0277	Production Processes I	2
JOUR 0278	Production Processes II	2
	Electives	28
Total Hours for Journalism Requirements		35

Total Hours for an Associate in General Studies in Journalism Degree	60
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Music Technology

Associate in General Studies

Program/CIP Code: MUSC.TECH.AGS/24.0101

Credits Required: 64

Division: Arts, Humanities and Social Sciences

Contact: music@kckcc.edu

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

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

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3-5
MUSC 0101	Music Appreciation	3
PSYC 0101 OR SOSC 0107	Psychology OR Sociology	3
NASC 0130	Introductory Physics	3
	Electives	3
Total Hours for General Education Requirements		24-26
*See course Syllabus for prerequisites.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Music Technology Requirements

Course		Credit Hours
MUSC 0111	Music Theory I	4
MUSC 0112	Music Theory II *	4
MUSC 0213	Music Theory III *	4
MUSC 0214	Music Theory IV *	4
	Performance Ensembles (4 semesters)	4
	Applied Lessons (4 semesters) OR Piano Class/ Applied Piano (2 semesters)	4
AUDI 0110	Music Technology 1	3
AUDI 0210	Music Technology 2 *	3
AUDI 0230	Multimedia Production *	3
AUDI 0240	Sound Editing and Synthesis *	3
AUDI 0250	Audio Recording 1 *	3
Total Hours for Music Technology Requirements		39
*See course syllabi for Music Technology Course prerequisites		

Total Hours for an Associate in General Studies in Music Technology Degree	64-66
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Studio Arts

Associate in General Studies

Program/CIP Code: ARTS.AGS/24.0101

Credits Required: 64

Division: Arts, Humanities, and Social Sciences

Contact: art@kckcc.edu

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

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II *	3
SPCH 0151	Public Speaking OR	3
SPCH 0201	Interpersonal Communication	
ARTS 0102	Art History I	3
	Social Science Elective	3
MATH 0104	Intermediate Algebra or higher	3
	Natural and Physical Science Elective	3
	Electives	3
Total Hours for General Education Requirements		24
*See course syllabus for prerequisite.		

Studio Arts Requirements

Course		Credit Hours
ARTS 0103	Art History II	3
ARTS 0111	Drawing 1	3
ARTS 0121	Painting I	3
ARTS 0140	Intro to Photography	3
ARTS 0151	Sculpture I	3
ARTS 0161	Ceramics	3
DIGI 0131	Two-Dimensional Design I	3
Choose 18 hours from the following		
ARTS 0212	Drawing II*	18
ARTS 0213	Drawing III*	
ARTS 0222	Painting II*	
ARTS 0223	Painting III*	
ARTS 0241	Intermediate Photography	
ARTS 0252	Sculpture II *	
ARTS 0253	Sculpture III *	
ARTS 0262	Ceramics II *	
ARTS 0263	Ceramics III *	
DIGI 0115	Beginning Photoshop	
DIGI 0116	Intermediate Photoshop*	
DIGI 0117	Advanced Photoshop *	
DIGI 0132	Two Dimensional Design II *	
DIGI 0174	Beginning Illustrator	
DIGI 0175	Advanced Illustrators*	
DIGI 0176	Graphic Design: Multimedia and Web I *	
DIGI 0177	Graphic Design: Multimedia and Web II *	
DIGI 0178	Graphic Design Print Media 1 *	
DIGI 0179	Graphic Design Print Media II *	
DIGI 0180	Publication Design	
Total Hours for Studio Arts Requirements		39
*See course syllabi for Studio Arts course prerequisites.		

Total Hours for an Associate in General Studies in Studio Arts Degree	64
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Addiction Counselor

Technical Certificate

Program/CIP Code: ADCN.CERT/51.1501

Credits Required: 34

Division: Arts, Humanities, and Social Sciences

Contact: adcn@kckcc.edu

Accreditation: Kansas Behavioral Science Regulatory Board (KBSRB)

Missouri Substance Abuse Professional Credentialing Board (MSAPCB)

National Association of Alcoholism & Drug Abuse Counselors (NAADAC)

The Certificate Program is available to students already holding an Associate or higher degree. The intent of the certificate is to supplement previous education with additional core knowledge in Addiction Counseling.

Requirements for admission to the program:

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

Addiction Counselor Certification Requirements

Course		Credit Hours
ADCN 0101	Introduction to Addictions	3
ADCN 0106	Individual Counseling Methods	3
ADCN 0204	Family Therapy	3
ADCN 0205	Ethics: Addiction Counseling	3
ADCN 0206	Problem and Compulsive Gambling	4
ADCN 0209	Pharmacology: Addiction Counseling	3
ADCN 0210	Group Dynamics & Addictions 1	3
ADCN 0221	Counseling and Services Coordination *	3
ADCN 0250	Field Practicum I*	3
ADCN 0251	Field Practicum II*	3
PSYC 0297	Abnormal Psychology *	3
*See course syllabus for prerequisite.		

Total Hours for an Addiction Counselor Certificate	34
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Early Childhood Education & Development *Technical Certificate*

Program/CIP Code: ECED.TCETA/ECED.TCETB/19.0706

Credits Required: 16/31

Division: Arts, Humanities and Social Science

Contact: ECED@kckcc.edu

This program is designed to promote quality early childhood education for all young children, birth through age eight, and to improve professional practice in the early childhood community. Successful completion of this program will enable you to gain employment in educational and social service settings serving young children and their families. Knowledge, skills and techniques gained in this program will assist you in becoming competent in the field of Early Childhood professions. Students may choose a series of courses that will lead to preparation for the entry level, National Child Development Associate (CDA®) credential. These courses bridge into the two-year degree. Students with a CDA®, appropriate documentation, and appropriate work experience may earn up to 3- hours of credit toward the two-year degree.

Requirements for admission to the program:

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

Early Childhood Education & Development Requirements: Certificate A*

Course		Credit Hours
ECED 0100	Introduction to Early Childhood Education	3
ECED 0110 ECED 0112	Infant, Toddler I or Preschool Child I	3
ECED 0111 ECED 0113	Infant, Toddler II or Preschool Child II	3
ECED 0120	Portfolio Development in Early Childhood	4
ECED 0150	Health, Safety & Nutrition in Early Childhood	3
*See course syllabi for Early Childhood Education & Development course prerequisites.		

Total Hours for an Early Childhood Education & Development Certificate A	16
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Early Childhood Education & Development Requirements: Certificate B*

Course		Credit Hours
ECED 0100	Introduction to Early Childhood Education	3
ECED 0110	Infant, Toddler I	3
ECED 0111	Infant, Toddler II	3
ECED 0112	Preschool Child I	3
ECED 0113	Preschool Child II	3
ECED 0120	Portfolio Development in Early Childhood	4
ECED 0143	Creative Activities for Young Children	3
ECED 0150	Health, Safety & Nutrition in Early Childhood	3
ECED 0170	Early Childhood Curriculum	3
ECED 0180	Developing Language and Literacy	3
*See course syllabi for Early Childhood Education & Development course prerequisites.		

Total Hours for an Early Childhood Education & Development Certificate B	31
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Multimedia/Video Production

Technical Certificate

Program/CIP Code: MMVP.TCERTB/10.0304

Credits Required: 30

Division: Arts, Humanities, and Social Science

Contact: multimedivideo@kckcc.edu

This program features digital techniques for video production and editing, still photography, motion graphics, drone photography, 3D modeling and animation, audio editing and recording, and web development and animation with HTML5. Enrollees should have experience with Windows or Macintosh computers and experience navigating and using internet resources.

Requirements for admission to the program:

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

Multimedia/Video Production Technology Requirements*

Course		Credit Hours
MMVP0110	Introduction to Multimedia	3
MMVP0130	Introduction to Digital Imaging	3
MMVP0140	Introduction to Video Production	3
MMVP0150	Introduction to Animation	3
MMVP0160	Introduction to 3D Modeling	4
MMVP0166	Introduction to Web Animation	3
MMVP0170	Introduction to Game Design	3
MMVP0180	Audio for Video Production	3
MMVP0190	Digital Video Production	3
MMVP0201	Macintosh Digital Video Production	2
*See course syllabi for Multimedia/Video Production course prerequisites.		

Total Hours for a Multimedia/Video Production Technology Certificate	30
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English for Speakers of Other Languages

Division: Arts, Humanities, and Social Sciences

Contact: artsandhumanities@kckcc.edu

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

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

Foreign Language

Division: Arts, Humanities, and Social Sciences

Contact: artsandhumanities@kckcc.edu

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

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

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

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

Computer Information Systems Technology

Dean: Dr. Baz Abouelenein

Contact: CIST@kckcc.edu

The Department of Computer Information Systems Technology offers a variety of courses, certificates, and degrees designed to provide students with the knowledge, ability, technical skills, and critical thinking needed to enter the modern marketplace.

The department is committed to meeting the needs of the students who are enrolled in our courses. We are committed to teaching excellence. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Associate in Applied Science Degrees

Computer Engineering Technology-Web Emphasis

Computer Software Technology Technician

Computer System Networking & Telecommunications

Associate in Science Degrees

Curriculum pathway leading to an Associate in Science for students desiring to transfer to a 4-year degree program preparing for the following health care careers:

Computer Engineering Technology

Cybersecurity

Associate in General Studies Degree

Computer Engineering Technology

Certificates

Computer Software Technology

Computer Support Specialist

Computer System Networking & Telecommunications

Computer System Networking & Telecommunications – Computer Specialist

Computer System Networking & Telecommunications – Network Specialist

Networking Technology

Web Application & Design

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.

Computer Engineering Technology- Web Emphasis

Associate in Applied Science

Program/CIP Code: CETE.WE.AAS/15.1201

Credits Required: 67

Division: Information Services

Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 ENGL 0206	Composition II* or Technical Writing	3
SPCH 0151 SPCH 0201	Public Speaking OR Interpersonal Communication	3
ENGR 0104	Applied Math** or Math Elective	3
	Humanities Elective	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		21

* See course description for prerequisite.

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

Computer Engineering Technology Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0111	Microcomputer Business Software	3
CIST 0117	Networking I	3
CIST 0137	HTML Web Page Development	3
CIST 0147	Programming Fundamentals	4
CIST 0180	Programming Algorithms	4
CIST 0191	Discrete Structures	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST 0232	UNIX Scripting and Utilities	3
Web Application Electives		
CIST 0150	Web Graphics and Multimedia (3hrs)	14
CIST 0151	Structured Query Language (SQL) (3hrs)	
CIST 0152	JavaScript (3hrs)	
CIST 0230	Advanced Web Page Design (3hrs)	
CIST 0272	Server Side Programming Using PHP (3hrs)	
CIST 0299	Industrial Internship (Computer) (3hrs)	
Total Hours for Computer Engineering Technology Requirements		45
*See course syllabi for Computer Engineering Technology course prerequisites.		

Total Hours for an Associate in Applied Science in Computer Engineering Technology Degree	67
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Computer Software Technology Technician *Associate in Applied Science*

Program/CIP Code: CSTE.AAS/15.1201

Credits Required: 67

Division: Information Services

Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 ENGL 0206	Composition II* or Technical Writing*	3
SPCH 0151 SPCH 0201	Public Speaking OR Interpersonal Communication	3
ENGR 0104	Applied Math** or Math Elective	3
	Humanities Elective	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		21

* See course syllabus for prerequisite.

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

Computer Software Technology Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0111	Microcomputer Business Software	3
CIST 0117	Networking I	3
CIST 0120	Programming Fundamentals	4
CIST 0137	HTML Web Page Development	3
CIST 0180	Programming Algorithms	4
CIST 0191	Discrete Structures	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST 0232	UNIX Scripting and Utilities	3
Programming Software Electives		
CIST 0100	Introduction to the Internet (3hrs)	14
CIST 0166	Microcomputer Applications I: Excel Spreadsheets (3hrs)	
CIST 0182	Desktop Publishing and Presentations (3hrs)	
CIST 0224	Advanced Desktop Publishing (3hrs)	
CIST 0256	Object Oriented Programming using JAVA (3hrs)	
CIST 0236	Database Management (3hrs)	
CIST 0240	Data Structures C++ (4hrs)	
CIST 0299	Industrial Internship: Computer (3hrs)	
Total Hours for Computer Software Technology Requirements		45
* See course syllabi for Computer Software Technology course prerequisites.		

Total Hours for an Associate in Applied Science in Computer Software Technology Degree	67
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Computer System Networking & Telecommunications

Associate in Applied Science

Program/CIP Code: CSNT.AAS/11.0901

Credits Required: 67

Division: Information Services

Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 ENGL 0206	Composition II* or Technical Writing*	3
SPCH 0151 SPCH 0201	Public Speaking OR Interpersonal Communication	3
ENGR 0104	Applied Math** or Math Elective	3
	Humanities Elective	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		21

* See course syllabus for prerequisite.

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

Computer System Networking and Telecommunications Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0111	Microcomputer Business Software	3
CIST 0117	Networking I	3
CIST 0120	Programming Fundamentals	4
CIST 0137	HTML Web Page Development	3
CIST 0180	Programming Algorithms	4
CIST 0191	Discrete Structures	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST 0232	UNIX Scripting and Utilities	3
Programming Software Electives		
CIST 0158	Networking 2 (4hrs)	14
CIST 0161	Systems Manager (Windows 2003 Server) (4hrs)	
CIST 0216	Networking 3 (4hrs)	
CIST 0218	Advanced System Manager (4hrs)	
CIST 0220	Service and Support (4hrs)	
CIST 0226	SQL Server (4hrs)	
CIST 0250	Networking 4 (4hrs)	
CIST 0252	Data Design and Implementation (4hrs)	
CIST 0254	O.S. Security (4hrs)	
CIST 0299	Industrial Internship: Computer (3hrs)	
Total Hours for Computer System Networking and Telecommunications Requirements		45
* See course syllabi for Computer System Networking and Telecommunications course prerequisites.		
Total Hours for an Associate in Applied Science in Computer System Networking and Telecommunications Degree		67

Computer Engineering Technology

Associate in Science

Program/CIP Code: CETE.AS/47.0104

Credits Required: 62

Division: Information Services

Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 SPCH 0201	Public Speaking OR Interpersonal Communication	3
	Humanities Electives (two different disciplines)	6
	Social Science Elective (two different disciplines)	6
	Math and Natural & Physical Sciences	13-15
	College Algebra (MATH 0105)** or Higher	
	Natural and Physical Science Elective with Lab	
	Math and Natural & Physical Sciences Electives	
Total Hours for General Education Requirements		34-36
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Computer Engineering Technology Requirements*

Course		Credit Hours
CIST 0117	Networking I	3
CIST 0137	HTML Web Page Development	3
CIST 0147	Computer Operating System	4
CIST 0180	Programming Algorithms	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST	Computer Information Systems Electives	9
Total Hours for Computer Engineering Technology Requirements		27
* See course syllabi for Computer Engineering Technology course prerequisites.		

Total Hours for an Associate in Science in Computer Engineering Technology Degree	62-64
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Cybersecurity

Associate in Science

Program/CIP Code: CYBR.AS/11.1003

Credits Required: 61

Division: Information Services

Contact: CIST@kckcc.edu

The Associate in Science in Cybersecurity prepares students with the entry-level knowledge needed to protect cyberspace against physical and cyber threats. This degree is designed to enable students to easily transfer to a college or university offering a bachelor's degree in cybersecurity.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 SPCH 0201	Public Speaking OR Interpersonal Communication	3
	Humanities Electives (two different disciplines)	6
	Social Science Elective (two different disciplines)	6
	Math and Natural & Physical Sciences	13-15
	College Algebra (MATH 0105)** or Higher	
	Natural and Physical Science Elective with Lab	
	Math and Natural & Physical Sciences Electives	
Total Hours for General Education Requirements		34-36
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Cybersecurity Requirements

Course		Credit Hours
CIST 0117	Networking I	3
CIST 0125	Network Security (Cybersecurity I)	4
CIST 0155	Cyber Forensics (Cybersecurity III)	4
CIST 0158	Networking 2	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST 0225	Information Assurance (Cybersecurity II)	4
CIST 0255	Legal Issues in Cybersecurity	3
Total Hours for Cybersecurity Requirements		26
* See course syllabi for Cybersecurity course prerequisites.		

Total Hours for an Associate in Science in Cybersecurity Degree	61-63
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Computer Engineering Technology

Associate in General Studies

Program/CIP Code: CETE.AGS/15.1201

Credits Required: 61-62

Division: Information Services

Contact: cist@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:

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

College Requirements

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I	3
ENGL 0102	Composition II*	3
SPCH 0151 SPCH 0201	Public Speaking OR Interpersonal Communication	3
ENGR0104	Applied Math** or Math Elective	3
	Humanities Elective	3
	Social Science Elective	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		21
* See course description for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Degree Requirements

Course		Credit Hours
CIST	Electives	19-20
	Electives	20
Total Hours for Computer Engineering Technology Requirements		39-40
Total Hours for an Associate in General Studies in Computer Engineering Technology Degree		61-62

Computer Software Technology

Certificate

Program/CIP Code: CSTE.CERT/15.1204

Credits Required: 36

Division: Information Services

Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for admission to the program:

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

Computer Software Technology Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0111	Microcomputer Business Software	3
CIST 0117	Networking I	3
CIST 0147	Computer Operating System	4
CIST 0166	Microcomputer Applications I-II (Excel Spreadsheets)	3
CIST 0180	Programming Algorithms	4
CIST 0182	Desktop Publishing and Presentations	3
CIST 0224	Advanced Desktop Publishing	3
CIST 0227	Advanced Visual Basic	3
CIST 0236	Database Management	3
CIST 0240	Data Structures C++	4

*See course syllabi for Computer Software Technology course prerequisites.

