Cloud County Community College

Concordia Campus
2221 Campus Drive
Concordia, Kansas 66901
785-243-1435
1-800-729-5101

Geary County Campus
631 Caroline
Junction City, Kansas 66441
785-238-8010

WWW.CLOUD.EDU

CATALOG 2015-2016

Cloud County Community College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604, 800-621-7440.

Cloud County Community College operates under the authority of the Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, KS, 66612-1368, 785-296-3421.

The information contained in this publication is subject to change at anytime without notification.

Per veterans requirements: The College certifies that content and policies outlined in the 2015-2016 catalog are true and correct to the best of our knowledge.
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Nancy Zenger-Beneda ............................................................. Science & Mathematics
Academic Calendar • 2015-2016

**FALL SEMESTER, 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 6</td>
<td>Outreach Instructor In-Service - Concordia</td>
</tr>
<tr>
<td>Aug 17</td>
<td>GCC Adjunct Faculty In-Service</td>
</tr>
<tr>
<td>Aug 17-21</td>
<td>Faculty Contract Days</td>
</tr>
<tr>
<td>Aug 20</td>
<td>Student Services Day - GCC</td>
</tr>
<tr>
<td>Aug 21</td>
<td>Enrollment Day - Concordia</td>
</tr>
<tr>
<td>Aug 22</td>
<td>Move-In Day - Concordia</td>
</tr>
<tr>
<td>Aug 23</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Aug 24</td>
<td>New Student Orientation (Con’t) &amp; Student Services Day - Concordia/</td>
</tr>
<tr>
<td></td>
<td>New Student Orientation - GCC</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Classes begin - All campuses (Including 1st 8-wk Session)</td>
</tr>
<tr>
<td>Sep 2</td>
<td>Labor Day - COLLEGE CLOSED - No classes (all locations)</td>
</tr>
<tr>
<td>Oct 12-15</td>
<td>Mid-Term Exams</td>
</tr>
<tr>
<td>Oct 14</td>
<td>1st 8-wk Session ends/ Student Orientation for 2nd 8-wk session - GCC</td>
</tr>
<tr>
<td>Oct 19</td>
<td>2nd 8-wk session begins</td>
</tr>
<tr>
<td>Nov 11</td>
<td>Veterans Day - COLLEGE CLOSED - No classes (all locations)</td>
</tr>
<tr>
<td>Nov 25-29</td>
<td>Thanksgiving Break - COLLEGE CLOSED - No classes (all locations)</td>
</tr>
<tr>
<td>Dec 14-17</td>
<td>Final Exams (Including 2nd 8-wk Session)</td>
</tr>
<tr>
<td>Dec 17</td>
<td>Last Day for Outreach Classes</td>
</tr>
<tr>
<td>Dec 18</td>
<td>Faculty Work-day</td>
</tr>
<tr>
<td>Dec 21-Jan 3</td>
<td>Winter Break - COLLEGE CLOSED - No Classes (all locations)</td>
</tr>
</tbody>
</table>

**INTERTERM, 2015-2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Dec 14-17</td>
<td>8:30 a.m. - 1:00 p.m.</td>
</tr>
<tr>
<td>Jan 6-9</td>
<td>8:30 a.m. - 1:00 p.m.</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER, 2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Activity</th>
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<tr>
<td>Jan 11-15</td>
<td>Faculty Work-days</td>
</tr>
<tr>
<td>Jan 11</td>
<td>Adjunct Faculty In-Service - GCC</td>
</tr>
<tr>
<td>Jan 14</td>
<td>Student Services Day - GCC</td>
</tr>
<tr>
<td>Jan 18</td>
<td>Martin Luther King Jr. Day - COLLEGE CLOSED</td>
</tr>
<tr>
<td>Jan 19</td>
<td>Student Services Day - Concordia/ New Student Orientation - Concordia &amp; GCC/</td>
</tr>
<tr>
<td></td>
<td>Faculty Contract Day</td>
</tr>
<tr>
<td>Jan 20</td>
<td>Classes begin - All Locations (including 1st 8-wk session)</td>
</tr>
<tr>
<td>Feb 15</td>
<td>President's Day - COLLEGE CLOSED - No classes (all locations)</td>
</tr>
<tr>
<td>Mar 7-10</td>
<td>Mid-Term Exams</td>
</tr>
<tr>
<td>Mar 9</td>
<td>1st 8-wk session ends</td>
</tr>
<tr>
<td>Mar 14-18</td>
<td>Spring Break - No classes (all locations)</td>
</tr>
<tr>
<td>Mar 21</td>
<td>2nd 8-wk session begins</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Good Friday - COLLEGE CLOSED - No classes (all locations)</td>
</tr>
<tr>
<td>May 9-12</td>
<td>Final Exams - (including 2nd 8-wk sessions)</td>
</tr>
<tr>
<td>May 12</td>
<td>Last day for Outreach classes</td>
</tr>
<tr>
<td>May 13</td>
<td>Commencement - 7 p.m. at Concordia, for all graduates</td>
</tr>
<tr>
<td>May 16</td>
<td>Faculty Contract Day</td>
</tr>
<tr>
<td>May 25</td>
<td>Student Services Day for Summer Sessions - GCC</td>
</tr>
<tr>
<td>May 26</td>
<td>New Student Orientation for Summer Sessions - GCC</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day - COLLEGE CLOSED</td>
</tr>
</tbody>
</table>
Summer Session, 2016
(Classes held Monday-Thursday)

May 31  Summer School begins - Session I (Concordia & GCC), Extended Session (GCC), and Outreach
Jun 25  GED Graduation - Concordia
Jun 26  GED Graduation - GCC
Jun 30  Last Day for Summer Session I - (Concordia & GCC)
Jul 4   Independence Day - COLLEGE CLOSED - No classes (all locations)
Jul 6   Summer Session II begins - (Concordia & GCC)
Jul 21  Last day for Outreach Summer School
Aug 5   Last Day for Summer Session II (Concordia & GCC) & Extended Summer Session - GCC
General Information

Location
The Concordia campus of Cloud County Community College is located at the south edge of Concordia. The campus of the college blends into the rolling topography of North Central Kansas. Nested in the Republican River Valley, Concordia, served by U.S. Highway 81, is within easy driving distance of Salina, Manhattan, Junction City, Hays, Topeka, and Wichita. U.S. Highways 36, 24, and Interstate 70, along with Kansas Highway No. 9, provide easy access to Concordia. The city, with a population in excess of 6,000, offers many services and activities normally found only in much larger communities. Excellent medical facilities and churches contribute to the physical and spiritual welfare of the community.

The Geary County Campus (GCC) is housed in a modern multi-building site located in western Junction City amidst an area of growth and city expansion. The Campus provides a full curriculum of course and degree programs designed to transfer to other colleges and universities, as well as ones focused on career preparation. GCC offers daytime, evening, weekend, ITV, and Internet course schedules, along with extra-curricular activities in a personal, friendly environment. The Campus is easily accessed from Highways 77 and 18, or Interstate 70, via exit 295, and is a short drive from Manhattan, Abilene, Salina, and Herington. It is presently non-residential, but with ample housing conveniently located nearby. Scholarships, tuition assistance and payment plans are available for qualified students.

History of the College
The College was established as the Concordia Junior College in 1965 as a part of the Concordia Public Schools. Classes first met on February 8, 1965, using the Concordia School facilities.

On July 1, 1965, the Concordia Junior College became a member of the state system of community colleges under the name Cloud County Community Junior College. Classes began in the Commons in the fall of 1968. The College is now known as Cloud County Community College.

Four buildings called the Commons, grouped together on three levels, are connected by a central unit, which is the Library. Additionally, the Art Building, Child Care Center, Journalism Department, and Nursing Department, called Technical West and Technical East, Greenhouse, and 15 campus apartment buildings comprise the campus.

The Grandview Plaza attendance center in Junction City was opened in 1994 to better meet the needs of the population of the southeastern portion of Cloud’s service area. In January 1998, the College opened the Geary County Campus on a site in the western part of Junction City. The campus is composed of three new buildings, and offers a full range of academic programs and student support services. The Geary County Campus is an integral part of Cloud County Community College, although its campus is distinguished by its own architecture and campus plan.

Concordia Landmarks
The famous Brown Grand Theatre, now restored to its original splendor, is the cultural center of Concordia. Live entertainment, including music, plays and concerts are held there. The Brown Grand Players and the Community Concert Association welcome student membership and participation. The Frank Carlson Library offers a pleasant atmosphere for reading, study and research. The National Orphan Train Museum is located in the fully restored Union Pacific Depot, and offers a look into the history of the Orphan Train movement.

Mission & Vision Statements
Mission Statement
Cloud County Community College is dedicated to delivering high quality, innovative, affordable, and accessible educational opportunities and services that prepare a diverse population to be critical thinkers and lifelong learners who can meet the challenges of an ever-changing global community.

To assure the delivery of this mission, Cloud County Community College is directed by valid and reliable assessment techniques, which measure the effectiveness and efficiency of all departments in the delivery of curriculum and services in support of student academic success.

Vision Statement
Cloud County Community College strives to enrich the lives of our students and the communities we serve.

Purposes
• To provide educational opportunities for personal and professional growth, economic improvement, cultural development, and life enrichment.
• To provide individualized student support services and assistance.
• To provide available facilities, services and other resources to the community.
• To provide cultural events and sponsor a variety of activities for our students and community.

Notice of Nondiscrimination
Cloud County Community College does not discriminate on the basis of race, religion, color, national origin, sex, age, disability, or ancestry in admission to, access to, treatment of, or employment in, its programs and activities. If you have questions, please contact the Section 504 coordinator at 2221 Campus Drive, Concordia, KS 66901 or at (785) 243-1435 , ext 251 or 800-729-5101.

Accommodation for Disability
Academic: If academic adjustment is needed for any type of disability, students should contact the Director of Advisement and Retention Services, located in The Advisement Center. Students requiring auxiliary aids and services need to request accommodations six to eight weeks in advance of the start of the semester.

Other than Academic: If special arrangements are needed for accessibility, contact the Vice President for Administrative Services at least 72 hours in advance.

Emergency Evacuation: Students desiring assistance during emergency evacuations will need to complete a registration form each semester in the Advisement Center on the Concordia Campus or the Student Services Office on the Geary County Campus.
Tobacco-Free Facility

Smoking and tobacco usage, in all forms, is not allowed within College owned buildings or College leased or rented facilities, and public areas. Tobacco usage is defined as the burning, chewing, or any other method of inhaling or otherwise consuming any natural tobacco or tobacco-derived products through the use of, but not limited to: cigarettes (clove, bidis, kerteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products and oral tobacco (spit and spitless, smokeless, chew, snuff).

These indoor and public areas where tobacco usage is not allowed include, but are not limited to: restrooms, all campus buildings, college-owned housing, private offices, vestibules, entrances, exits, stairwells, college-owned vehicles and the college sports fields.

Tobacco use outdoors is limited to areas that are 20 feet from entrances and exits, providing doors, windows, and air intake vents are closed. If the building has an “overhang,” the 20-foot radius is measured from the outside perimeter of the “overhang.” Appropriate receptacles will be placed in these tobacco usage areas.

This policy applies to all faculty, staff, students, and any persons who visit, rent, or lease College premises.

Student Educational Records - Rights of Privacy (FERPA)

Cloud County Community College complies with the Family Education Rights and Privacy Act of 1974 (FERPA). FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives the student certain rights with respect to their education records. These rights begin when the student enrolls at Cloud County Community College. Students to whom the rights have transferred are “eligible students.”

• Eligible students have the right to inspect and review their education records. The College will not provide copies of student records unless, for reasons such as great distance, it is impossible for eligible students to review the records. The College will charge for copies based on Board Policy B6.

• Eligible students have the right to request that the College will correct records that they believe to be inaccurate or misleading. This request must be in writing to the Registrar. If the College decides not to amend the record, the eligible student then has the right to a formal hearing. The hearing will be scheduled within 10 working days following the student request, in writing, to hold the hearing. The hearing will be with the Registrar, College vice presidents, and the president. After the hearing, if the College still decides not to amend the record, the eligible student has the right to place a statement within the record setting forth his or her view about the contested information.

• The College must have written permission from the eligible student in order to release any non-directory information from a student’s education record. However, FERPA allows the College to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  • School officials with legitimate educational interest;
  • Other schools to which a student is transferring;
  • Specified officials for audit or evaluation purposes;
  • Appropriate parties in connection with financial aid to a student;
  • Organizations conducting certain studies for or on behalf of the school;
  • Accrediting organizations;
  • To comply with a judicial order or lawfully issued subpoena;
  • Appropriate officials in cases of health and safety emergencies; and
  • State and local authorities, within a juvenile justice system, pursuant to specific State law.

The College may disclose, without consent, “directory” information. Directory information is limited to:

• Name
• Address(es)
• Telephone number(s)
• Email address(es)
• Dates of attendance
• Classification (freshman, sophomore, etc.)
• Enrollment status (full-time, half-time, etc.)
• Class type (day, evening, etc.)
• Previous institution(s) attended
• Major field(s) of study
• Awards, honors (includes Honor Roll)
• Degrees conferred (including dates)
• Past and present participation in officially recognized sports and activities
• Physical factors (height, weight of athletes)

Students may withhold free disclosure of Directory Information (on all or none basis) to non-institutional persons or organizations. Students have the option to protect their privacy and not have such information as address and telephone number released. A written request to withhold this information should be submitted to the Office of Student Records. Otherwise, the College assumes that you approve of disclosure of that information. Requests will be honored for only one academic year; therefore, requests to withhold Directory Information must be filed annually.

FERPA release forms are available to the student through iCloud, under the student tab, Advisement Center on the Concordia Campus; and Student Services on the Geary County Campus. Students may submit the completed FERPA form to the Advisement Center on the Concordia Campus or Student Services on the Geary County Campus. The signed FERPA releases are maintained in the official student record in the Office of Student Records.
Admissions

Admission Requirements
A student wishing to be admitted to Cloud County Community College must meet one of the following requirements:

- A graduate of an accredited high school
- A recipient of a general educational development (GED) diploma
- A high school sophomore, junior or senior student with written permission from the high school principal
- A high school freshman enrolled in a recognized gifted program with an IEP and with written permission from the high school principal.

Applicants who do not meet any of the above requirements should seek admission as a special student.

Cloud County Community College reserves the right to deny a student admission or readmission if it is determined to be in the best interest of the college community to do so, or if the College is unable to provide the services, courses, or program(s) needed to assist the student in meeting educational objectives.

Special Student Status
Applicants who do not meet one of the above requirements will be admitted with “special student” status and are considered non-degree seeking students. “Special student” status may be changed to degree seeking status upon graduation from an accredited high school, successful completion of a GED examination, or completion of 6 hours of college credit that are applicable to a degree or certificates offered by Cloud County Community College with a minimum GPA of a 2.0. A student admitted as a special student will not be eligible for federal financial aid and must follow all college regulations, pay all fees, attend class, and maintain satisfactory progress.

Admission Procedures
New Students
Students applying for admission to Cloud County Community College who have not completed previous coursework with the College should follow these steps:

1. Complete and submit an application for admission and return to the Admissions Office on either campus. Applications are available at any CCCC site, or online at www.cloud.edu.

2. Request a high school official transcript, including final grade and graduation date, or GED examination results to be directly sent to the Admissions Office, 2221 Campus Drive, Concordia, KS 66901. Students enrolling at the Geary County Campus should have these documents sent to: Geary County Campus, 631 Caroline Avenue, Junction City, KS 66441.

3. Request official transcripts from all previously attended post-secondary institutions be directly sent to Admissions Office, 2221 Campus Dr., Concordia, KS 66901. Students enrolling at the Geary County Campus should have these documents sent to: Geary County Campus, 631 Caroline Avenue, Junction City, KS 66441.

4. Transcripts of college credit earned prior to attendance at Cloud County Community College will be evaluated in their entirety. All transfer credit will be converted to the semester-hour system.

5. Submit ACT, COMPASS, or SAT scores (COMPASS testing is available through the CCCC Advisement Center and the Geary County Campus.)

Official transcripts must be received to complete the student file or further enrollment may be denied.

All students using Financial Aid must have all high school/GED scores and previous college transcripts submitted and evaluated before Financial Aid will be awarded or packaged.

ACT, COMPASS or SAT scores are required for placement in Math and English courses. COMPASS testing is available on the Geary and Concordia campuses. English placement scores are valid if taken within five years of enrolling in an English course. Math placement scores are valid if taken within three years of enrolling in a Math course.

(Note: All required documents must be on file before the end of the student’s first semester or further enrollment at CCCC may be denied. If all admission requirements have not been met, an Academic Hold is placed on the student, and no transcript of work completed at CCCC will be released.)

Transfer Students
Transfer students seeking a degree or certificate must request high school transcripts/GED scores and official transcripts from all previously attended post-secondary institutions be sent directly to the Admissions Office, 2221 Campus Drive, Concordia, KS 66901. Students enrolling at the Geary County Campus should have these documents sent to the Geary County Campus, 631 Caroline Avenue, Junction City, KS 66441. Transfer credit will be evaluated on a course-by-course basis and converted to the semester-hour system. Transfer students with academic sanctions from previous institutions may enroll at CCCC on probation. All transfer students who are using Financial Aid must have their high school transcript/GED scores and previous college transcripts submitted before Financial Aid will be packaged and awarded.

High School Students
Cloud County Community College will follow the same eligibility guidelines as established for concurrent enrollment partnerships for enrollment of all secondary students in college classes. High school sophomores, juniors and seniors, including homeschooled students, may enroll concurrently in college courses with written permission from the high school principal. A yearly cooperative agreement with the school district or the home study school must be on file with the College for college credit to be granted. Students can contact the high school counselor, local site coordinator or CCCC Coordinator of Concurrent Enrollment for more information.
Gifted Students

Students who are freshmen in high school and enrolled in a recognized gifted program may enroll in college courses. Written permission from the high school principal and a copy of the student's IEP must be on file at the College for college credit to be granted. The IEP must be renewed each academic year. Students below 9th grade level will not be allowed to enroll in or to audit college classes.

Continuing Students

Former Cloud County Community College students who have not attended in the previous year must complete a new application, which is available online at www.cloud.edu, or at any campus location.

It is the responsibility of all students to inform Cloud County Community College of attendance at other institutions and provide the College with official transcripts from those institutions. If admissions requirements are not met, a student may be placed on Academic Hold with no transcript of coursework being released until the requirements are filled.

Non-Degree Seeking Students

Students who are admitted as non-degree seeking are required to submit official transcripts for any courses with a prerequisite. Should the student status change to “degree seeking”, all official transcripts must be received before financial aid, including scholar- ships and grant-in-aid awards will be dispersed.

Transient Students

Transient students are non-degree seeking students enrolled in CCCC courses with the intent of transferring CCCC credit hours back to his/her home institution. (Students taking CCCC courses with a prerequisite will need to submit and official transcript from his/her home institution as proof of meeting prerequisite.)

A transient student is defined as one of the following:
1. Currently enrolled (taking classes) as a student at another college or university (referred to here as “home institution”) OR
2. Taking a break in attendance (not enrolled in the current term) from a home institution AND the intention of transferring any earned CCCC credits back to a home institution without making a declaration to graduate from CCCC.

International Students

All international students wishing to take classes at CCCC must contact the Admissions Office and complete appropriate paperwork (at least six weeks prior to registration) before they will be allowed to enroll in classes.

Appropriate paperwork is as follows:
1. A completed application for admission.
2. A personal letter, addressed to the Director of Admissions, stating your reasons for selecting Cloud County Community College and describing the intended program of study.
3. Documentary proof of completion of all course requirements for graduation from high school (i.e. an official copy of high school diploma and/or matriculation certificate) and official copies of complete high school transcripts.
4. Official test scores demonstrating proficiency in both oral and written use of the English language. A minimum TOEFL (Test of English as a Foreign Language) score of 61 (IBT, internet based) or 500 (PBT, written test) is required. (Students may be required to enroll in appropriate English as a Second Language (ESL) class(es) upon their arrival.)
5. A completed statement of financial support, signed both by a financial sponsor (usually a parent or legal guardian) and by the student.
6. Each student must have a certified bank statement dated within six months of the start of classes showing the equivalent of $11,000 USD. This verifies that the sponsor has sufficient funds for sponsoring one year of study at Cloud. This is the estimated, one year cost for tuition, books, fees, housing and living expenses.
7. Each international student must have proof of health insurance. All international students must purchase a plan from the college’s agreed upon options.

After these steps are completed, a committee will review the contents and make a decision regarding the student’s admission. If the decision is favorable, an I-20 form and official letter of admission will be mailed directly to the student. These documents will allow the student to apply to the nearest U.S. Consular Office for an F-1 non-immigrant student visa. Once the visa has been obtained, the student will be permitted to enter the United States and begin full-time studies at CCCC.

Enrollment

Concordia Campus, Geary County Campus, Outreach, and On-line students pre-enroll prior to each semester and summer school. Pre-enrollment reserves a space in classes until registration. Students may select any one of several enrollment dates. During the enrollment process, students will write the COMPASS examination, if they have not previously submitted ACT scores. Test scores from these exams are used to help place students in suitable classes. Students with previous college credits must have copies of college transcripts on file prior to enrollment. Students taking courses off campus should enroll at the site on the first class night.

Registration

Registration is the final step in admissions, and involves orientation, paying tuition and fees, and buying books.

Online Courses

The maximum number of online hours to be completed in a semester is 12 hours. Students enrolled in 12 hours of courses have a full-time load and should anticipate the time commitment of a full term. Students are required to finish their online classes within the term or semester in which they enroll. Students begin their courses at the beginning of the term they are registered in
and have until the end of that term to complete their courses. Although online students do not have face-to-face meetings with their instructors, they are required to follow the deadlines their instructors have outlined in their syllabi regarding assignments, exams, and other due dates. Courses can be either eight or sixteen weeks. Students can discuss the length of their courses with their advisor during enrollment. Any eligible student may enroll in online classes. Current CCCC students must have a cumulative CCCC GPA of 2.0 or higher to be eligible to take online classes.

To ensure academic integrity of our online classes and adherence to NCAA guidelines, certain assignments or exams will be proctored. Following are the guidelines for obtaining a proctor:

- Proctors must have a computer on which the student can take the test.
- Proctors must have a business email address in order to be sent the test password.
- Proctors may not be a spouse, fellow student, neighbor, relative, coach, member of an athletic department, or close friend of the student.
- Identify a proctor who meets one of the following criteria:
  1. a librarian or someone in an administrative position in a library,
  2. certified teacher, school counselor, administrator or other school official,
  3. a faculty member in an accredited college or university,
  4. a military officer with a higher rank than the student being proctored, or
  5. a corporate or government agency educational official.

Fees associated with proctoring services (if any) are the responsibility of the student.

Instructors will approve proctors and provide information to them pertinent to testing procedures. In the event that there is a reason to question a student's identity or academic integrity, instructors may require the use of a proctoring site or service selected by the instructor.

Students who are unable to secure an appropriate proctor may use the fee based Cloud County Community College's online proctoring service, ProctorU. For information on ProctorU, contact your instructor. Link: http://www.proctoru.com/cloud/

**Scholarships**

Scholarships at the Concordia Campus fall into four categories: Departmental (academic), Special Ability (music, drama, journalism, and livestock judging), Athletics, and Continuing and Endowed Scholarships. Scholarships at the Geary County Campus include: Presidential, Departmental, Continuing Education, and Activity Awards. Applications received prior to April 1 receive priority consideration. The counselor's verification of the student's transcript is required. For more information on scholarships, contact the Admissions Office at either campus, or go to www.cloud.edu.

**Academic Standards for Scholarship and Stipend Activities**

Students in the following scholarship funded or stipend activities must meet academic standards to maintain their scholarship or stipend: Band, Great Society, Pep Band, Student Senate, Cheer/Yell Leading, Dance Team, Drama, Student Ambassadors, Athletic Trainers, Crops Judging Team, Soils Judging Team, Livestock Judging Team, Quiz Bowl, Rodeo Club, Horse Judging, Resident Assistants, KVCO Radio, Newspaper Staff, and Yearbook Staff.