Total Hours for a Computer Software Technology Certificate	36
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Computer Support Specialist

Certificate

Program/CIP Code: CRTE.TCERTA/CRTE.TCERTB/11.1006

Credits Required: 21/43

Division: Information Services

Contact: CIST@kckcc.edu

The Department of Computer and Information Systems Technology (CIST) is committed to meet the needs of the students who are enrolled in our programs. We are committed to excellence in teaching. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

Requirements for Admission to the program:

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

Computer Support Specialist Requirements: Certificate A*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CRTE 0100	COMP TIA A + Essentials	3
CRTE 0101	COMP TIA A + Practical Applications	3
CRTE 0106	Advanced Operating Systems	3
CRTE 0108	Laptops and Mobile Devices	3
CRTE 0110	Printers Scanners and Peripherals	3
ENGR 0108	Electronic Circuit Fundamentals	3
*See course syllabi for Computer Support Specialist course prerequisites.		

Total Hours for a Computer Support Specialist Certificate A	21
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Computer Support Specialist Requirements: Certificate B*

Course		Credit Hours
CRTE 0115	Applied Networking 1	2
CRTE 0117	Applied Networking 2	2
CRTE 0200	Server Operating Systems and Virtualization	3
CRTE 0201	Server Administration	3
CRTE 0202	Linux and Windows Practical Server	3
CRTE 0203	Computer Network Security	3
CIST 0117	Networking 1	3
CIST 0158	Networking 2	3
*See course syllabi for Computer Support Specialist course prerequisites.		

Total Hours for a Computer Support Specialist Certificate B	43
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Computer System Networking & Telecommunications

Certificate

Program/CIP Code: CSNT.CERT/11.0901

Credits Required: 38

Division: Information Services

Contact: CIST@kckcc.edu

This program is designed for the student who wants to complete a one-year certificate in Software Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a computer career. KCKCC is a Microsoft Authorized Academic Training Center. See our website for the most current information.

Requirements for Admission to the program:

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

Computer System Networking & Telecommunications Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0111	Microcomputer Business Software	3
CIST 0117	Networking I	3
CIST 0147	Computer Operating System	4
CIST 0158	Networking 2	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST 0216	Networking 3	4
CIST 0232	UNIX Scripting and Utilities	3
CIST 0250	Networking 4	4
ENGR 0180	Electronic Circuit Fundamentals	3
CIST	Computer Information Systems Electives	3-4
*See course syllabi for Computer System Networking & Telecommunications course prerequisites.		

Total Hours for a Computer System Networking & Telecommunications Certificate	38-39
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Computer System Networking & Telecommunications – Computer Specialist *Certificate*

Program/CIP Code: CSNT.CSC.CERT/11.0901

Credits Required: 17

Division: Information Services

Contact: CIST@kckcc.edu

This program is designed for the student who wants to complete a certificate in Network Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a network career. KCKCC is a Microsoft® Authorized Academic Training Center and a Cisco Certified Academy. See our website for the most current information.

Requirements for Admission to the program:

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

Computer Specialist Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0117	Networking I	3
CIST 0147	Computer Operating System	4
CIST 0214	Home Computer Repair/Maintenance	4
CIST	Computer Information Systems Electives	3-4
*See course syllabi for Computer Specialist course prerequisites.		

Total Hours for a Computer Specialist Certificate	17-18
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Computer System Networking & Telecommunications – Network Specialist

Certificate

Program/CIP Code: CNST.NSC.CERT/11.0901

Credits Required: 18

Division: Information Services

Contact: CIST@kckcc.edu

This program is designed for the student who wants to complete a certificate in Network Support. This program is designed for the computer professional upgrading job skills or the returning student wishing to start a network career. KCKCC is a Microsoft® Authorized Academic Training Center and a Cisco Certified Academy. See our website for the most current information.

Requirements for Admission to the program:

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

Network Specialist Requirements*

Course		Credit Hours
CIST0101	Computer Concepts and Applications	3
CIST0117	Networking I	3
CIST0158	Networking II	4
CIST0216	Networking III	4
CIST0250	Networking IV	4
*See course syllabi for Network Specialist course prerequisites.		

Total Hours for a Network Specialist Certificate	18
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Networking Technology

Certificate

Program/CIP Code: NETW.TCERTB/11.0901

Credits Required: 40

Division: Information Services

Contact: CIST@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.

Requirements for Admission to the program:

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

Networking Technology Requirements*

Course		Credit Hours
NETW 0140	Home and Small Business Networking	8
NETW 0144	Small-to-Medium Business of ISP	8
NETW 0146	Routing and Switching in the Enterprise	8
NETW 0148	Designing and Supporting Computer Networks	8
NETW 0142	Voice and Data Cabling	7
NETW 0150	Workplace Skills	1
*See course syllabi for Networking Technology course prerequisites.		

Total Hours for a Networking Technology Certificate	40
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Web Application & Design

Certificate

Program/CIP Code: WBAP.CERT/11.0801

Credits Required: 25

Division: Information Services

Contact: CIST@kckcc.edu

This program provides students with basic knowledge necessary to develop and design an effective and functional website.

Requirements for Admission to the program:

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

Web Application & Design Requirements*

Course		Credit Hours
CIST 0101	Computer Concepts and Applications	3
CIST 0117	Networking I	3
CIST 0137	HTML Web Page Development	3
CIST 0150	Web Graphics and Multimedia	3
CIST 0151	Structured Query Language (SQL)	3
CIST 0152	JavaScript	3
CIST 0180	Programming Algorithms	4
CIST 0272	Server Side Programing Using PHP	3
*See course syllabi for Web Application & Design course prerequisites.		
Total Hours for a Web Application & Design Certificate		25

Health Professions

Dean: Dr. Tiffany Bohm

Contact: healthprofessions@kckcc.edu

MISSION STATEMENT

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

Associate in Applied Science Degrees (AAS)

Mortuary Science

Nursing/Registered Nurse (RN)

Nursing/LPN-Paramedic-RRT to RN Bridge (RN)

Paramedic

Physical Therapist Assistant (PTA)

Respiratory Care (RT)

Certificates

Medical Assistant

Practical Nurse (LPN)

Certificates of Completion

Nursing Assistant (CNA)

Certified Medication Aid (CMA)

Emergency Medical Responder (EMR)

Emergency Medical Technician (EMT)

Associate in Science Degrees

Curriculum pathway leading to an Associate in Science for students desiring to transfer to a 4-year degree program preparing for the following health care careers:

Pre-Nursing

Pre-Occupational Therapy

Pre-Physical Therapy

Pre-Radiologic

Pre-Respiratory Therapy

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

Mortuary Science

Associate in Applied Science

Program Code/CIP Code: MTSC.AAS/12.0303

Credits Required: 69

Division: Health Professions

Contact: mortuaryscience@kckcc.edu

Accreditation: American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108. Woodbury Heights, New Jersey 08097 (816) 233-3747. Web: www.abfse.org.

MISSION

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

AIMS and PURPOSES

The Program of Mortuary Science at KCKCC states as its central aims the recognition of the importance of funeral service personnel as:

- members of a human services profession;
- members of the community in which they serve;
- participants in the relationship between bereaved families and those engaged in the funeral service profession;
- professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice;
- professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

The Mortuary Sciences purposes are:

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

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

PROGRAM INFORMATION – Kansas City

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

NATIONAL BOARD STATISTICS – Kansas City

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

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

Requirements for admission to the program:

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

College Requirement

Course	Credit Hours
BLUE 0101 Freshman Seminar	1

General Education Requirements

Course	Credit Hours
ENGL 0101 Composition I*	3
ENGL 0102 Composition II*	3
SPCH 0151 OR SPCH 0201 Public Speaking OR Interpersonal Communication	3
BUSN 0101 Accounting I***	3
BUSN 0104 Small Business Management	3
BUSN 0110 Business Math** or higher	3
Humanities elective	3
PSYC 0101 Psychology*	3
PSYC 0115 The Grieving Process	3
BIOL 0141 Human Anatomy and Laboratory***	4
Total Hours for General Education Requirements	31

* See course syllabus for prerequisite.

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

***Anatomy and Accounting courses completed more than four (4) years prior to admission must be repeated.

Mortuary Science Requirements*

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

Total Hours for an Associate in Applied Science in Mortuary Science Degree	69
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Course Sequence

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

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

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

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

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

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

Nursing/Registered Nurse

Associate in Applied Science

Program Code/CIP Code: NURS.AAS/51.3801

Credits Required: 73

Division: Health Professions

Contact: registerednursing@kckcc.edu

Accreditation: Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850. Atlanta, GA 30326. Web: www.ACENursing.org.

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
PSYC 0101	Psychology*	3
PSYC 0202 OR PSYC 0203	Child Development* OR Human Development*	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*/***	3
BIOL 0272	Physiology Lab*/***	1
BIOL 0261	Microbiology*/***	3
BIOL 0262	Microbiology Lab*/***	2
Humanities elective (Ethics recommended)		3
Total Hours for General Education Requirements		34

* See course syllabus for prerequisite.

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

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

Registered Nursing Requirements*

Course		Credit Hours
NURS 0131	Caring Interventions	3
NURS 0132	Foundation Concepts	4
NURS 0133	Homeostatic Concepts	4
NURS 0134	Protective Concepts	4
NURS 0135	Pathophysiology for Nurses	3
NURS 0193	Health Assessment for Nurses	3
NURS 0208	Pharmacology for Nursing	3
NURS 0251	Lifespan Family and Community Health	6
NURS 0254	Complex Health Concepts	4
NURS 0255	Management Concepts	4
Total Hours for Registered Nursing Requirements		38
*See course syllabi for Registered Nursing course prerequisites.		

Total Hours for an Associate in Applied Science in Registered Nursing Degree	73
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LPN/Paramedic/RRT to RN Bridge

Associate in Applied Science

Program Code/CIP code: NURS.BRDG.AAS/51.3801

Credits Required: 75

Division: Health Professions

Contact: nursingarticulation@kckcc.edu

Accreditation: Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850. Atlanta, GA 30326. Web: www.ACENursing.org.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

Advanced Standing Credit Awarded*

Course		Credit Hours
NURS 0131	Caring Interventions	3
NURS 0132	Foundation Concepts	4
NURS 0193	Health Assessment for Nurses	3
NURS 0251	Lifespan Family and Community Health	6
Total Hours of Advanced Standing Credit Awarded		16
* Students admitted to the Bridge Program with Advanced Standing will have 15 credits for NURS 0131, NURS 0132, NURS 0193, and NURS 0251 added to their transcript following successful completion of NURS 0133 and NURS 0134.		

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
PSYC 0101	Psychology	3
PSYC 0202 OR PSYC 0203	Child Development OR Human Development	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*/***	3
BIOL 0272	Physiology Lab*/***	1
BIOL 0261	Microbiology*/***	3
BIOL 0262	Microbiology Lab*/***	2
Humanities elective (Ethics recommended)		3
Total Hours for General Education Requirements		34
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

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

Registered Nursing Requirements*

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

*See course syllabi for Registered Nursing course prerequisites.

Total Hours for an Associate in Applied Science in Registered Nursing Degree	75
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Paramedic

Associate in Applied Science

Program Code/CIP Code: MITC.AAS/51.0904

Credits Required: 70

Division: Health Professions

Contact: emergencymed@kckcc.edu

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

The Paramedic Program will incorporate a variety of teaching strategies and learning opportunities for participants including but not limited to lectures, skill training sessions, demonstrations, simulated patient scenarios, hospital clinical experience, field internship experience, and computer-enhanced opportunities. The purpose of the training program is to provide the participant with the necessary knowledge and skills to effectively function as a certified Paramedic. Participants in the program are expected to develop competencies in Cognitive Skills, Psychomotor Skills, and in the Affective Domain.

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing*	3
SPCH 0151 OR SPCH 0202	Public Speaking OR Interpersonal Communication	3
EMTC 0101	Applied Math for EMS** or higher	3
	Humanities Elective	3
PSYC 0101	Psychology*	3
BIOL 0143 OR BIOL 0141	Human Anatomy and Physiology OR Human Anatomy and Lab	4-5
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		26-27
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Paramedic Requirements*

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

Total Hours for an Associate in Applied Science in Paramedic Degree	70-71
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Physical Therapist Assistant

Associate in Applied Science

Program Code/CIP Code: PTAS.AAS/51.0806

Credits Required: 75

Division: Health Professions

Contact: pta@kckkc.edu

Accreditation: Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE). Web: www.capteonline.org

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0202	Public Speaking OR Interpersonal Communication	3
	Humanities elective (Ethics recommended)	3
PSYC 0101	Psychology*	3
PSYC 0202 OR PSYC 0203	Child Development* OR Human Development*	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0143	Human Anatomy and Physiology***	5
Total Hours for General Education Requirements		26

* See course syllabus for prerequisite.

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

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

Physical Therapist Assistant Requirements*

Course		Credit Hours
PHTR 0160	Musculoskeletal I	5
PHTR 0165	Clinical Skills I	2
PHTR 0170	Fundamentals of Treatment Procedures	5
PHTR 0180	Clinical Skills II	2
PHTR 0195	Clinical Skills III	4
PHTR 0220	Pathophysiology for Rehabilitation	5
PHTR 0230	Musculoskeletal III	5
PHTR 0240	Clinical Skills IV	5
PHTR 0245	Clinical Skills V	5
PHTR 0250	Musculoskeletal II	5
PHTR 0275	Neuromuscular Rehabilitation	5
Total Hours for Physical Therapist Assistant Requirements		48
*See course syllabi for Physical Therapist Assistant course pre-requisites.		

Total Hours for an Associate in Applied Science in Physical Therapist Assistant Degree	75
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Course Sequence

Course		Credit Hours
Prior to Admission		
BLUE 0101	Freshman Seminar	1
ENGL 0101	Composition I	3
PSYC 0101	Psychology	3
MATH 0104	Intermediate Algebra or higher	3
BIOL 0143	Human Anatomy and Physiology	5

Semester II		
PHTR 0160	Musculoskeletal I	5
PHTR 0165	Clinical Skills I	2
PHTR 0170	Fundamentals of Treatment Procedures	5
ENGL 0102	Composition II	3

Semester III		
PHTR 0180	Clinical Skills II	2
PHTR 0230	Musculoskeletal III	5
PHTR 0250	Musculoskeletal II	5
PSYC 0202 OR PSYC 0203	Child Development OR Human Development	3
	Humanities elective (Ethics recommended)	3

Semester IV		
PHTR 0220	Pathophysiology for Rehabilitation	5
PHTR 0275	Neuromuscular Rehabilitation	5
SPCH 0151 OR SPCH 0202	Public Speaking OR Interpersonal Communication	3

Semester V		
PHTR 0240	Clinical Skills IV	5
PHTR 0245	Clinical Skills V	5

Respiratory Care

Associate in Applied Science

Program Code/CIP Code: RESP.RRT.AAS /51.0908

Credits Required: 76

Division: Health Professions

Contact: RT@kckcc.edu

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

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
	Humanities Elective	3
	Social Science Elective	3
MATH 0104	Intermediate Algebra** or higher	3
BIOL 0141	Human Anatomy and Laboratory***	4
BIOL 0271	Physiology*/***	3
BIOL 0272	Physiology Lab*/***	1
BIOL 0261	Microbiology*/***	3
BIOL 0262	Microbiology Lab*/***	2
Total Hours for General Education Requirements		31
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		
***Anatomy and Physiology courses completed more than seven (7) years prior to admission must be repeated.		

Respiratory Care Requirements*

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

Total Hours for an Associate in Applied Science in Respiratory Care Degree	76
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Course Sequence

Course		Credit Hours
First Semester		
BLUE 0101	Freshman Seminar	1
ENGL 0101	Composition I	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate Algebra or higher	3
BIOL 0141	Human Anatomy and Laboratory	4
	Social Science Elective	3

Second Semester		
BIOL 0271	Physiology	3
BIOL 0272	Physiology Lab	1
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
ENGL 0102	Composition II	3
	Humanities Elective	3

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

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

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

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

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

Medical Assistant

Certificate

Program Code/CIP Code: MEDA.CERT/51.0801

Credits Required: 38

Division: Health Professions

Contact: medicalassistant@kckcc.edu

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

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

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

Requirements for admission to the program:

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

Medical Assistant Requirements*

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

Total Hours for a Medical Assistant Certificate	38
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Nursing/Practical Nurse

Technical Certificate

Program Code/CIP Code: KSPN.TCER/51.3901

Credits Required: 45

Division: Health Professions

Contact: practicalnursing@kckcc.edu

Accreditation: Kansas State Board of Nursing (KSBN)

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

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

Requirements for admission to the program:

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

Practical Nursing Requirements*

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

Course Sequence

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

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

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

Nursing Assistant

Certificate of Completion

Program Code/CIP: CNA.CCOMP/51.3902

Credits Required: 5

Division: Health Professions

Contact: CNA@kckcc.edu

Accreditation: Kansas Department of Health and Environment (KDHE)

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

Requirements for admission to the course:

- High school diploma or GED.
- COMPASS reading test with a score of 65 or above in the reading comprehension.

CNA Requirement

Course		Credit Hours
ALHT 0104	Nursing Assistant	5
Total Hours for a CNA Certificate of Completion		5

Certified Medication Aide

Certificate of Completion

Program Code: CMA.CCOMP /51.2603

Credits Required: 4

Division: Health Professions

Contact: CNA@kckcc.edu

Accreditation: Kansas Department of Health and Environment (KDHE)

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

Requirements for admission to the course:

- Kansas Certified Nurse Aide.
- High school diploma or GED.
- COMPASS reading test with a score of 65 or above in the reading comprehension.

CMA Requirement

Course		Credit Hours
ALHT 0106	Certified Medication Aide	4
Total Hours for a CMA Certificate of Completion		4

Emergency Medical Responder

Certificate of Completion

Program Code/CIP Code: EMR.CCOMP/51.0904

Credits Required: 5

Division: Health Professions

Contact: emergencymed@kckcc.edu

MISSION

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

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

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

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

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

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

Requirements for admission to the program:

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

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

EMR Requirement

Course		Credit Hours
EMTC 0105	Emergency Medical Responder (EMR)	5
Total Hours for an EMR Certificate of Completion		5

Emergency Medical Technician

Certificate of Completion

Program Code/CIP Code: EMTC.CERT/51.0904

Credits Required: 10

Division: Health Professions

Contact: emergencymed@kckcc.edu

MISSION

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

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

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

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

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

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

Requirements for admission to the program:

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

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

EMT Requirement

Course	Credit Hours
EMTC 0128 Emergency Medical Technician (EMT)*	10
* See course syllabus for prerequisite.	
Total Hours for an EMT Certificate of Completion	10

Pre-Nursing

Associate in Science

Program Code/CIP Code: PRE.NURS.AS /51.1105

Credits Required: 60

Division: Health Professions

Contact: healthprofessions@kckcc.edu

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0202	Public Speaking OR Interpersonal Communication	3
PHIL 0206	Ethics	3
	Humanities Elective (Art, History, Literature, Modern Language, Music, Theater)	3
PSYC 0101	Psychology*	3
PSYC 0202 OR PSYC 0203	Child Development* OR Human Development*	3
BIOL 0121	General Biology	5
CHEM 0109	General Chemistry*	5
MATH 0105	College Algebra** or higher	3-5
Total Hours for General Education Requirements		34-36

* See course syllabus for prerequisite.

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

Nursing Transfer Requirements

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

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

Associate in Science

Program Code/CIP Code: PRE.OCTR.AS/51.1107

Credits Required: 60

Division: Health Professions

Contact: healthprofessions@kckcc.edu

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

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

Occupational Therapy Transfer Requirements

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

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

Associate in Science

Program Code/CIP Code: PRE.PTAS.AS /51.1109

Credits Required: 66

Division: Health Professions

Contact: healthprofessions@kckcc.edu

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0202	Public Speaking OR Interpersonal Communication	3
PHIL 0206	Ethics	3
	Humanities Elective (Art, History, Literature, Modern Language, Music, Theater)	3
PSYC 0101	Psychology*	3
	Social and Behavioral Science Elective (Anthropology, Economics, Geography, Political Science)	3
BIOL 0121	General Biology	5
CHEM 0111	General Chemistry I and Lab*	5
MATH 0105	College Algebra** or higher	3-5
Total Hours for General Education Requirements		34-36

* See course syllabus for prerequisite.

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

Physical Therapy Transfer Requirements

Course		Credit Hours
MATH 0115	Statistics*	3
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Laboratory*	1
BIOL 0261	Microbiology*	3
BIOL 0262	Microbiology Laboratory*	2
NASC 0231	General Physics*	5
NASC 0232	General Physics II*	5
CHEM 0112	College Chemistry II and Laboratory*	5
Total Hours for Physical Therapy Transfer Requirements		31
* See course syllabus for prerequisite.		

Total Hours for an Associate in Science in Pre-Physical Therapy Degree	66-68
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Pre-Radiologic Technology

Associate in Science

Program Code/CIP Code: PRE.RAD.AS/51.0999

Credits Required: 61

Division: Health Professions

Contact: healthprofessions@kckcc.edu

This program is designed for students planning to apply to a college offering a bachelor's degree in Radiology Technology. Students need to be mindful of requirements at the transfer institution and should consult with a counselor before deviating from this program. The following courses are required for application to the Friends University Bachelor of Science in Radiological Technology Program.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0202	Public Speaking OR Interpersonal Communication	3
Humanities Electives (two different disciplines)		6
Social and Behavioral Science Electives (two different disciplines)		6
BIOL 0121	General Biology	5
CHEM 0109	General Chemistry*	5
MATH 0105	College Algebra** or higher	3-5
Total Hours for General Education Requirements		34-36
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Radiologic Technology Transfer Requirements

Course		Credit Hours
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Laboratory*	1
NASC 0231	General Physics*	5
NASC 0232	General Physics II*	5
BIOL 0135	Principles of Cell and Molecular Biology	3
BIOL 0225	Diversity of Organisms*	5
Total Hours for Radiologic Technology Requirements		26
* See course syllabus for prerequisite.		

Total Hours for an Associate in Science in Pre-Radiologic Technology Degree	61-63
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Pre-Respiratory Therapy

Associate in Science

Program Code/CIP Code: PRE.RESP.AS/51.0999

Credits Required: 60

Division: Health Professions

Contact: healthprofessions@kckcc.edu

This program is designed for students planning to apply to a college offering a bachelor's degree in Respiratory Therapy. Students need to be mindful of requirements at the transfer institution and should consult with a counselor before deviating from this program. The following courses are required for application to the University of Kansas Bachelor of Science in Respiratory Therapy Program.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0202	Public Speaking OR Interpersonal Communication	3
PHIL 0103	Intro to Philosophy	3
	Humanities Elective (Art, History, Literature, Modern Language, Music, Theater)	3
PSYC 0101	Psychology*	3
	Social and Behavioral Science Elective (Anthropology, Economics, Geography, Political Science)	3
BIOL 0121	General Biology	5
CHEM 0109	General Chemistry*	5
MATH 0105	College Algebra** or higher	3-5
Total Hours for General Education Requirements		34-36
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Respiratory Therapy Transfer Requirements

Course		Credit Hours
ALHT 0127	Medical Terminology	3
BIOL 0141	Human Anatomy and Laboratory	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Laboratory*	1
BIOL 0261	Microbiology*	3
BIOL 0262	Microbiology Laboratory*	2
NASC 0130	Introductory Physics	3
MATH 0115	Statistics*	3
	Electives	1-3
Total Hours for Respiratory Therapy Requirements		23-25
* See course syllabus for prerequisite.		

Total Hours for an Associate in Science in Pre-Respiratory Therapy Degree	60
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Division of Math, Science, Business & Technology

Dean: Dr. Edward Kremer

Contact: MSBT@kckcc.edu

MISSION STATEMENT

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.

Associate in Applied Science Degrees (AAS)

Accounting
Administrative Office Professional
Business Administration
Corrections
Drafting (CAD)
Fire Science/Firefighting
Marketing
Paralegal
Police Science

Associate in Arts Degrees (AA)

Forensics Chemistry
Police Science
Pre-Sports Management

Associate in Science Degrees (AS)

Biology
Business
Chemistry
Environmental Studies
Forensic Chemistry
Physics
Pre-Agriculture
Pre-Chiropractic
Pre-Clinical Laboratory Science
Pre-Dental
Pre-Engineering
Pre-Exercise Science
Pre-Medical/Pre-Optometry
Pre-Nutrition
Pre-Pharmacy
Pre-Veterinary

Associate in Applied General Studies (AGS)

Biology
Chemistry
Environmental Studies
Forensic Chemistry
Physics
Exercise Science – Athletic Trainer
Exercise Science – Coaching
Exercise Science – Health/Fitness
Exercise Science – Physical Education
Exercise Science – Sports Management
Pre-Agriculture
Pre-Chiropractic
Pre-Clinical Laboratory Science
Pre-Engineering
Pre-Medical/Pre-Dental/Pre-Optometry
Pre-Nutrition
Pre-Pharmacy
Pre-Veterinary

Certificates

Accounting Assistant Certificate
Accounting Specialist Certificate
Administrative Office Professional
Corrections
Exercise Leader
Fire Science Technology
Homeland Security
Office Assistant
Police Science

Certificates of Completion

Customer Service
Entrepreneurship
Marketing

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

Accounting

Associate in Applied Science

Program Code: ACCT.AAS/52.0305

Credits Required: 61

Division: Math, Science, Business and Technology

Contact: BUSN@kckcc.edu

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

This program is designed to prepare students for immediate employment in the fields of accounting and business. Many of the courses listed below will transfer to a number of four-year colleges and universities. However, students who plan to transfer for a Bachelor's Degree in Accounting, should follow the Associate in Science transfer degree for Business. These students should also contact the Student Advising Center and the four-year college of their choice to obtain a list of course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Math, Science, Business and Technology.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
BUSN 0110	Business Math**	3
	Humanities Elective	3
ECON 0201 OR PSYC 0101	Principles of Macroeconomics OR Psychology*	3
	Natural & Physical Science Elective	3-5
Total Hours for General Education Requirements		21-23

*See course syllabus for prerequisite.

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

Accounting Requirements*

Course		Credit Hours
Business Core Requirement:		
BUSN 0101	Accounting I	3
BUSN 0204	Business Law I	3
BUSN 0210	Introduction to Business	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
Total Hours for Business Requirements		15
Accounting Specialization Requirement:		
BUSN 0102	Accounting II	3
BUSN 0164	Income Tax Procedures	3
BUSN 0203	Managerial Accounting	3
BUSN 0205	Intermediate Accounting	3
BUSN 0206	Business Law II	3
BUSN 0209	Computerized Accounting	3
CIST 0166	Microcomputer Application I: (Spreadsheets)	3
Electives - Choose one of the following:		
BUSN 0105	Personal Finance	3
BUSN 0166 AND	Volunteer Income Tax Assistance (VITA) Tax Preparation	
BUSN 0167	Volunteer Income Tax Assistance (VITA) Tax Preparation Internship	
BUSN 0286	Principles of Management	
Total Hours for Accounting Specialization Requirement		24
Total Hours for Accounting Requirements		39
*See course syllabi for Accounting course prerequisites.		

Total Hours for an Associate in Applied Science in Accounting Degree	61-63
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Administrative Office Professional

Associate in Applied Science

Program Code: ADOP.AAS/52.0401

Credits Required: 63

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Accreditation: ACBSP

This two-year program prepares students for an administrative office professional's position. Besides possessing a mastery of office skills, the administrative office professional must know about business organization and policies which are included in the course of study. Enrollees must complete one semester of on-the-job training. Students who have scored 500 or higher on the CAP® Exam may receive academic credit hours from KCKCC. Contact the Administrative Office Professional Coordinator for more information. Any deviation from the program must be approved by the Dean of Math, Science, Business and Technology.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
BUSN 0110	Business Math**	3
	Humanities Elective	3
PSYC 0101 OR ECON 0201	Psychology* OR Principles of Macroeconomics	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		21

*See course syllabus for prerequisite.

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

Administrative Office Professional Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0204	Business Law	3
BUSN 0210	Introduction to Business	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
BUSN 0108	Human Relations in Business	3
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Applications I-II: (Advanced Word)	2
BUSN 0209 OR BUSN 0250	Computerized Accounting OR Obtaining Employment	1
BUSN 0285	Occupational Internship I	3
BUSN 1151	Basic Keyboarding	1
BUSN 1152	Document Formatting	1
BUSN 1153	Speedbuilding I	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2251	Office Simulations	3
BUSN 2253	Customer Service	2
CIST 0166	Microcomputer Applications I: (Spreadsheets)	3
BUSN 0293 OR BUSN 0267	Business Dynamics OR Supervision Skills	2
Total Hours for Administrative Office Professional Requirements		41
*See course syllabi for Administrative Office Professional course prerequisites.		

Total Hours for an Associate in Applied Science in Administrative Office Professional Degree	63
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Business Administration

Associate in Applied Science

Program/CIP Code: BADM.AAS/52.0201

Credits Required: 60

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

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

This program provides courses to prepare students for immediate employment in many areas of work. Students interested in a transfer program should follow the suggested listing of courses for The Associate in Science in Liberal Arts & Sciences transfer degree for Business and they are required to fulfill all degree requirements of the transfer institution. Deviations must be approved by the Dean of Business and Continuing Education.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
BUSN0110	Business Math**	3
	Humanities Elective	3
ECON0201 OR PSYC0101	Principles of Macroeconomics OR Psychology*	3
	Natural and Physical Science Elective	3-5
Total Hours for General Education Requirements		21-23

*See course syllabus for prerequisite.

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

Business Administration Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0204	Business Law I	3
BUSN 0210	Introduction to Business	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
BUSN 0102	Accounting II	3
BUSN 0104 OR BUSN 0108	Small Business Management OR Human Relations in Business	3
BUSN 0206	Business Law II	3
BUSN 0213 OR BUSN 0280	Introduction to Employment Law OR Human Resource Management	3
BUSN 0286	Principles of Management	3
BUSN 0294	Be Your Own Boss – Fast/Trac®Planning The Entrepreneurial Venture™	3
Electives: Choose 5-6 credits from the following:		
BUSN 0104	Small Business Management	3
BUSN 0105	Personal Finance	3
BUSN 0113	Marketing	3
BUSN 0166 AND BUSN 0167	Volunteer Income Tax Assistance (VITA) Tax Preparation AND Volunteer Income Tax Assistance (VITA) Tax Preparation Internship	2 1
BUSN 0181	Is Business Ownership for Me? – Ice House-The Entrepreneurial Mindset	2
BUSN 0203	Managerial Accounting	3
BUSN 0214	International Business Cultures	3
BUSN 0216	E-Marketing	3
BUSN 0260	Principles of Advertising	3
BUSN 0263	Consumer Behavior	3
BUSN 0264	Integrated Marketing Communications	3
BUSN 0266	Principles of Selling	3
BUSN 0267	Supervision Skills	2
BUSN 0269	Services Marketing	3
BUSN 0292	Current Topics in Supervision and Management	3
BUSN 0293	Business Dynamics	2
BUSN 0294	Introduction to Entrepreneurship: FastTrac®	3
BUSN 2253	Customer Service	2
Total Hours for Business Administration Requirements		38
*See course syllabi for Business Administration course prerequisites.		

Total Hours for an Associate in Applied Science in Business Administration Degree	60-63
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Corrections

Associate of Applied Science

Program/CIP Code: CORR.AAS/43.0102

Credits Required: 66

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Two (2) options are available to students in the Criminal Justice field. They are 1) Corrections & 2) Police Science. In addition, two (2) one-year certificate programs are available in the same programs: Corrections and Police Science. Students must maintain a 2.0 (C) cumulative GPA (General Education and vocational courses) to graduate under the CRJS program.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra** or higher	3
HIST 0105	United States Since 1877	3
SOSC 0107	Sociology	3
SOSC 0134	Criminology	3
	Natural & Physical Science Elective	3
Total Hours for General Education Requirements		24

*See course syllabus for prerequisite.

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

Corrections Requirements*

Course		Credit Hours
CRJS 0101	Introduction to Criminal Justice	3
CRJS 0102	Introduction to Corrections	3
CRJS 0108	Oral Communications in the Correctional Environment	3
CRJS 0109	Corrections Report Writing	3
CRJS 0110	Ethical Decision Making in Corrections	3
CRJS 0111	Spanish in the Workplace (Corrections)	2
CRJS 0115	Probation and Parole	3
CRJS 0116	Juvenile Delinquency and Justice	3
CRJS 0119	Agency Administration (Corrections)	3
CRJS 0120	Special Populations in Corrections	3
CRJS 0207	Understanding Terrorism & Homeland Security	3
CRJS 0209	Community Corrections	3
CRJS 0210	Legal Issues in Corrections	3
CRJS 0221	Criminal Justice Practicum	3
Total Hours for Corrections Requirements		41
*See course syllabi for Corrections course prerequisites.		

Total Hours for an Associate in Applied Science in Corrections Degree	66
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Drafting (Computer Aided Design)

Associate of Applied Science

Program/CIP Code: DRFT.CAD.AAS/15.1302

Credits Required: 63

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

MISSION:

The Drafting Program is committed to meeting the needs of the students enrolled in our courses. We are also committed to excellence in teaching.

The Department offers courses in the disciplines of GIS and CAD Drafting. We provide quality transfer courses, general education courses, prerequisites within vocational programs, and vocational courses.

All courses within the Drafting Program are designed to meet the needs of the students who take them and provide them with the knowledge, ability, skills, and the critical thinking (deductive reasoning) they will need to enter the modern marketplace.

Designed to prepare students for a variety of drafting and design positions in business, industry, and government, this program provides instruction in drafting techniques, procedures, processes, standards, and the care and use of tools and special instruments of the trade. CAD techniques utilizing Windows are emphasized in each course.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra** or higher	3-5
	Humanities Elective	3
	Social Science Elective	3
	Natural & Physical Science Elective	3-5
Total Hours for General Education Requirements		21-25

*See course description for prerequisite.