The Academic Standards are as follows:

1. Complete at least 12 hours each semester (remain full time to earn scholarship/stipend).
2. Earn a minimum semester GPA of 2.00.
3. Students may use the winter interterm and the summer session to meet the academic guidelines.
4. Scholarship/stipend may be revoked or prorated at any given time throughout the semester:
   a. If the student drops below full-time status, 12 credit hours.
   b. If the student fails to meet standards set forth by the activity sponsor.
Residence Life
On Campus
A unique experience in college housing is available at Cloud County Community College. On campus housing and two non-campus buildings provide housing for 364 students. Some apartments have their own kitchen, living room, dining area, two bedrooms and a bath shared by 4 residents. Others offer a private bedroom and a semi-private bath. An off campus apartment building offers students a chance to enjoy on campus benefits, but the independence of living off campus.

An Honor’s house is located right across the street from the campus. This living arrangement is by application only and is for those students who demonstrate great leadership in the classroom and elsewhere.

A campus apartment handbook is provided to each campus resident and is available upon request. Contact the Residence Life department for a current housing contract.

The Residence Life Office also provides many activities and socials for all students. The Resident Assistants strive to make the on campus living a memorable and positive experience.

Off Campus
The Residence Life Office maintains a list of off-campus rentals. Some are within walking distance of the college.

Library
The library supports the educational experience by providing current innovations in information retrieval as well as traditional library resources and services. The Library staff offers individual and classroom instruction in the effective use of resources, and provides access to resources not owned by the library through interlibrary loan and online databases.

The library currently has two collections - Concordia Campus and Concordia AV. Materials in both collections can be found through the online Library catalog located on the Library Webpage. In addition, over 40 databases can also be accessed through our online catalog. Please contact the library staff at library@cloud.edu for questions regarding your login.

The Audiovisual Lab contains instructional materials which faculty use to enhance class instruction. The AV Lab also provides viewing stations for in-lab student use.

Other services provided in the Library include: Access to 21 computers and a printer for student use, several print magazines and print newspapers available for use, and an inviting atmosphere to enjoy.

Hava Java Coffee Shop
The Library is also home to the Hava Jave Coffee Shop which is open on instructional days from 8:00 am - 8:00 pm on Monday through Thursday and 8:00 am - 4:00 pm on Fridays. Hava Java offers a variety of hot drinks to purchase including coffees, lattes, mochas, cappuccinos, hot chocolate and a variety of hot teas as well as on-the-go snacks. Stop in on your way to class or stay awhile to study and enjoy the atmosphere of our recently renovated library.

Student Success Center
The mission of the Student Success Center at Cloud County Community College is to provide instruction and services to support the academic success of all students and assist faculty effectiveness in classroom teaching. The Student Success Center offers a variety of services to support students; these include tutoring, test proctoring, and academic coaching. For students who present documentation of specific disabilities, accommodations are provided. Writing assistance and editing for academic papers is also provided for students through the SSC.

The Student Success Center provides tutoring services for a variety of courses each semester FREE of charge to CCCC students. Students in need of tutoring may stop by the SSC or make an appointment. To become a peer tutor, students must have already taken the course for which they tutor or have demonstrated competency in the subject being tutored. Peer tutors must also have a minimum 3.0 grade point average, obtained a grade of “A” or “B” in the class tutored, have the recommendation of the course instructor, and receive training in tutoring theory and skills.

The Student Success Center staff will proctor tests for students who need to take a make-up test or need accommodations. Proctoring is provided for CCCC courses, online courses, and non-CCCC courses. Instructions given by the instructor are strictly followed. The instructor will be notified of any test discrepancies. To schedule test proctoring call the SSC at 243-1435, x231.

The Student Success Center is open on Monday, Tuesday, Thursday, and Friday from 8:00 am to 5:00 pm, and Wednesday from 8:00 am to 6:00 pm.

TRiO Student Support Services
The TRiO Student Support Services program is a support network serving students who are historically under-represented in education: First-generation, low-income, and/or students with documented learning disabilities. The TRiO program provides assistance and support toward graduation.

Students at both the Concordia and Geary County campuses can qualify to participate in the TRiO program. They can receive services such as free one-on-one tutoring from an Academic Specialist, workshops and training opportunities, transfer and scholarship assistance, campus visits to four-year universities, cultural enrichment activities, referral services, and every day support for life’s ups and downs.

Office hours for TRiO staff are Monday through Friday, from 8 a.m. to 5 p.m. For more information, please contact the TRiO staff at trio@cloud.edu.

Adult Education Program
The Adult Education (AE) program is designed for students who are not yet eligible for admission to the College because of insufficient basic skills or lack of a high school diploma. As a service to the College service area, the program provides teacher directed instruction in math, reading, writing, science and social studies; understanding computer word processing; preparing for
the GED to earn a Kansas High School Diploma; and gaining job and living skills. Students also have the opportunity to earn Technology Certificates WorkReady Credentials and some industry recognized certificates.

In addition to the Centers on the Concordia and Geary County campuses, an outreach center is also located in Clay Center. Because the AU program is grant-funded, classes are free of charge. However, there is a minimal fee for materials and testing.

An individual must be more than 16 years of age and not enrolled in any other school to meet requirements of the program. Classes are scheduled to accommodate adults’ schedules.

The AE Center also offers the Official GED Practice Test to individuals interested in taking the Official GED Test. Students in the AE program who pass their GED and receive a Kansas High School Diploma are eligible to participate in an annual GED graduation ceremony and receive a tuition free scholarship for one three-credit hour class at Cloud County Community College.

**Veterans**

Cloud County Community College welcomes any undergraduate veteran, active duty, and reservist students. Veterans may receive college credit for military experience and courses taken on active duty as described in the Guide to the Evaluation of Experiences in the Armed Services. Contact the Veteran’s Representative at our Concordia Campus or the Military Liaison at the County Campus for more information.

**Health Services**

Students have access to free medical services provided by a Nurse Practitioner during the fall and spring semesters. The Student Health Clinic is located above the gym in room UG308 on the Concordia Campus. The office number for the Nurse Practitioner is 785-243-1435, ext 237, but the best method of contact is e-mail at jkirkwood@cloud.edu. Appointments can be made via email M-F from 9:00 am to 5:00 pm. The clinic is open for walk-in appointments most Wednesday, Thursday, and Friday evenings.

The Nurse Practitioner has National Certification by the American Association of Nurse Practitioners. Services available include sports physicals, medical exams and diagnoses and treatment of illnesses and injuries. When indicated, lab and x-rays may be ordered by the Nurse Practitioner and obtained at the local hospital. Students are responsible for payment of these services, as well as for any prescription medications ordered from the pharmacy of the student’s choice. The Nurse Practitioner also provides health counseling services and referrals and information regarding health issues.

**Counseling**

The counseling program offers assessment and short-term assistance. The Nurse Practitioner will determine if additional sessions can be arranged. Normally, however, the Nurse Practitioner will refer the student to agencies in the community prepared to provide services over an extended period of time. Referrals will be accepted from any source. Students may refer themselves. Referrals of students will also be accepted from other students, parents, faculty, staff, and other agencies in the community. Referrals should be made to the CCCC Nurse Practitioner.

**Children’s Center**

Full or part-time child care for children (age six weeks to six years) is available at the Children’s Center, located on the Concordia Campus. Children of full-time students are given priority at the center, which is operated by a professional staff. For more information, call (785) 243-3027. The Cloud County Community College Children’s Center is licensed through the Department of Health and Environment.

**Food Service**

Food service is provided by an outside vendor. The College hires a contractor who specializes in food service operations for businesses and public institutions. Residence Life students receive 17 meals per week as part of their contract. Off campus students may purchase a 5 or 10 meal plan, pay cash at the register, or purchase a 10 meal punch card. Meal prices change from year to year, however, pricing in any one year will be very competitive with local markets. Details about food service offerings, including current prices, are available from either the Auxiliary Services Office or the Food Service Contractor.

**Student Union**

Students like to spend time in the Student Union, as it provides an enjoyable setting for relaxation and conversation. It is close to the T-Bird Cafeteria and other Student Services areas.

**Thunderville**

Thunderville is the College game room and TV Lounge. The Lounge is used to host special entertainment and gatherings that students enjoy. Foosball, pool, table tennis, air hockey, and a Wii entertainment center are available for student use.

**Bookstore**

The College Bookstore provides textbooks, laboratory supplies, writing supplies, supplemental reading materials, as well as personal and gift items.

**Student Activities, Clubs, Organizations**

An important part of any college experience is the extracurricular activities. Listed below are organizations and activities for student enrichment at CCCC. Each club must rechart each year.

- Academic Excellence
- Education & Support Group
- Ag Business Team
- Equestrian Club
- Archery Club
- FCLA
- Athletic Trainers
- Fellowship of Christian Athletes
- Block & Bridle
- Horse Judging
- Cheerleading
- KVCO Radio
- Christian Challenge
- Livestock Judging Team
- Cloud Drama Club
- Phi Theta Kappa
- Cloud English Club
- Resident Assistants
- Collegiate FFA

**Student Services**

Cloud English Club Phi Theta Kappa
Cloud Drama Club Livestock Judging Team
Cheerleading Horse Judging
Block & Bridle    Athletes
Academic Trainers Fellowship of Christian Archery Club FCLA
Ag Business Team Equestrian Club
Archery Club FCLA
Athletic Trainers Fellowship of Christian Athletes
Block & Bridle Horse Judging
Cheerleading KVCO Radio
Christian Challenge Livestock Judging Team
Cloud Drama Club Phi Theta Kappa
Cloud English Club Resident Assistants
Collegiate FFA

**Sororities**

- Alpha Xi Delta
- Alpha Phi Omega
- Alpha Phi Omega Alpha Phi Omega

**Fraternities**

- Alpha Xi Delta
- Alpha Phi Omega
- Alpha Phi Omega Alpha Phi Omega

**Intramural Programs**

- Intramural Sports
- Intramural Sports
- Intramural Sports
- Intramural Sports
- Intramural Sports

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**Intramural Programs**

- Intramural Sports
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- Intramural Sports
Student Services

Collegiate Farm Bureau  Rodeo Club
Concert Choir  Rolling Thunder Pep Band
Crops Judging  Student Activities Board
C-Zone (Pep Club)  Student Ambassadors
Dance Team  Student Senate
Early Childhood Education  Yearbook

Phi Theta Kappa

For three-quarters of a century, Phi Theta Kappa has signified a commitment to academic excellence and leadership accomplishment for community college students throughout the nation. Cloud County Community College received its Phi Theta Kappa charter in the late 1960's, and has maintained a strong presence on campus, and in the state, since that time. As a member of Phi Theta Kappa, Cloud County students may find greater accessibility to scholarships at transfer institutions. In the past twelve years, the College has had three recipients of the Guistwhite Scholarship. In order for students to enjoy these and other benefits of the organization, they must have a 3.5 cumulative GPA after completing 12 college credit hours. New members are initiated once per semester, both at the Concordia campus and at the Geary County Campus.

Intercollegiate Athletics

Men’s and women’s intercollegiate athletics offer a variety of sports, giving student-athletes the opportunity to compete at the collegiate level. Cloud County Community College has been a member of the Kansas Jayhawk Community College Conference since 1996, which is considered by many as the strongest NJCAA conference in the country. Thunderbird teams have competed in national tournaments in men's and women's basketball, men's and women's soccer, softball, and volleyball, which include a NJCAA National Championship in women's basketball in 2001. Student-athletes in cross country and track and field have achieved national champions for both men and women. Hundreds of individual Thunderbird student-athletes have been recognized as NJCAA All-Americans, as well as achieving Academic All-American status. Many Cloud County alumni transfer on to NCAA Division I, Division II, and NAIA institutions to further their academic and athletic careers. Several Cloud alumni have even made their way into the professional college in baseball, track and field, men's and women's basketball, and men's soccer. In addition to great student-athletes, Cloud County has a first rate coaching staff that is highly decorated and respected throughout the country. Cloud County Community College offers intercollegiate sports in volleyball, baseball, softball, men's and women's basketball, men's and women's cross country, men's and women's indoor track, men's and women's outdoor track, and men's and women's soccer.

Intramurals

The intramural sports program offers a variety of physical activities designed to meet the diverse needs and interests of the students, faculty, and staff of Cloud County Community College. This program offers the opportunity to develop and maintain physical fitness, to compete with and against other members of the campus community, as well as provides a change from the routine of academic life. Participants have the opportunity to choose from various team and individual sports.

The success of any program depends upon participation and all students, faculty, and staff are encouraged to take an active part in the intramural program. The pleasure experienced will be well worth the effort.

Liability Statement

All participants should be duly aware of the risk and hazards involved in intramural/recreational sports and fitness activities. All participants should voluntarily elect to utilize Cloud County Community College facilities, and participate in programs recognizing present conditions and further agree to voluntarily assume all risk of loss, damage, or injury that may be sustained while using college facilities or participating in programs.

Cloud County Community College assumes NO responsibility for cost involved with individual injury or property damage incurred in connection with the use of college facilities. Participants are reminded that they should review their own situations to determine if they have adequate insurance or protection.

It is recommended that all participants have a complete physical before engaging in any physical activities at Cloud County Community College.

Adviseement Center

Students contacting The Adviseement Center should have the following information ready:

1. Name and student ID number
2. Major, if applicable
3. Semester of their last Cloud course
4. Students with credits from other colleges must have official transcripts from these colleges on file in Cloud's Student Records Office prior to enrolling in courses with prerequisites. Students should contact their previous colleges as soon as possible to avoid advising delays.
5. Test scores, if applicable. Students who have taken the ACT or SAT within the last three years should have scores on file. Students who do not have scores on file will take the Compass Placement Test.
6. Transfer university, if applicable.

Because each student is unique, advisors make recommendations based upon individual student transcripts. Advisors analyze transcripts and assist students in choosing courses that support their life and career goals.

Concordia Campus - The Concordia Campus Adviseement Center is located in the Student Union. The Center is open daily from 8 am to 5 pm with faculty advisors working on rotating one hour shifts between 8 am and 4 pm. Advisors are available at other times by appointment. Students enrolled on campus in more than six hours are assigned an advisor associated with their major. Students have the option of talking with the on-duty advisor or making an appointment with their assigned advisor during
The Career and Transfer Center is available to all students who transfer college planning and job search exploration. The Career and Transfer Center develops and offers to students numerous programs and services to assist them with career decision making, and health care.

Geary County Campus - The Geary County Advisement Center is conveniently located in Building A at 631 Caroline Avenue in Junction City. The Center is open Monday through Thursday from 8:00 am to 6:00 pm and on Friday from 8 am to 5 pm. Faculty advisors are available to students by appointment and walk-in basis. Contact GCC Advisement at 1-800-729-5101, ext 714 or GCAdvisement@cloud.edu.

Online and Outreach - Students taking classes at outreach sites or via the Internet can contact their advisor by emailing advisement@cloud.edu.

Students should discuss their specific degree requirements with their academic advisors throughout their academic career. While an academic advisor is to be of help to a student in planning and confirming the student's progress toward graduation, ultimately, it is the student's responsibility to be familiar with the requirements for graduation, to be aware of the number of hours he or she has completed toward graduation, and to determine the transferability of the College's courses to other post-secondary institutions.

The Advisement Center has received two national awards for its service to students. The National Academic Advising Association (NACADA) and ACT honored the Advisement Center as the Outstanding Two Year College Advising Program in the nation. This is the highest honor awarded to college advising programs. The Advisement Center, along with the Learning Skills Center, also received the National Center for Student Retention Award of Excellence.

The first Outstanding Faculty Advisor Award ever given by Region 7 of the National Academic Advising Association was given to a faculty advisor at CCCC.

While academic advisement is the primary function of the Advisement Center, several additional services are offered through the Center to support advising. These include assessment, orientation, transfer information, and campus visits from transfer college representatives. The Center also makes on-campus and community referrals for many other services, including financial aid, career counseling, student housing, in-depth personal counseling, and health care.

**Career and Transfer Center**

The Career and Transfer Center is committed to assisting students in determining their career path and successfully accomplishing their transfer and employment goals. The Career and Transfer Center develops and offers to students numerous programs and services to assist them with career decision making, transfer college planning and job search exploration.

The Career and Transfer Center is available to all students who wish to explore the world of work. Information about careers, firms and agencies; opportunities to meet with prospective employers; assistance to students and alumni in assessing their career decisions; and follow-up services and records is provided. Faculty can help students improve employment potential by acquainting them early with a wide array of services and special opportunities available to them through this office.

**Cooperative Education** – Opportunities exist to enhance the academic background of the student with an on-the-job work experience related to the student's academic major. See CA220.

**Career Exploration** – Computer systems and tests that assist in career decision making are available.

**Career Assistance** – Career exploration, development and resource assistant is available.

**Career Development Classes and Workshops** – Specialized classes help students in career exploration, development and employment opportunities.

**Job Search Class** – Specialized class assists students in developing techniques to better prepare them for their job search. Professionally prepared resumes, cover letters and simulated interviews all comprise what will prove to be an edge when searching for employment.

**Internet** – Internet access and assistance for job search and employer research.

**On-Campus Interviews with National and Local Recruiters** – Consult the Career and Transfer Center staff regarding contact opportunities.

**Employment Listings** – An Internet Job Vacancy Bulletin is available on-line or in hard-copy upon request. The Career Center staff is available to assist in temporary, part-time, or full-time job searches both locally and nationally.

**Career Information Library** – Materials on career planning and development.

**Employer Library** – Information on employment opportunities for Cooperative Education work experiences, and full and part-time employment.

**Federal Financial Aid**

**Introduction**

A college education is among the most valuable investments a person can make. Many of Cloud County Community College's students rely on financial aid to help with the expenses of a college education. Financial assistance is available through federal, state, local, private organizations, and institutional financial aid programs in the form of grants, scholarships, work-study, and loans. The goals of the Cloud County Community College Financial Aid Office are: (1) to inform students of resources to access a post-secondary education; (2) to provide financial aid information to students to help them complete their program of study; and (3) to assist students in balancing gift-aid and self-help aid.

**Financial Aid Philosophy**

Cloud County Community College adheres to the philosophy of the U.S. Department of Education which states that the cost of
higher education rightfully should be the responsibility of the student and his or her family, provided they can afford the expense; if the student and family are not financially capable of assuming total educational costs, the federal programs of financial aid are designed to assist the student with his or her unmet need. This philosophy not only provides students with access to higher education, but also gives them a choice of post-secondary institutions.

What is Student Financial Aid?

Student financial aid is money from the federal government to help students pay their educational expenses at an eligible institution. The main purpose being to supplement, not replace, the Expected Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA). There are a variety of sources for student financial aid – scholarships and grants, work-study and loans. The criteria for these sources can be merit-based, need-based, skill-based, etc.

The majority of student financial aid is available through the federal government and eligibility is determined by completing the FAFSA. This application is available online at http://www.fafsa.ed.gov/. Accuracy is of the utmost importance when completing the FAFSA, since verification may be required of the information submitted. If a student’s file is selected for verification, supporting documents will be requested. A student’s financial aid file will not be complete and awarded until all requested documents have been received and verified.

NOTE: The Title IV School Code for Cloud County Community College is: 001909.

If you have any questions, or need assistance in completing a FAFSA, call the Financial Aid Office (785-243-1435, ext. 281), or visit the Financial Aid office on the Concordia Campus or Student Services on the Geary County Campus.

For estimated aid to be on student accounts at the time of payment please complete the FAFSA application by the priority dates:

- Fall 2015 - FAFSA completed by May 15, 2015
- Spring 2016 - FAFSA completed by November 1, 2015

NOTE: All requested financial aid documents must be received and verified prior to awarding Federal Financial Aid.

Federal Financial Aid Eligibility

Traditional and non-traditional students are encouraged to apply for student financial aid. Selection to receive financial assistance through Cloud County Community College will be made without regard to age, sex, race, color, religion, national origin, or handicap.

Requirements For Federal Student Financial Aid

Students must:

- Demonstrate financial need (for most programs);
- Be a U.S. citizen or eligible non-citizen;
- Have a valid Social Security number;
- Have earned a high school diploma, GED certificate, or have been home-schooled;

- Enroll as a regular student in an eligible degree or certificate program;
- Register (or have registered) for Selective Service if a male between the ages of 18 and 25;
- Sign statements regarding Educational Purpose and Certification on overpayments and Defaults (both are on the FAFSA);
- Make satisfactory academic progress.

All students who are using Financial Aid must have all previous college transcripts submitted and evaluated for Satisfactory Academic Progress before aid will be awarded.

Enrollment Status for Federal Financial Aid

- Full-time status – 12 credit hours, or more, per semester
- Three-quarter time status – 9-11 credit hours, per semester
- Half-time status – 6-8 credit hours, per semester
- Less than half-time status - 3-5 credit hours, per semester

Types of Federal Financial Aid

Federal Pell Grant

The Federal Pell Grant is a need-based grant, funded by the federal government for undergraduate students who have not earned a bachelor’s or professional degree. The maximum award is determined every year by the student’s EFC, and their enrollment status for each semester they attend. This grant money is to be used toward education-related expenses.

The amount of Federal Pell Grant funds the student may receive over their lifetime is limited by federal law to the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding the student can receive each year is equal to 100%, the six-year equivalent is 600%.

To determine how much of the maximum six years (600%) of Pell Grant the student has used each year, the U.S. Department of Education (ED) compares the actual amount the student received for the award year with the student’s scheduled award amount for that award year. Please access the National Student Loan Data System nslds.ed.gov to determine the student’s Lifetime Eligibility Usage (LEU).

If the student’s LEU equals or exceeds 600%, the student may no longer receive Pell Grant funding. Similarly, if the student’s LEU is greater than 500% but less than 600%, while the student will be eligible for a Pell Grant for the next award year, the student will not be able to receive a full scheduled award.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate students who have not earned a bachelor’s or professional degree. Students who will receive Federal Pell Grants and have the most financial need will be awarded FSEOGs first. This grant money is to be used toward education-related expenses.
Be a responsible borrower.

- Keep track of how much you're borrowing. Think about how the amount of your loans will affect your future finances, and how much you can afford to repay. Your student loan payments should be only a small percentage of your salary after you graduate, so it's important not to borrow more than you need for your school-related expenses.
- Research starting salaries in your field. Ask your school for starting salaries of recent graduates in your field of study to get an idea of how much you are likely to earn after you graduate.
- Understand the terms of your loan and keep copies of your loan documents. When you sign your promissory note, you are agreeing to repay the loan according to the terms of the note even if you don't complete your education, can't get a job after you complete the program, or you didn't like the education you received.
- Make payments on time. You are required to make payments on time even if you don't receive a bill, repayment notice, or a reminder. You must pay the full amount required by your repayment plan, as partial payments do not fulfill your obligation to repay your student loan on time.
- Keep in touch with your loan servicer. Notify your loan servicer when you graduate; withdraw from school; drop below half-time status; transfer to another school; or change your name, address, or Social Security number. You also should contact your servicer if you're having trouble making your scheduled loan payments. Your servicer has several options available to help you keep your loan in good standing.

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
- Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.
- Direct Consolidation Loans allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer. Go to StudentAid.gov/repay-loans/consolidation for more information.

What's the difference between Direct Subsidized Loans and Direct Unsubsidized Loans?

- Direct Subsidized Loans have slightly better terms to help out students with financial need.

Overview of Direct Subsidized Loans:

- Direct Subsidized Loans are available to undergraduate students with financial need.
- The institution determines the amount the student can borrow, and the amount may not exceed the student's financial need.
PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

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- The U.S. Department of Education is the lender.
- The borrower must not have an adverse credit history.
- The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received.

*Note: As of July 1, 2013, a first time Federal Subsidized Student Loan borrower is no longer eligible for the Subsidized Student Loan program if the student exceeds 150% of the published length necessary to graduate within an undergraduate degree program. In addition, a borrower reaching the 150% limit becomes ineligible for the interest subsidy benefits on all Federal Subsidized Loans disbursed to the borrower on or after July 1, 2013. Students who change majors multiple times, drop classes excessively or retake classes excessively are most likely to be affected by Public Law 121-141.

Please contact the Financial Aid office with questions regarding the 150% usage period.

Overview of Direct Unsubsidized Loans:
- Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need.
- The institution determines the amount the student can borrow based on the cost of attendance and other financial aid the student receives.
- The student is responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- If the student chooses not to pay the interest while the student is in school and during grace periods and deferment or forbearance periods, the interest will accrue (accumulate) and be capitalized (that is, the interest will be added to the principal amount of the student's loan).

The Direct PLUS Loan enters repayment once the loan is fully disbursed (paid out). The parent borrower may contact their loan servicer to request a deferment
- while the parent or the student is enrolled at least half-time and
- for an additional six months after the student ceases to be enrolled at least half-time.

If your loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due.

For Direct Loans the maximum loan limit per year for freshman (0-29 hours completed) will be $5,500.00 per school year (up to $3,500.00 of which may be subsidized loans). The maximum loan limit per year for sophomores (30-64 hours completed) will be $6,500.00 per school year (up to $4,500.00 of which may be subsidized loans). Independent students may be eligible for an additional $4,000.00 in unsubsidized loans. Please contact the Financial Aid Office to determine eligibility. These amounts are based on full time enrollment status and all federal aid may not exceed the school's budget or cost of attendance.

The annual maximum loan amount an undergraduate student may receive must be prorated when the borrower is enrolled in a program that is one academic year of more in length, but is in a remaining period of study that is shorter than a full academic year.

Bear in mind that loan limit proration determines the maximum loan amount that a student may borrow for a program or remaining balance of a program, not the loan amount that the student actually receives. In some cases, the actual loan amount that the student is eligible to receive (based on costs, EFC, and other aid) may be less than the prorated loan amount.

The interest rate for a William D. Ford Direct Loan is variable, and is adjusted every July 1, and will be set by Congress. Loan funds are to be used towards education related expenses.

Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you actually borrow.

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- for an additional six months after the student ceases to be enrolled at least half-time.

If your loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due.

For Direct Loans the maximum loan limit per year for freshman (0-29 hours completed) will be $5,500.00 per school year (up to $3,500.00 of which may be subsidized loans). The maximum loan limit per year for sophomores (30-64 hours completed) will be $6,500.00 per school year (up to $4,500.00 of which may be subsidized loans). Independent students may be eligible for an additional $4,000.00 in unsubsidized loans. Please contact the Financial Aid Office to determine eligibility. These amounts are based on full time enrollment status and all federal aid may not exceed the school's budget or cost of attendance.

The annual maximum loan amount an undergraduate student may receive must be prorated when the borrower is enrolled in a program that is one academic year of more in length, but is in a remaining period of study that is shorter than a full academic year.

Bear in mind that loan limit proration determines the maximum loan amount that a student may borrow for a program or remaining balance of a program, not the loan amount that the student actually receives. In some cases, the actual loan amount that the student is eligible to receive (based on costs, EFC, and other aid) may be less than the prorated loan amount.

The interest rate for a William D. Ford Direct Loan is variable, and is adjusted every July 1, and will be set by Congress. Loan funds are to be used towards education related expenses.

Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you actually borrow.

You're responsible for repaying the entire amount you borrowed and not just the amount you received.

NOTE: CCC requires the student to complete a FAFSA before certifying all loans. Entrance Counseling and a signed Master Promissory Note (MPN) are a requirement under the federal default-reduction regulations before disbursing the loan funds. All students who are using Financial Aid must have all previous college transcripts submitted and evaluated for Satisfactory Academic Progress before aid will be awarded.
Disbursement and Refund Information

Cloud County Community College will not hold credit balances to pay for a subsequent semester. All students who have a credit balance will be issued a refund either by check or through Direct Deposit on the Financial Aid Refund day. Students who are issued a refund check may pick up their checks in the business office on the Concordia Campus prior to 4:00 pm on the scheduled Refund Day. After 4:00 pm all refund checks will be mailed to the student's legal home permanent address. Students who have completed the Direct Deposit / EFT Authorization form will have refunds directly deposited to the student’s designated account on the scheduled Refund Day.

Students may use Estimated Financial Aid credit to purchase books from the CCCC Bookstore. Students must provide the bookstore with a copy of their course and fee statement indicating their Estimated Financial Aid. Students may choose to opt out of this opportunity.

The Financial Aid office will send students e-mail notification of the amount of Title IV aid disbursed to student accounts. This notification will include information regarding the student’s right to reduce or cancel any portion of their student loan.

CCCC must return to the Department of Education any FSA program funds, except FWS Program funds, that it attempts to disburse directly to a student or parent if the student or parent does not receive the funds or cash the check. Students may also check their student account balance on the web through https://icloud.cloud.edu/ics/.

NOTE: Before receiving funds, students may be required to verify their attendance and certify they are working toward a degree in an eligible program. Student financial aid files that are completed late will be processed and disbursed as received. No federal aid can be expected to be disbursed before October 1 in the Fall semester, or before March 1 in the Spring semester.

Withdrawals

If a student is scheduled to receive any type of financial assistance, withdrawal from classes may adversely affect their awards. It is best to visit with the Financial Aid Office concerning any class withdrawals. The student is responsible for notifying the Financial Aid Office when they drop any classes or totally withdraw from school. Total withdrawal will cause a student to be placed on Financial Aid denial and ineligible for financial aid. If a reduction in credit hours causes an over-award of financial aid awards, the student will be responsible for the repayment of any over-award that was paid. Students must also complete loan exit counseling.

Students who wish to withdraw must notify the following offices and complete the necessary paperwork:

Concordia Campus/Outreach and Online students - Academic Advising Office
Geary County Campus students - Student Services

Return of Title IV Funds

Students receiving financial aid who withdraw, stop attending, or receive all W, F’s or I’s may be required to return a portion of financial aid received. Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students “earn” a percentage of the funds they are disbursed with each day of class attendance. If a student withdraws or stops attending classes, whether any credits have been awarded for the term or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received.

Students who wish to withdraw must notify the appropriate office and complete the necessary paperwork. Concordia Campus students, outreach students, and online students need to contact the Advisement Office on the Concordia Campus. Geary County Campus students need to contact the Student Services Office on the Geary County Campus.

For Title IV purposes, the date of last attendance or withdrawal date is one of the following:

- The date the student provides official notification of their intent to withdraw,
- If the student requests the withdrawal process by phone and the withdrawal form is mailed to the student by the Advisement Center or Student Services, the date the form is mailed will be the date of official withdrawal,
- If the student did not officially withdraw, the midpoint of the payment period for which financial aid was disbursed or a later date documented by the student’s instructor(s), or
- The date of documented attendance in an academically related activity (i.e. documented attendance in a class or lab).

Order of Return of Federal Financial Aid Funds - The school will return unearned federal financial aid for which the school is responsible by repaying funds to the following sources, in order, up to the total received from each source until the total amount of the school's responsibility has been satisfied:

- Unsubsidized Stafford loans
- Subsidized Stafford loans
- PLUS loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Other Title IV assistance (not including FWS)

If a student attends through 60 percent of the term, all Title IV financial aid is considered earned. However, withdrawing from classes will affect a student’s satisfactory academic progress and eligibility for additional financial aid.

NOTE: Examples of various Return of Title IV Funds calculations are available in the Financial Aid Office.

Institutional Refund Policy for Complete Withdrawal of Classes

Long semester (16-week) Courses:
1. 100% of tuition and fees, 1st through 5th class day
2. 50% of tuition only, 6th through 10th class day
3. 25% of tuition only, 11th through 20th class day.
4. After 20th class day no refund.

* Any refunds due to students will be made after the 20th class day or later.

(See page 22 for complete refund policy information.)
Student Services

IMPORTANT: Unpaid federal aid overpayments will be referred to the U.S. Department of Education for collection. Students with unpaid federal overpayments may not be permitted to re-enroll and may be unable to obtain academic records needed to transfer to another school. All financial aid transcripts sent will indicate the overpayment. The student will be ineligible to receive federal financial aid at any school until this obligation is met.

**Satisfactory Academic Progress Policy**

Federal regulations require that a student must be making Satisfactory Academic Progress (SAP) in a certificate or degree program in order to be eligible to receive Federal Financial Aid. Federal Financial Aid includes Federal Pell Grant, Federal SEOG, Federal Work-Study and student loans.

The SAP process is measured by qualitative and quantitative standards at the end of each semester. Factors used to determine progress are (1) cumulative grade point average; (2) cumulative credit hours attempted; (3) completion time frame (measured in credit hours) allowed to complete a certificate or degree program.

SAP is calculated for each student at Cloud County Community College. Academic transcripts are reviewed for all previous enrollments including enrollment periods and transfer hours which were completed during a term when financial aid was not requested or received. Courses with a recorded grade of “F” (failure), “I” (incomplete), and “W” (withdrawn) or repeated courses are considered toward total hours attempted. For purposes of determining SAP progress at the end of the semester, “I’s” (incompletes) are treated as “F’s”. If a student completes the course and the “I” grade is changed to an “A”, “B”, “C”, or “D”, it is the student's responsibility to notify the Financial Aid Office and provide verification of the completion.

**TRANSFER STUDENTS:** Students transferring from another institution will have their SAP status reviewed prior to any Financial Aid being awarded. Transfer hours will be counted as both hours attempted and hours completed.

SAP standards are evaluated following each semester (fall, spring, and summer) for students receiving Federal Financial Aid. Cloud County Community College students requesting Federally Funded Assistance must meet or exceed all standards listed below:

1. Cumulative grade point average:
   Students must maintain a 2.0 cumulative GPA.
2. Pace – Completion of attempted credit hours:
   Students must successfully complete two-thirds of cumulative credit hours attempted.
3. Maximum time frame in which to complete a course of study:
   Students may not attempt credit hours in excess of 150% of the hours necessary to obtain their degree or certificate program. All attempted hours are considered regardless of whether or not they apply to the students current degree or program. Only specific courses required to complete the student's program are eligible for Federal Financial Aid.

**FINANCIAL AID WARNING:** Students who fail to meet the above listed academic progress standards at Cloud County Community College will be placed on Financial Aid Warning for the following semester or the next semester that a student attends. Students placed on Financial Aid Warning will remain eligible to receive Federal Financial Aid as long as they meet or exceed the required SAP standards in the following semester. Denial of Federal Financial Aid will occur if the requirements are not met during the warning period.

**FINANCIAL AID DENIAL:** Student placed on Financial Aid Denial will not be eligible for Federal Financial Aid funds. Students will be placed in Financial Aid Denial based on the following criteria:

- Total withdrawal or failure to successfully complete any credit hours enrolled in for the semester (i.e. all “W’s”, “F’s”, or “I’s”).
- Did not meet requirements of Financial Aid Warning
- Students who have received an Associate Degree or attempted 96 or more credit hours but have not met their program requirements. Only specific courses required to complete the student's program are eligible for Federal Financial Aid.

Students placed on Financial Aid Denial will be notified in writing by the Financial Aid office as soon as possible after the determination of the denial. Financial Aid Denial does not mean that a student is prohibited from attending Cloud County Community College, as long as all other requirements for attendance are met. Students are not eligible to receive Federal Financial Aid funds and must assume responsibility for the payment of the direct costs (tuition, fees, books, dorm, etc.) at the time of enrollment.

**FINANCIAL AID REINSTATEMENT:** A student’s eligibility for Federal Financial Aid will be reinstated when the student meets the minimum SAP standards and notifies the Financial Aid Office in writing. Students placed on Financial Aid Denial have the right to appeal the Denial if they feel they have unusual circumstances that warrant an exception to policy. The appeal process is available to any student placed on Financial Aid Denial that has specific mitigating circumstances which prevented the student from maintaining SAP.

An appeal may not be heard if:
- The student has been dismissed from the college.
- The student has not been academically reinstated by the Academic Affairs Office.
- The student owes any fees to college.
- The appeal request is submitted after the semester’s mid-term.

Students must follow the appeal process outlined below.

- Denied students will receive a letter and a Satisfactory Academic Progress Appeal form at the end of the semester in
which they failed to meet the SAP requirements.

- Students placed on Denial who have pre-enrolled will not have their enrollment deleted but will be responsible for making payment arrangements in the Business Office. Financial aid that may have been awarded for the next academic term will be deleted from the student’s account and required payment of the student account becomes the student’s responsibility.

- The Satisfactory Academic Progress Appeal form with supporting statements and documentation from appropriate sources (i.e. physician, certified psychologist, psychiatrist, mental health clinic, attorney, academic counselor, employer, etc.), must be returned to the Financial Aid Office by the first day of class for the semester of enrollment following the denial. The students appeal needs to include “Why they failed to make SAP” and “What has changed that will allow the student to make SAP at the next evaluation”.

- The Director of Financial Aid along with the Financial Aid committee reviews all appeals and generally considers the following factors in determining whether a student should be re-instated: the student’s prior record, the student’s GPA, the student’s reason for lack of progress and the documentation provided. Terms of the appeal could include a limit on the number of hours that a re-instated student may use for Financial Aid Hours of Enrollment. Other conditions of re-instatement may be imposed at the discretion of the Financial Aid Director. Cloud County Community College will notify students of the results of the SAP review.

- If an appeal is not granted, or if the appeal is not submitted, students must meet the minimum SAP standards. Students who meet this requirement will have their financial aid reinstated upon written request. Students, who have “incomplete” for a grade and are placed on denial due to this “I”, will remain on suspension until the “incomplete” is changed to a passing grade. Therefore, if a student does not complete the class before final enrollment for the next term, they will be expected to pay or make arrangements with the business office for that class. It is the student’s responsibility to report all grade changes to the Financial Aid Office. A re-evaluation of the student’s SAP will be conducted at that time. The student may also submit a Satisfactory Academic Progress appeal for consideration in regard to the “incomplete” if it is not satisfied by the next award period.

- In conjunction with the appeal for reinstatement the student will be placed on an Academic Plan and must meet the requirements of the Academic Plan to be eligible for Federal Financial Aid in the next semester enrolled. Failure to meet the conditions of the students’ academic plan will result in Financial Aid Denial and make the student ineligible for further federal financial aid at CCCC. Please contact the Financial Aid office before the end of the semester if there are extreme circumstances which are preventing the student from meeting the requirements of the plan.

**Student Services**

**Federal Student Financial Aid Penalties For Drug Law Violations**

This notice provides information on the penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also provides notice on how to regain eligibility after conviction of a drug related offense.

The institution will provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA and will advise the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

**Suspension of Eligibility for Drug-related Offenses**

(1) IN GENERAL- A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period of ineligibility specified in the following table:

For conviction of the possession of a controlled substance, the ineligibility periods are as follows:

- First offense ................................................................. 1 year
- Second offense ......................................................... 2 years (from date of conviction)
- Third offense .............................................................. Indefinite.

For conviction of the sale of a controlled substance, the ineligibility periods are as follows:

- First offense ................................................................. 2 years (from date of conviction)
- Second offense .............................................................. Indefinite.

(2) REHABILITATION- A student regains eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make them ineligible again.

Students denied eligibility for an indefinite period can regain it, either after successfully completing a rehabilitation program (as described above, which includes passing two unannounced drug tests from such a program), or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify they have successfully completed the rehabilitation program.

**Student Rights & Responsibilities**

You have the right to know:

- What financial assistance programs are available.
- The deadline for submitting applications for each of these programs.
• How financial aid eligibility is determined and how financial assistance is awarded.
• An accurate estimate of the total cost of attending CCCC, including tuition/fees, room/board, transportation, books/supplies, and miscellaneous expenses.
• A description of the various awards in your financial aid package.
• The school's refund/repayment policy.
• What portion of financial assistance received must be repaid and what portion is a grant.
• If the assistance is a loan, you have the right to know the interest rate, the total amount to be repaid, repayment procedures, how much time you have to repay the loan, and when the repayment begins.
• How the school determines whether you are making satisfactory academic progress and what happens if you are not.

In accepting your responsibility, you must:
Complete all application forms accurately and submit them within deadlines to the appropriate place/person.
Return all additional documentation, verification, corrections, and new information requested by the CCCC Financial Aid Office.
Be responsible for reading and understanding all forms you are asked to sign, and for keeping copies of them.
Meet all obligations of any agreement that you sign.
Report changes in name, address and telephone to all appropriate offices promptly.
Be familiar with CCCC policies for class adds/drops and complete withdrawal from school.

Campus Security Report
Campus crime statistics are included in the Student Academic Planner which is available to students and staff each semester. The Annual Campus Security Report can be found at www.cloud.edu under the “Safety” tab or by contacting the Director of Auxiliary Services.

Residency Requirements:
State of Kansas Residency - A student must live in the State of Kansas six months prior to the first day of class for any given semester. They must provide documentation along with a completed Affidavit of Residency form. These forms are available in the Student Records Office.
Alien Residency – Resident aliens need to provide a copy of their green card at the time of enrollment. For more information contact the Student Records Office.

Tuition and Fees
Tuition
Tuition and comprehensive fees, per credit, for the 2015-2016 academic year, are listed below. Tuition and comprehensive fees are subject to change each academic year.

<table>
<thead>
<tr>
<th></th>
<th>Concordia Campus</th>
<th>Geary Co. Campus</th>
<th>Outreach &amp; On-line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloud Co. Resident</td>
<td>$94</td>
<td>$104</td>
<td>$94</td>
</tr>
<tr>
<td>In-State Resident</td>
<td>$99</td>
<td>$109</td>
<td>$99</td>
</tr>
<tr>
<td>Out-of-State Resident</td>
<td>$104</td>
<td>$114</td>
<td>$104</td>
</tr>
</tbody>
</table>

Tuition and Fee Waiver for Dependents of Veterans and Safety Officers
Tuition and Fees will be provided free of charge to the following (subject to provisions of K.S.A. 73-1216 and K.S.A. 75-4364)
• Any dependent of a prisoner of war
• Any dependent of a person missing in action
• Any dependent of a person who has died as a result of service-connected disability suffered during the Vietnam Conflict
• Any dependent or spouse of certain military personnel who died on or after September 11, 2001, while, and as a result of, serving in active military service.
• Any dependent of a public safety officer who died as a result of injury sustained while performing the duties as a public safety officer.
• Tuition and Fees waiver will be applicable as long as the dependent is eligible, but not to exceed twelve (12) semesters of instruction.

Fees
*Nursing Fee - 1st semester .......................................................... $800
2nd semester .............................................................................. $775
Audit Fee................................................................................. Same as Tuition
Bowling Fee .............................................................................. $50
First Aid & Safety Fee ............................................................... $15
Graduation Fee ............................................................................ $40
*Lab Fee ................................................................................. $5 per credit hour
Music Appreciation Fee ......................................................... $10 Concordia Campus
Wind Energy Lab Fee ............................................................... $10 per cr/hr Concordia Campus
Parking Permit ....................................................................... $10 Concordia Campus
Private Music Lesson ............................................................... $80
Internet Course Processing Fee ........................................... $25 per credit hour
Transcript Fee ............................................................................ $5
Calculator Rental ..................................................................... $100 or $140
Compass Testing Fee ............................................................... $10
Ag Judging Lab Fee ................................................................. $200

*fees may vary

Note: Tuition and fees are reviewed annually, and are subject to change.
Refund Payment Policy
Refunds may be issued to students dropping from courses based on the following schedule.

Long Semester (16-week) Courses
1. 100% of tuition and fees, 1st through 5th class day
2. 50% of tuition only, 6th through 10th class day
3. 25% of tuition only, 11th through 20th class day
4. After 20th class day no refund
* Any refunds due to students will be made after the 20th class day or later.

Refunds for all courses less than 16 weeks will follow the same refund schedule, but will be pro-rated for the length of the course. Refer to the table below for the pro-rated schedule.

<table>
<thead>
<tr>
<th>Semester Length</th>
<th>100%</th>
<th>50%</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks</td>
<td>5th day</td>
<td>10th day</td>
<td>20th day</td>
</tr>
<tr>
<td>15 weeks</td>
<td>5th day</td>
<td>10th day</td>
<td>20th day</td>
</tr>
<tr>
<td>14 weeks</td>
<td>4th day</td>
<td>8th day</td>
<td>18th day</td>
</tr>
<tr>
<td>13 weeks</td>
<td>4th day</td>
<td>8th day</td>
<td>16th day</td>
</tr>
<tr>
<td>12 weeks</td>
<td>4th day</td>
<td>8th day</td>
<td>15th day</td>
</tr>
<tr>
<td>11 weeks</td>
<td>3rd day</td>
<td>5th day</td>
<td>14th day</td>
</tr>
<tr>
<td>10 weeks</td>
<td>3rd day</td>
<td>5th day</td>
<td>13th day</td>
</tr>
<tr>
<td>9 weeks</td>
<td>3rd day</td>
<td>5th day</td>
<td>11th day</td>
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<tr>
<td>8 weeks</td>
<td>3rd day</td>
<td>5th day</td>
<td>10th day</td>
</tr>
<tr>
<td>7 weeks</td>
<td>2nd day</td>
<td>4th day</td>
<td>9th day</td>
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<tr>
<td>6 weeks</td>
<td>2nd day</td>
<td>4th day</td>
<td>8th day</td>
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<td>5 weeks</td>
<td>2nd day</td>
<td>4th day</td>
<td>6th day</td>
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<td>4 weeks</td>
<td>2nd day</td>
<td>4th day</td>
<td>5th day</td>
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<td>3 weeks</td>
<td>1st day</td>
<td>2nd day</td>
<td>4th day</td>
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<tr>
<td>2 weeks</td>
<td>1st day</td>
<td>2nd day</td>
<td>3rd day</td>
</tr>
<tr>
<td>1 week</td>
<td>1st day</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

Students may be required to repay all or a portion of their financial aid and/or scholarship(s) after dropping or withdrawing from courses.

Procedure for Refunds:
Concordia Campus - A student must present to the Student Records Office an add/drop form signed by his/her advisor to receive a refund, according to the refund policy stated prior.
Outreach - A student must contact the local coordinator or the Outreach office for a drop/add card to receive a refund according to the refund policy stated prior. It is the student's responsibility to return the form to the Outreach Office.
Online - An online student must contact the Advisement Center at the Concordia Campus for a drop/add card.
Geary County Campus - students should submit add/drop forms signed by his/her advisor to Student Services at the Geary County Campus to receive a refund, according to the refund policy stated prior.

Bookstore Policy & Guidelines
Refunds:
Students are entitled to the following refunds for textbooks purchased for the current semester. The Bookstore will not guarantee full refund after registration/classes begin on textbooks/materials when an instructor chooses not to use the required course materials. When textbooks are purchased weeks in advance of a semester, summer school or interterm, refund amount will be at the discretion of the Bookstore.

Full Refunds:
Full refunds or credit will be given the first week, providing new books have not been marked in or unwrapped.

Half Refunds:
Half refund or credit will be given the second week. This applies to cancelled classes and class schedule changes.

Withdrawals:
After the second week, books cannot be returned until the book buyback period during finals. Exceptions, when a student withdraws from school. A used book company's buyer's guide will be used to determine the refund price of books.

Drop/Add:
A copy of the student's class schedule, financial aid voucher, drop/add card, or a total withdrawal sheet is required to receive a refund or credit, which will be applied to the student's account.

Selling Books:
Books may be sold back to the Bookstore at the end of every semester. Students should watch for book buyback times posted at the Bookstore. Contact the Bookstore manager/staff for information concerning refunds or other questions.

A copy of the student's class schedule or drop/add card will be required before refunds can be given. Credit will be applied to your financial aid account.

Contact the Bookstore management for information concerning refunds.
Academic Regulations

Degrees Offered

The Associate of Arts, the Associate of Science, the Associate of Applied Science, and the Associate of General Studies degrees are offered at Cloud County Community College. The A.A. and the A.S. degrees are transfer degrees equivalent to the first two years at a four-year college or university. General education requirements and elective courses used toward these degrees are expected to apply toward a Bachelor's degree. The A.A.S. is awarded to those students who successfully complete a specific career program. The A.G.S. is awarded to those who desire to explore a variety of academic disciplines. The A.A.S. or A.G.S. degrees will transfer only to specific degree programs at selected colleges or universities. Generally, these degrees will only apply toward bachelor's degrees for which the purposes are technology occupations. Students should seek degree program evaluation, analysis and advice from the institution to which they plan to enroll. Sixty-two semester hours and 124 grade points are minimum requirements for each degree. Some career programs may require additional hours. In order to graduate, students are normally expected to complete the graduation requirements listed in the catalog that was in effect at the time they first enrolled. However, if a student sits out two consecutive semesters, the student will be readmitted under the graduation requirements in the current catalog.