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

Drafting (CAD) Requirements*

Course		Credit Hours
ENGR 0103	Descriptive Geometry	3
ENGR 0105	Print Reading	3
ENGR 0106	Computer Aided Drafting	3
ENGR 0151	Drafting Technology	3
ENGR 0152	Fundamentals of Parametric Modeling	4
ENGR 0154	Pictorial Drawing	2
ENGR 0195	Fundamentals of Arcview GIS	4
ENGR 0206	Advanced Computer Aided Drafting	3
ENGR 0216	Fundamentals of MicroStation	3
ENGR 0251 OR ENGR 0253	Fundamentals of Building Planning OR Fundamentals of Structural Steel Drawing	3
ENGR 0257	Fundamentals of CAD Technologies	3
ENGR 0260 OR ENGR 0262 OR ENGR 0264 OR ENGR 0266	Advanced Drafting OR Commercial Building Planning OR Industrial Illustration OR Structural Steel Drafting	4
ENGR 0281	Drafting Field Project I	3
Total Hours for Drafting (CAD) Requirements		41
*See course syllabi for Drafting (CAD) course prerequisites.		

Total Hours for an Associate in Applied Science in Drafting (CAD) Degree	63-67
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Electives: Students can substitute the following drafting courses for ones listed in the "Drafting Requirements" with the approval of the Coordinator.		
ENGR 0107	Construction Management	3
ENGR 0196	CIS for Homeland Security	3
ENGR 0268	Civil Drafting Technology	4

Fire Science/Fire Fighting

Associate of Applied Science

Program/CIP Code: FRSC.AAS/43.0203

Credits Required: 65

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

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

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

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104 OR BUSN 0110	Intermediate Algebra** OR Business Math**	3
	Humanities Elective (No Performing Arts Accepted)	3
	Social Science Elective	3
	Natural & Physical Science Requirement	3
Total Hours for General Education Requirements		21

*See course syllabus for prerequisite.

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

Fire Science/Fire Fighting Requirements*

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

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

Associate in Applied Science

Program/CIP Code: MKTG.AAS/52.0201

Credits Required: 61

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

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

Marketing is a fundamental component of all business operations and is a critical aspect of the success of a business. Prepare yourself for a career in today's dynamic business environment with a Marketing degree. Jobs in the field of marketing include: advertising, sales, communications, public relations, promotions, e-marketing, fundraising, and research analyst. The program is firmly committed to providing opportunity for leadership development, social and civic awareness, and increased understanding of marketing and management. Many of the courses listed below will transfer to a number of four-year colleges and universities. However, students who plan to transfer for a Bachelor's Degree in Marketing, should follow the Associate in Science transfer degree for Business. These students should also contact the Student Advising Center and the four-year college of their choice to obtain a list of course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Math, Science, Business & Technology.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
BUSN 0110	Business Math**	3
	Humanities Elective	3
ECON 0201 OR PSYC 0101	Principles of Macroeconomics OR Psychology*	3
	Natural and Physical Science Elective	3-5
Total Hours for General Education Requirements		21-23

*See course syllabus for prerequisite.

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

Marketing Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0204	Business Law I	3
BUSN 0210	Introduction to Business	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
BUSN 0113	Marketing	3
BUSN 0216	E-Marketing	3
BUSN 0263	Consumer Behavior	3
BUSN 0266	Principles of Selling	3
BUSN 0294 OR BUSN 0104	Introduction to Entrepreneurship: FastTrac® OR Small Business Management	3
BUSN	Electives	9
Total Hours for Marketing Requirements		39
*See course syllabi for Marketing course prerequisites.		

Total Hours for an Associate in Applied Science in Marketing Degree	61-63
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Paralegal

Associate in Applied Science

Program/CIP Code: PRLG.AAS/22/0302

Credits Required: 66

Division: Math, Science, Business and Technology

Contact: MSBT@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 Math, Science, Business & Technology.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENG L0206	Composition II* OR Technical Writing*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra** or higher	3-5
	Humanities Elective	3
PSYC 0101	Psychology*	3
	Natural and Physical Science Elective	3
Total Hours for General Education Requirements		21-23

*See course syllabus for prerequisite.

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

Paralegal Requirements*

Course		Credit Hours
CIST 0111	Microcomputer Business Software	3
BUSN 1151 OR BUSN 1153	Basic Keyboarding OR Speedbuilding I	1
PRLG 0121	Introduction to Law	3
PRLG 0131	Legal Research I	3
PRLG 0132	Litigation I	3
PRLG 0152	Real Estate Law	3
PRLG 0162	Family Law	3
PRLG 0205	Legal Writing	3
PRLG 0207	Criminal Law for the Paralegal	3
PRLG 0212	Business Organizations	3
PRLG 0231	Legal Research II	3
PRLG 0232	Litigation II	3
PRLG 0241	Wills, Trusts, and Probate	3
PRLG 0270	Insurance Law	3
PRLG 0271	Seminar: Legal Interviewing & Investigation	2
PRLG 0275	Paralegal Internship I	1
PRLG 0276	Paralegal Internship II	1
Total Hours for Paralegal Requirements		44

Total Hours for an Associate in Applied Science in Paralegal Degree	66-68
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Police Science

Associate of Applied Science

Program/CIP Code: POLI.AAS/43.0107

Credits Required: 64

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra** or higher	3
HIST 0105	United States Since 1877	3
SOSC 0107	Sociology	3
SOSC 0134	Criminology	3
	Natural & Physical Science Elective	3
Total Hours for General Education Requirements		24

*See course syllabus for prerequisite.

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

Police Science Requirements*

Course		Credit Hours
CRJS 0101	Introduction to Criminal Justice	3
CRJS 0112	Agency Administration (Police)	3
CRJS 0116	Juvenile Delinquency and Justice	3
CRJS 0117	Professional Responsibility in Criminal Justice (Ethics)	3
CRJS 0118	Law Enforcement Operations and Procedures	3
CRJS 0201	Criminal Investigation	3
CRJS 0203	Criminal Law	3
CRJS 0204	Criminal Procedure	3
CRJS 0206	Criminal Justice Interview and Report Writing	3
KLETC or Equivalent LE Academy		12
Total Hours for Police Science Requirements		39
*See course syllabi for Police Science course prerequisites.		

Total Hours for an Associate in Applied Science in Police Science Degree	64
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Forensic Chemistry

Associate in Arts

Program Code: CHEM.FOR.AA/24.0101

Credits Required: 66

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

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.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0108	College Algebra** OR Pre-Calculus** Mathematics	3-5
Humanities Core Elective (3 Disciplines)		9
CRJS 0201	Criminal Investigation I	3
SOSC 0134	Criminology	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL	Elective (Lecture and Lab)	4-5
LANG	Elective	5
Total Hours for General Education Requirements		41-44

*See course syllabus for prerequisite.

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

Forensic Chemistry Requirements*

Course		Credit Hours
CHEM 0101	Introduction to Forensic Science and Laboratory	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0201	Forensic Science Analytical Techniques	3
NASC 0130 AND NASC 0131 OR NASC 0231 OR NASC 0232 OR NASC 0245 OR NASC 0246	Introductory Physics AND Introductory Physics Lab OR General Physics I & Lab OR General Physics II & Lab OR Engineering Physics I & Lab OR Engineering Physics II & Lab	4-5
	Electives	6
Total Hours for Forensic Chemistry Requirements		23-24
*See course syllabi for Forensic Chemistry course prerequisites.		

Total Hours for an Associate in Arts in Forensic Chemistry Degree	65-69
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Police Science

Associate in Arts

Program/CIP Code: POLI.AA/43.0107

Credits Required: 65

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
HIST 0105	United States Since 1877	3
PHIL	Elective (Logic recommended)	3
	Humanities Elective	3
SOSC 0107	Sociology	3
SOSC 0134	Criminology	3
CHEM 0101	Introduction to Forensic Science	5
LANG	Elective	5
Total Hours for General Education Requirements		37
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Police Science Requirements*

Course		Credit Hours
CRJS 0101	Introduction to Criminal Justice	3
CRJS 0116	Juvenile Delinquency and Justice	3
CRJS 0117	Professional Responsibility in Criminal Justice (Ethics)	3
CRJS 0119	Agency Administration (Police)	3
CRJS 0201	Criminal Investigation	3
CRJS 0203	Criminal Law	3
CRJS 0204	Criminal Procedure	3
CRJS 0207	Understanding Terrorism & Homeland Security	3
CRJS 0206 OR CRJS 0221	Criminal Justice Interview and Report Writing OR Criminal Justice Practicum	3
Total Hours for Police Science Requirements		27
*See course syllabi for Police Science course prerequisites.		

Total Hours for an Associate in Arts in Police Science Degree	65
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Pre-Sports Management

Associate in Arts

Program/CIP Code: PRE.SPTM.AA/24.0101

Credits Required: 60

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Students interested in completing the bachelor's degree program in sports management should follow this course of study. Two years of a general education programs and two years sports management courses must be completed. Students should consult with the college where they plan to transfer at an early date in their college career.

The Associate in Arts Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities."

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3-5
PHIL 0206	Ethics	3
	Humanities Elective	6
ECON 0201 ECON 0202	Principles of Macroeconomics OR Principles of Microeconomics	3
PSYC 0101	Psychology*	3
BIOL 0135 OR BIOL 0141	Principles of Cell and Molecular Biology OR Human Anatomy & Laboratory	4
LANG	Elective	5
Total Hours for General Education Requirements		35-37
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Sports Management Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0102	Accounting II	3
BUSN 0286	Principles of Management	3
BUSN 0204	Business Law I	3
BUSN/EXSC 0215	Introduction to Sports Management	3
EXSC 0205	Personal School Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
Total Hours for Pre-Sports Management Requirements		24
*See course syllabi for Pre-Sports Management course prerequisites.		

Total Hours for an Associate in Arts in Pre-Sports Management Degree	60-62
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Biology

Associate in Science

Program Code: BIOL.AS/24.0101

Credits Required: 63

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Biology Department provides coursework that allows students substantial flexibility in biologically based career options while instilling an appreciation for the complexity and diversity of life. Our biology laboratory courses prepare students with the hands on skills necessary to pursue professional positions in the medical field, industry, and research. In biology lecture courses, students learn the mechanisms, theory, history, and philosophy of each biological science. The most fundamental goals of teaching and learning in biology are to develop an appreciation for the study of life, to enhance scientific literacy, and to foster a desire for continued acquisition of knowledge.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
	Humanities Electives (2 disciplines)	6
	Social Science Electives (2 disciplines)	6
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		33

*See course syllabus for prerequisite.

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

Biology Requirements*

Course		Credit Hours
BIOL 0225	Diversity of Organisms	5
BIOL 0240	Introduction to Genetics	4
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab (recommended)	2
NASC 0231	General Physics I & Lab	5
Total Hours for Biology Requirements		29
*See course syllabi for Biology course prerequisites.		

Total Hours for an Associate in Science in Biology Degree	63
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Business

Associate in Science

Program/CIP Code: BUSN.AS/24.0101

Credits Required: 62

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Accreditation: Accreditation Council for Business Schools and Programs

This transfer program is designed to meet general education requirements for students planning to transfer to a four-year college or university program in Business. Students should contact the Student Advising Center and the four-year college of their choice to obtain the course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Math, Science, Business & Technology.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra**	5
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology*	3
	Social Science Elective	3
BIOL	Elective Lecture and Lab Course	4-5
NASC OR CHEM	Elective Lecture and Lab Course	4-5
Total Hours for General Education Requirements		34-36
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Business Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0102	Accounting II	3
BUSN 0203	Managerial Accounting	3
BUSN 0204	Business Law I	3
BUSN 0206	Business Law II	3
CIST 0111	Microcomputer Business Software	3
ECON 0201	Principles of Macroeconomics	3
ECON 0202	Principles of Microeconomics	3
MATH 0115 OR MATH 0120	Statistics OR Calculus I (Non-Engineering)	3
Total Hours for Business Requirements		27
*See course syllabi for Business course prerequisites.		

Total Hours for an Associate in Science in Business Degree	62-64
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Chemistry

Associate in Science

Program Code: CHEM.AS/24.0101

Credits Required: 67

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Chemistry Department's goal is to provide high quality educational programs for all students who study chemistry at KCKCC. Faculty strive to teach chemistry in ways that help students to become life-long learners, develop effective written and oral communicators, and explore the relationship of chemistry to other fields. The department endeavors to integrate education and research by incorporating recent discoveries, modern techniques, and research-grade instrumentation into the curriculum. As mentors for collaborative student-faculty research and creative projects, faculty works with students to expand fundamental knowledge in chemistry and develop students' abilities for independent scholarship. The department strives to prepare chemistry majors for direct employment in chemistry, entry into four-year colleges and universities or professional programs.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0122	Calculus and Analytic Geometry I**	5
ENGL	Humanities Elective	3
	Elective	3
	Social Science Electives (2 disciplines)	6
CHEM 0111	College Chemistry I and Lab*	5
CHEM 0112	College Chemistry II and Lab*	5
Total Hours for General Education Requirements		36

*See course syllabus for prerequisite.

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

Chemistry Requirements*

Course		Credit Hours
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
MATH 0123	Calculus and Analytic Geometry II	5
MATH 0224	Calculus and Analytic Geometry III	5
NASC 0231	General Physics I & Lab	5
NASC 0232	General Physics II & Lab	5
Total Hours for Chemistry Requirements		30
*See course syllabi for Chemistry course prerequisites.		

Total Hours for an Associate in Science in Chemistry Degree	67
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Environmental Studies

Associate in Science

Program/CIP Code: ENST.AS/24.0101

Credits Required: 62

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
PHIL 0206	Ethics*	3
ENGL	Elective	3
ECON 0201 OR ECON 0202	Principles of Macroeconomics OR Principles of Microeconomics	3
	Social Science Elective	3
MATH 0120	Calculus I **(Non-Engineering)	3
BIOL 0131	Environmental Science	3
BIOL 0132	Environmental Science Lab*	2
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		34
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Environmental Studies Requirements*

Course		Credit Hours
BIOL 0135	Principles of Cell and Molecular Biology	4
BIOL 0225	Diversity of Organisms	5
BIOL	Elective	3
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
Total Hours for Environmental Studies Requirements		27
*See course syllabi for Environmental Studies course prerequisites.		

Total Hours for an Associate in Science in Environmental Studies Degree	62
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Forensic Chemistry

Associate in Science

Program/CIP Code: CHEM.FOR.AS/24.0101

Credits Required: 67

Division: Math, Science, Business and Technology

Contact: MSBT@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.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
ENGL	Elective	3
	Humanities Elective	3
SOSC 0134	Criminology	3
PSYC 0101	Psychology*	3
CHEM 0111	College Chemistry I and Lab*	5
MATH 0122	Calculus and Analytical Geometry I**	5
BIOL	Elective (Lecture and Lab)*	4-5
Total Hours for General Education Requirements		35-36
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Forensic Chemistry Requirements*

Course		Credit Hours
CHEM 0101	Introduction to Forensic Science and Laboratory	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
CHEM 0201	Forensic Science Analytical Techniques	3
NASC 0130 AND NASC 0131 OR NASC 0231 OR NASC 0232 OR NASC 0245 OR NASC 0246	Introductory Physics AND Introductory Physics Lab OR General Physics I & Lab (Recommended) OR General Physics II & Lab OR Engineering Physics I & Lab OR Engineering Physics II & Lab	4-5
LANG OR CIST	Elective OR Elective	3-5
Total Hours for Forensic Chemistry Requirements		30-33
*See course syllabi for Forensic Chemistry course prerequisites.		

Total Hours for an Associate in Science in Forensic Chemistry Degree	66-70
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Physics/Physical Science

Associate in Science

Program/CIP Code: NASC.AS/24.0101

Credits Required: 69

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Department of Physical Science strives to develop in its students a comprehensive grasp of the principles of Physics and to generate opportunities for optimized learning of Physical Science concepts through interdisciplinary interactions. We offer high quality learning experiences that include a variety of courses appropriate for a diverse student body.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
MATH 0122	Calculus and Analytic Geometry I**	5
MATH 0123	Calculus and Analytic Geometry II**	5
CHEM 0111	College Chemistry I and Lab	5
CHEM 0112	College Chemistry II and Lab	5
Total Hours for General Education Requirements		41

* See course description for prerequisite.

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

Physics Requirements*

Course		Credit Hours
MATH 0224	Calculus and Analytic Geometry III	5
MATH 0227	Differential Equations	3
NASC 0245	Engineering Physics I	5
NASC 0246	Engineering Physics II	5
NASC 0248	Statics	3
NASC 0249	Dynamics	3
	Computer Programming Elective	3
Total Hours for Physics Requirements		27
*See course syllabi for physics prerequisites.		

Total Hours for an Associate in Science in Physics/Physical Science Degree	69
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Pre-Agriculture

Associate in Science

Program/CIP Code: PRE.AGRI.AS/24.0101

Credits Required: 63

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology	3
	Social Science Elective	3
MATH 0108	Pre-Calculus**	3
MATH 0112	Trigonometry**	2
NASC 0231	General Physics I and Lab*	5
BIOL 0121	General Biology	5
Total Hours for General Education Requirements		36

*See course syllabus for prerequisites.

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

Pre-Agriculture Requirements*

Course		Credit Hours
BIOL 0231	Animal Biology	3
BIOL 0232	Animal Biology Lab	2
CHEM 0111	College Chemistry I and Lab	5
CHEM 0112	College Chemistry II and Lab	5
MATH 0120	Calculus I (Non-Engineering)	3
CIST	Elective	3
	Natural and Physical Science Elective (w/lab)	5
Total Hours for Pre-Agriculture Requirements		26
*See course syllabi for Pre-Agriculture course prerequisites.		

Total Hours for an Associate in Science in Pre-Agriculture Degree	63
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Pre-Chiropractic

Associate in Science

Program/CIP Code: PRE.CHIR.AS/24.0101

Credits Required: 66

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Chiropractic medicine is a branch of health care that focuses on treating patients without the use of drugs or surgery. This profession advocates a holistic philosophy, which emphasizes prevention and wellness over treating disease and injury. Chiropractic physicians are trained in diagnosis and treatment of diseases of all body systems with a concentration in the nervous and musculoskeletal systems.

The goal of the Pre-Chiropractic Program is to prepare the students who wish to complete the prerequisites for the Doctor of Chiropractic Program. The program offers coursework in preparation for application to Chiropractic school. Upon completion of these undergraduate prerequisites, students may apply to the chiropractic school of their choice. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the Chiropractic college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

Note: Students who plan to practice as chiropractors in Kansas must obtain a bachelor's degree to be admitted to a chiropractic college.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology*	3
	Social Science Elective	3
MATH 0120	Calculus I (Non-Engineering)**	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours General Education Requirements		33

*See course syllabus for prerequisites.

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

Pre-Chiropractic Requirements*

Course		Credit Hours
BIOL 0141	Human Anatomy and Lab	4
BIOL 0145	Nutrition	3
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231	General Physics I and Lab	5
NASC 0232	General Physics II and Lab	5
Total Hours for Pre-Chiropractic Requirements		32
*See course syllabi for Pre-Chiropractic course prerequisites.		

Total Hours for an Associate in Science in Pre-Chiropractic Degree	66
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Pre-Clinical Laboratory Science

Associate in Science

Program/CIP Code: PRE.CLINLABSCI.AS/24.0101

Credits Required: 69

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

MISSION

The mission of the Pre-Clinical Laboratory Science program is to graduate competent and ethical clinical laboratory professionals with the knowledge and the skills for career entry. It is also the program mission to prepare graduates for leadership roles in the clinical laboratory and professional organizations and to instill an understanding of the need for maintaining continuing competency in a rapidly changing and dynamic profession. The Clinical Laboratory Science program has a strong commitment to the career ladder approach to higher education. With Career Ladder programs, the students can transfer to universities to enroll in the Bachelor of Science in Clinical Laboratory Science. The AAS graduates who wish to obtain a bachelor's degree in Clinical Laboratory Science may "career ladder" without loss of credit.

Note: To be considered for admissions to the clinical laboratory science program at the University of Kansas Medical Center, students must have an overall grade-point average of 2.00 and a grade-point average of 2.30 in chemistry, biology, and microbiology.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
MATH 0105 OR MATH 0108	College Algebra** OR Pre-Calculus**	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		33

*See course syllabus for prerequisites.

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

Pre-Clinical Laboratory Science Requirements*

Course		Credit Hours
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
BIOL 0271	Physiology	3
BIOL 0272	Physiology Laboratory	1
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231	General Physics I	5
MATH 0115	Statistics	3
CIST	Elective	3
Total Hours for Pre-Clinical Laboratory Requirements		35
*See course syllabi for Pre-Clinical course prerequisites.		

Total Hours for an Associate in Science in Pre-Clinical Laboratory Degree	68
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Pre-Dental

Associate in Science

Program/CIP Code: PRE.DENT.AS/24.0101

Credits Required: 68

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Pre-Dental Program is designed to prepare students for entry into dental school. The program is a rigorous science and math-based program that can be combined with any major. It is important to note that the Pre-Dental Program is not a major but rather a program consisting of 69-70 credit hours.

These courses serve as the prerequisites for application to dental school. The pre-dental advisers can assist students in tandem with their major adviser. The pre-dental advisor informs the student of prerequisite courses, admissions test dates, and application deadlines, as well as provides workshops and letters of evaluation for application to dental school. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the Dental college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

The following program provides a foundation of general education while fulfilling prerequisites for the study of dentistry. Students should select honors courses whenever they are offered.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 SPCH 0201	Public Speaking OR Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
MATH 0120	Calculus I (Non-Engineering)**	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours General Education Requirements		33
*See course description for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Dental Requirements*

Course		Credit Hours
BIOL 0141	Human Anatomy and Lab	4
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231	General Physics I and Lab	5
NASC 0232	General Physics II and Lab	5
Total Hours for Pre-Dental Requirements		34
*See course syllabi for Pre-Dental course prerequisites.		

Total Hours for an Associate in Science in Pre-Dental Degree	68
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Pre-Engineering

Associate in Science

Program/CIP Code: PRE.ENGR.AS/24.0101

Credits Required: 66

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The mission of the Engineering Program is to produce two-year graduates with the breadth and depth of knowledge in engineering to become lifelong productive members of the regional workforce and the local society. The main goal of the Pre-Engineering program is to prepare students to successfully complete an engineering degree program at an institution of their choice. The faculty members serve as advisors to students who plan to study engineering. Students who complete the two-year program may enter most engineering schools as juniors.

The pre-engineering program provides courses in computer drafting, computer programming, and all the English, mathematics, and science courses generally required in the first two years of an engineering curriculum. When students complete the pre-engineering program, they may transfer to a college of engineering at another university.

Note: Students should seek advisement from a counselor/advisor about how requirements vary in the different fields of engineering.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
	Humanities Elective (2 disciplines)	6
	Social Science Elective (2 disciplines)	6
MATH 0122	Calculus and Analytic Geometry I**	5
MATH 0123	Calculus and Analytic Geometry II**	5
CHEM 0111	College Chemistry I and Lab*	5
BIOL 0121	General Biology	5
Total Hours for General Education Requirements		41

*See course syllabus for prerequisites.

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

Pre-Engineering Requirements*

Course		Credit Hours
MATH 0224	Calculus and Analytic Geometry III	5
MATH 0227	Differential Equations	3
NASC 0245	Engineering Physics I	5
NASC 0246	Engineering Physics II	5
NASC 0248	Statics	3
NASC 0249	Dynamics	3
Total Hours for Pre-Engineering Requirements		24
*See course syllabi for Pre-Engineering course prerequisites.		

Total Hours for an Associate in Science in Pre-Engineering Degree	66
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Pre-Exercise Science

Associate in Science

Program/CIP Code: PRE.EXSC.AS/24.0101

Credits Required: 60

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Students interested in completing the bachelor's degree program in exercise science should follow this course of study. Two years of a general education programs and two years exercise science courses must be completed. Students should consult with the college where they plan to transfer at an early date in their college career. The Associate in Science Degree meets the Board of Regents Transfer and Articulation Agreement. A Student completing this program and transferring to a public university, therefore, "will be accepted as having satisfied the general education requirements of all Kansas public universities."

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra**	3-5
	Humanities Elective (2 disciplines)	6
PSYC 0101	Psychology*	3
SOSC 0107	Sociology	3
BIOL 0141	Human Anatomy & Lab	4
CHEM 0111	College Chemistry I & Lab*	5
Total Hours for General Education Requirements		33

*See course syllabus for prerequisite.

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

Pre-Exercise Science Requirements*

Course		Credit Hours
BIOL 0135	Principles of Cell and Molecular Biology	4
BIOL 0271	Physiology	3
BIOL 0272	Physiology Lab	1
EXSC 0201	Introduction to Exercise Science	3
EXSC 0204	Sport and Exercise Psychology	3
EXSC 0205	Personal School Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
PSYC 0203	Human Development	3
Total Hours for Pre-Exercise Science Requirements		26
*See course syllabi for Pre-Exercise Science course prerequisites.		

Total Hours for an Associate in Science in Pre-Exercise Science Degree	60
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Pre-Medical/Pre-Optometry

Associate in Science

Program/CIP Code: PRE.MOPT.AS/24.0101

Credits Required: 68

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The following program provides a foundation of general education while fulfilling prerequisites for the study of medicine. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
Humanities Elective (2 disciplines)		6
Social Science Elective (2 disciplines)		6
MATH 0120	Calculus I (Non-Engineering)**	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL 0135	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		33

*See course syllabus for prerequisites.

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

Pre-Medical/Pre-Optometry Requirements*

Course		Credit Hours
BIOL 0141	Human Anatomy and Lab	4
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231	General Physics I and Lab	5
NASC 0232	College Chemistry II and Lab	5
Total Hours for Pre-Medical/Pre-Optometry Requirements		34
*See course syllabi for Pre-Medical/Pre-Optometry course prerequisites.		

Total Hours for an Associate in Science in Pre-Medical/Pre-Optometry Degree	68
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Pre-Nutrition

Associate in Science

Program/CIP Code: NUTR.AS/24.0101

Credits Required: 66

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Nutrition is a desirable science elective for the Associate in Science, Associate in Arts, and Associate in General Studies degree at Kansas City Kansas Community College. It is a practical and valuable subject useful throughout life whether at work, at home, or traveling. Students study how nutrients are used by the body and their relation to the new pyramid food groups and food labels. Proper nutrition for each stage of the human life cycle will be examined, as well as good nutrition in exercise, considerations of diet related health problems, and individual diet assessments.

The following suggested sequence of courses is designed for a transfer program to the College of Human Ecology at Kansas State University. The requirements are for the Bachelor of Science Foods and Nutrition and the Bachelor of Science in Dietetics at Kansas State. Students should contact a pre-nutrition academic advisor at Kansas State to stay up to date with the very latest information on course transferability.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
PHIL 0206	Ethics*	3
	Humanities Elective	3
PSYC 0101	Psychology*	3
PSYC 0203	Human Development*	3
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
MATH 0105 OR MATH 0108	College Algebra** OR Pre-Calculus**	3
Total Hours for General Education Requirements		33
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Nutrition Requirements*

Course		Credit Hours
BIOL 0141	Human Anatomy and Lab	4
BIOL 0145	Nutrition	3
BIOL 0261	Microbiology*	3
BIOL 0262	Microbiology Lab	2
BIOL 0271	Physiology	3
BIOL 0272	Physiology Lab	1
EXSC 0105	Personal School Community Health	3
CHEM 0203	General Organic Chemistry	5
CHEM 0112	College Chemistry II and Lab	5
MATH 0115	Statistics	3
Total Hours for Pre-Nutrition Requirements		32
*See course syllabi for Pre-Nutrition course prerequisites.		

Total Hours for an Associate in Science in Pre-Nutrition Degree	66
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Pre-Pharmacy

Associate in Science

Program/CIP Code: PRE.PHARM.AS/24.0101

Credits Required: 62

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

MISSION

The following program provides a foundation of general education while fulfilling prerequisites for the study of pharmacy. Students should check specific requirements of the pharmacy school where they plan to apply for admission. Students should select honors courses whenever they are offered.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
PHIL 0206	Ethics*	3
	Humanities Elective	3
	Social Science Elective	6
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
MATH 0120	Calculus I **(Non-Engineering)	3
Total Hours for General Education Requirements		33
*See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Pharmacy Requirements*

Course		Credit Hours
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
BIOL 0271	Physiology	3
BIOL 0272	Physiology Lab	1
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231 OR NASC 0130 AND NASC 0131	General Physics I and Lab OR Introductory Physics I AND Introductory Physics Laboratory	4-5
Total Hours for Pre-Pharmacy Requirements		28-29
*See course syllabi for Pre-Pharmacy course prerequisites.		

Total Hours for an Associate in Science in Pre-Pharmacy Degree	62-63
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Pre-Veterinary

Associate in Science

Program/CIP Code: PRE.VET.AS/24.0101

Credits Required: 64

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

MISSION

The Pre-Veterinary Program is designed to prepare students for acceptance into veterinary school. Nationally recognized for its hands-on approach, this program provides both for the strong academic foundation necessary for professional school and the practical animal experience needed to perform veterinary medicine today. The Pre-Veterinary Program draws students with farm, suburban, and urban backgrounds from all over the United States.

Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
ENGL	Elective	3
	Humanities Elective	3
	Social Science Elective (2 disciplines)	6
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
MATH 0108	Pre-Calculus**	3
Total Hours for General Education Requirements		33

*See course syllabus for prerequisite.

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

Pre-Veterinary Requirements*

Course		Credit Hours
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231	General Physics I and Lab	5
NASC 0232	General Physics II and Lab	5
Total Hours for Pre-Veterinary Requirements		30
*See course syllabi for Pre-Veterinary course prerequisites.		

Total Hours for an Associate in Science in Pre-Veterinary Degree	64
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Biology

Associate in General Studies

Program Code: BIOL.AGS/24.0101

Credits Required: 69

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Biology Department provides coursework that allows students substantial flexibility in biologically based career options while instilling an appreciation for the complexity and diversity of life. Our biology laboratory courses prepare students with the hands on skills necessary to pursue professional positions in the medical field, industry, and research. In biology lecture courses, students learn the mechanisms, theory, history, and philosophy of each biological science. The most fundamental goals of teaching and learning in biology are to develop an appreciation for the study of life, to enhance scientific literacy, and to foster a desire for continued acquisition of knowledge.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105	College Algebra** or higher	3
	Humanities Electives (2 disciplines)	6
	Social Science Electives	3
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
Total General Education Hours		30
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Biology Requirements*

Course		Credit Hours
BIOL 0131	Environmental Science	3
BIOL 0145	Nutrition	3
BIOL 0225	Diversity of Organisms	5
BIOL 0240	Introduction to Genetics	4
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab (recommended)	2
NASC 0231	General Physics I & Lab	5
	Elective	3
Total Hours for Biology Requirement		38
*See course syllabi for Biology course prerequisites.		

Total Hours for an Associate in General Studies in Biology Degree	74-76
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Chemistry

Associate in General Studies

Program Code: CHEM.AGS/24.0101

Credits Required: 61

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Chemistry Department's goal is to provide high quality educational programs for all students who study chemistry at KCKCC. Faculty strive to teach chemistry in ways that help students to become life-long learners, develop effective written and oral communicators, and explore the relationship of chemistry to other fields. The department endeavors to integrate education and research by incorporating recent discoveries, modern techniques, and research-grade instrumentation into the curriculum. As mentors for collaborative student-faculty research and creative projects, faculty works with students to expand fundamental knowledge in chemistry and develop students' abilities for independent scholarship. The department strives to prepare chemistry majors for direct employment in chemistry, entry into four-year colleges and universities or professional programs.

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0122	Calculus and Analytic Geometry I**	5
ENGL	Elective	3
PSYC 0101	Psychology*	3
CHEM 0111	College Chemistry I and Lab*	5
CHEM 0112	College Chemistry II and Lab*	5
Total Hours for General Education Requirements		30

*See course syllabus for prerequisite.

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

Chemistry Requirements*

Course		Credit Hours
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
MATH 0123	Calculus and Analytic Geometry II	5
MATH 0224	Calculus and Analytic Geometry III	5
NASC 0231	General Physics I & Lab	5
NASC 0232	General Physics II & Lab	5
Total Hours for Chemistry Requirements		30
*See course syllabi for Chemistry course prerequisites.		

Total Hours for an Associate in General Studies in Chemistry Degree	61
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Environmental Studies

Associate in General Studies

Program/CIP Code: ENST.AGS/24.0101

Credits Required: 60

Division: Math, Science, Business and Technology

Contact: BIOL@kckcc.edu

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
PHIL 0206	Ethics	3
ENGL	Elective	3
ECON 0201 OR ECON 0202	Principles of Macroeconomics OR Principles of Microeconomics	3
MATH 0120	Calculus I (Non-Engineering)**	3
BIOL 0131	Environmental Science	3
BIOL 0132	Environmental Science Lab*	2
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		31
* See course syllabus for prerequisite.		
** Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Environmental Studies Requirements*

Course		Credit Hours
BIOL 0135	Principles of Cell and Molecular Biology	4
BIOL 0225	Diversity of Organisms	5
BIOL	Elective	3
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
	Elective	1
Total Hours for Environmental Studies Requirements		28
*See course syllabi for Environmental Studies course prerequisites.		

Total Hours for an Associate in General Studies in Environmental Studies Degree	60
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Forensic Chemistry

Associate in General Studies

Program/CIP Code: CHEM.FOR.AGS/24.0101

Credits Required: 60

Division: Math, Science, Business and Technology

Contact: CHEM@kckcc.edu

Requirements for admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0122	Calculus and Analytical Geometry I**	5
	Humanities Elective	3
SOSC 0134	Criminology*	3
CHEM 0111	College Chemistry I and Lab*	5
BIOL	Elective (Lecture and Lab)	4-5
Total Hours for General Education Requirements		29-30

*See course syllabus for prerequisite.

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

Forensic Chemistry Requirements*

Course		Credit Hours
CHEM 0101	Introduction to Forensic Science and Laboratory	5
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
CHEM 0201	Forensic Science Analytical Techniques	3
NASC 0130 AND NASC 0131 OR NASC 0231 OR NASC 0232 OR NASC 0245 OR NASC 0246	Intro. Physics AND Intro. Physics Lab OR General Physics I and Lab OR General Physics II and Lab OR Engineering Physics I and Lab OR Engineering Physics II and Lab	4-5
CIST OR LANG	Elective Elective	3-5
Total Hours for Forensic Chemistry Requirements		30-33
*See course syllabi for Forensic Chemistry course prerequisites.		

Total Hours for an Associate in General Studies in Forensic Chemistry Degree	60-64
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Physics/Physical Science

Associate in General Science

Program/CIP Code: NASC.AGS/24.0101

Credits Required: 63

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

MISSION

The Department of Physical Science strives to develop in its students a comprehensive grasp of the principles of Physics and to generate opportunities for optimized learning of Physical Science concepts through interdisciplinary interactions. We offer high quality learning experiences that include a variety of courses appropriate for a diverse student body.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0122	Calculus and Analytic Geometry I**	5
MATH 0123	Calculus and Analytic Geometry II**	5
	Humanities Elective	3
	Social Science Elective	3
CHEM 0111	College Chemistry I and Lab*	5
CHEM 0112	College Chemistry II and Lab*	5
Total Hours for General Education Requirements		35

*See course syllabus for prerequisite.