General Education Requirements for the Associate of Arts and the Associate of Science Degrees

Associate of Arts

62 credit hours, including the following General Education requirements

- English Composition I ................................................. 3 credit hours
- English Composition II .............................................. 3 credit hours
- Public Speaking .......................................................... 3 credit hours
- Humanities General Education Course ..................... 9 credit hours
  (Humanities Gen. Ed. Courses required from three areas: Fine Arts, History, Literature, or Philosophy)
- College Algebra .......................................................... 3 credit hours
- Science General Education Course (w/lab) ............... 4 credit hours
- Social Science General Education Course .............. 6 credit hours
  (Social Science Gen. Ed. Courses required from two areas: Economics, Psychology, Sociology, Anthropology, Political Science, or Geography)
- Electives .................................................................... 3 credit hours
  (3 hours from any of the above areas)
- Physical Education ...................................................... 1 credit hour

TOTAL........................................................................... 35 credit hours

Associate of Science

62 credit hours, including the following General Education requirements

- English Composition I ................................................. 3 credit hours
- English Composition II .............................................. 3 credit hours
- Public Speaking .......................................................... 3 credit hours
- Humanities General Education Course ..................... 6 credit hours
  (Humanities Gen. Ed. Courses required from two areas: Fine Arts, History, Literature, or Philosophy)
- College Algebra .......................................................... 3 credit hours
- Biological Science Lab Course .................................. 4 credit hours
- Physical Science Lab Course ..................................... 4 credit hours
- Social Science General Education Course ............... 6 credit hours
  (Social Science Gen. Ed. Courses required from two areas: Economics, Psychology, Sociology, Anthropology, Political Science, or Geography)
- Electives .................................................................... 3 credit hours
  (3 hours from any of the above areas)
- Physical Education ...................................................... 1 credit hour

TOTAL........................................................................... 36 credit hours

Articulation Agreement with Regent Universities

The successful transfer to a Kansas Regents university is ensured by the following:

A student who completes an Associate of Arts (A.A.) or Associate of Science (A.S.) degree based on a baccalaureate-oriented sequence at a state and regionally accredited Kansas public community college and whose program of studies has met the requirements of the Kansas Public Community College - Kansas Regents Transfer Agreement and Articulation Guide will be accepted with junior standing, and will have satisfied the lower division general education requirements of all Regents universities.

Points of Clarification

1. This agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from nonaccredited community colleges or any other colleges.
2. Transfer students accepted for admission at Kansas Regents universities with the Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that:
   a. Each receiving institution has the right to determine admission standards to the various majors in their institution.
   b. Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.
3. General education is defined as the following:

   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 insures 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 abstract beyond that found in secondary school studies.

   Although the following distribution of courses does not correspond to the general education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities.

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

   12 hours of Basic Skills courses, including
   • 6 hours of English Composition
   • 3 hours of Public Speaking Communication
   • 3 hours of college level Mathematics (statistics will be required to transfer students where University curriculum requires it)

   12 hours of Humanities courses from at least three of the following disciplines:
   Art* Theatre* Philosophy
   Music* History Literature
   *Performance courses are excluded

   12 hours of Social and Behavioral Science courses from at least three of the following disciplines:
   Sociology Psychology Political Science
   Economics Geography Anthropology

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

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

4. Other associate degrees and certifications may be awarded for programs that have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas Regents universities are to be considered outside of the terms of this agreement.

   Students attempting to transfer into Technology, Engineering or Architecture programs are considered outside this agreement. It is recommended that 2+2 and 2+3 arrangements be developed for the above programs of study.

   Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student. Credit for equivalent technical courses may be granted by departmental examination.

5. Each institution will define its own graduation requirements.

6. Foreign language requirements are viewed as graduation requirements, and not as general education requirements for the purpose of this agreement.

7. A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.

8. Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents universities.

9. The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

**General Education Requirements for the Associate of Applied Science Degree**

Sixty-two (62) hours is the minimum requirement to be distributed as follows:

**General Education Requirements:**

- CM101 English Composition I or CM120 Survey of Technical Writing .................................................... 3 credit hours
- CM115 Public Speaking ............................................... 3 credit hours
- MA105 Survey of Math, MA110 Intermediate Algebra, or MA111 College Algebra .................................... 3 credit hours
- Science General Education Course .......................... 3-4 credit hours
- Humanities General Education Course ...................... 3 credit hours
- Social Science General Education Course ................. 3 credit hours

   Specialized and Related Competencies - Minimum of 44 credit hours from those listed below, to be determined by the department using the requirements of the occupation(s):
   • Technical Knowledge
   • Technical Skills
   • Communication
   • Science
   • Mathematics
   • Interpersonal Skills (employability skills)
   • Courses from other technical disciplines

**Cooperative Education**

Cooperative Education is a structured educational program combining classroom learning with productive work experience in a field related to a student's individualized academic or career goals. Work experiences are developed and/or approved by the college as appropriate learning environments, however, the final
employment decisions are made by the employer and the student. Students learn the important links between academic learning and what is expected in the workplace. College credit is earned for the development and achievement of college-related learning objectives. In most cases, the student receives income for their work. Cooperative Education is available for all college disciplines, and is required for many vocational programs. Most four-year institutions will accept the Cooperative Education courses that can be completed in conjunction with semester course work (parallel), by working off-campus for a semester (alternate), or by working during the summer. Cooperative Education is a valued partnership between employers, students and educators.

**GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE OF GENERAL STUDIES DEGREE**

*General Education requirements:*
- English Composition I ..................................................3 credit hours
- Public Speaking ..............................................................3 credit hours
- Intermediate Algebra or College Algebra ..................3 credit hours
- Science General Education Course .........................3-4 credit hours
- Humanities General Education Course ....................6 credit hours
- Social Science General Education Course ...............6 credit hours

The awarding of an Associate of General Studies requires a student to complete a minimum of 38 elective credit hours (liberal arts or technical) in addition to the 24 hours of General Education listed above.

In accordance with the Kansas Board of Regents (Chapter III, Section 8, Subsection b[ii], Item d[iii]) that states the Associate of General Studies (AGS) is defined as a degree in which "not less than 24 semester credit hours in general studies and not less than 36 semester credit hours in a program of college-level work are required", it is the position of CCCC that a "program of college-level work" can consist of academic or technical course work at or above the 100-level. As a result of this definition, this will allow CCCC to include certificates and course electives up to 38 semester credit hours such as, but not limited to: Emergency Medical Technician (EMT), Business, Criminal Justice, Wind Energy, and Agri-Biotechnology. It is also the belief of CCCC that the inclusion of certificates and technical courses as electives (for the Associate of General Studies Degree) would better serve our students' employment needs. The adoption of technical courses as part of the "program of college-level work" as "elective credit" within an AGS is degree is a familiar practice within the Kansas community college system.

**GENERAL EDUCATION**

*General Education Philosophy*

General Education courses are required of all degree seeking students. Those earning an associate degree are expected to:
- Communicate effectively orally and in writing
- Demonstrate ability to evaluate information from various means, including written and auditory sources
- Demonstrate proficiency in scientific knowledge and mathematical skills
- Exhibit knowledge of diverse cultural and historical experiences and expressions
- Demonstrate problem solving using critical thinking
- Utilize technology relevant to disciplines of study

The following courses are the approved courses that will fulfill the general education requirements for Cloud County Community College. These courses will fulfill the general education requirements for all degrees unless it is stated that it only works for certain degrees.

**Communications**

- English Composition I ..................................................3 credit hours
- English Composition II ..................................................3 credit hours
- Interpersonal Communications ....................................3 credit hours
- Public Speaking ..............................................................3 credit hours
- Survey of Technical Writing (AAS degree only) ............3 credit hours

**Humanities General Education Courses**

*Fine Arts General Education Courses*
- Art Appreciation ..........................................................3 credit hours
- Music Appreciation .......................................................3 credit hours
- Theatre Appreciation ...................................................3 credit hours
- American Cinema Appreciation ...................................3 credit hours
- World Music .................................................................3 credit hours
- American Music .............................................................3 credit hours
- History of Rock Music ...................................................3 credit hours
- Humanities I .................................................................3 credit hours
- Humanities II ...............................................................3 credit hours
- French I ......................................................................5 credit hours
- Spanish I .....................................................................4 credit hours
- German I .....................................................................4 credit hours

*Literature General Education Courses*
- Introduction to Literature ...........................................3 credit hours
- American Literature I ...................................................3 credit hours
- American Literature II ................................................3 credit hours
- World Literature & the Human Experience .................3 credit hours

*Philosophy General Education Courses*
- Introduction to Philosophy ..........................................3 credit hours
### Academic Regulations

#### History General Education Courses
- Introduction to History .......................................................... 3 credit hours
- U.S. History I ........................................................................... 3 credit hours
- U.S. History II ......................................................................... 3 credit hours
- Western Civilization I .............................................................. 3 credit hours
- Western Civilization II ............................................................ 3 credit hours
- Women in American Society .................................................. 3 credit hours

#### Mathematics General Education Courses
- Survey of Mathematics (AAS degree only) ............................ 3 credit hours
- Intermediate Algebra (AGS & AAS degrees only) .................. 3 credit hours
- College Algebra ....................................................................... 3 credit hours
- Linear Algebra/General Calculus .......................................... 3 credit hours
- Analytical Geometry/Calculus I .............................................. 5 credit hours
- Analytical Geometry/Calculus II ............................................ 5 credit hours
- Trigonometry ........................................................................... 3 credit hours

#### Natural Sciences General Education Courses
- Survey of Science (AAS degree only) ................................. 3 credit hours
- Physical Science ..................................................................... 5 credit hours
- General Chemistry ................................................................. 5 credit hours
- Chemistry I ............................................................................. 5 credit hours
- Natural Hazards and Disasters .............................................. 3 credit hours
- Natural Hazards and Disasters Lab ....................................... 1 credit hour
- College Physics I .................................................................... 5 credit hours
- University Physics I ............................................................... 5 credit hours
- Geology .................................................................................. 4 credit hours
- General Astronomy ............................................................... 4 credit hours
- Meteorology ........................................................................... 4 credit hours
- Environmental Quality ......................................................... 3 credit hours
- Environmental Quality Lab .................................................... 1 credit hour

#### Biological Science
- General Biology ...................................................................... 4 credit hours
- Principles of Biology ............................................................. 5 credit hours
- Human Anatomy & Physiology I ......................................... 4 credit hours
- Anatomy and Physiology ...................................................... 5 credit hours

#### Social & Behavioral Science General Education Courses
- Economics I ........................................................................... 3 credit hours
- Economics II .......................................................................... 3 credit hours
- Psychology ................................................................................ 3 credit hours
- General Psychology ............................................................... 3 credit hours
- Human Growth & Development .......................................... 3 credit hours

#### Sociology
- Introduction to Sociology ..................................................... 3 credit hours
- Marriage and Family ............................................................. 3 credit hours

#### Anthropology
- Introduction to Cultural Anthropology .................................. 3 credit hours

#### Political Science
- U.S. Government: National .................................................. 3 credit hours
- U.S. Government: State and Local ........................................ 3 credit hours
- Current Political Issues ......................................................... 3 credit hours

#### Geography
- World Geography .................................................................... 3 credit hours

#### Physical Education General Education Courses
- Any Activity Course* ............................................................. 1 credit hour
- Varsity Sports ........................................................................ 1 credit hour
- Concepts of Physical Education .......................................... 1 credit hour
- Personal & Community Health ............................................. 3 credit hours
- Personal Wellness ............................................................... 3 credit hours
- Total Fitness ........................................................................... 1 credit hour

*Activity courses include PE101, PE102, PE107, PE108, PE109, PE110, PE113, PE114, PE118, PE119, PE125, PE126, PE127, PE128, PE129, PE142, PE143, PE144, PE173, PE180, AG122, AG188, AG225.

### OCCULTATIONAL CERTIFICATE
Cloud County Community College provides programs of instruction consisting of college credit courses that are designed to prepare students for entry into an occupation, or a closely related cluster of occupations. A certificate is awarded upon satisfactory completion of a planned program, including the demonstration or the attainment of predetermined and specified performance requirements. The courses shall be based in theory and of sufficient complexity, rigor, and theory to award college credit. Most certificate programs are designed to allow a full-time student to complete the program within one school year.

### STUDENT CLASSIFICATION
1. Freshman: Any student having fewer than 30 semester hours credit.
2. Sophomore: Any student having 30 or more credit hours
3. Special students, include the following: (1) high school students taking college courses; (2) gifted students, as defined by K.S.A. 72-962(g); (3) students who earned more than 64 hours; and (4) those students not meeting specific requirements for admission.

### Enrollment and Withdrawal
Although students are considered to be full-time when enrolled in 12 semester hours, the normal semester load for students is 15-17 hours. The maximum load that a student may enroll for during the fall or spring semester is 20 credit hours and during summer is 6 credit hours per summer session. Students may exceed these limits only with permission of the Vice President for Academic Affairs.

A student may withdraw from individual courses until the end of the 14th week of the semester. A grade of “W” (withdrawn) will appear on the transcript for these courses. Total withdrawal from college may be done any time prior to the beginning of
Academic Regulations

final exams. Withdrawal forms are available in the Advisement Center or the Geary County Campus Student Services Office. Withdrawals are not effective until completed forms are on file in the Student Records Office. Failure to submit the completed withdrawal form will result in an "F" being recorded as the semester grade. Refunds will be handled in accordance with the refund policy.

ADD PROCEDURE
A student may add a course through iCloud, the student web portal, until the course has met for the number of clock hours equal to the number of credit hours of the course. From that time, until the end of the eighth calendar day after the start of a course, students may add the course with the written permission of the instructor. No course may be added after the eighth calendar day.

GRADING SYSTEM
For each semester hour of graded work, students earn points, as follows:

- A: Excellent ........................................ 4 grade points
- B: Good ............................................. 3 grade points
- C: Average ......................................... 2 grade points
- D: Poor ............................................. 1 grade point
- F: Failing ........................................... 0 grade points
- W: Withdrawn ..................................... 0 grade points
- P: Pass ............................................. 0 grade points
- NP: No Pass ....................................... 0 grade points
- I: Incomplete ...................................... 0 grade points
- AU: Audit .......................................... 0 grade points
- WIP: Work in Progress ......................... 0 grade points
- XF: Academic Integrity Violation ............ 0 grade points
- WA: Administrative Withdrawal ............. 0 grade points

Grade Point Average:
A measure of scholastic performance. A GPA is obtained by dividing the number of grade points by the hours of work attempted, using the grade point scale above. Grades A, B, C, D, F and XF are computed in the Grade Point Average (GPA). Grades of W, P, NP, I, AU and WA are not computed in the GPA. The numerical value of each letter grade is multiplied by the credit hour value of the course. The resulting total of grade points is divided by the total number of attempted hours.

W – Withdrawn
This option is available for individual courses through the 14th week of a regular semester. For other than semester-length courses, students may withdraw as long as no more than 80 percent of the scheduled course time has transpired. Complete withdrawal from college may be done anytime prior to the beginning of final exams.

P/NP – Pass/No Pass
This "Pass/No Pass" option is available for selected workshops and courses. The P/NP does not compute in the GPA. A "P" equates to a "C" or better.

1 - Incomplete
The student must request and receive the approval of the instructor to receive an Incomplete. This grade may be given at the end of the semester if the student has successfully completed more than 75% of the course. The instructor will file a "Request for an Incomplete" form from the Office of Student Records. If the "I" is not completed by the end of the following semester, the grade will be changed to an "F" and the GPA figured accordingly.

A - Audit
Audit is allowed on a space available basis only. Courses taken for audit will not be granted credit. Courses taken for audit are for observation only.

ACADEMIC PROBATION & SUSPENSION SANCTIONS
For students at Cloud County Community College, academic probation and academic suspension are not punitive measures or disciplinary actions. The purpose of this policy is to provide opportunities for students to succeed.

The clear intent of these sanctions is:
- To identify students whose academic efforts have not been successful;
- To provide these students the opportunity for guidance in developing strategic plans to succeed at college level learning; and
- To link these students with staff and faculty who can offer support and encouragement to follow their plans through to success.

Satisfactory Academic Progress
To graduate, students must earn a minimum cumulative GPA of 2.0. To reach this required minimum, students must maintain certain GPA minimums as compared to completed credit hours (see chart below).

Earned credit hour minimum for satisfactory academic progress: Students will pass 50% (grades A, B, C, D, or P) of stated credit hours in any given semester.

Academic Probation
Students who have attempted nine or more cumulative credit hours at Cloud County Community College shall be placed on academic probation when the cumulative grade point average or semester grade point average is less than that needed to achieve satisfactory academic progress, or a student passes less than 50% of courses for which they are enrolled.

Entering students, whose assessment scores require them to be placed in a specialized developmental program, will be placed on probation their first semester. Questions concerning assessment scores should be directed to the Advisement Center.
Satisfactory Academic Progress Chart

<table>
<thead>
<tr>
<th>Total Attempted Credit Hours</th>
<th>Minimum Career GPA</th>
<th>Minimum Semester GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10 credit hours</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>11-20 credit hours</td>
<td>1.60</td>
<td>1.70</td>
</tr>
<tr>
<td>21-30 credit hours</td>
<td>1.70</td>
<td>1.70</td>
</tr>
<tr>
<td>31-40 credit hours</td>
<td>1.80</td>
<td>1.70</td>
</tr>
<tr>
<td>41-50 credit hours</td>
<td>1.90</td>
<td>1.70</td>
</tr>
<tr>
<td>51-94 credit hours</td>
<td>2.00</td>
<td>1.70</td>
</tr>
</tbody>
</table>

To register on academic probation, a student is required to take the following actions:

1. Meet with an academic advisor or the Student Retention Specialist at the Concordia Campus or the Geary County Campus to understand fully the terms of academic probation and the potential, subsequent status of academic suspension.
2. Complete a written action plan with specific academic goals that will facilitate achieving the required ratio of earned credit hours and cumulative GPA.
3. Enroll in the 1 credit hour course, Personal Assessment and Planning, as required by the action plan, to determine progress, as well as any additional action/intervention needed for the student to achieve the academic performance necessary to rise above academic probation and thus avoid academic suspension.

Graduation

Cloud County Community College holds one commencement ceremony, which takes place in May. It is the responsibility of the student to meet all requirements for graduation, and to check with the Student Records Office well in advance so there are no deficiencies.

Graduation requirements are as follows:

- Completion of the general education requirements
- Completion of a minimum of 62 hours of credit (courses must be 100 level or above). Allied Health courses and Commercial Driver’s License courses typically will not count toward degree requirements.
- An overall grade point average of at least 2.0 (courses must be 100 level or above)
- For the Associate of Applied Science Degree, completion of the departmentally approved program.
- Students completing requirements during the fall semester will be part of the May ceremony. Those students must submit a petition by December 1. Students completing requirements during the spring semester must submit a petition by February 1.
- No more than 12 hours of PE activity course credits can be used towards any of Cloud’s associate degrees.
- A student must earn 15 hours as a Cloud County student.

Honor Graduate

A student meeting all graduation requirements for Cloud County Community College and who has a 3.6 GPA or higher for all college credit hours completed (Cloud County Community College credits and all transfer hours) may be designated an Honor Graduate.

For commencement ceremony purposes in the spring, tentative Honor Graduates will be recognized based upon the cumulative GPA at the end of the fall semester. However, the official designation will take place after the final GPA is determined based upon the criteria stated above and the degree has been conferred. At that point, the designation of “Honor Graduate” will be noted on the student's transcript.

Honor Roll

The President's Honor Roll recognizes students who have earned a semester grade point average of 3.9 - 4.0. The Honor Roll includes students who have earned a semester grade point average of 3.6 to 3.899. In order to be eligible for these honor rolls, a student must complete a minimum of 12 hours in any given semester. These lists are published after the fall and spring semesters.
**Credit by Examination**

1. Approval for credit by examination must be obtained from both the Vice President for Academic Affairs and the instructor prior to taking the exam. Forms are available in the Student Records Office. The exam must be taken within the first two weeks of the semester.
2. The student should enroll in the “quiz-out” course. If the examination is passed, the student will be deleted from the course and credit by examination noted on the transcript. The student may then enroll in a sequential course. Enrollment in the quiz-out and sequential course may not be done concurrently.
3. An examination fee of $15.00 will be charged for all attempted quiz-outs. Students will receive a grade for all courses successfully completed via the quiz-out method.
4. High school students are not eligible to quiz-out of a college course.

**CLEP, Military Credit, Industry Training Programs**

A variety of experiences can qualify a student for college credit. CLEP credit may be awarded for successful completion of some general examinations and subject examinations. Other tests are evaluated by the Vice-President for Academic Affairs on a case-by-case basis.

*The Guide to the Evaluation of Educational Experiences in the Armed Services, The National Guide to Educational Credit for Training Programs, and The Guide to Educational Credit by Examination* are used in evaluating courses from the military or industry. Courses must be applicable to the student’s program of study in order to be accepted. Both of the above guides are publications of the American Council on Education.

The Registrar's Office should be contacted for an evaluation of all documents regarding credit for any testing or training program.

**Concurrent Enrollment**

The college cooperates with selected high schools by offering college courses to eligible high school students during the day. This Concurrent Enrollment Program is open to students who meet the eligibility requirements as established by the Kansas Board of Regents and Cloud County Community College. All students must meet established course prerequisites and have the appropriate test scores on file. All courses use college syllabi and textbooks. For more information, contact the Concurrent and Outreach Coordinator at 785-243-1435, ext. 373.

**Articulation Agreements**

The college collaborates with area high schools and the State to create articulation agreements for the purpose of providing students with a seamless transition into post-secondary education. Articulation agreements afford students the opportunity to receive advanced training in a particular career and technical area while foregoing the repetitiveness of relearning skills and competencies that have been previously demonstrated. Courses are evaluated on an individual basis by career and technical faculty and may be awarded up to 3 hours of articulated credit. To receive articulated credit, the student must meet the provisions set forth in the agreement. Credit will be awarded to students who have successfully met the criteria of the agreement and have completed 12 credit hours in the career and technical program designated by the agreement at Cloud County Community College.

**Academic Due Process**

In order to provide the highest level of service to the student, Cloud County Community College has adopted a stepwise procedure for addressing any complaint or dispute related to academic matters. Students may obtain the complete grievance policy by contacting the Academic Affairs Office. After obtaining a copy of the policy from the Academic Affairs Office, students who wish to appeal any academic dispute arising from an academic endeavor must start the process by:

- **Step 1:** Within thirty (30) working days following the academic dispute, the student shall personally meet with the instructor to discuss resolution of the matter. The student must provide reasonable notice of any objection or complaint to the instructor. Both student and instructor shall make a good faith effort in settling any dispute at this level.

- **Step 2:** If a student is not satisfied with the results of Step 1, the student should present a written summary of the complaint to the instructor. Both instructor and the Vice-President for Academic Affairs shall make a good faith effort in settling any dispute, the student shall personally meet with the instructor to discuss resolution of the matter. The student must provide reasonable notice of any objection or complaint to the instructor. Both student and instructor shall make a good faith effort in settling any dispute at this level.

- **Step 3:** If resolution is not achieved at Step 2, subsequent steps in the procedure must be followed in order.

**Academic Honesty**

A standard of honor, fair play, trust, and honesty - fairly applied - is essential to a good learning environment. Students are expected to adhere to such standards in all areas of academic pursuit. Students who compromise the integrity of the classroom are subject to disciplinary action on the part of the College.

**Attendance**

Cloud County Community College regards punctual attendance as integral to all courses and expects it of its students. All Cloud County Community college instructors will keep a record of their students’ class attendance. Each instructor’s attendance requirements will be published in the course syllabus. Penalties for excessive absences, which may include a reduction of the course grade, must be included in the course's syllabus.

The instructor or the Student Retention Specialist may notify students whose class performance has been jeopardized by excessive absences.
**Leave of Absence**

Cloud County Community College is committed to student success and provides services to help students who need an extended leave of absence due to personal tragedy, family illness, death in the family, or other sudden personal issue.

If a student needs an extended leave of absence due to one of the above circumstances, please notify the Director of Advisement and Retention Services located in the Advisement Center. A form must be completed and signed prior to leaving campus by both the student and their instructors providing an understanding of the estimated time a student will be gone from campus, when the student expects to return to campus, and the course expectations during the leave of absence. The Leave of Absence form does not serve as a contract, but rather a tool for communication between the student and their instructors. In emergency situations when the student is not able to contact the Advisement Center, a family member or friend should notify the Advisement Center for the student. The Director of Advisement and Retention Services will then notify the student's instructors and the Vice President for Academic Affairs.

**Assessment of Student Learning**

Assessment of student learning is a critical part of the education process at CCCC. Ongoing assessment of student learning is a means for the College to measure its success in meeting the mission and for continued enhancement of both academic programs and student services. Contributions by students constitute a critical source of assessment data. Throughout their educational career at CCCC, all students will be expected to contribute to the assessment program by completing surveys, standardized tests, submitting academic work products, working with academic advisors, and completing exit interviews as required by specific programs. CCCC believes assessment of student learning leads to decisions which affect the entire college thus CCCC faculty, staff and administration are committed to an ongoing assessment program to continually improve teaching and learning.
Transfer Program

The transfer program is for students planning to enter a profession requiring a Bachelor’s degree. During the time at Cloud, students work toward completing the Associate of Arts or the Associate of Science degree. The general education requirements must be met. Most pre-professional programs can be provided by combining the general education requirements with courses required by the transfer major. Transfer materials for regional colleges and universities are available in the Advisement Center. Using these materials, Cloud County Community College advisors will assist students in the selection of courses to transfer to a four-year college or university. Many courses are also offered online. For more information, go to www.cloud.edu, and click on “Online Classes” under the Academics tab.

Following is a partial list of pre-professional transfer programs available at Cloud County Community College:

Agriculture Production & Services
Agriculture Economics
Agronomy
Animal Science
Equine
Pre-Veterinary Medicine

Business
Communications
English
Speech/Theatre
Journalism/Mass Communications

Early Childhood Ed. & Human Ecology
Early Childhood Education
Family Life & Community Service
Dietetics
Family Studies & Human Services

Education
Elementary
Secondary

Engineering
Pre-Engineering
Engineering Technology

Fine Arts
Art
Music

Health, Human Performance & Recreation
Teaching K-12
Health/Fitness Promotion & Wellness
Athletic Training
Personal Trainer/Strength & Conditioning Coach
Coaching
Sport Management
Kinesiology/Exercise Science
Sports Nutrition
Recreation

Pre-Professional Health
Pre-Physical Therapy Asst.
Pre-Physical Therapy
Pre-Chiropractic
Pre-Dentistry
Pre-Medicine
Pre-Physician Assistant
Pre-Nursing BSN
Pre-Pharmacy
Pre-Occupational Therapy or Occupational Therapy Asst.
Pre-Medical Technology
Pre-Radiological Technology
Pre-Respiratory Therapy
Pre-Dental Hygiene

Math & Science
Mathematics
Biology
Chemistry
Physical Science

Physics
Architecture
Social Science
Psychology
Criminal Justice
History

Political Science/Pre-Law Sociology/Pre-Social Work/ Counseling Anthropology

The student completing a transfer program can earn an AA or an AS degree, with an emphasis in one of the above areas.

Course Transfer

The Kansas Board of Regents has now approved 56 courses for guaranteed transfer among all Kansas public postsecondary institutions. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution in Kansas in pursuit of a degree or credential.

The following Cloud County Community College courses qualify for guaranteed transfer. They are noted throughout the catalog with the symbol of ☞.

AR100  Art Appreciation
CM101  English Composition I
CM102  English Composition II
CM115  Public Speaking
CM121  Introduction to Literature
CM140  Theatre Appreciation
CM141  Introduction to Performance: Offstage and On
CM240  Interpersonal Communications
CS108  Computer Applications
EC101  Economics I
EC102  Economics II
FL111  Spanish I
GE101  World Geography
HE124  Nutrition
MA111  College Algebra
MA112  Trigonometry
MA114  Elementary Algebra
MA120  Analytic Geometry and Calculus I
MU100  Music Appreciation
MU110  Harmony and Ear Training I
PH100  Introduction to Philosophy
PH101  Introduction to Critical Thinking
PH105  Christian Ethics in Our Contemporary Society
RE104  World Religions
SC101  General Biology
SC103  Physical Science
SC105  General Astronomy
SC120  Human Anatomy & Physiology I
SC121  Human Anatomy & Physiology II
SC131  Chemistry I
SC132  Chemistry II
SC140  College Physics I
SC142  University Physics I
SS101  General Psychology
SS105  Human Growth and Development
SS120  Western Civilization I
SS121  Western Civilization II
SS122  U.S. History I
SS123  U.S. History II
SS125  Introduction to Cultural Anthropology
SS127  Child Psychology
SS130  Introduction to Sociology
SS140  U.S. Government: National

Visit www.kansasregents.org/transfer_articulation for more information.
Reverse Transfer

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees. Within a student’s first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

Visit http://www.kansasregents.org/transfer_articulation for more information.

Undeclared Major

Students uncertain about future goals may want to enter the undeclared major program. Many students enroll in this program the first year of college until a definite goal has been established. University students planning to transfer should declare a transfer institution. This program provides students with an opportunity to take introductory courses in several areas of interest.

Curriculum Guides

The curriculum guides that follow in this catalog are only guides. The general core electives may be rearranged from one semester to another as long as the required electives are completed for the degree sought. Degree requirements and core electives can be found elsewhere in this catalog. Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.
## Programs of Study - Transfer

### Agriculture Production and Services

The Agriculture Production and Services Program is designed to enable students to transfer into a variety of major programs at K-State, Fort Hays, and other agricultural programs across the Midwest. Cloud's agriculture programs are aligned so students can acquire a certificate and an applied science degree while completing requirements for transfer.

Students can select an area of emphasis: agronomy, economics, animal science or equine. These general areas align with programs at universities and allow students to narrow their focus after they transfer. Faculty advisors will direct students toward basic courses needed for the major program at the university of transfer.

### Associate of Science Degree

**Required General Education Courses (for all emphasis areas) (36 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MA111 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science with lab</td>
<td>4-5</td>
</tr>
<tr>
<td>Biological Science with lab</td>
<td>4-5</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td>Physical Education Elective</td>
<td></td>
</tr>
<tr>
<td>General Education Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Agriculture Courses (for all areas of emphasis) (13 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG101 Plant Science</td>
<td>4</td>
</tr>
<tr>
<td>AG115 Animal Science</td>
<td>3</td>
</tr>
<tr>
<td>AG130 Principles of Ag Economics</td>
<td>3</td>
</tr>
<tr>
<td>Elective Out of Option Area</td>
<td></td>
</tr>
</tbody>
</table>

### Areas of Interest - Recommended Courses

#### Agriculture Economics (13 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG132 Ag Management</td>
<td>3</td>
</tr>
<tr>
<td>AG134 Ag Marketing</td>
<td>3</td>
</tr>
<tr>
<td>AG155 Comparative Agriculture</td>
<td>1</td>
</tr>
<tr>
<td>AG217 Farm Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>AG220 Coop Ed Internship</td>
<td>1-3</td>
</tr>
<tr>
<td>BE161 Accounting I</td>
<td></td>
</tr>
<tr>
<td>BE162 Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>EC101 Economics I</td>
<td></td>
</tr>
</tbody>
</table>

#### Agronomy (13 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG103 Plant &amp; Soils for Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>AG104 Soils</td>
<td>4</td>
</tr>
<tr>
<td>AG105 Range Management</td>
<td>3</td>
</tr>
<tr>
<td>AG106 Soil Classification</td>
<td></td>
</tr>
<tr>
<td>AG107 Agronomy Identification &amp; Experimentation</td>
<td>1</td>
</tr>
<tr>
<td>AG112 Agronomy Identification &amp; Experimentation II</td>
<td>1</td>
</tr>
<tr>
<td>AG155 Comparative Agriculture</td>
<td>1</td>
</tr>
<tr>
<td>AG160 Introduction to Biotechnology</td>
<td></td>
</tr>
<tr>
<td>AG164 Advanced Soil Classification and Evaluation</td>
<td>1</td>
</tr>
<tr>
<td>AG220 Coop Ed Internship</td>
<td>1-3</td>
</tr>
</tbody>
</table>

#### Animal Science (13 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG116 Principles of Feeding</td>
<td>3</td>
</tr>
<tr>
<td>AG128 Animal Health and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>AG139 Farm Animal Reproduction</td>
<td>3</td>
</tr>
<tr>
<td>AG155 Comparative Agriculture</td>
<td>1</td>
</tr>
<tr>
<td>AG160 Introduction to Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>AG166 Fundamentals of Livestock Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>AG220 Coop Ed Internship</td>
<td>1-3</td>
</tr>
</tbody>
</table>

#### Equine (13 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG122 Introduction to Horsemanship</td>
<td>2</td>
</tr>
<tr>
<td>AG155 Comparative Agriculture</td>
<td>1</td>
</tr>
<tr>
<td>AG156 Equine Care</td>
<td>2</td>
</tr>
<tr>
<td>AG157 Equine Industry Management</td>
<td>3</td>
</tr>
<tr>
<td>AG158 Equine Industry Management</td>
<td></td>
</tr>
<tr>
<td>AG159 Equine Evaluation</td>
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</tr>
<tr>
<td>AG160 Introduction to Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>AG165 Equine Evaluation</td>
<td>1</td>
</tr>
<tr>
<td>AG190 Marketing the Equine Industry</td>
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</tr>
<tr>
<td>AG220 Coop Ed Internship</td>
<td>1-3</td>
</tr>
</tbody>
</table>
(Equine con’t)
AG225 Basic Equitation ............................................................... 3
AG226 Advanced Equitation ...................................................... 3
AG227 Ration Formulation ........................................................ 3
AG230 Equine Reproduction ..................................................... 3

**COMMUNICATIONS (13 credits)**
AG155 Comparative Agriculture ............................................... 1
AG210 Ag Advertising and Design ............................................ 3
AG220 Coop Ed Internship .................................................... 1-3
CM136 Mass Communications Software ................................... 3
BE188 Principles of Advertising .............................................. 3
JN100 Mass Media in Society .................................................... 3
JN123 Intro to Multi-Media Communications ......................... 3

*All electives to be selected with assistance from an agricultural advisor.

These options are general areas that will transfer to focused majors
Substitutions must be approved by the Department Chair.

---

### Pre-Veterinary Medicine
**Associate of Science Degree**

Pre-Veterinary transfer students are counseled through the Agribusiness Department. Students will need additional hours at Kansas State University before applying to the College of Veterinary Medicine. Students are encouraged to visit with our department staff for proper sequence of courses. Sixty-two hours or more of planned courses (2.8 GPA) will transfer to KSU, and be used toward the pre-veterinary requirements.

#### Required General Education Courses (35 credits)
- **CM101** English Composition I ........................................... 3
- **CM102** English Composition II .......................................... 3
- **CM115** Public Speaking ......................................................... 3
- **EC101** Economics I ................................................................. 3
- **MA111** College Algebra ......................................................... 3
- **SC131** Chemistry I ................................................................. 5
- **SC110** Principles of Biology .................................................. 5
- Humanities Elective .................................................................... 6
- Social Science Electives .............................................................. 3
- Physical Education Elective ........................................................ 1

#### Required Major Courses (30 credits)
- **SC132** Chemistry II ............................................................... 5
- **SC111** Microbiology Lecture .................................................. 3
- **SC112** Microbiology Lab .......................................................... 2
- **MA112** Trigonometry ............................................................... 3
- **SC140** College Physics I ** ....................................................... 5
- **SC141** College Physics II ........................................................ 5
- **AG100** Agriculture in Our Society ........................................ 1
- **AG115** Animal Science ............................................................. 3
- **AG116** Principles of Feeding .................................................. 3
- **AG128** Animal Health and Nutrition ...................................... 3
- **AG130** Principles of Ag. Economics ....................................... 3
- **AG217** Farm Computer Applications ..................................... 3
- Co-op Ed. Internship ................................................................. 1-6

Student will earn more than 62 hours of credit through this planned schedule.

* Students should have completed four years of high school Algebra I and II, Geometry and Advanced Mathematics, otherwise students will need College Algebra before Trigonometry.
** Trigonometry is a prerequisite for College Physics

All pre-professional requirements must be through planned courses. Grade of “C” or above are required in all pre-professional coursework.
Programs of Study - Transfer

**BUSINESS**

*Associate of Science Degree or Associate of Art Degree*

**Required General Education Courses (36-38 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*<em>Humanities Elective</em></td>
<td>6/9</td>
<td></td>
</tr>
<tr>
<td>EC101</td>
<td>Economics I</td>
<td>3</td>
</tr>
<tr>
<td>EC102</td>
<td>Economics II</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Gen. Ed.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biological Science Gen. Ed. &amp; Lab</td>
<td>4-5</td>
<td></td>
</tr>
<tr>
<td>Physical Science Gen. Ed. &amp; Lab</td>
<td>4-5</td>
<td></td>
</tr>
<tr>
<td>MA111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Elective</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Required Major Courses (18 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MA115</td>
<td>Linear Algebra &amp; General Calculus</td>
<td>3</td>
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<tr>
<td>BE170</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BE161</td>
<td>Accounting I</td>
<td>3</td>
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<tr>
<td>BE162</td>
<td>Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Gen. Ed. Core</td>
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</tbody>
</table>

**Electives (9 credits)**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>MG102</td>
<td>Small Business Management</td>
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</tr>
<tr>
<td>BE185</td>
<td>Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>BE152</td>
<td>Salesmanship</td>
<td></td>
</tr>
<tr>
<td>BE155</td>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td>BE160</td>
<td>Business Accounting</td>
<td></td>
</tr>
<tr>
<td>BE188</td>
<td>Principles of Advertising</td>
<td></td>
</tr>
<tr>
<td>BE121</td>
<td>Business Communications</td>
<td></td>
</tr>
<tr>
<td>BE100</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>MG101</td>
<td>Management Principles</td>
<td></td>
</tr>
<tr>
<td>BE154</td>
<td>Business Law</td>
<td></td>
</tr>
<tr>
<td>BE153</td>
<td>Personal Finance</td>
<td></td>
</tr>
<tr>
<td>BE165</td>
<td>Computerized Accounting</td>
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</tr>
<tr>
<td>BE166</td>
<td>Payroll Accounting</td>
<td></td>
</tr>
<tr>
<td>BE210</td>
<td>Leadership Development</td>
<td></td>
</tr>
<tr>
<td>BE220</td>
<td>Co-op Ed. Internship</td>
<td></td>
</tr>
<tr>
<td>CS108</td>
<td>Computer Applications</td>
<td></td>
</tr>
</tbody>
</table>

~ Replace one of the science requirements with a Humanities Gen. Ed. course (3 credits) for the Associate of Arts degree.

* Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

****AS degree requires six humanities electives. AA degree requires nine humanities electives.
Programs of Study - Transfer

Communications

Journalism - Mass Communications
Associate of Arts degree

Required General Education Courses (35-36 hours)
CM101  English Composition I ...................................................3
CM102  English Composition II ..................................................3
CM115  Public Speaking ...............................................................3
MA111  College Algebra ...............................................................3
Fine Arts Humanities Course* .......................................................3
Literature, Philosophy, History Gen Ed ............................................6
Social Science Gen Ed** .................................................................9
Biological or Physical Science with Lab Gen Ed ..................4-5
Physical Education Elective ...............................................................1

Required Major Courses (12 hours)
CM136  Mass Media Communications Software ......................3
CS104  Introduction to Website Design ....................................3
JN100  Mass Media In Society ....................................................3
JN101  Basic Media Writing ..........................................................3

Electives (15 credits)*
AR129  Introduction to Photography ........................................3
AR120  Design I ............................................................................3
AR121  Graphic Design I .............................................................3
BE152  Salesmanship ...................................................................3
BE155  Marketing .........................................................................3
BE188  Principles of Advertising..................................................3
CM138  Broadcast News ...............................................................3
CM139  Sports Broadcasting .........................................................3
CM155  Digital Magazine Production: Storytelling.......................3
CM156  Digital Magazine Production: Design and Style ...............3
CM157  Mass Media Production I ................................................3
CM158  Mass Media Production II .............................................3
JN123  Introduction to Multimedia Communications..............3

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

**Must take courses from at least two of the six social science areas.
Programs of Study - Transfer

**ENGLISH EMPHASIS**
Associate of Arts degree

*Required General Education Courses (35-36 credits)*
- CM101 **English Composition I** .............................................. 3
- CM102 **English Composition II** .............................................. 3
- CM115 **Public Speaking** ......................................................... 3
- Humanities (1 Fine Art required & 1 from Lit/Phil/History) ........... 9
- MA111 **College Algebra** ....................................................... 3
- Science Laboratory Course * .................................................... 4-5
- Social Science Gen. Ed. * ....................................................... 6
- (Social Science Gen. Ed. courses required from two areas:
  - Economics, Psychology, Sociology, Anthropology, Political
    Science, or Geography)
- General Education Elective ...................................................... 3
- Physical Education Elective ..................................................... 1

*Required Major Courses (18 credits)*
- CM140 **Theatre Appreciation** ................................................ 3
- CM106 **Creative Writing I** ..................................................... 3
- CM107 **Creative Writing II** or  
  or
- JN100 **Mass Media In Society** ............................................ 3
- CM121 **Introduction to Literature** ........................................ 3
- CM123 **American Literature II** ............................................ 3
- CM124 **World Literature** ..................................................... 3

*Electives (8-9 credits)*
- CM126 **Bible as Literature** .................................................. 3
- CM148 **American Cinema Appreciation** .................................. 3
- CM125 **Literature for Children** ............................................ 3
- HU201 **Humanities I or HU202 Humanities II** ....................... 3
- CM122 **American Literature I** ............................................. 3
- CM127 **The Short Story** ...................................................... 3
- AR100 **Art Appreciation** .................................................... 3
- MU100 **Music Appreciation** ............................................... 3
- CM141 **Intro to Performance: Offstage and On** ..................... 1-3
- CM143 **Play Production** ..................................................... 1-3

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.*

**SPEECH/THEATRE EMPHASIS**
Associate of Arts degree

*Required General Education Courses (35-36 credits)*
- CM101 **English Composition I** .............................................. 3
- CM102 **English Composition II** .............................................. 3
- CM115 **Public Speaking** ......................................................... 3
- Humanities (1 Fine Art required & 1 from Lit/Phil/History) ........... 9
- MA111 **College Algebra** ....................................................... 3
- Science Laboratory Course * .................................................... 4-5
- Social Science Gen. Ed. * ....................................................... 6
- (Social Science Gen. Ed. Courses required from two areas:
  - Economics, Psychology, Sociology, Anthropology, Political
    Science, or Geography)
- General Education Elective ...................................................... 3
- Physical Education Elective ..................................................... 1

*Required Major Courses (14-18 credits)*
- CM140 **Theatre Appreciation** ................................................ 3
- CM106 **Creative Writing I** ..................................................... 3
- CM121 **Introduction to Literature** ........................................ 3
- CM148 **American Cinema Appreciation** ................................ 3
- CM141 **Intro to Performance: Offstage and On** ..................... 1-3
- CM143 **Play Production** ..................................................... 1-3

*Electives (8-13 credits)*
- CM126 **Bible as Literature** .................................................. 3
- CM124 **World Literature** ..................................................... 3
- CM125 **Literature for Children** ............................................ 3
- HU201 **Humanities I or HU202 Humanities II** ....................... 3
- CM122 **American Literature I or**  
  CM123 **American Literature II** ............................................ 3
- CM127 **The Short Story** ...................................................... 3
- AR100 **Art Appreciation** .................................................... 3
- MU100 **Music Appreciation** ............................................... 3
- CM142 **Advanced Performance: Off-stage and On** ............... 3
- CM107 **Creative Writing II** .................................................. 3

*Each transfer student university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.*
Cloud County Community College offers transfer programs in Human Ecology in several areas. Careful planning enables students to transfer courses to a four-year college or university, which will apply toward degree requirements at the transfer institution. It is extremely important that students take the particular courses required for their major. (For example, biology, nutrition, computer science, and Western Civilization requirements vary from major to major.) Consult the Cloud County Community College advisor for human ecology. Students majoring in human ecology should notify the transfer institution of their choice as soon as possible. At Cloud County Community College, students may take up to one-half of the hours required for the degree program at the transfer institution.

Transfer Programs include:
- Dietetics
- Elementary Education: Early Childhood Unified License
- Family Studies and Human Services
- Human Development and Family Studies: Early Childhood Education Option
- Human Development and Family Studies: Family Life and Community Services Option

Transfer Programs offer careers as:
- Extension Home Economist
- Consumer Consultant
- Social Worker
- Dietitian
- High School Teacher
- School Lunch Director
- Family Financial Counselor
- Many Others

Human Development & Family Studies: Early Childhood Education Option
Associate of Science Degree
(Leads to Elementary Education: Early Childhood Unified License)

Required General Education Courses (36-38 credits)
- CM101 English Composition I ...................................................3
- CM102 English Composition II .............................................3
- CM115 Public Speaking .........................................................3
- Fine Arts Elective* .................................................................3
- Literature, Philosophy or History Elective * .................................3
- Physical Science Elective * ......................................................4-5
- Biological Science Elective * ....................................................4-5
- MA111 College Algebra .......................................................3
- SS101 General Psychology .................................................3
- SS130 Introduction to Sociology ......................................3
- Physical Education Elective ....................................................1

Required Major Courses (12 credits)
- HE140/SS106 Marriage And Family ...................................3
- SS105 Human Growth & Development .................................3
- HE150 Early Childhood Development ......................3
- HE152 Interaction Techniques w/Young Children ..........3

Electives (minimum 14 credits)
- CS108 Computer Applications ...........................................3
- BE153 Personal Finance .....................................................3
- ED100 Introduction to Education ........................................3
- ED101 Introduction to Education Practicum .....................1
- GE101 World Geography ....................................................3
- HE124 Nutrition .................................................................3
- HE151 Early Childhood Development Lab .......................1
- HE153 Creative Activities for Young Children ..................3
- HE154 Creative Activities for Young Children Lab ..............1
- HE155 Parent, Providers, & Community Relationships ....3
- HE156 Develop Prog Planning/Young Children > 2.5 ........3
- HE157 Develop Prog Planning for Yng Children > 2.5 Lab 1..1
- HE160 Child Care Administration & Organization ..........3
- HE162 Child Care Management ...........................................1
- HE168 Family and Cultural Perspectives ..........................3
- MA114 Elementary Statistics .............................................3

* Each transfer university accepts different courses to fulfill elective requirements. Students should check with the Advisement Center before enrolling in required and elective courses.

All students enrolled in this program must have a negative TB test and go through a Kansas Bureau of Investigation clearance for child abuse.
HUMAN DEVELOPMENT & FAMILY STUDIES: FAMILY LIFE & COMMUNITY SERVICE OPTIONS

Associate of Science Degree

Required General Education Courses (36-38 credits)
CM101  English Composition I ...................................................3
CM102  English Composition II ..................................................3
CM115  Public Speaking ............................................................3
Fine Arts Elective * ........................................................................3
Humanities Elective * .....................................................................3
Physical Science Elective * ............................................................3
Biological Science Elective * .........................................................4-5
MA111  College Algebra ............................................................3
EC101  Economics I ....................................................................3
SS101  General Psychology .......................................................3
SS130  Introduction to Sociology ....................................................3
Physical Education Elective ............................................................1

Required Major Courses (22 credits)
CS108  Computer Applications ..................................................3
SS105  Human Growth & Development .......................................3
HE150  Early Childhood Development ........................................3
HE151  Early Childhood Development with Lab ...........................1
HE140/SS106 Marriage And Family ..............................................3
PE134  Personal & Community Health .........................................3
MA114  Elementary Statistics .....................................................3

Electives (6 credits)
HE124  Nutrition ........................................................................3
SS121  Western Civilization II ..................................................3
SS125  Introduction to Cultural Anthropology ..............................3

* Each transfer university accepts different courses to fulfill elective requirements. Students should check with the Advisement Center before enrolling in required elective courses.