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

Physics/Physical Science Requirements*

Course		Credit Hours
MATH 0224	Calculus and Analytic Geometry III	5
MATH 0227	Differential Equations	3
NASC 0245	Engineering Physics I	5
NASC 0246	Engineering Physics II	5
NASC 0248	Statics	3
NASC 0249	Dynamics	3
CIST	Elective	3
Total Hours for Physics/Physical Science Requirements		27
*See course syllabi for Physics/Physical Science course prerequisites.		

Total Hours for an Associate in General Studies in Physics/Physical Science Degree	63
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Exercise Science-Athletic Trainer

Associate in General Science

Program/CIP Code: EXSC.ATHTRAIN.AGS/24.0101

Credits Required: 62

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Exercise Science Program offers an Associate in General Studies in Liberal Arts & Sciences Degree and a Certificate Program. Within the associate degree program, students can select one of four areas of specialization: health/fitness, physical education, coaching, or athletic trainer. Students selecting the Health/Fitness specialization are eligible upon completion of this degree to take the American College of Sports Medicine Health/Fitness Certification Exam. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra**or higher	3
	Humanities Elective	3
PSYC 0101	Psychology*	3
BIOL 0141	Human Anatomy & Lab	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		26

*See course syllabus for prerequisite.

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

Exercise Science – Athletic Trainer Requirements*

Course		Credit Hours
BIOL 0160	Kinesiology	3
EXSC 0115	First Aid and CPR	2
EXSC 0116	Current Topics in Exercise Science	1
EXSC 0186-10	Techniques of Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0204	Sport Exercise Psychology	3
EXSC 0205	Personal School and Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
EXSC 0250	Athletic Training Practicum	3
PSYC 0203	Human Development	3
	Elective	3
Total Hours for Exercise Science – Athletic Trainer Requirements		35
*See course syllabi for Exercise Science – Athletic Trainer course prerequisites.		

Total Hours for Associate in General Studies in Exercise Science – Athletic Trainer Degree	62
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Exercise Science-Coaching

Associate in General Science

Program/CIP Code: EXSC.COACH.AGS/24.0101

Credits Required: 62

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Exercise Science Program offers an Associate in General Studies in Liberal Arts & Sciences Degree and a Certificate Program. Within the associate degree program, students can select one of four areas of specialization: health/fitness, physical education, coaching, or athletic trainer. Students selecting the Health/Fitness specialization are eligible upon completion of this degree to take the American College of Sports Medicine Health/Fitness Certification Exam. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra**or higher	3
	Humanities Elective	3
PSYC 0101	Psychology*	3
BIOL 0141	Human Anatomy & Lab	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		26

*See course syllabus for prerequisite.

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

Exercise Science - Coaching Requirements*

Course		Credit Hours
BIOL 0160	Kinesiology	3
EXSC 0115	First Aid and CPR	2
EXSC 0116	Current Topics in Exercise Science	1
EXSC 0186-10	Techniques of Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0203	Foundations in Coaching	3
EXSC 0204	Sport and Exercise Psychology	3
EXSC 0205	Personal School and Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0210	Sports Officiating	2
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
EXSC	Activity Course	1
PSYC 0203	Human Development	3
Total Hours for Exercise Science – Coaching Requirements		35
*See course syllabi for Exercise Science - Coaching course prerequisites.		

Total Hours for an Associate in General Studies in Exercise Science – Coaching Degree	62
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Exercise Science-Health/Fitness

Associate in General Science

Program/CIP Code: EXSC.HLTH.AGS/24.0101

Credits Required: 64

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Exercise Science Program offers an Associate in General Studies in Liberal Arts & Sciences Degree and a Certificate Program. Within the associate degree program, students can select one of four areas of specialization: health/fitness, physical education, coaching, or athletic trainer. Students selecting the Health/Fitness specialization are eligible upon completion of this degree to take the American College of Sports Medicine Health/Fitness Certification Exam. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra**or higher	3
	Humanities Elective	3
PSYC 0101	Psychology*	3
BIOL 0141	Human Anatomy & Lab	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		26

*See course syllabus for prerequisite.

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

Exercise Science – Health/Fitness Requirements*

Course		Credit Hours
BIOL 0145	Nutrition	3
BIOL 0160	Kinesiology	3
EXSC 0115	First Aid and CPR	2
EXSC 0116	Current Topics in Exercise Science	1
EXSC 0157 OR EXSC 0158	Personal Trainer Reviewer Exam OR Group Fitness Instructor Exam Review	2
EXSC 0186-10	Techniques of Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0204	Sport and Exercise Psychology	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
EXSC 0213	Exercise Testing	3
EXSC 0251	Wellness Practicum	3
PSYC 0203	Human Development	3
Total Hours for Exercise Science – Health/Fitness Requirements		37
*See course syllabi for Exercise Science – Health/Fitness course prerequisites.		

Total Hours for an Associate in General Studies in Exercise Science – Health/Fitness Degree	64
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Exercise Science-Physical Education

Associate in General Science

Program/CIP Code: EXSC.PHYSED.AGS/24.0101

Credits Required: 64

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Exercise Science Program offers an Associate in General Studies in Liberal Arts & Sciences Degree and a Certificate Program. Within the associate degree program, students can select one of four areas of specialization: health/fitness, physical education, coaching, or athletic trainer. Students selecting the Health/Fitness specialization are eligible upon completion of this degree to take the American College of Sports Medicine Health/Fitness Certification Exam. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra**or higher	3
	Humanities Elective	3
PSYC 0101	Psychology*	3
BIOL 0141	Human Anatomy & Lab	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		26

*See course syllabus for prerequisite.

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

Exercise Science – Physical Education Requirements*

Course		Credit Hours
BIOL 0160	Kinesiology	3
EXSC 0115	First Aid and CPR	2
EXSC 0116	Current Topics in Exercise Science	1
EXSC 0186-10	Techniques of Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0204	Sport and Exercise Psychology	3
EXSC 0205	Personal School and Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0209	Physical Education for Elementary Teachers	3
EXSC 0210	Sports Officiating	2
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
EXSC 0270	Adaptive Physical Education	3
PSYC 0203	Human Development	3
Total Hours for Exercise Science – Physical Education Requirements		37
*See course syllabi for Exercise Science – Physical Education course prerequisites.		

Total Hours for an Associate in General Studies in Exercise Science – Physical Education Degree	64
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Exercise Science-Sports Management

Associate in General Science

Program/CIP Code: EXSC.SPTSMGMT.AGS/24.0101

Credits Required: 62

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Exercise Science Program offers an Associate in General Studies in Liberal Arts & Sciences Degree and a Certificate Program. Within the associate degree program, students can select one of four areas of specialization: health/fitness, physical education, coaching, or athletic trainer. Students selecting the Health/Fitness specialization are eligible upon completion of this degree to take the American College of Sports Medicine Health/Fitness Certification Exam. NSCA (National Strength and Conditioning Association) officially recognizes the Health/Fitness specialization curriculum as meeting their established criteria and are eligible to take the NSCA, Personal Trainer Certificate Exam. Students who complete the certificate program are eligible to take the American College of Sports Medicine Exercise Leader Certification Exam.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra**or higher	3
	Humanities Elective	3
PSYC 0101	Psychology*	3
BIOL 0141	Human Anatomy & Lab	4
BIOL 0271	Physiology*	3
BIOL 0272	Physiology Lab*	1
Total Hours for General Education Requirements		26

*See course syllabus for prerequisite.

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

Exercise Science – Sports Management Requirements*

Course		Credit Hours
BIOL 0160	Kinesiology	3
BUSN 0101	Accounting I	3
EXSC 0115	First Aid and CPR	2
EXSC 0116	Current Topics in Exercise Science	1
EXSC 0186-10	Techniques of Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0204	Sport and Exercise Psychology	3
EXSC 0205	Personal School and Community Health	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
EXSC 0215	Intro to Sports Management	3
PSYC 0203	Human Development	3
Total Hours for Exercise Science - Sports Management Requirements		35
*See course syllabi for Exercise Science – Sports Management course prerequisites.		

Total Hours for an Associate in General Studies in Exercise Science – Sports Management Degree	62
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Pre-Agriculture

Associate in General Science

Program/CIP Code: PRE.CLINLABSCI.AGS/24.0101

Credits Required: 62

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0108	Pre-Calculus**	3
MATH 0112	Trigonometry**	2
	Humanities Elective	3
	Social Science Elective	3
PSYC 0101	Psychology*	3
NASC 0231	General Physics I and Lab*	5
BIOL 01	Principles of Cell and Molecular Biology	4
Total Hours for General Education Requirements		32
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Agriculture Requirements*

Course		Credit Hours
BIOL 0225	Diversity of Organisms	5
CHEM 0111	College Chemistry I and Lab	5
CHEM 0112	College Chemistry II and Lab	5
MATH 0120	Calculus I (Non-Engineering)	3
CIST	Elective	3
HIST	Elective	3
BIOL OR CHEM OR NASC	Elective OR Elective OR Elective	5
Total Hours for Pre-Agriculture Requirements		29
*See course syllabi for Pre-Agriculture course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Agriculture Degree	62
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Pre-Chiropractic

Associate in General Science

Program/CIP Code: PRE.CHIR.AGS/24.0101

Credits Required: 61

Division: Math, Science, Business and Technology

Contact: MSBTckcc.edu

Chiropractic medicine is a branch of health care that focuses on treating patients without the use of drugs or surgery. This profession advocates a holistic philosophy, which emphasizes prevention and wellness over treating disease and injury. Chiropractic physicians are trained in diagnosis and treatment of diseases of all body systems with a concentration in the nervous and musculoskeletal systems.

The goal of the Pre-Chiropractic Program is to prepare the students who wish to complete the prerequisites for the Doctor of Chiropractic Program. The program offers coursework in preparation for application to Chiropractic school. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the Chiropractic college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered. Upon completion of these undergraduate prerequisites, students may apply to the chiropractic school of their choice.

Note: Students who plan to practice as chiropractors in Kansas must obtain a bachelor's degree to be admitted to a chiropractic college.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0120	Calculus I ** (Non-Engineering)	3
	Humanities Elective	3
PSYC 0101	Psychology*	3
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		27
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Chiropractic Requirements*

Course		Credit Hours
BIOL 0143	Human Anatomy and Physiology	5
BIOL 0145	Nutrition	3
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I AND	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II AND	3
CHEM 0214	Organic Chemistry Lab II	2
NASC 0231	General Physics I and Lab	5
NASC 0232	General Physics II and Lab	5
Total Hours for Pre-Chiropractic Requirements		33
*See course syllabi for Pre-Chiropractic course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Chiropractic Degree	61
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Pre-Clinical Laboratory Science

Associate in General Science

Program/CIP Code: PRE.CLINLABSCI.AGS/24.0101

Credits Required: 63

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Note: Students should observe the “See course description” footnotes that appear throughout the following programs. Many courses in these programs have prerequisites or are offered only during certain semesters or at certain times. This program provides students with their basic education and prepares them to transfer to a four-year college. To be considered for admissions to the medical technology program at the University of Kansas Medical Center, students must have an overall grade-point average of 2.00 and a grade-point average of 2.30 in chemistry, biology, and microbiology.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0108	College Algebra** OR Pre-Calculus**	3-5
	Humanities Elective	3
	Social Science Elective	3
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		27-29
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Clinical Laboratory Science Requirements*

Course		Credit Hours
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Laboratory	2
BIOL 0271	Physiology	3
BIOL 0272	Physiology Laboratory	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211 AND	Organic Chemistry I AND	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212 AND	Organic Chemistry II AND	3
CHEM 0214	Organic Chemistry Lab II	2
NASC 0231	General Physics I	5
MATH 0115	Statistics	3
CIST	Elective	3-5
Total Hours for Pre-Clinical Laboratory Science Requirements		35-37
*See course syllabi for Pre-Clinical Laboratory course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Clinical Laboratory Science Degree	63-67
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Pre-Engineering

Associate in General Science

Program/CIP Code: PRE.ENGR.AGS/24.0101

Credits Required: 60

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0122	Calculus and Analytic Geometry I**	5
MATH 0123	Calculus and Analytic Geometry II**	5
	Humanities Elective	3
ENGL	Elective	3
ECON 0201	Principals of Macroeconomics	3
BIOL 0121	General Biology	5
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		38
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Engineering Requirements

Course		Credit Hours
MATH 0224	Calculus and Analytic Geometry III**	5
MATH 0227	Differential Equations**	3
NASC 0245	Engineering Physics I*	5
NASC 0246	Engineering Physics II*	5
NASC 0248 OR NASC 0249	Statics OR Dynamics	3
Total Hours for Pre-Engineering Requirements		21
*See course syllabi for Pre-Engineering course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Engineering Degree	60
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Pre-Medical/Pre-Dental/Pre-Optometry *Associate in General Science*

Program/CIP Code: PRE.MOPT.AGS/PRE.DENT.AGS/24.0101

Credits Required: 63

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The following program provides a foundation of general education while fulfilling prerequisites for the study of medicine. Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission. Students should select honors courses whenever they are offered.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0120	Calculus I** (Non-Engineering)	3
	Humanities Elective	3
	Social Science Elective	3
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		27

*See course syllabus for prerequisite.

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

Pre-Medical/Pre-Dental/Pre-Optometry Requirements*

Course		Credit Hours
BIOL 0143	Human Anatomy and Physiology	5
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Laboratory	2
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I AND	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II AND	3
CHEM 0214	Organic Chemistry Lab II	2
NASC 0231	General Physics I and Lab	5
NASC 0232	General Physics II and Lab	5
Total Hours for Pre-Medical/Pre-Dental/Pre-Optometry Requirements		35
*See course syllabi for Pre-Medical/Pre-Dental/Pre-Optometry course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Medical/ Pre-Dental/Pre-Optometry Degree	63
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Pre-Nutrition

Associate in General Science

Program/CIP Code: PRE.NUTR.AGS/24.0101

Credits Required: 63

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The following suggested sequence of courses is designed for a transfer program to the College of Human Ecology, Kansas State University leading to a Bachelor of Science in Foods and Nutrition. A student should plan on attending KSU six semesters to complete this major.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0105 OR MATH 0108	College Algebra** OR Pre-Calculus**	3
PHIL 0206	Ethics*	3
PSYC 0101	Psychology*	3
PSYC 0203	Human Development*	3
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		30

*See course syllabus for prerequisite.

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

Pre-Nutrition Requirements*

Course		Credit Hours
BIOL 0141	Human Anatomy and Lab	4
BIOL 0145	Nutrition	3
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Lab	2
BIOL 0271	Physiology	3
BIOL 0272	Physiology Lab	1
EXSC 0105	Personal School Community Health	3
CHEM 0203	General Organic Chemistry	5
CHEM 0112	College Chemistry II and Lab	5
MATH 0115	Statistics	3
Total Hours for Pre-Nutrition Requirements		32
*See course syllabi for Pre-Nutrition course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Nutrition Degree	63
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Pre-Pharmacy

Associate in General Science

Program/CIP Code: PRE.PHAEM.AGS/24.0101

Credits Required: 62

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

MISSION

The following program provides a foundation of general education while fulfilling prerequisites for the study of pharmacy. Students should check specific requirements of the pharmacy school where they plan to apply for admission. Students should select honors courses whenever they are offered.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0120	Calculus I*	3
	Humanities Elective	3
	Social Science Elective	3
BIOL 0135	Principles of Cell and Molecular Biology	4
CHEM 0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		27
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Pharmacy Requirements*

Course		Credit Hours
BIOL 0261	Microbiology	3
BIOL 0262	Microbiology Laboratory	2
BIOL 0271	Physiology	3
BIOL 0272	Physiology Lab	1
CHEM 0112	College Chemistry II and Lab	5
CHEM 0211	Organic Chemistry I	3
CHEM 0213	Organic Chemistry I Lab	2
CHEM 0212	Organic Chemistry II	3
CHEM 0214	Organic Chemistry II Lab	2
NASC 0231 OR NASC 0130 AND NASC 0131	General Physics I and Lab OR Introductory Physics I AND Introductory Physics Lab	4-5
	Elective	6
Total Hours for Pre-Pharmacy Requirements		34-35
*See course syllabi for Pre-Pharmacy course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Pharmacy Degree	62-63
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Pre-Veterinary

Associate in General Science

Program/CIP Code: PRE.VET.AGS/24.0101

Credits Required: 60

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

MISSION

The Pre-Veterinary Program is designed to prepare students for acceptance into veterinary school. Nationally recognized for its hands-on approach, this program provides both for the strong academic foundation necessary for professional school and the practical animal experience needed to perform veterinary medicine today. The Pre-Veterinary Program draws students with farm, suburban, and urban backgrounds from all over the United States.

Students should check specific requirements of the four-year college where they plan to transfer and specific requirements of the medical college(s) where they plan to apply for admission.

Requirements for Admission to the program:

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

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH0108	Pre-Calculus**	3
ENGL	Elective	3
	Social Science Elective	3
BIOL0135	Principles of Cell and Molecular Biology	4
CHEM0111	College Chemistry I and Lab*	5
Total Hours for General Education Requirements		27
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Pre-Veterinary Requirements*

Course		Credit Hours
BIOL0261	Microbiology	3
BIOL0262	Microbiology Laboratory	2
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 and Lab	5
Total Hours for Pre-Veterinary Requirements		32
*See course syllabi for Pre-Veterinary course prerequisites.		