Dietetics
Associate of Science Degree

Required General Education Courses (49 credits)
CM101  English Composition I ...................................................3
CM102  English Composition II ..................................................3
CM115  Public Speaking ............................................................3
Fine Arts Elective * ........................................................................3
Literature, Philosophy, or History Elective* .....................................3
SC110  Principles of Biology ....................................................5
SC120  Human Anatomy & Physiology I ....................................4
EC101  Economics I .................................................................3
SC131  Chemistry I ....................................................................5
SC132  Chemistry II .................................................................5
SC134  Organic Chemistry I .......................................................5
MA111  College Algebra ............................................................3
SS101  General Psychology or
SS130  Introduction to Sociology ................................................3
Physical Education Elective ............................................................1

Required Major Courses (13 credits)
CS108  Computer Applications ..................................................3
SC121  Human Anatomy & Physiology II ....................................4
SC111  Microbiology Lecture ....................................................3
SC112  Microbiology Lab .............................................................2
BE170  Business Statistics or
SS130  Introduction to Sociology ................................................3
SS106  Marriage And Family .......................................................3
HE124  Nutrition ........................................................................3

* Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.
# Family Studies & Human Services

Associate of Science Degree

## Required General Education Courses (42-44 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>CM101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102</td>
<td>English Composition II</td>
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</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fine Arts Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature, Philosophy, or History Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Science Elective *</td>
<td>4-5</td>
</tr>
<tr>
<td>MA111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>EC101</td>
<td>Economics I</td>
<td>3</td>
</tr>
<tr>
<td>SS125</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SS101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS130</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education Elective</td>
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</tr>
<tr>
<td>MA114</td>
<td>Elementary Statistics</td>
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## Required Major Courses (16 credits)

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<th>Course</th>
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<tr>
<td>SS105</td>
<td>Human Growth &amp; Development</td>
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<tr>
<td>SS106</td>
<td>Marriage And Family</td>
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<td>HE124</td>
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## Electives (6 credits)

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<td>HE168</td>
<td>Family &amp; Cultural Perspectives</td>
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</tr>
<tr>
<td>PE137</td>
<td>Introduction to Recreation</td>
<td>3</td>
</tr>
</tbody>
</table>

* Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.
# Programs of Study - Transfer

## Elementary Education

**Associate of Science Degree**

### Required General Education Courses (37 credits)

- **CM101** English Composition I ................................................... 3
- **CM102** English Composition II ................................................... 3
- **CM115** Public Speaking ............................................................. 3
- **Humanitiess Elective * (Fine Arts, History, or Philosophy) ........... 3
- **Literature Elective *........................................................................ 3
- **SC101** General Biology .............................................................. 4
- **Physical Science Lab Course .......................................................... 5
- **MA111** College Algebra .............................................................. 5
- **SS101** General Psychology .......................................................... 3
- **GE101** World Geography ............................................................ 3
- **General Education Elective *......................................................... 3
- **Physical Education Elective ............................................................ 1

### Required Major Courses (10 credits)

- **ED100** Introduction to Education ............................................... 3
- **ED101** Introduction to Education Practicum ................................ 1
- **SS105** Human Growth & Development ....................................... 3
- **History Elective .............................................................................. 3

### Electives (Depending upon university of transfer) (15 credits)

- **CM125** Literature for Children ................................................... 3
- **ED114** Art in the Elementary Classroom ..................................... 3
- **PE134** Personal & Community Health ......................................... 3
- **CS108** Computer Applications ................................................... 3
- **PE135** Concepts of Physical Education ........................................ 1
- **PE136** Theory of Coaching .......................................................... 3
- **Area of Concentration Course ....................................................... 3
- **PE137** Introduction to Recreation ................................................ 3
- **Co-op Ed. Internship ..................................................................... 1-6

### Additional Transfer Requirements

Most transfer institutions require education majors to pass (30th percentile or higher) the Pre-Professional Skills Test (PPST) BEFORE acceptance into teacher education. The PPST is a test of general knowledge in the areas of reading, mathematics and writing. For more information, contact the Advisement Center.

Students must maintain at least a 2.75 GPA for acceptance into teacher education.

* Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

## Secondary Education

**Agriculture Emphasis**

**Associate of Science Degree**

### Required General Education Courses (37 credits)

- **CM101** English Composition I ................................................... 3
- **CM102** English Composition II ................................................... 3
- **CM115** Public Speaking ............................................................. 3
- **Humanitiess Elective * (Fine Arts, History, or Philosophy) ........... 3
- **Literature Elective *........................................................................ 3
- **SC101** General Biology or **SC110** Principles of Biology .... 4/5
- **SC130** General Chemistry or **SC131** Chemistry I ............. 5
- **MA111** College Algebra .............................................................. 3
- **SS101** General Psychology .......................................................... 3
- **SS105** Human Growth and Development .................................... 3
- **GE101** World Geography ............................................................ 3
- **Physical Education Elective ............................................................ 1

### Required Major Courses (10 credits)

- **AG101** Plant Science ................................................................. 4
- **AG115** Animal Science ............................................................... 3
- **AG130** Principles of Ag Economics .......................................... 3

### Electives (15 credits)***

- **AG102** Plant Pest Control .......................................................... 4
- **AG103** Crop Production ............................................................. 3
- **AG104** Soils ................................................................................. 4
- **AG105** Range Management ........................................................ 3
- **AG106** Soil Classification and Evaluation ................................ 1
- **AG107** Agronomy Identification and Experimentation ............ 1
- **AG108** Environmental Quality ................................................... 3
- **AG109** Environmental Quality Lab .......................................... 1
- **AG112** Agronomy Identification and Experimentation II .... 1
- **AG116** Principles of Feeding ....................................................... 3
- **AG118** Principles of Livestock Selection .................................... 2
- **AG119** Principles of Livestock Selection II ............................... 1
- **AG122** Introduction to Horsemanship ....................................... 2
- **AG128** Animal Health and Nutrition ......................................... 3
- **AG134** Agriculture Marketing ................................................... 3
- **AG150** Introduction to Horticulture ........................................... 3
- **AG155** Comparative Agriculture .............................................. 1
- **AG159** Equine Evaluation ........................................................... 1
- **AG160** Introduction to Biotechnology ....................................... 3
- **AG165** Equine Evaluation II ....................................................... 1
- **AG166** Fundamentals of Nutrition ............................................ 3
- **AG170** Wildlife Management ................................................... 3
- **AG220** Co-op Ed. Internship ...................................................... 1
- **ED100** Introduction to Education ............................................... 3
- **ED101** Introduction to Education Practicum ............................ 1-2

***All electives to be selected with assistance from an agriculture advisor. Please ask about additional degree requirements.
Programs of Study - Transfer

**SECONDARY EDUCATION**

Art Emphasis

*Associate of Arts Degree*

**Required General Education Courses (35-36 credits)**

- CM101 ▶ English Composition I .......................................................... 3
- CM102 ▶ English Composition II ......................................................... 3
- CM115 ▶ Public Speaking ..................................................................... 3
- AR100 ▶ Art Appreciation .................................................................... 3
- Literature, Philosophy or History Elective * ......................................... 3
- MA111 ▶ College Algebra ................................................................... 3
- Science Laboratory Course ................................................................. 4-5
- SS101 ▶ General Psychology ............................................................... 3
- SS105 ▶ Human Growth & Development ............................................ 3
- Social Science Elective ........................................................................ 3
- Humanities Gen. Ed. Course ............................................................... 3
- Physical Education Elective ................................................................ 1

**Required Major Courses (13 credits)**

- ED100 ▶ Introduction to Education .................................................... 3
- ED101 ▶ Introduction to Education Practicum .................................... 1
- MA114 ▶ Elementary Statistics ......................................................... 3
- AR120 ▶ Design I ................................................................................ 3
- AR130 ▶ Drawing I ............................................................................... 3

**Electives (14 credits)**

- Humanities Elective * .......................................................................... 3
- Social Science Elective * ...................................................................... 3
- Science Laboratory Course ** .............................................................. 4-5
- AR110 ▶ Ceramics I ............................................................................. 3
- AR140 ▶ Painting I ................................................................................ 3
- AR131 ▶ Drawing II ............................................................................. 3
- PE137 ▶ Introduction to Recreation ................................................... 3

*Required as part of the State Articulation/Transfer Agreement

**Required as part of the State Articulation/Transfer Agreement

and must be from a different discipline (Biological or Physical Science) than the Science Laboratory Course under General Education Requirements.

Most transfer institutions require successful completion of the PPST test for admission to junior level education courses.

**SECONDARY EDUCATION**

Biology Emphasis

*Associate of Science Degree*

**Required General Education Courses (38 credits)**

- CM101 ▶ English Composition I .......................................................... 3
- CM102 ▶ English Composition II ......................................................... 3
- CM115 ▶ Public Speaking ..................................................................... 3
- Humanities Elective ............................................................................. 6
- MA111 ▶ College Algebra ................................................................... 3
- SC110 ▶ Principles of Biology .............................................................. 5
- SS101 ▶ General Psychology ............................................................... 3
- SS105 ▶ Human Growth & Development ............................................ 3
- Social Science Elective ........................................................................ 3
- SC131 ▶ Chemistry I ........................................................................... 5
- Physical Education Elective ................................................................ 1

**Recommended Major Courses (20 credits)**

- ED100 ▶ Introduction to Education .................................................... 3
- ED101 ▶ Introduction to Education Practicum .................................... 1
- MA114 ▶ Elementary Statistics ......................................................... 3
- SC111 ▶ Microbiology Lecture*** .......................................................... 3
- SC132 ▶ Microbiology Lab*** ............................................................... 5
- SC120 ▶ Human Anatomy & Physiology I*** ....................................... 4
- SC121 ▶ Human Anatomy & Physiology II*** ....................................... 4

**Electives (minimum of 4 credits)**

- Humanities Elective * .......................................................................... 3
- Social Science Elective * ...................................................................... 3
- SC132 ▶ Chemistry II ......................................................................... 5
- MA112 ▶ Trigonometry ....................................................................... 3
- **SC104 ▶ Geology ............................................................................. 4
- **SC105 ▶ General Astronomy ........................................................... 4
- **SC107 ▶ Meteorology ..................................................................... 4
- **SC140 ▶ College Physics I ............................................................... 5

*Required as part of the State Articulation/Transfer Agreement

**Required as part of the State Articulation/Transfer Agreement

and must be from a different discipline other than the Science Laboratory Course under General Education Requirements.

***If required, it is recommended the Biology elective should be taken before Human Anatomy & Physiology I and II, and/or Microbiology.

Most transfer institutions require successful completion of the PPST test for admission to junior level education courses.
### Programs of Study - Transfer

#### Secondary Education

**Chemistry Emphasis**  
**Associate of Science Degree**

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<th>Required General Education Courses (38 hours)</th>
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<td>MA111</td>
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<td>SC110</td>
<td>Principles of Biology</td>
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<td>SC131</td>
<td>Chemistry I</td>
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<td>SS101</td>
<td>General Psychology</td>
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<td>SS105</td>
<td>Human Growth &amp; Development</td>
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<th>Recommended Major Courses (20 credits)</th>
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<tr>
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<td>Trigonometry</td>
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<td>MA120</td>
<td>Analytic Geometry &amp; Calculus I</td>
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<th>Electives (minimum 4 credits)</th>
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<td>SC134</td>
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<td>SC135</td>
<td>Organic Chemistry II</td>
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<td>Analytic Geometry &amp; Calculus II</td>
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<td>SC104</td>
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<td>Meteorology**</td>
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<td>SC140</td>
<td>College Physics**</td>
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</table>

*Required as part of the State Articulation/Transfer Agreement.  
**Required as part of the State Articulation/Transfer Agreement and must be from a different discipline other than the Science Laboratory Course under General Education Requirements.

#### Secondary Education

**English Emphasis**  
**Associate of Arts Degree**

<table>
<thead>
<tr>
<th>Required General Education Courses (35-36 credits)</th>
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<tr>
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<tr>
<td>CM102</td>
<td>English Composition II</td>
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<td>Fine Arts Elective</td>
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<td>CM121</td>
<td>Introduction to Literature</td>
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<td>MA111</td>
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<td>Science Laboratory Course</td>
<td>4-5</td>
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<td>SS101</td>
<td>General Psychology</td>
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<tr>
<td>SS105</td>
<td>Human Growth &amp; Development</td>
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<td>Social Science Elective</td>
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<td>Humanities General Education Course</td>
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<table>
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<td>CM122</td>
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<td>American Literature II</td>
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<td>Science Laboratory Course**</td>
<td>4-5</td>
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<tr>
<td>CM140</td>
<td>Theatre Appreciation</td>
</tr>
<tr>
<td>CM141</td>
<td>Introduction to Performance: Offstage and On</td>
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</table>

*Required as part of the State Articulation/Transfer Agreement  
**Required as part of the State Articulation/Transfer Agreement and most be from a different discipline (Biological or Physical Science) than the Science Laboratory course under General Education Requirements.

Most transfer institutions require successful completion of the PPST admission to junior level education courses.
### Programs of Study - Transfer

#### Secondary Education

**Math Emphasis**  
*Associate of Science Degree*

**Required General Education Courses (37 credits)**

- **CM101** English Composition I ................................................... 3
- **CM102** English Composition II .................................................. 3
- **CM115** Public Speaking ............................................................... 3
- **Fine Arts Elective** ......................................................................... 3
- **Literature, Philosophy or History Elective** ........................................ 3
- **SC101** General Biology ............................................................... 4
- **SC140** College Physics I .............................................................. 5
- **MA111** College Algebra ............................................................... 3
- **SS101** General Psychology ........................................................ 3
- **SS105** Human Growth & Development ........................................ 3
- **Social Science Elective** .................................................................. 3
- **Physical Education Elective** .......................................................... 1

**Required Major Courses (20 credits)**

- **ED100** Introduction to Education ............................................. 3
- **ED101** Introduction to Education Practicum ............................. 1
- **MA114** Elementary Statistics......................................................... 3
- **MA112** Trigonometry................................................................. 3
- **MA120** Analytic Geometry & Calculus I ................................... 5
- **MA121** Analytic Geometry & Calculus II ................................... 5

**Electives (5 credits minimum)**

- **Humanities Elective** ...................................................................... 3
- **Social Science Elective** .................................................................. 3
- **MA122** Analytic Geometry & Calculus III .................................. 5
- **MA123** Differential Equations......................................................... 4

Most transfer institutions require successful completion of the PPST test for admission to junior level education courses.

---

#### Secondary Education

**Physical Education Emphasis**  
*Associate of Science Degree*

**Required General Education Courses (36-37 credits)**

- **CM101** English Composition I ................................................... 3
- **CM102** English Composition II .................................................. 3
- **CM115** Public Speaking ............................................................... 3
- ** Humanities Elective** ................................................................... 6
- **MA111** College Algebra ............................................................... 3
- **SC101** General Biology ............................................................... 4
- **SC120** Physical Science Lab Course ........................................... 4-5
- **Social Science Elective*** ............................................................. 9
- **Physical Education Elective** .......................................................... 1

**Recommended Courses (26 credits)**

- **ED100** Introduction to Education ............................................. 3
- **ED101** Introduction to Education Practicum ............................. 1
- **MA114** Elementary Statistics......................................................... 3
- **PE134** Personal & Community Health ........................................ 3
- **PE130** Physical Education ........................................................... 1
- **PE131** First Aid and Safety ......................................................... 3
- **SS101** General Psychology ........................................................ 3
- **SS105** Human Growth & Development ........................................ 3
- **Two Humanities Electives*** .......................................................... 6
- **PE139** Techniques of Coaching Basketball ............................... 2
- **PE136** Theory of Coaching ......................................................... 3
- **SC120** Human Anatomy & Physiology I ................................... 4
- **SC121** Human Physiology & Physiology II ................................ 4
- **PE137** Introduction to Recreation .............................................. 3

*Required as part of the State Articulation/Transfer Agreement.  
***Must take courses from three of the six social science areas.

Must transfer institutions require successful completion of the PPST test for admission to junior level education courses.
### Programs of Study - Transfer

#### Secondary Education

**Physics Emphasis**

*Associate of Science Degree*

<table>
<thead>
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<tr>
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<td>SC110</td>
<td>Principles of Physics</td>
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<td>General Psychology</td>
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*Recommended Major Courses (25 credits)*

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**Elective**

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<td>General Astronomy**</td>
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<td>SC107</td>
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*Required as part of the State Articulation/Transfer Agreement.

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Most transfer institutions require successful completion of the PPST test for admission to junior level education courses.

#### Secondary Education

**Social Science Emphasis**

*Associate of Science Degree or Associate of Art Degree*

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<th>Required General Education Courses (35-38)</th>
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<td>CM115</td>
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<td>MA111</td>
<td>College Algebra</td>
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<tr>
<td>Biological Science Lab Course**</td>
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<td>Physical Science Lab Course**</td>
<td>4-5</td>
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<tr>
<td>Social Science Elective***</td>
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<tr>
<td>Physical Education Activity Course</td>
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*Recommended Major Courses (10 credits)*

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<th>Credits</th>
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**Electives (17-18 credits)**

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<td>SS101</td>
<td>General Psychology</td>
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<td>SS102</td>
<td>Abnormal Psychology</td>
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<td>Human Sexuality</td>
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<td>Marriage And Family</td>
<td>3</td>
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<td>Current Political Issues</td>
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</tbody>
</table>

*Required as part of the State Articulation/Transfer Agreement.

**AA degree require only one science w/lab class, AS degree require both a Physical and a Biological Science w/lab classes

*** Must take courses from three of the six social science areas.

****AS degree requires six humanities electives. AA degree requires nine humanities electives.

Most transfer institutions require successful completion of the PPST test for admission to junior level education courses.
# Programs of Study - Transfer

## Secondary Education

### Speech and Drama Emphasis

**Associate of Arts Degree**

**Required General Education Courses (35-36 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CM140</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>MA111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science Laboratory Course</td>
<td>4-5</td>
</tr>
<tr>
<td>SS101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS105</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>CM121</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education Elective</td>
<td>1</td>
</tr>
</tbody>
</table>

**Required Major Courses (10 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED100</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>ED101</td>
<td>Introduction to Education Practicum</td>
<td>1</td>
</tr>
<tr>
<td>MA114</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CM141</td>
<td>Intro to Performance: Offstage &amp; On</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (17 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science Laboratory Course**</td>
<td>4-5</td>
</tr>
<tr>
<td>CM143</td>
<td>Play Production</td>
<td>3</td>
</tr>
<tr>
<td>CM148</td>
<td>American Cinema Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>CM122</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>CM125</td>
<td>Literature for Children</td>
<td>3</td>
</tr>
<tr>
<td>PE137</td>
<td>Introduction to Recreation</td>
<td>3</td>
</tr>
</tbody>
</table>

*Required as part of the State Articulation/Transfer Agreement.

**Required as part of the State Articulation/Transfer Agreement, and must be from a different discipline (Biological or Physical Science) than the Science Laboratory Course under General Education Requirements.

Most transfer institutions require successful completion of the PPST test for admission to junior level education courses.
# Programs of Study - Transfer

## Engineering

### Associate of Science Degree

An engineering student in the community college can complete approximately one-half the requirements for the Bachelor’s degree, but must select courses in keeping with the curriculum in the university of transfer.

The beginning courses in mathematics for the engineering curriculum is Analytical Geometry and Calculus I, provided the entering freshman has sufficient background in Algebra and Trigonometry. The student lacking a high school background in mathematics will need to allow more time to meet the requirements in engineering.

Two-year pre-engineering programs at Cloud County Community College are: Industrial, Mechanical, Nuclear, Agricultural, Chemical, Civil, Electrical, and Petroleum.

### Required General Education Courses (37 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101  English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102  English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115  Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td>SC131  Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>SC142  University Physics I**</td>
<td>5</td>
</tr>
<tr>
<td>MA120  Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>EC101  Economics I</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Elective</td>
<td>1</td>
</tr>
</tbody>
</table>

### Recommended Major Courses (24 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA121  Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MA122  Analytic Geometry and Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MA123  Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>SC143  University Physics II</td>
<td>5</td>
</tr>
<tr>
<td>SC132  Chemistry II</td>
<td>5</td>
</tr>
</tbody>
</table>

### Electives (3 credits) (depending upon university of transfer)

- Computer Science Elective 3
- SC134  Organic Chemistry I 5
- SC135  Organic Chemistry II 5
- SC104  Geology 4
- Wind Energy Technology Elective 3
- EC102  Economics II 3

### Engineering Technology

### Associate of Science Degree

An engineering technology student in the community college can complete the majority of the requirements for an AS in Engineering Technology but must select courses in keeping with the curriculum at the university of transfer. The CCCC engineering tech programs are aligned with Kansas State University - Salina for best transfer options.

### Required General Education Courses (38 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101  English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102  English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115  Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>6</td>
</tr>
<tr>
<td>SC140  College Physics I or SC142 University Physics I**</td>
<td>5</td>
</tr>
<tr>
<td>SC131  Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MA111  College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>EC101  Economics I</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Elective</td>
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</tr>
</tbody>
</table>

### Recommended Major Courses (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC141  College Physics II or SC143 University Physics II</td>
<td>5</td>
</tr>
<tr>
<td>SC132  Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MA120  Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
</tbody>
</table>

### Electives (9 credits) (depending upon university of transfer)

- Computer Science Elective 3
- Wind Energy Technology Elective 3
- MA121  Analytic Geometry and Calculus II 5
- EC102  Economics II 3
- SS120  Western Civilization I 3
- Co-op Ed. Internship 1-6

Biological science general education requirement is waived for all Engineering Curriculums currently offered except Agricultural.

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

**Analytic Geometry and Calculus I is a pre-requisite for University Physics I
Programs of Study - Transfer

Fine Arts

Art
Associate of Arts Degree

Required General Education Courses (35-36 credits)
CM101  English Composition I ...................................................3
CM102  English Composition II ..................................................3
CM115  Public Speaking ...............................................................3
AR100  Art Appreciation .............................................................3
Literature, Philosophy or History Elective* ....................................3
Fine Arts, Literature, Philosophy or History Elective* .........................3
MA111  College Algebra .............................................................3
Science Gen. Ed. Core * ............................................................4-5
Social Science Gen. Ed. Core * ......................................................6
(Social Science Gen. Ed. Courses required from two areas:
Economics, Psychology, Sociology, Anthropology, Political
Science, or Geography)
General Education Elective * ......................................................3
Physical Education Elective *.........................................................1

Required Major Courses (6 credits)
AR120  Design I/AR170 Two-Dimensional Design ......................3
AR130  Drawing I / Two-Dimensional Illustration .........................3

Electives (23-24 credits)
AR108  Visual Communication Foundation .....................................3
AR110  Ceramics I ........................................................................3
AR111  Ceramics II ......................................................................3
AR131  Drawing II ........................................................................3
AR121  Graphic Design I ...............................................................3
AR122  Graphic Design II ..............................................................3
AR205  Graphic Design III ..............................................................3
AR215  Design Center ..................................................................3
AR129  Introduction to Digital Photography ...................................3
AR229  Advanced Digital Imaging ...............................................3
AR117  Jewelry & Metalsmithing ..................................................3
AR140  Painting I .........................................................................3
AR141  Painting II ......................................................................3
AR150  Printmaking I .................................................................3
AR151  Printmaking II .................................................................3
AR153  Sculpture I ......................................................................3
AR171  Three-Dimensional Design ...............................................3
AR145  Watercolor .....................................................................3
PH100  Introduction to Philosophy ...............................................3
CS104  Introduction to Web Site Design ........................................3
CS107  Graphic Software Application ..........................................3
CS108  Computer Applications ....................................................3
Foreign Language Courses ..........................................................4-8
SS101  General Psychology .........................................................3
EC101  Economics I ....................................................................3
SS125  Intro to Cultural Anthropology or
GE101  World Geography ............................................................3
PE137  Introduction to Recreation ................................................3
Co-op Ed. Internship .................................................................1-6

Music
Associate of Arts Degree

Required General Education Courses (35-36 credits)
CM101  English Composition I ...................................................3
CM102  English Composition II ..................................................3
CM115  Public Speaking ...............................................................3
MU100  Music Appreciation .........................................................3
Literature, Philosophy or History Elective* ....................................3
Humanities Gen. Education Elective .............................................3
MA111  College Algebra .............................................................3
Science Gen. Ed. Course with Lab ..............................................4-5
Social Science Electives* ..............................................................6
(Social Science Gen. Ed. Courses required from two areas:
Economics, Psychology, Sociology, Anthropology, Political
Science, or Geography)
General Education Elective* ......................................................3
Physical Education Elective .........................................................1

Required Major Courses (24 credits)
MU110  Harmony & Ear Training I ................................................4
MU111  Harmony & Ear Training II ...............................................4
MU112  Harmony & Ear Training III .............................................4
MU113  Harmony & Ear Training IV .............................................4
Applied Music (in major area) ......................................................4
Performance Ensemble ..............................................................4

Electives (3 credits)
MU101  American Music ............................................................3
MU102  World Music .................................................................3
MU103  History of RockMusic .....................................................3
MU132  Applied Music: Piano .....................................................4

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

Students should choose to major in one area of music (voice or instrument). Music majors choosing to minor in the remaining music area should realize that the minor hours will, in all likelihood, transfer as elective credit.

Music major should realize that transfer universities accept between 62-64 credits from a community college toward a bachelor's degree. Community college course credits taken beyond the transferable number may not transfer.
Programs of Study - Transfer

Health, Human Performance & Recreation

Associate of Science/Associate of Arts Degrees

General Education requirements for all areas of emphasis: (35-36 credits)
CM101  English Composition I .............................................3
CM102  English Composition II .............................................3
CM115  Public Speaking .........................................................3
MA111  College Algebra .......................................................3
****Humanities Elective .........................................................6/9
**Biological Science Elective * ................................................4-5
**Physical Science Elective * ..................................................4-5
**Social Science Elective (2 out of the six areas) ......................6
General Education Elective .....................................................3
Physical Education Activity Course ...........................................1

**AA degree requires only one science w/lab class, AS degree requires both a Physical and a Biological Science w/lab classes
***Must take courses from three of the six social science areas.
**** AS degree requires six humanities electives. AA degree requires nine humanities electives.
~General Psychology recommended

Areas of Interest - Recommended Courses

Physical Education Teacher K-12
ED100  Introduction to Education ...........................................3
ED101  Introduction to Education Practicum ..............................1
PE130  Introduction to Physical Education .................................3
PE134  Personal & Community Health or
       PE141 Personal Wellness ..................................................3
PE131  First Aid and Safety .......................................................3
SS105  Human Growth & Development* ...................................3
SC120  Human Anatomy & Physiology I ....................................4
SC121  Human Anatomy & Physiology II ....................................4
Electives .................................................................................6-7

Health/Fitness Promotion & Wellness
PE130  Introduction to Physical Education .................................3
PE134  Personal & Community Health or
       PE141 Personal Wellness ..................................................3
PE131  First Aid and Safety .......................................................3
SC120  Human Anatomy & Physiology I ....................................4
SC121  Human Anatomy & Physiology II ....................................4
PE156  Principles of Strength & Conditioning ............................3
HE124  Nutrition .................................................................3
Electives ...................................................................................1

Athletic Training
SC120  Human Anatomy & Physiology I ....................................4
SC121  Human Anatomy & Physiology II ....................................4
PE131  First Aid and Safety .......................................................3
PE150  Basic Care & Prevention of Athletic Injuries I ...................3
PE151  Basic Care & Prevention of Athletic Injuries II .................3
BE122  Medical Office Vocabulary .........................................2
HE124  Nutrition .................................................................3
MA112  Trigonometry .............................................................3
Electives ...................................................................................1-2

Personal Trainer/Strength & Conditioning Coach
SC120  Human Anatomy & Physiology I ....................................4
SC121  Human Anatomy & Physiology II ....................................4
PE156  Principles of Strength & Conditioning ............................3
PE155  Recognition & Care of Athletic Injuries ............................3
PE134  Personal & Community Health or
PE141  Personal Wellness .......................................................3
PE136  Theory of Coaching ......................................................3
PE130  Introduction to Physical Education .................................3
HE124  Nutrition .................................................................3
Electives ...................................................................................1

Coaching (youth, club, interscholastic, collegiate)
PE136  Theory of Coaching ......................................................3
PE155  Recognition & Care of Athletic Injuries ............................3
PE156  Principles of Strength & Conditioning ............................3
PE158  Coaching Practicum ......................................................1-3
PE139  Techniques of Coaching Basketball or
PE140  Techniques of Coaching Volleyball ................................2
Electives ...................................................................................12-15

Sport Management
PE130  Introduction to Physical Education .................................3
PE134  Personal & Community Health or
PE141  Personal Wellness .......................................................3
PE131  First Aid and Safety .......................................................3
PE156  Principles of Strength & Conditioning ............................3
BE160  Business Accounting ....................................................3
BE155  Marketing .................................................................3
BE154  Business Law ...............................................................3
MG101  Management Principles ...............................................3
Electives ...................................................................................2-3

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Programs of Study - Transfer

**Kinesiology/Exercise Science**

- SC120 → Human Anatomy & Physiology I .................................. 4
- SC121 → Human Anatomy & Physiology II ................................ 4
- PE130 → Introduction to Physical Education .......................... 3
- PE134 → Personal & Community Health or
- PE141 → Personal Wellness .................................................. 3
- PE156 → Principles of Strength & Conditioning .................. 3
- HE124 → Nutrition ................................................................. 3
- MA112 → Trigonometry ......................................................... 3
- SC130 → General Chemistry or SC131 → Chemistry I ............ 5
- SC140 → College Physics I ..................................................... 5

**Sports Nutrition**

- SC120 → Human Anatomy & Physiology I .................................. 4
- SC121 → Human Anatomy & Physiology II ................................ 4
- HE124 → Nutrition ................................................................. 3
- SC130 → General Chemistry or SC131 → Chemistry I ............ 5
- SS105 → Human Growth & Development .............................. 3
- PE156 → Principles of Strength & Conditioning .................. 3
- PE134 → Personal & Community Health or
- PE141 → Personal Wellness .................................................. 3
- PE136 → Theory of Coaching ................................................ 3

**Recreation**

- PE137 → Introduction to Recreation ........................................ 3
- PE134 → Personal & Community Health or
  - PE141 → Personal Wellness .................................................. 3
- SS105 → Human Growth & Development .............................. 3
- Lifetime Sports Courses (#see list below) .............................. 2
- Electives ................................................................................. 16-17

#PE103 Volleyball, PE107 Bowling, PE108 Archery; PE109 Golf I
# Programs of Study - Transfer

## Pre-Professional Health

### Pre-Physical Therapy

**Associate of Science Degree**

**Required General Education Courses (38 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>SC110</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>SC131</td>
<td>Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MA111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SS101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>General Education Elective*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Elective*</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Recommended Courses (24 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC120</td>
<td>Human Anatomy &amp; Physiology I**</td>
<td>4</td>
</tr>
<tr>
<td>SC121</td>
<td>Human Anatomy &amp; Physiology II**</td>
<td>4</td>
</tr>
<tr>
<td>HE124</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PE131</td>
<td>First Aid and Safety</td>
<td>3</td>
</tr>
<tr>
<td>PE150</td>
<td>Basic Care &amp; Prevention of Athletic Injuries I</td>
<td>3</td>
</tr>
<tr>
<td>PE134</td>
<td>Personal &amp; Community Health</td>
<td>3</td>
</tr>
<tr>
<td>MA112</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MA120</td>
<td>Analytical Geometry &amp; Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MA115</td>
<td>Linear Algebra &amp; General Calculus</td>
<td>3</td>
</tr>
<tr>
<td>SC140</td>
<td>College Physics I</td>
<td>5</td>
</tr>
<tr>
<td>SC141</td>
<td>College Physics II</td>
<td>5</td>
</tr>
<tr>
<td>SC132</td>
<td>Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>SC111</td>
<td>Microbiology Lecture**</td>
<td>3</td>
</tr>
<tr>
<td>SC112</td>
<td>Microbiology Lab**</td>
<td>2</td>
</tr>
<tr>
<td>PE137</td>
<td>Introduction to Recreation</td>
<td>3</td>
</tr>
</tbody>
</table>

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

### Pre-Physical Therapy Assistant

**The First Year of a Two-Year**

**Associate of Applied Science Degree**

**General Education Courses (35-38 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
<td>3-6</td>
</tr>
<tr>
<td>Math Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>SC103</td>
<td>Physical Science</td>
<td>5</td>
</tr>
<tr>
<td>SC120</td>
<td>Human Anatomy &amp; Physiology I**</td>
<td>4</td>
</tr>
<tr>
<td>SC121</td>
<td>Human Anatomy &amp; Physiology II**</td>
<td>4</td>
</tr>
<tr>
<td>SS101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS105</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education (Lifestyle)</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

*Students must transfer to a school with an accredited program in PTA to complete the Associate of Applied Sciences Degree. Course requirements vary among the several transfer schools. PTA program enrollment is currently restricted through a competitive admission process. Students should check with the Advisement Center before enrolling specific courses.

**It is recommended that, if required, the Biology elective should be taken before Human Anatomy & Physiology I.**

*It is recommended that, if required, the Biology elective should be taken before Human Anatomy, Human Physiology, and/or Microbiology.
**Pre-Chiropractic, Pre-Dentistry and Pre-Medicine**
Associate of Science Degree

**Required General Education Courses (39-41 credits)**

- CM101  English Composition I ...................................................3
- CM102  English Composition II ....................................................3
- CM115  Public Speaking ...............................................................3
- Humanities Elective* .................................................................6
- MA111  College Algebra (or higher see - specific requirements below) .................................................................3-5
- SC110  Principles of Biology** ......................................................5
- SC131  Chemistry I ..........................................................5
- SS101  General Psychology .........................................................3
- Social Science Elective ..............................................................3
- SC120  Human Anatomy & Physiology I** ..............................4
- Physical Education Elective ......................................................1

**Required Courses (29 credits)**

- SC121  Human Anatomy & Physiology II ** ......................................4
- SC132  Chemistry II ...............................................................5
- SC134  Organic Chemistry I .........................................................5
- SC135  Organic Chemistry II .........................................................5
- SC140  College Physics I .............................................................5
- SC141  College Physics II .............................................................5

**Electives (depending upon university of transfer)**

**Pre-Chiropractic**

- MA111  College Algebra ...........................................................3
- MA112  Trigonometry ..............................................................3
- SC111  Microbiology Lecture** ................................................3
- SC112  Microbiology Lab** .....................................................2

**Pre-Dentistry**

- MA111  College Algebra ...........................................................3
- MA112  Trigonometry ..............................................................3
- SC111  Microbiology Lecture** ................................................3
- SC112  Microbiology Lab** .....................................................2

**Pre-Medicine**

- MA120  Analytic Geometry & Calculus I .....................................5
- or MA115  Linear Algebra & General Calculus ..........................3
- SC111  Microbiology Lecture** ................................................3
- SC112  Microbiology Lab** .....................................................2
- Co-op Ed. Internship ..............................................................1-6

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

**If required, it is recommended that the Biology elective be taken before Human Anatomy, Human Physiology, and/or Microbiology.

**Pre-Physician Assistant**
Associate of Science Degree

**Required General Education Courses (39 credits)**

- CM101  English Composition I ...................................................3
- CM102  English Composition II ....................................................3
- CM115  Public Speaking ...............................................................3
- Humanities Elective* .................................................................6
- MA111  College Algebra .............................................................3
- SC110  Principles of Biology .........................................................5
- SC130  General Chemistry or SC131  Chemistry I *** ..............5
- SC120  Human Anatomy & Physiology I ...................................4
- Social Science Electives* ...........................................................6
- Physical Education Elective* ......................................................1

**Recommended Major Courses (23 credits)**

- SC121  Human Anatomy & Physiology II ** ......................................4
- SC132  Chemistry II ...............................................................5
- SC111  Microbiology Lecture .....................................................3
- SC112  Microbiology Lab ............................................................2
- Humanities Elective .................................................................3
- Co-op Ed. Internship ..............................................................1-6
- General Electives* .................................................................6

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

**If required, it is recommended that the Biology elective be taken before Human Anatomy, Human Physiology, and/or Microbiology.

***Students with no chemistry background should enroll in SC130 General Chemistry.
Programs of Study - Transfer

**PRE-NURSING BSN**  
Associate of Science Degree

**Required General Education Courses (37-38 credits)**
- CM101  English Composition I ........................................... 3
- CM102  English Composition II ........................................... 3
- CM115  Public Speaking ..................................................... 3
- Humanites Elective* ........................................................... 6
- SC101  General Biology or SC110 Principles of Biology .......... 4-5
- SC130  General Chemistry or SC131 Chemistry I ................. 5
- MA111  College Algebra .................................................... 3
- SS101  General Psychology ................................................ 3
- SS130  Introduction to Sociology ........................................ 3
- SS105  Human Growth & Development ................................ 3
- Physical Education Elective* ............................................. 1

**Required Major Courses (16 credits)**
- SC120  Human Anatomy & Physiology I** .......................... 4
- SC121  Human Physiology & Physiology II ......................... 4
- SC111  Microbiology** ...................................................... 3
- SC112  Microbiology Lab .................................................. 2
- HE124  Nutrition ............................................................. 3

**Electives (8-9 credits) (Courses depend upon transfer university)**
- CS108  Computer Applications ........................................ 3
- SS102  Abnormal Psychology ............................................. 3
- Social Science Elective ..................................................... 3
- MA114  Elementary Statistics ............................................ 3
- Co-op Ed. Internship ...................................................... 1-6

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

Requirements vary greatly between transfer universities. Nursing students should apply to transfer universities during their first semester at Cloud.

**It is recommended that Principles of Biology be taken before Human Anatomy & Physiology I & II, and/or Microbiology.

**PRE-PHARMACY**  
Associate of Science Degree

**Required General Education Courses (39-41 credits)**
- CM101  English Composition I ........................................... 3
- CM102  English Composition II ........................................... 3
- CM115  Public Speaking ..................................................... 3
- Humanities Elective+ ...................................................... 6
- MA120  Analytic Geometry & Calculus I or MA115 Linear Algebra & General Calculus ........ 3-5
- SC110  Principles of Biology ............................................... 5
- SC131  Chemistry I ........................................................... 5
- Social Science Electives+ ................................................... 6
- SC120  Human Anatomy & Physiology I** ......................... 4
- Physical Education Elective ............................................. 1

**Electives (minimum 23 credits)**
- SC132  Chemistry II ......................................................... 5
- SC121  Human Anatomy & Physiology II** ........................ 4
- SC140  College Physics or Exemption # .............................. 5
- SC134  Organic Chemistry I ............................................... 5
- SC135  Organic Chemistry II ............................................. 5
- SC111  Microbiology Lecture** ......................................... 3
- SC112  Microbiology Lab** ............................................... 2
- MU100  Music Appreciation or AR100 Art Appreciation ...... 3
- CM121  Introduction to Literature ..................................... 3
- SS122  U.S. History I or SS120 Western Civilization I .......... 3
- SS101  General Psychology ............................................... 3
- GE101  World Geography or SS125 Intro to Cultural Anthropology ........................................... 3
- Co-op Ed. Internship ...................................................... 1-6

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

+ Pre-Pharmacy majors are required to complete nine hours of humanities and social sciences. The remaining three hours of General Education are waived.

# To receive exemption from College Physics at KU Pharmacy School, students must receive a "B" or better in high school physics. Other schools may require College Physics

** It is recommended the Principles of Biology be taken before Human Anatomy & Physiology I & II, and/or Microbiology.
## Programs of Study - Transfer

### Pre-Occupational Therapy

**Associate of Science Degree**

**Required General Education Courses (41-42 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>CM101</td>
<td>English Composition I</td>
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<td>CM102</td>
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<tr>
<td>CM115</td>
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<td>3</td>
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<tr>
<td>Fine Arts Elective*</td>
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<td></td>
<td>6</td>
</tr>
<tr>
<td>MA111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SC101</td>
<td>General Biology or SC110 Principles of Biology</td>
<td>4-5</td>
</tr>
<tr>
<td>SS101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS130</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SC120</td>
<td>Human Anatomy &amp; Physiology I**</td>
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<tr>
<td>SC140</td>
<td>College Physics I</td>
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<tr>
<td>Physical Education Elective</td>
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**Recommended Major Courses (16 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC121</td>
<td>Human Anatomy &amp; Physiology II**</td>
<td>4</td>
</tr>
<tr>
<td>SS125</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SS102</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS105</td>
<td>Human Growth &amp; Development or HE15 Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>PE131</td>
<td>First Aid and Safety</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (Minimum of 6 credits - depending upon university of transfer)**

<table>
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<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts, Lit., Philo., or History Elective*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PE113</td>
<td>Social Dance</td>
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</tr>
<tr>
<td>AR110</td>
<td>Ceramics I</td>
<td>3</td>
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<tr>
<td>AR130</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>Co-op Ed. Internship</td>
<td></td>
<td>1-6</td>
</tr>
</tbody>
</table>

For the remaining 10 hours, contact the University of Kansas, or other university of transfer, for specific courses required. Up to 64 credit hours can be transferred to The University of Kansas.

*Fine Arts requirement must be a participatory or a "hands on" experience, such as Ceramics, Drawing or Acting. This course will not transfer as fine arts outside the Pre-Occupational Therapy major.

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

**It is recommended that Principles of Biology or General Biology be taken before Human Anatomy & Physiology I & II.

### Pre-Occupational Therapy Assistant

*The First Year of a Two-Year

**Associate of Applied Science Degree**

**Required General Education Courses (22 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SC120</td>
<td>Human Anatomy &amp; Physiology I**</td>
<td>4</td>
</tr>
<tr>
<td>MA110</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SS101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS105</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
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</table>

**Suggested Other Courses (11 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SC130</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>SC121</td>
<td>Human Anatomy &amp; Physiology II**</td>
<td>4</td>
</tr>
<tr>
<td>BE122</td>
<td>Medical Office Vocabulary</td>
<td>2</td>
</tr>
</tbody>
</table>

*Students must transfer to an accredited program in OTA to complete the Associate of Applied Science Degree. Specific course requirements vary among the several transfer schools. Students should check with the Advisement Center before enrolling in specific courses.

**It is recommended that Principles of Biology be taken before Human Anatomy, Human Physiology or Human A& P I and II.
Programs of Study - Transfer

Pre-Medical Technology

+ Associate of Science Degree

Required General Education Courses (39 credits)

CM101 ✚ English Composition I ................................................... 3
CM102 ✚ English Composition II .................................................. 3
CM115 ✚ Public Speaking .............................................................. 3
Humanities Elective* ....................................................................... 6
MA111 ✚ College Algebra ............................................................... 3
SC110 Principles of Biology ............................................................ 5
SC131 ✚ Chemistry I ................................................................. 5
SS101 ✚ General Psychology ............................................................ 3
Social Science Elective ...................................................................... 3
SC120 ✚ Human Anatomy & Physiology I** ................................... 4
Physical Education Elective .............................................................. 1

Electives (23 credits)

SC121 ✚ Human Anatomy & Physiology II** .............................. 4
SC132 ✚ Chemistry II ................................................................. 5
SC134 ✚ Organic Chemistry I .......................................................... 5
SC135 ✚ Organic Chemistry II ......................................................... 5
SC140 ✚ College Physics I ............................................................... 5
SC141 ✚ College Physics II .............................................................. 5
MA112 ✚ Trigonometry ................................................................. 3
SC111 Microbiology Lecture** ....................................................... 3
SC112 Microbiology Lab** ............................................................... 3
BE122 Medical Office Vocabulary .................................................. 2
SS102 Abnormal Psychology .......................................................... 3
Fine Arts Elective .................................................................. 1
Co-op Ed. Internship .................................................................... 1

Electives (5-11 credits)

+ Students must transfer to an accredited program in Medical Technology to complete a Bachelors degree. Specific course requirements vary among the several transfer schools. Students should check with the Advisement Center before enrolling in specific courses.

* Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in specific courses.

** It is recommended that Principles of Biology be taken before Human Anatomy, Human Physiology, Human A&P I and II, and/or Microbiology.

Note: Although only 62 hours are required to graduate from CCCC, it is recommended that students consider taking as many science courses that will transfer to the university from CCCC.

Pre-Radiological Technology

Associate of Science Degree

Required General Education Courses (37-38 credits)

CM101 ✚ English Composition I ................................................... 3
CM102 ✚ English Composition II .................................................. 3
CM115 ✚ Public Speaking .............................................................. 3
Humanities Elective* ....................................................................... 6
SC101 ✚ General Biology or
SC110 Principles of Biology ............................................................ 4
MA111 ✚ College Algebra ............................................................... 3
SS101 ✚ General Psychology ............................................................ 3
Social Science Elective* .................................................................. 3
General Education Elective* ............................................................. 3
Physical Education Elective* ............................................................. 1
SC103 ✚ Physical Science ............................................................... 5

Recommended Courses (14-19 credits)

SC120 ✚ Human Anatomy & Physiology I** .............................. 4
SC121 ✚ Human Anatomy & Physiology II** .............................. 4
PE134 Personal & Community Health ........................................... 3
BE122 Medical Office Vocabulary .................................................. 2
Co-op Ed. Internship ................................................................. 1-6

Electives* (5-11 credits)

This program is designed for transfer to Fort Hays State University and its Bachelor's Degree in Radiological Technology, X-Ray and Medical Diagnostic Imaging. Students should check with the Advisement Center before enrolling in specific courses.

* Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in specific courses.

** It is recommended the Principles of Biology be taken before Human A&P I and II.
Programs of Study - Transfer

PRE-RADIOLICAL TECHNOLOGY
*The First Year of a Two-Year Associate of Applied Science Degree

General Education Courses (16 credits)
CM101 English Composition I ................................................... 3
CM115 Public Speaking ........................................................... 3
SC120 Human Anatomy & Physiology I** ................................ 4
MA110 Intermediate Algebra .................................................. 3
SS101 General Psychology ...................................................... 3

Other Courses (10-15 credits)
BE122 Medical Office Vocabulary ........................................... 2
CS108 Computer Applications .................................................. 3
SC121 Human Anatomy & Physiology II** .............................. 4
Co-op Ed. Internship .............................................................. 1-6

*Students must transfer to an accredited program in Radiographic Technology to complete the Associate of Applied Science Degree. Specific course requirements vary among the several transfer schools. Students should check with the Advisement Center before enrolling in specific courses.
**It is recommended that Principles of Biology be taken before Human Anatomy, Human Physiology and/or Microbiology.

PRE-RESPIRATORY THERAPY
Associate of Science Degree

Required General Education Courses (39 credits)
CM101 English Composition I ................................................... 3
CM102 English Composition II .................................................. 3
CM115 Public Speaking ........................................................... 3
Humansities Elective ............................................................... 6
SC110 Principles of Biology ..................................................... 5
SC130 General Chemistry or SC131 Chemistry I* ................... 5
MA111 College Algebra ............................................................ 3
Social Science Electives ........................................................... 6
SC120 Human Anatomy & Physiology I** .............................. 4
Physical Education Elective ..................................................... 1

Recommended Courses (20 credits)
SC121 Human Anatomy & Physiology II** .............................. 4
SC111 Microbiology Lecture** .................................................. 3
SC112 Microbiology Lab** ....................................................... 2
MA112 Trigonometry ............................................................ 3
SC140 College Physics I ........................................................... 5
PE131 First Aid and Safety ....................................................... 3

Electives (3 credits) (courses depend upon transfer university)
CM121 Introduction to Literature .............................................. 3
CM122 American Literature I or CM123 American Literature II .................................................. 3
SS130 Introduction to Sociology ................................................. 3

SS101 General Psychology ...................................................... 3
SS125 Intro to Cultural Anthropology ........................................ 3
History Elective* ................................................................. 3
HE124 Nutrition ................................................................. 5
SS105 Human Growth & Development or HE150 Early Childhood Development ........................................................................ 3
SC132 Chemistry II .............................................................. 5
SC141 College Physics II .......................................................... 5
Co-op Ed. Internship .............................................................. 1-6

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.
**It is recommended that Principles of Biology be taken before Human Anatomy, Human Physiology and/or Microbiology.