Total Hours for an Associate in General Studies in Pre-Veterinary Degree	60
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Accounting Assistant

Certificate

Program/CIP Code: ACCT.ASST.CERT/52.0305

Credits Required: 18

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

This certificate is designed to provide students with the necessary accounting skills for immediate employment in entry level accounting work. Courses serve as a solid function for further study in the accounting field and will transfer into the Accounting Specialist certificate with no loss of credit hours. Upon graduation, students will be able to communicate in a business environment, record basic accounting transactions, prepare financial statements, and use accounting software and spreadsheet applications.

Requirements for admission to the program:

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

Accounting Assistant Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0102	Accounting II	3
BUSN 0209	Computerized Accounting	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets	3
*See course syllabi for Physical Therapist Assistant course prerequisites.		

Total Hours for an Accounting Assistant Certificate	18
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Accounting Specialist

Certificate

Program/CIP Code: ACCT.SPEC.CERT/52.0305

Credits Required: 30

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

This program builds upon the fundamental skills learned in the Accounting Assistant certificate. This program provides additional training in specialized areas of accounting. Graduates may work in a small business and be responsible for all aspects of bookkeeping or work in a larger firm and specialize in a certain area under the supervision of an accountant. The program combines hands-on computer training with accounting concepts and procedures. Courses serve as a solid foundation for further study in the accounting field and will transfer into the Associate in Applied Science in Accounting with no loss of credit hours for students seeking an associate degree. Upon graduation, students will be able to communicate in a business environment, record accounting transactions, prepare financial statements, understand individual (sole proprietorship) tax laws, and use accounting software and spreadsheet applications.

Requirements for admission to the program:

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

Accounting Specialist Requirements*

Course		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0102	Accounting II	3
BUSN 0164	Income Tax Procedures	3
BUSN 0205	Intermediate Accounting	3
BUSN 0209	Computerized Accounting	3
BUSN 0211	Business Communications	3
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets	3
Electives – Choose 6 Hours from the following:		
BUSN 0166 AND	Volunteer Income Tax Assistance (VITA) Tax Preparation AND	2
BUSN 0167	Volunteer Income Tax Assistance (VITA) Tax Preparation Internship	1
BUSN 0203	Managerial Accounting	3
BUSN 0286	Principles of Management	3
*See course syllabi for Accounting Specialist course prerequisites.		

Total Hours for an Accounting Specialist Certificate	30
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Administrative Office Professional

Certificate

Program/CIP Code: ADOP.TCERTB/52.0401

Credits Required: 33

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Students wishing to further their education may transfer their Office Assistant certificate to the AOP certificate. By adding classes such as Human Relations in Business, Business Communications, and Office Simulations, students may increase their opportunities for employment. The Administrative Office Professional certificate may be seamlessly transferred into the AOP AAS degree, which can be completed by adding an additional thirty credit hours. Any deviation from the program must be approved by the Dean of Math, Science, Business & Technology.

Requirements for admission to the program:

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

Administrative Office Professional Education Requirements*

Course		Credit Hours
BUSN 0108	Human Relations in Business	3
BUSN 0110	Business Math	3
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Apps I-II: Advanced WORD	2
BUSN 0211	Business Communications	3
BUSN0250	Obtaining Employment	1
BUSN 1151	Keyboarding	1
BUSN 1152	Document Formatting	1
BUSN 1153	Speedbuilding	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2253	Customer Service	2
BUSN 2251	Office Simulations	3
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets	3
BUSN 0124 OR BUSN 0285	Accounting Software Application OR Occupational Internship	3
*See course syllabi for Administrative Office Professional course prerequisites.		

Total Hours for an Administrative Office Professional Certificate	33
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Corrections

Certificate

Program/CIP Code: CORR.CERT/43.0102

Credits Required: 17

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Requirements for admission to the program:

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

Corrections Requirements*

Course		Credit Hours
CRJS 0102	Introduction to Corrections	3
CRJS 0108	Oral Communications in the Correctional Environment	3
CRJS 0109	Corrections Report Writing	3
CRJS 0110	Ethical Decision Making in Corrections	3
CRJS 0111	Spanish in the Workplace (Corrections)	2
CRJS 0120	Special Populations in Corrections	3
*See course syllabi for Corrections course prerequisites.		

Total Hours for a Corrections Certificate	17
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Exercise Leader

Certificate

Program/CIP Code: EXER.CERT/24.0101

Credits Required: 32

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Exercise Leader Certificate is designed for students interested in becoming certified as an Exercise Leader. Upon completion of this certificate, students are eligible to take the ACSM Exercise Leader Certification Exam or ACE American Council on Exercise Certified Personal Trainer.

Students will be prepared to make physical fitness assessments, prescribe exercise programs, and instruct individuals and groups in physical fitness activities. This one-year program is particularly appropriate for those who want to expand or upgrade their skills. Students completing the certificate program have the option to continue their study toward the completion of the Associate in Science in Exercise Science degree. Students who successfully complete the Certificate Program will be prepared to sit for national certification examinations. A 2.00 cumulative G.P.A. is required to graduate from KCKCC.

If no requirements

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

Exercise Leader Requirements*

Course		Credit Hours
BIOL 0143	Human Anatomy and Physiology	5
BIOL 0145	Nutrition	3
EXSC 0115	First Aid	2
EXSC 0157 OR EXSC 0158	Personal Trainer Review Exam OR Group Fitness Instructor Exam Review	2
EXSC 0186-10	Techniques in Strength Training	2
EXSC 0201	Introduction to Exercise Science	3
EXSC 0206	Lifetime Fitness	3
EXSC 0211	Care and Prevention of Athletic Injuries	3
EXSC 0212	Exercise Physiology	3
EXSC 0213	Exercise Testing and Prescription	3
EXSC 0251	Practicum in Wellness and Fitness	3
*See course syllabi for Exercise Leader course prerequisites.		

Total Hours for an Exercise Leader Certificate	32
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Fire Science Technology

Certificate

Program/CIP Code: FRSC.CERT/43.0201

Credits Required: 22

Division: Math, Science, Business and Technology

Contact: FRSC@kckcc.edu

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

Fire Academy:

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

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

Requirements for admission to the program:

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

Fire Science Requirements

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

Total hours for Fire Science Certificate	22
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Homeland Security

Certificate

Program/CIP Code: FRSC.HMSE.CERT/43.0302

Credits Required: 44

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Requirements for admission to the program:

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

Homeland Security Certificate Requirements

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

Total hours for Homeland Security Technical Certificate	44
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Office Assistant

Technical Certificate

Program/CIP Code: OFFA.TCERTA/52.0401

Credits Required: 18

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

The Office Assistant certificate prepares graduates for entry-level positions in office environments. Students receive training in courses such as Business English, Microcomputer Business Software, and Customer Service. The Office Assistant certificate can be transferred into the Administrative Office Professional certificate. Any deviation from the program must be approved by the Dean of Math, Science, Business & Technology.

Requirements for Admission to the program:

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

Office Assistant Requirements*

Course		Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Apps I-II: Advanced Word	2
BUSN 0250	Obtaining Employment	1
BUSN 1151	Keyboarding	1
BUSN 1152	Document Formatting	1
BUSN 1153	Speedbuilding I	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2253	Customer Service	2
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets	3
*See course syllabi for Marketing course prerequisites.		

Total Hours for an Office Assistant Technical Certificate	18
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Police Science

Technical Certificate

Program/CIP Code: POLI.CERT/43.0107

Credits Required: 48

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Requirements for admission to the program:

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

Police Science Technical Certificate Requirements*

Course		Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing	3
SPCH 0151 OR SPCH 0202	Public Speaking OR Interpersonal Communication	3
MATH 0104	Intermediate College Algebra** or higher	3
SOSC 0107	Sociology	3
SOSC 0134	Criminology	3
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		
CRJS 0101	Introduction to Criminal Justice*	3
CRJS 0112	Agency Administration (Police)*	3
CRJS 0116	Juvenile Delinquency and Justice*	3
CRJS 0117	Professional Responsibility in Criminal Justice (Ethics)*	3
CRJS 0118	Law Enforcement Operations and Procedures*	3
CRJS 0201	Criminal Investigation*	3
CRJS 0203	Criminal Law*	3
CRJS 0204	Criminal Procedures*	3
CRJS 0206	Criminal Justice Interview and Report Writing*	3
CRJS 0221	Criminal Justice Practicum*	3
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		
Total Hours for a Technical Certificate in Police Science		48

Customer Service

Certificate of Completion

Credits Required: 7

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Respond to the needs of local employers with a Customer Service Certificate of Completion. This 7-credit hour certificate will prepare you, as you move into a supervisory role, in the areas of communications, human relations, motivation, problem-solving, supervision, and organizational skills. The higher quality of customer service you provide your employer, the more valuable an employee you will become. This certificate is geared for those who are new to a managerial role, as well as anyone who works with the public.

Requirements for Admission to the program:

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

Customer Service Certificate Requirements*

Course		Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0293	Business Dynamics	2
BUSN 0267	Supervision Skills	2
BUSN 2253	Customer Service	2
*See course syllabi for Customer Service course prerequisites.		

Total Hours for an Customer Service Certificate of Completion	7
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Entrepreneurship

Certificate of Completion

Credits Required: 6

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Are you interested in starting a business? Do you have a concept for a business and want to develop a business plan for your idea? Do you want to explore the entrepreneurial mindset and the many facets of being a successful entrepreneur? Do you currently operate a business and want to take it to the next level?

If you answer 'yes' to any of those questions, then consider the 6-credit hour Entrepreneurship Certificate of Completion. These practical, hands-on business development courses are designed to help entrepreneurs hone the skills needed to create, manage, and grow successful businesses. You will not just learn about the business; you will work on your own business idea or venture.....moving those ideas to reality or to new levels of growth.

Requirements for Admission to the program:

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

Entrepreneurship Certificate Requirements*

Course		Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0181	Is Business Ownership Right for Me?-The Entrepreneurial Mindset	2
BUSN 0294	Introduction to Entrepreneurship: FastTrac®	3
*See course syllabi for Entrepreneurship course prerequisites.		

Total Hours for an Entrepreneurship Certificate of Completion	6
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Marketing

Certificate of Completion

Credits Required: 10

Division: Math, Science, Business and Technology

Contact: MSBT@kckcc.edu

Marketing is a fundamental component of all business operations and is a critical aspect of the success of a business. If you are ready to contribute more to your organization, or take on a new professional role, this 10-credit hour Marketing Certificate of Completion will provide you with a competitive edge and skills that will enhance your value to an employer.

Requirements for admission to the program:

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

Marketing Requirements*

Course		Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0263	Consumer Behavior	3
BUSN 0264	Integrated Marketing Communications	3
BUSN 0266	Principles of Selling	3
*See course syllabi for Marketing course prerequisites.		

Total Hours for a Marketing Certificate of Completion		10
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Technical Education

Dean: Mr. Cliff Smith

Contact: TEC@kckcc.edu

The Technical Education Center meets the changing educational and technological workforce development needs of the community by providing adult education and technical training to support the economic and well-being of the community and businesses within the college service area. We minimize barriers to educational opportunities and enhance the intellectual and technical skills of area residents by providing adult training, general academic and technical education, customized business and industry training, and economic development services that prepare students and trainees for rewarding employment.

Credit instruction is offered in a large selection of different programs using industry driven instruction, industry-standard equipment, and industry recognized credentials and work-based learning.

Certificates

Auto Collision Repair

Automotive Technology

Building and Property Maintenance

Commercial and Residential Equipment Repair

Construction Technology

Cosmetology

Culinary Arts

Electrical Technology

Heating and Refrigeration

Machine Technology

Nail Technology

Welding Technology

Auto Collision Repair

Technical Certificate

Program/CIP Code: ACRT.TCERTA/ACRT.TCERTB/ACRT.TCERTC / 47.0603

Credits Required: 17/43/52

Division: TEC

Contact: TEC@kckcc.edu

Accreditation: National Automotive Technicians Educational Foundation (NATEF)

This program covers all five areas of the Automotive Service Excellence (ASE) certification in Automotive Collision repair. The latest equipment is used, including the Blackhawk multi-tower P3000 frame alignment system and a Chief E-Z-Liner Frame Machine with Shark Sonic Measuring system and Wheel Alignment system. The program also offers the latest in OEM recommended repair technology using the latest Squeeze Type Resistance Spot Welding. The program has two of the latest technology Global Paint booths with Axalta and PPG solvent and waterborne paint systems. Students will have the opportunity to earn I-CAR (Inter-Industry Conference on Automotive Collision Repair) certificates in the two areas of Paint and Refinishing and Non-Structural Repair, along with the opportunity to earn welding certifications in collision repair steel and aluminum.

Requirements for admission to the program:

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

Auto Collision Requirements: Certificate A*

Course		Credit Hours
ACRT 0100	Technical Safety and Tools	1
ACRT 0110	Cosmetic Auto Body	2
ACRT 0160	Painting and Refinishing I	3
ACRT 0260	Painting and Refinishing 2	3
ACRT 0261	Painting and Refinishing 3	3
ACRT 0262	Painting and Refinishing 4	4
BUSN 0250	Obtaining Employment	1
*See course syllabi for Auto Collision course prerequisites.		

Total Hours for an Auto Collision Certificate A	17
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Auto Collision Requirements: Certificate B*

Course		Credit Hours
<i>Completion of Certificate A Requirements</i>		<i>17</i>
ACRT 0120	Non-Structural Analysis and Damage Repair 1	4
ACRT 0220	Non-Structural Analysis and Damage Repair 2	4
ACRT 0221	Non-Structural Analysis and Damage Repair 3	4
ACRT 0222	Non-Structural Analysis and Damage Repair 4	5
ACRT 0140	Structural Analysis and Damage Repair 1	2
ACRT 0240	Structural Analysis and Damage Repair 2	2
ACRT 0241	Structural Analysis and Damage Repair 3	3
ACRT 0290 OR ACRT 0175	Estimating/Damage Analysis and Customer Service OR Paintless Dent Repair	2
*See course syllabi for Auto Collision course prerequisites.		

Total Hours for an Auto Collision Certificate B	43
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Auto Collision Requirements: Certificate C*

Course		Credit Hours
<i>Completion of Certificate A and B Requirements</i>		<i>43</i>
ACRT 0180	Mechanical and Electrical Component	3
ACRT 0181	Mechanical and Electrical Component 2	3
ACRT 0242	Structural Analysis and Damage Repair 4	3
*See course syllabi for Auto Collision course prerequisites.		

Total Hours for an Auto Collision Certificate C		52
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Automotive Technology

Technical Certificate

Program/CIP Code: AUTT.TCERTA/AUTT.TCERTB/AUTT.TCERTC / 47.0604

Credits Required: 21/42/53

Division: TEC

Contact: TEC@kckcc.edu

Accreditation: National Automotive Technicians Educational Foundation (NATEF)

Auto Technology is designed to give students the skills to pass the written portion of the Automotive Service Excellence (ASE) certification tests and customized to meet the highest standards of the National Automotive Technicians Educational Foundation (NATEF). TEC is introducing a new AutoLab which includes modules based on simulator panels, real vehicle component trainers and computer-based simulations. Using the modules, students develop both knowledge and the hands-on skills required for working on real vehicles in the workshop area.

Requirements for admission to the program:

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

Automotive Technology Requirements: Certificate A*

Course		Credit Hours
AUTT 0103	Automotive Shop Operations and Safety	2
AUTT 0131	Undercar Maintenance	2
AUTT 0142	Suspension and Steering 1	3
AUTT 0152	Brakes 1	3
AUTT 0132	Underhood Maintenance	3
AUTT 0163	Electrical 1	3
AUTT 0164	Electrical 2	2
AUTT 0182	Engine Performance 1	3
*See course syllabi for Automotive Technology course prerequisites.		

Total Hours for an Automotive Technology Certificate A	21
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Automotive Technology Requirements: Certificate B*

Course		Credit Hours
<i>Completion of Certificate A Requirements</i>		21
AUTT 0263	Electrical and Electronics 3	3
AUTT 0272	Heating and Air Conditioning	3
AUTT 0284	Engine Performance 2	4
AUTT 0213	Engine Repair 1	2
AUTT 0222	Transmission and Driveline 1	4
AUTT 0242	Automotive Chassis Systems	5
*See course syllabi for Automotive Technology course prerequisites.		

Total Hours for an Automotive Technology Certificate B	42
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Automotive Technology Requirements: Certificate C*

Course		Credit Hours
<i>Completion of Certificate A and B Requirements</i>		<i>42</i>
AUTT 0223	Transmission and Driveline 2	5
AUTT 0264	Advanced Electronics, Chassis and HVAC Service	2
AUTT 0214	Engine Repair 2	2
AUTT 0285	Engine Performance 3	2
*See course syllabi for Automotive Technology course prerequisites.		

Total Hours for an Automotive Technology Certificate C		53
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Building & Property Maintenance

Technical Certificate

Program/CIP Code: BPMT.TCERTB/46.0401

Credits Required: 44

Division: TEC

Contact: TEC@kckcc.edu

This program prepares students for entry-level maintenance positions, and many other trade positions. Students will have the ability to service residential a/c units, and furnace units, provide electrical repairs and maintenance, provide plumbing repairs and maintenance, install and finish sheetrock, apply finishes (painting), install windows, doors, and stairs, enhance carpentry skills, and obtain several industry recognized certifications.

Requirements for admission to the program:

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

Building and Property Maintenance Requirements*

Course		Credit Hours
BPMT 0101	OSHA 30	1
BPMT 0102	Tool Safety, Power, Pneumatic, Hand	2
BPMT 0104	Custodial Training	1
BPMT 0108	Carpentry Basics	3
BPMT 0112	Residential Electrical	4
BPMT 0113	Windows, Doors & Stairs	3
BPMT 0115	Residential Plumbing and Repair	4
BPMT 0121	Remodel Painting	3
BPMT 0124	Landscaping	4
BPMT 0130	Drywall	3
BPMT 0133	Masonry Repair	2
BPMT 0136	Roof Coverings, and Gutters	2
BPMT 0138	Power Industrial Trucks and Aerial Lifts	2
BPMT 0145	Residential Painting	2
BPMT 0180	Brazing/Soft Soldering	1
BPMT 0201	HVAC Maintenance	3
BPMT 0221	Basic Household Appliance Repair & Maintenance	3
HVAC 0220	EPA 608	1
*See course syllabi for Building and Property Maintenance course prerequisites.		

Total Hours for a Building and Property Maintenance Certificate	44
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Commercial & Residential

Equipment Technology

Technical Certificate

Program/CIP Code: MAPR.TCERTA/MAPR.TCERTB/47.0106

Credits Required: 23/44

Division: TEC

Contact: TEC@kckcc.edu

This program prepares for entry-level positions working on major in-home appliances and commercial restaurant equipment repair. Enrollees get detailed instruction on refrigerators, ranges, dishwashers, washing machines, dryers, wall ovens, microwaves, and kitchen ventilation.

Requirements for admission to the program:

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

Commercial & Residential Equipment Technology Requirements: Certificate A*

Course		Credit Hours
Certificate A		
MAPR 0100	Electrical Safety & Tools of the Trade	2
MAPR 0108	Basic Electricity	3
MAPR 0210	Cooking Equipment Residential and Commercial	3
MAPR 0220	Dishwashers-Domestic/Professional/Commercial	3
MAPR 0230	Residential Refrigerators and Freezers	3
MAPR 0243	Microwave Ovens-Domestic/Commercial	3
MAPR 0245	Top and Front Load Clothes Washers-Domestic/Commercial	3
MAPR 0247	Gas and Electric Clothes Dryers/Stack Laundry-Domestic/Commercial	3
*See course syllabi for Commercial & Residential Equipment Technology course prerequisites.		

Total Hours for a Commercial & Residential Equipment Technology Certificate A	23
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Commercial & Residential Equipment Technology Requirements: Certificate B*

Course		Credit Hours
MAPR 0112	Fundamentals of Refrigeration	2
MAPR 0140	Brazing/Swaging/Silver and Soft Soldering	3
MAPR 0160	Workplace Skills/Customer Relations/Recordkeeping	2
MAPR 0222	Advanced Refrigeration	4
MAPR 0235	Commercial Refrigeration	3
HVAC 0220	EPA 608	1
Electives (Scheduled by Instructor)		
MAPR 0215	Ventilation Hoods/Make-Up Air Blowers-Domestic/Commercial (3hrs)	6
MAPR 0240	Steam Ovens/Proofers/Deep Fryers-Domestic/Commercial (3hrs)	
MAPR 0284	Special Projects (3hrs)	
MAPR 0290	Internship (3hrs)	
MAPR 0291	Internship II (3hrs)	
*See course syllabi for Commercial & Residential Equipment Technology course prerequisites.		

Total Hours for a Commercial & Residential Equipment Technology Certificate B	44
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Construction Technology

Technical Certificate

Program/CIP Code: CONS.TCERTA/CONS.TCERTB/CONS.TCERTC/46.0201

Credits Required: 18/36/48

Division: TEC

Contact: TEC@kckcc.edu

Plumbers, electricians, masons, and carpenters fill the ranks of the construction industry. This course prepares students for these fields at the apprenticeship level. Students 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.

Requirements for admission to the program:

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

Construction Technology Requirements: Certificate A*

Course		Credit Hours
CONS 0101	Safety Orientation	1
CONS 0106	Introductory Craft Skills	3
CONS 0108	Carpentry Basics	4
CONS 0109	Floors, Walks & Ceiling Framing	4
CONS 0111	Roof Framing	3
CONS 0113	Windows, Doors & Stairs	3
*See course syllabi for Construction Technology course prerequisites.		

Total Hours for a Construction Technology Certificate A	18
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Construction Technology Requirements: Certificate B*

Course		Credit Hours
	<i>Completion of Certificate A Requirements</i>	<i>18</i>
CONS 0208	Carpentry (Level 2)	3
CONS 0115	Electrical (Level 1)	3
CONS 0110	Concrete Finishing (Level 1)	3
CONS 0140	Painting (Level 1)	3
CONS 0142	Plumbing (Level 1)	3
CONS 0112	Drywall (Level 1-2)	3
*See course syllabi for Construction Technology course prerequisites.		

Total Hours for a Construction Technology Certificate B	36
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Construction Technology Requirements: Certificate C*

Course		Credit Hours
Completion of Certificate A and B Requirements		36
CONS 0107	Masonry (Level 1)	2
Electives (Scheduled by Instructor)		
CONS 0123	Insulating (3hrs)	10
CONS 0136	Rigging Fundamentals (3hrs)	
CONS 0151	Scaffolding (2hrs)	
CONS 0155	Sprinkler Fitting (Level 1) (2hrs)	
CONS 0209	Masonry (Level 2) (2hrs)	
CONS 0210	Concrete Finishing (Level 2) (3hrs)	
CONS 0215	Electrical (Level 2) (3hrs)	
CONS 0240	Painting (Level 2) (3hrs)	
CONS 0242	Plumbing (Level 2) (3hrs)	
CONS 0259	Sprinkler (Level 2) (2hrs)	
*See course syllabi for Construction Technology course prerequisites.		

Total Hours for a Construction Technology Certificate C	48
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Cosmetology

Technical Certificate

Program/CIP Code: COSM.TCERTC/12.0401

Credits Required: 50

Division: TEC

Contact: TEC@kckcc.edu

This is a highly structured program which prepares students to take the Kansas Board of Cosmetology written and performance exam required before a graduate can become a licensed cosmetologist. Enrollees must have a government-issued photo identification card. Students must purchase uniforms, textbooks, and cosmetology kit. A Kansas Board of Cosmetology testing fee is also required. Students must be high school graduates or have a GED before they are eligible to take the Kansas Board of Cosmetology exam.

Requirements for admission to the program:

- Reading score of 60 or higher on the Accuplacer.
- Contact program for program-specific advising.

Cosmetology Requirements*

Course		Credit Hours
COSM 0101	Scientific Concepts	5
COSM 0105	Cosmetology Hair Care/Styling Services	6
COSM 0106	Cosmetology Hair Care/Skin Care Services	6
COSM 0107	Cosmetology Hair Skin and Nail Care	2
COSM 0110	Chemical Services I	4
COSM 0111	Chemical Services II	5
COSM 0112	Chemical Services III	5
COSM 0115	Hair Designing I	5
COSM 0116	Hair Designing II	5
COSM 0117	Hair Designing III	2
COSM 0120	Business Practices I	1
COSM 0121	Business Practices II	2
COSM 0125	Kansas State Law	2
*See course syllabi for Cosmetology course prerequisites.		

Total Hours for a Cosmetology Certificate	50
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Culinary Arts

Technical Certificate

Program/CIP Code: CULA.TCERTB/12.0505

Credits Required: 40

Division: TEC

Contact: TEC@kckcc.edu

Culinary Arts teaches students to master the fundamental skills of food service in hotels, restaurants, hospitals, catering, etc. The program contains daily classroom instruction with practical experience in food service preparation for public meetings and banquets.

Requirements for admission to the program:

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

Culinary Arts Requirements*

Course		Credit Hours
CULN 0100	Equipment and the Industry	1
CULN 0120	Cooking Methods	2
CULN 0130	Food Production I	4
CULN 0140	Food Production II	4
CULN 0150	Food Production III	4
CULN 0160	International Cooking	2
CULN 0170	Menu Marketing and Planning	2
CULN 0190	Hospitality and Restaurant Management	3
CULN 0200	Inventory and Purchasing	2
CULN 0205	ServSafe	1
CULN 0206	Beginning Baking	3
CULN 0207	Advanced Baking	3
CULN 0220	Culinary Capstone	5
CULN 0230	Culinary Arts Internship	3
BUSN 0250	Obtaining Employment	1
*See course syllabi for Culinary Arts course prerequisites.		

Total Hours for a Culinary Arts Certificate	40
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Electrical Technology

Technical Certificate

Program/CIP Code: ELEC.TCERTB/46.0302

Credits Required: 44

Division: TEC

Contact: TEC@kckcc.edu

Electrical Technology is a program that develops basic electrical skills, technical knowledge, and related occupational information to prepare for initial employment in the electrical trade. Students will begin with the basic fundamentals of electricity and progress through all types of residential, commercial and industrial wiring, including advanced solid state motor controls.

Requirements for admission to the program:

- Reading score of 60 or higher on the Accuplacer.
- Contact program for program-specific advising.

Electrical Technology Requirements*

Course		Credit Hours
ELET 0100	Safety (OSHA)	2
ELET 0101	Electromechanical Systems	3
ELET 0104	Print Reading	2
ELET 0105	Workplace Skills	1
ELET 0120	Electrical Math	3
ELET 0130	AC/DC Circuits I	4
ELET 0150	Residential Wiring I	4
ELET 0110	National Electrical Code I	4
ELET 0200	Commercial Wiring I	4
ELET 0232	Electrical Circuits, Instruments and Measurements	2
ELET 0245	Troubleshooting Techniques	2
ELET 0210	National Electric Code II	4
ELET 0253	Motor Controls	3
ELET 0255	Programmable Controllers	2
Electives (Selected by Instructor)		
ELET 0203	Analog Circuits (2hrs)	4
ELET 0240	HVAC Systems (2hrs)	
ELET 0265	Generators and Transformers (2hrs)	
*See course syllabi for Electrical Technology course prerequisites.		

Total Hours for an Electrical Technology Certificate	44
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Heating & Refrigeration

Technical Certificate

Program/CIP Code: HVAC.TCERTB/47.0201

Credits Required: 44

Division: TEC

Contact: TEC@kckcc.edu

HVAC training is comprised of heating, ventilation, air conditioning and refrigeration. Fundamentals are emphasized, along with specific studies in central and room systems. Silver brazing, electrical and mechanical troubleshooting, and sheet metal techniques are also practiced. The program is approved for EPA and R-401A refrigerant certification.

Requirements for admission to the program:

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

Heating & Refrigeration Requirements*

Course		Credit Hours
HVAC 0100	Safety Orientation (OSHA 10)	1
HVAC 0103	Refrigeration System Components I	2
HVAC 0105	Electrical Theory I	2
HVAC 0106	Electrical Theory (Electricity & Components)	2
HVAC 0107	Basic Sheet Metal	2
HVAC 0115	HVAC Fundamentals	4
HVAC 0120	Heating System Fundamentals	3
HVAC 0125	Electrical Fundamentals	4
HVAC 0130	Workplace Skills	1
HVAC 0203	Heat Pump Systems	3
HVAC 0204	System Servicing and Troubleshooting	2
HVAC 0220	EPA 608	1
HVAC 0225	Heating-Electric	2
HVAC 0226	Cooling I	3
HVAC 0228	Refrigeration I	3
Electives (Selected by Instructor)		
HVAC 0102	Refrigeration Theory I (1hr)	9
HVAC 0104	Refrigeration System Components II (2hrs)	
HVAC 0108	Basic Sheet Metal Layout/Fabrications (2hrs)	
HVAC 0215	Heating & Refrigeration Internship (3hrs)	
HVAC 0221	R-410A Safety Certification (Green Technology) (1hr)	
HVAC 0227	Cooling II (3hrs)	
HVAC 0229	Refrigeration II (3hrs)	
HVAC 0230	Special Projects I (2hrs)	
HVAC 0231	Special Projects II (3hrs)	
HVAC 0232	Electrical Controls (Motors) I (1hr)	
HVAC 0233	Electrical Controls (Motors) II (2hrs)	
HVAC 0235	Heating Geothermal (Green Technology) (1hr)	
*See course syllabi for Heating & Refrigeration course prerequisites.		

Total Hours for a Heating & Refrigeration Certificate	44
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Machine Technology

Technical Certificate

Program/CIP Code: MACH.TCERTA/MACH.TCERTB/MACH.TCERTC/48.0501

Credits Required: 24/36/48

Division: TEC

Contact: TEC@kckcc.edu

This program prepares students to be competitive in today's global workforce and manufacturing industry. Teaching strategies include team building and efforts to support the manufacturing environment with projects such as the building of a motorcycle.

Requirements for admission to the program:

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

Machine Technology Requirements: Certificate A*

Course		Credit Hours
MACH 0101	OSHA 10-30	3
MACH 0102	Workplace Ethics	2
MACH 0103	Bench Work	1
MACH 0104	Industry Print Reading	3
MACH 0105	Quality Control and Inspection	1
MACH 0106	Metallurgy	1
MACH 0107	Machine Tool Processes	1
MACH 0108	Machine Fundamentals I	3
MACH 0109	Machine Fundamentals II	3
MACH 0110	CNC Operations I	3
MACH 0111	Mathematics for Manufacturing	3
*See course syllabi for Machine Technology course prerequisites.		

Total Hours for a Machine Technology Certificate A	24
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Machine Technology Requirements: Certificate B*

Course		Credit Hours
<i>Completion of Certificate A Requirements</i>		24
MACH 0201	Machining Fundamentals III	3
MACH 0202	Machining Fundamentals IV	3
MACH 0203	CNC Operations II	6
*See course syllabi for Machine Technology course prerequisites.		

Total Hours for a Machine Technology Certificate B	36
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Machine Technology Requirements: Certificate C*

Course		Credit Hours
<i>Completion of Certificate A and B Requirements</i>		<i>36</i>
MACH 0204	CAD/CAM I	4
MACH 0205	CAD/CAM II	4
MACH 0206	CAD/CAM III	4
*See course syllabi for Machine Technology course prerequisites.		
Total Hours for a Machine Technology Certificate C		48

Nail Technology

Technical Certificate

Program/CIP Code: NAIL.TCERTA/47.0106

Credits Required: 16

Division: TEC

Contact: TEC@kckcc.edu

This program is designed to prepare individuals to become licensed nail technologists providing manicures, pedicures, acrylic nail enhancements, nail wraps, gel nails, and nail art. The curriculum includes both theory and practical application by training through a student-operated salon. Upon completion of the program, students are eligible to take the state licensing examination.

Requirements for admission to the program:

- Reading score of 60 or higher on the Accuplacer.
- Contact program for program-specific advising.

Nail Technology Requirements*

Course		Credit Hours
NAIL 0101	Scientific Concepts	3
NAIL 0105	Manicuring Skills	3
NAIL 0110	Artificial Nails	5
NAIL 0115	Business Practices	3
NAIL 0120	Kansas State Law Nail Technology	1
NAIL 0250	Obtaining Employment	1
*See course syllabi for Nail Technology course prerequisites.		

Total Hours for a Nail Technology Certificate	16
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Welding Technology

Technical Certificate

Program/CIP Code: WELD.TCERTA/WELD.TCERTB/48.0508

Credits Required: 20/40

Division: TEC

Contact: TEC@kckcc.edu

This program is designed to teach specific skills in all aspects of the welding trade, including blueprint reading, metallurgy, oxy-acetylene and semi-automatic cutting, brazing, and industry standard welding processes in a standard set of positions. Students learn welding processes to work with cast iron, brass, aluminum, stainless steel and alloy metals. Apprenticeship opportunities with over 10 skilled craft unions are available through the Construction Apprenticeship Tech Prep Consortium for graduates.

American Welding Society certification is available by appointment during the day at TEC. Program completers will be prepared for AWS certification in most processes. Individuals who have welding experience but desire AWS certification should call 913-288-7800 to make arrangements for evaluation and testing or review sessions.

Requirements for admission to the program:

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

Welding Technology Requirements: Certificate A*

Course		Credit Hours
WELD 0100	Welding Safety	2
WELD 0105	Welding Blueprints	3
WELD 0110	Cutting Process	3
WELD 0120	SMAW I	3
WELD 0130	GMAW I	3
WELD 0140	GTAW I	3
WELD 0201	Oxy-Fuel Welding	1
WELD 0202	Intermediate Welding Techniques	1
BUSN 0250	Obtaining Employment	1
*See course syllabi for Welding Technology course prerequisites.		

Total Hours for a Welding Technology Certificate A	20
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Welding Technology Requirements: Certificate B*

Course		Credit Hours
Completion of Certificate A Requirements		20
WELD 0220	SMAW II	4
WELD 0230	GMAW II	4
WELD 0240	GTAW II	4
Electives (Selected by Instructor)		
WELD 0255	Aluminum Welding (4hrs)	8
WELD 0260	Stainless Steel Welding (4hrs)	
WELD 0265	Fabrication Welding (4hrs)	
WELD 0270	Automated Welding and Cutting (4hrs)	
WELD 0275	Pipe Welding (4hrs)	
WELD 0280	Welding Codes and Advanced Inspection (4hrs)	
WELD 0285	Internship (4hrs)	
*See course syllabi for Welding Technology course prerequisites.		

Total Hours for a Welding Technology Certificate B	40
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