PRE-DENTAL HYGIENE
Associate of Science Degree

Required General Education Courses (34 credits)
CM101 English Composition I ................................................... 3
CM102 English Composition II .................................................. 3
CM115 Public Speaking ........................................................... 3
Humansities Elective* ............................................................... 6
MA111 College Algebra ............................................................ 3
SC130 General Chemistry ....................................................... 5
SS101 General Psychology ...................................................... 3
Social Science Electives* ........................................................... 3
SC120 Human Anatomy & Physiology I** .............................. 4
Physical Education Elective ..................................................... 1

Recommended Major Courses (12 credits)
SC121 Human Anatomy & Physiology II** .............................. 4
HE124 Nutrition ................................................................. 3
SC111 Microbiology Lecture** .................................................. 3
SC112 Microbiology Lab** ....................................................... 2

Electives (16 credits) (depending upon university of transfer)
SC101 General Biology or SC110 Principles of Biology .............. 4-5
BE170 Business Statistics ....................................................... 3
Cooperative Ed. Internship ...................................................... 1-6
General Elective course ........................................................... 3
CS108 Computer Applications .................................................. 3

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.
**If required, it is recommended that the Biology elective should be taken before Human Anatomy and Physiology I & II, and/or Microbiology.
## Mathematics

**Associate of Science Degree**

### Required General Education Courses (43-45 credits)

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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CM101 English Composition I</td>
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<td>CM102 English Composition II</td>
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<td>CM115 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MA120 Analytic Geometry &amp; Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MA121 Analytic Geometry &amp; Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>Humanities Elective*</td>
<td>6</td>
</tr>
<tr>
<td>Biological Science Lab Elective*</td>
<td>4-5</td>
</tr>
<tr>
<td>Physical Science Lab Elective*</td>
<td>4-5</td>
</tr>
<tr>
<td>Social Science Electives*</td>
<td>6</td>
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</tbody>
</table>

*(Social Science Gen. Ed. Courses required from two areas: Economics, Psychology, Sociology, Anthropology, Political Science, or Geography)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Elective*</td>
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<td>Physical Education Elective*</td>
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### Required Major Courses (9 credits)

<table>
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<tr>
<td>MA122 Analytic Geometry &amp; Calculus III</td>
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<tr>
<td>MA123 Differential Equations</td>
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### Electives (11 credits) (courses depend upon transfer university)

<table>
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<th>Course</th>
<th>Credits</th>
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<tr>
<td>MA111 College Algebra#</td>
<td>3</td>
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<tr>
<td>MA112 Trigonometry#</td>
<td>3</td>
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<tr>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>SS105 Human Growth &amp; Development +</td>
<td>3</td>
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<tr>
<td>CS108 Computer Applications</td>
<td>3</td>
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<tr>
<td>SC131 Chemistry I</td>
<td>5</td>
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<tr>
<td>Physics Elective*</td>
<td>3</td>
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<tr>
<td>Computer Programming Course</td>
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<tr>
<td>BE161 Accounting I</td>
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<td>EC101 Economics I</td>
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<td>Co-op Ed. Internship</td>
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</tr>
</tbody>
</table>

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

#Dependent upon skills.

+Secondary Education majors

## Biology

**Associate of Science Degree**

### Required General Education Courses (35 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CM101 English Composition I</td>
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<tr>
<td>CM102 English Composition II</td>
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<tr>
<td>CM115 Public Speaking</td>
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<td>MA111 College Algebra</td>
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<td>Humanities Elective*</td>
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<tr>
<td>SC110 Principles of Biology</td>
<td>5</td>
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<td>SC131 Chemistry I</td>
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<td>MA111 College Algebra</td>
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<tr>
<td>Social Science Electives*</td>
<td>6</td>
</tr>
<tr>
<td>Physical Education Elective</td>
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### Recommended Major Courses (4 credits)

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<tbody>
<tr>
<td>SC199 General Zoology</td>
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### Electives (depending upon university of transfer)

<table>
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<tbody>
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<td>Foreign Language</td>
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<tr>
<td>Humanities Elective*</td>
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<td>SC111 Microbiology Lecture**</td>
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<td>SC112 Microbiology Lab**</td>
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</tr>
<tr>
<td>SC120 Human Anatomy &amp; Physiology I **</td>
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</tr>
<tr>
<td>SC121 Human Physiology &amp; Physiology II**</td>
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<tr>
<td>SC140 College Physics I</td>
<td>5</td>
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<tr>
<td>SC141 College Physics II</td>
<td>5</td>
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<tr>
<td>Co-op Ed. Internship</td>
<td>1-6</td>
</tr>
</tbody>
</table>

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

**It is recommended that Principles of Biology be taken before A & P I and II and/or Microbiology.
# Programs of Study - Transfer

## Chemistry

**Associate of Science Degree**

**Required General Education Courses (42 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CM101</td>
<td>English Composition I</td>
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<td>CM102</td>
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<td>CM115</td>
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<td></td>
<td>Humanities Elective*</td>
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</tr>
<tr>
<td>SC110</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>SC131</td>
<td>Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MA120</td>
<td>Analytic Geometry &amp; Calculus I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Social Science Electives*</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Physics Elective*</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Physical Education Elective*</td>
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</tr>
</tbody>
</table>

**Recommended Major Courses (25 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA121</td>
<td>Analytic Geometry &amp; Calculus II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Physics Elective*</td>
<td>5</td>
</tr>
<tr>
<td>SC132</td>
<td>Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>SC134</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>SC135</td>
<td>Organic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Electives (depending upon university of transfer)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MA122</td>
<td>Analytic Geometry &amp; Calculus III</td>
</tr>
</tbody>
</table>

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

## Physical Science

**Associate of Science Degree**

**Required General Education Courses (39-40 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective*</td>
<td>6</td>
</tr>
<tr>
<td>SC110</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>SC131</td>
<td>Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>MA111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Biological Science with Lab</td>
<td>4-5</td>
</tr>
<tr>
<td></td>
<td>Physical Science with Lab</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Social Science Electives*</td>
<td>6</td>
</tr>
<tr>
<td>SC131</td>
<td>Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Physical Education Elective*</td>
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**Recommended Major Courses (23 credits) (depending upon university of transfer)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SC132</td>
<td>Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>SC134</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>SC104</td>
<td>Geology</td>
<td>4</td>
</tr>
<tr>
<td>SC107</td>
<td>Meteorology</td>
<td>4</td>
</tr>
<tr>
<td>SC105</td>
<td>General Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>AG108</td>
<td>Environmental Quality</td>
<td>4</td>
</tr>
<tr>
<td>SC140</td>
<td>College Physics I or SC142 University Physics I</td>
<td>5</td>
</tr>
<tr>
<td>SC141</td>
<td>College Physics II or SC143 University Physics II</td>
<td>5</td>
</tr>
<tr>
<td>MA120</td>
<td>Analytic Geometry &amp; Calculus I</td>
<td>5</td>
</tr>
</tbody>
</table>

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.
Programs of Study - Transfer

**Physics**
Associate of Science Degree

*Required General Education Courses (41 credits)*
- CM101  English Composition I .................................. 3
- CM102  English Composition II .................................. 3
- CM115  Public Speaking ........................................... 3
- Humanities Elective* .............................................. 6
- MA120  Analytic Geometry and Calculus I ................... 5
- SC142  University Physics I** .................................. 5
- SC143  University Physics II ..................................... 5
- Social Science Electives .......................................... 6
- SC105  General Astronomy ........................................ 4
- Physical Education Elective ...................................... 1

*Recommended Major Courses (14 credits)*
- MA121  Analytic Geometry & Calculus II .................... 5
- MA122  Analytic Geometry & Calculus III .................... 5
- MA123  Differential Equations ................................... 4

*Electives (7 credits) (depending upon university of transfer)*
- SC131  Chemistry I .................................................. 5
- SC132  Chemistry II .................................................. 5
- SC107  Meteorology ................................................... 4
- SC104  Geology ......................................................... 4

Biological science general education requirement is waived for physics curriculum currently offered.

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

**Calculus I is a co-requisite for University Physics I**

**Architecture**
Associate of Science Degree

*Required General Education Courses (36-40 credits)*
- CM101  English Composition I .................................. 3
- CM102  English Composition II .................................. 3
- CM115  Public Speaking ........................................... 3
- Humanities Elective (Fine Arts, Lit, or Philosophy)* ........ 3
- SS120  Western Civilization I* .................................... 3
- SS121  Western Civilization II* ..................................... 3
- EC101  Economics I* ................................................. 3
- Social Science Elective* ............................................. 3
- MA111  College Algebra .............................................. 3
- MA112  Trigonometry .................................................. 3
- SC140  College Physics I# or SC142  University Physics I# 5
- Physical Education Elective ...................................... 1
- SC101  General Biology+ ........................................... 4

*Recommended Major Courses (Engineering Emphasis) (20 credits)*
- MA120  Analytic Geometry & Calculus I .................... 5
- MA121  Analytic Geometry & Calculus II .................... 5
- MA122  Analytic Geometry & Calculus III .................... 5
- SC141  College Physics II# or SC143 University Physics II# 5

*Electives (6-26 credits)*
- AR130  Drawing I ..................................................... 3
- AR120  Design I ......................................................... 3
- SC104  Geology ......................................................... 4
- AG104  Soils ............................................................... 4
- Biological Science Lab Course ................................... 4-5
- AG101  Plant Science ................................................ 4
- AG105  Range Managements ...................................... 3

Note: Students may elect to transfer after one year with selected courses in the program. Depending upon transfer school, architecture programs are traditionally 5 year programs.

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

#Engineering emphasis requires University Physics I & II. College Algebra and Trigonometry are waived when Calculus sequence is followed.

#Biology requirement waived for engineering students.
Programs of Study - Transfer

SOCIAL SCIENCES

Social Science
Associate of Arts or Associate of Science

The courses listed below are suggested for those majoring in Psychology, Sociology/Pre-Social Work/Counseling, Anthropology, Criminal Justice, History, or Pre-Law.

Required General Education Courses (35-36 credits)

CM101  English Composition I ..................................................3
CM102  English Composition II ..................................................3
CM115  Public Speaking ...............................................................3
****Humanities Elective* ...............................................................6/9
**Physical Science Elective* ..........................................................4-5
**Biological Science Elective* ........................................................4-5
MA111  College Algebra ...............................................................3
Social Science Elective ** ..............................................................9
Physical Education Elective* ..........................................................1

Electives (Courses depend upon transfer university)

Psychology (30-31 credits)

History Elective* .............................................................................3
Social Science Elective* ..................................................................3
SS105  Human Growth & Development .........................................3
SS106  Marriage And Family ..........................................................3
CS108  Computer Applications .......................................................3
SS102  Abnormal Psychology ........................................................3
SS107  Human Sexuality .................................................................3
Lab Science Elective* .....................................................................4-5
Foreign Language Electives* ..........................................................8

Criminal Justice (26-27 credits)

AJ100  Introduction to Criminal Justice .........................................3
AJ205  Criminology .......................................................................3
AJ207  Criminal Procedures ..........................................................3
AJ206  Criminal Law .....................................................................3
AJ210  Criminal Investigation ........................................................3
AJ209  Juvenile Delinquency and Justice .........................................3
SS106  Marriage And Family ..........................................................3
SS102  Abnormal Psychology ........................................................3
Lab Science Elective* .....................................................................4-5
History Elective* .............................................................................3

History (26-27 credits)

SS122  U.S. History I .................................................................3
SS123  U.S. History II .................................................................3
SS120  Western Civilization I .........................................................3
SS121  Western Civilization II ........................................................3
CS108  Computer Applications .......................................................3
SS141  U.S. Government: State & Local ........................................3
Lab Science Elective* .....................................................................4-5
Foreign Language Electives* ..........................................................8
SS124  Introduction to History .......................................................3
SS140  U.S. Government: National ................................................3
SS142  Current Political Issues .......................................................3

Secondary Education Majors should also take:

ED100  Introduction to Education ..................................................3
ED101  Introduction to Education Practicum ..................................1
SS105  Human Growth & Development .........................................3
PE136  Theory of Coaching ............................................................3

Requirements of secondary education majors vary greatly between transfer universities. Students planning to teach history should decide on a transfer university during their first semester at Cloud.

Political Science/Pre-Law (30-31 credits)

HE140/SS106  Marriage And Family ................................................3
SS122  U.S. History I .................................................................3
SS123  U.S. History II .................................................................3
EC102  Economics II .................................................................3
SS120  Western Civilization I ........................................................3
SS121  Western Civilization II ........................................................3
CS108  Computer Applications .......................................................3
Lab Science Elective* .....................................................................4-5
Foreign Language Electives* ..........................................................8
SS141  U.S. Government: State & Local ........................................3
SS142  Current Political Issues .......................................................3

* Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.

** AA degree require only one science w/lab class, AS degree require both a Physical and a Biological Science w/lab classes

*** Must take courses from two of the six social science areas.

**** AS degree requires six humanities electives. AA degree requires nine humanities electives.
### Programs of Study - Transfer

#### Sociology/Pre-Social Work/ Counseling

**Associate of Arts or Associate of Science Degree**

**Required General Education Courses (36-38 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science Elective</strong></td>
<td><strong>6/9</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Biological Science Gen Ed &amp; Lab</strong></td>
<td><strong>4-5</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Physical Science Gen Ed &amp; Lab</strong></td>
<td><strong>4-5</strong></td>
<td></td>
</tr>
<tr>
<td>MA111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities Elective</strong></td>
<td><strong>1</strong></td>
<td></td>
</tr>
<tr>
<td>Physical Education Elective*</td>
<td><strong>1</strong></td>
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</table>

**Electives (minimum 26 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS105</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>SS106</td>
<td>Marriage And Family</td>
<td>3</td>
</tr>
<tr>
<td>PH100</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>SS140</td>
<td>U.S. Government: National or SS141 U.S.</td>
<td>3</td>
</tr>
<tr>
<td>CS108</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>EC101</td>
<td>Economics I</td>
<td>3</td>
</tr>
<tr>
<td>SS101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS102</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SS130</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Labor Science Elective</strong></td>
<td><strong>4-5</strong></td>
<td></td>
</tr>
<tr>
<td>SC120</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>SC121</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Foreign Language Electives</strong></td>
<td><strong>8</strong></td>
<td></td>
</tr>
<tr>
<td>HE124</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>MA114</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PE137</td>
<td>Introduction to Recreation</td>
<td>3</td>
</tr>
<tr>
<td>SS129</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
</tbody>
</table>

Requirements vary greatly between transfer universities. Pre-Social Work majors should decide on a transfer university during their first semester at Cloud.

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.*

**AA degree requires only one science w/lab class, AS degree requires both a Physical and a Biological Science w/lab classes**

***Must take courses from three of the six social science areas.***

****AS degree requires six humanities electives. AA degree requires nine humanities electives.***

#### Anthropology

**Associate of Arts or Associate of Science Degree**

**Required General Education Courses (40 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities Elective</strong></td>
<td><strong>6/9</strong></td>
<td></td>
</tr>
<tr>
<td>MA111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>General Biology</strong></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>SC110 Principles of Biology</td>
<td><strong>4-5</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Geology</strong></td>
<td><strong>4</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Social Science Elective</strong></td>
<td><strong>9</strong></td>
<td></td>
</tr>
<tr>
<td>PE135</td>
<td>Concepts of Physical Education</td>
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**Electives (22 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>SS140</td>
<td>U.S. Government: National</td>
<td>3</td>
</tr>
<tr>
<td>EC101</td>
<td>Economics I</td>
<td>3</td>
</tr>
<tr>
<td>SC130</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td><strong>Foreign Language Elective</strong></td>
<td><strong>8</strong></td>
<td></td>
</tr>
<tr>
<td>CS108</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>SS125</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SS130</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SS101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Each transfer university accepts different courses to fulfill requirements. Students should check with the Advisement Center before enrolling in courses.*

**AA degree requires only one science w/lab class, AS degree requires both a Physical and a Biological Science w/lab classes**

***Must take courses from three of the six social science areas.***

****AS degree requires six humanities electives. AA degree requires nine humanities electives.***

#### Undeclared Major

Some students desire to continue their formal education, but have not decided on a specific major. These students, assisted by an advisor, may explore various fields. Undecided students should carefully follow the general education requirements for the university of transfer.
The Career Programs

The career program is for students who want to enter the workforce after obtaining an associate degree. An Associate of Applied Science degree is awarded after completion of a minimum of 62 hours in a departmentally approved program, and 124 grade points (see page 30). This degree allows students flexibility in selected courses applicable to their needs. Of the hours required, a minimum of 18 hours must be General Education courses. Certificates are also available in the career programs. Many of the courses are available to take online. For more information, go to www.cloud.edu, and click on the "Online Classes" under the Academics tab for an overview of enrollment procedures.

- Agri-Biotechnology
- Agricultural Production and Services
- Business Administration & General Management
  - General Business
  - Accounting
- Childcare & Support Services Management
  - Early Childhood Teacher
  - Early Childhood Paraprofessional
  - Infant/Toddler Teacher
  - Teacher Assistant
- Communications
  - Journalism - Mass Communications
- Criminal Justice/Law Enforcement Administration
  - Law Enforcement
- Emergency Medical Technician
- Graphic Design
- Nursing
- Technical Studies
- Wind Energy Technology
The Agribiotechnology A.A.S. degree and Certificate programs will prepare students for entry-level positions in the emerging biotechnology industry. The program provides a strong scientific background and extensive laboratory experience in methods currently used in research, government, and industry laboratories. Courses incorporate various skills important for employment in entry-level positions in the bioscience industry including laboratory techniques and instrumentation, basic computer skills associated with generating, analyzing and presenting experimental data, documentation of laboratory procedures according to industry standards, and regulatory affairs governing the bioscience industry. Students will learn to effectively work in cooperative teams in a laboratory setting to plan and complete experiments in a timely manner.

### Agri-Biotechnology

#### Associate of Applied Science Degree

**Required General Education Courses Courses (20 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I or CM120 Survey of Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MA111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SC110</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>SS130</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Gen. Ed</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Required Major Courses (30 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG127</td>
<td>Ag Science for Agri-Biotechnology</td>
<td>4</td>
</tr>
<tr>
<td>AG147</td>
<td>Lab Methods in Agri-Biotechnology</td>
<td>4</td>
</tr>
<tr>
<td>AG160</td>
<td>Introduction to Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>AG236</td>
<td>Molecular Biology for Agri-Biotechnology</td>
<td>4</td>
</tr>
<tr>
<td>AG237</td>
<td>Integrated Organic Chemistry and Biochemistry for Agri-Biotechnology</td>
<td>5</td>
</tr>
<tr>
<td>SC111</td>
<td>Microbiology Lecture</td>
<td>3</td>
</tr>
<tr>
<td>SC112</td>
<td>Microbiology Lab</td>
<td>2</td>
</tr>
<tr>
<td>SC131</td>
<td>Chemistry I</td>
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**Electives (17 credits)**

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AG101</td>
<td>Plant Science</td>
<td>4</td>
</tr>
<tr>
<td>AG108</td>
<td>Environmental Quality</td>
<td>3</td>
</tr>
<tr>
<td>AG109</td>
<td>Environmental Quality Lab</td>
<td>1</td>
</tr>
<tr>
<td>AG115</td>
<td>Animal Science</td>
<td>3</td>
</tr>
<tr>
<td>AG220</td>
<td>Cooperative Ed Internship</td>
<td>2</td>
</tr>
<tr>
<td>SC120</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>SC121</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

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### Agri-Biotechnology

#### 32-Hour Certificate

**Required General Education Courses Courses (9 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC101</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>SC130</td>
<td>General Chemistry</td>
<td>5</td>
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</tbody>
</table>

**Required Major Courses (23 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM120</td>
<td>Survey of Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>AG127</td>
<td>Ag Science for Agri-Biotechnology</td>
<td>4</td>
</tr>
<tr>
<td>AG147</td>
<td>Lab Methods in Agri-Biotechnology</td>
<td>4</td>
</tr>
<tr>
<td>AG160</td>
<td>Introduction to Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>AG236</td>
<td>Molecular Biology for Agri-Biotechnology</td>
<td>4</td>
</tr>
<tr>
<td>AG237</td>
<td>Integrated Organic Chemistry and Biochemistry for Agri-Biotechnology</td>
<td>5</td>
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</tbody>
</table>
Programs of Study - Career

AGRICULTURE

AGRICULTURE PRODUCTION & SERVICES
Associate of Applied Science Degree

This curriculum is designed to help prepare men and women to work in the business or production areas of agriculture. Courses are selected according to student interests and needs. Upon completion of this program, most students become employees in an ag business or in agriculture production.

Required General Education Courses (19-20 credits)

CM101  English Composition I ................................................... 3
CM115  Public Speaking ............................................................... 3
MA110  Intermediate Algebra or MA105 Survey of Math .......... 3
Science with lab Gen Ed............................................................... 4-5
Social Science Gen Ed................................................................. 3
Humanities Gen Ed.................................................................. 3

Required Major Courses (19 credits)

AG101  Plant Science ....................................................................... 4
AG115  Animal Science ................................................................... 3
AG130  Principles of Ag Economics .............................................. 3
AG132  Agriculture Management .................................................. 3
AG134  Agriculture Marketing ....................................................... 3
AG210  Agriculture Advertising and Design................................. 3

Electives (24 credits from within emphasis of study)

AGRICULTURE ECONOMICS EMPHASIS

AG155  Comparative Ag ................................................................. 1
AG157  Equine Industry Management I ........................................... 3
AG190  Marketing the Equine Industry .......................................... 3
AG217  Farm Computer Applications ............................................. 3
AG300  Commercial Driver's License ............................................ 3
BE161  Accounting I ...................................................................... 3
BE162  Accounting II ................................................................. 3
BE188  Principles of Advertising ................................................... 3
EC101  Economics I ........................................................................ 3
AG220  Cooperative Ed Internship ................................................. 1-6

AGRONOMY EMPHASIS

AG102  Intro to Plant Pest Control ................................................. 3
AG103  Plant & Soils for Crop Production ....................................... 3
AG104  Soils ................................................................................. 4
AG105  Range Management .......................................................... 3
AG106  Soil Classification ............................................................... 1
AG107  Agronomy Identificaion & Experimentation ...................... 1
AG108  Environmental Quality ...................................................... 3
AG109  Environmental Quality Lab ................................................. 1
AG112  Agronomy Identification & Experimentatio ....................... 1
AG155  Comparative Agriculture .................................................. 1
AG160  Introduction to Biotechnology .......................................... 3
AG164  Advanced Soil Classification and Evaluation .................... 1
AG170  Wildlife Management ........................................................ 3
AG220  Coop Ed Internship .......................................................... 1-6
AG300  Commercial Driver's License ............................................ 1
BE152  Salesmanship ................................................................... 3

ANIMAL SCIENCE EMPHASIS

AG111  Animal Management ....................................................... 2
AG116  Principles of Feeding ........................................................ 3
AG118  Principles of Livestock Selection I .................................... 1
AG119  Principles of Livestock Selection II .................................... 2
AG128  Animal Health and Nutrition ............................................ 3
AG139  Farm Animal Reproduction .............................................. 4
AG155  Comparative Agriculture .................................................. 1
AG156  Equine Care ....................................................................... 2
AG159  Equine Evaluation ............................................................ 1
AG160  Introduction to Biotechnology .......................................... 3
AG166  Fundamentals of Livestock Nutrition ................................. 3
AG220  Coop Ed Internship .......................................................... 1-3
AG230  Equine Reproduction ......................................................... 3

EQUINE SCIENCE EMPHASIS

AG111  Animal Management ....................................................... 2
AG116  Principles of Feeding ........................................................ 3
AG122  Introduction to Horsemanship .......................................... 2
AG128  Animal Health & Nutrition .............................................. 3
AG139  Farm Animal Reproduction .............................................. 4
AG155  Comparative Agriculture .................................................. 1
AG157  Equine Industry Management .......................................... 3
AG159  Equine Evaluation ............................................................ 1
AG160  Introduction to Biotechnology .......................................... 3
AG165  Equine Evaluation ............................................................ 1
AG166  Fundamentals of Livestock Nutrition ................................. 3
AG190  Marketing the Equine Industry .......................................... 3
AG220  Coop Ed Internship .......................................................... 1-3
**Agriculture Production & Services**

*30-hour Certificate*

**Required General Education Courses (8 credits)**

CM115  Public Speaking ...............................................................3
SC130  General Chemistry ..........................................................5

**Required Major Courses (10 credits)**

AG101  Plant Science .................................................................4
AG115  Animal Science ...............................................................3
AG130  Principles of Ag Economics .............................................3

**Electives (12 credits - does not have to be from one specific area)**

**Agriculture Economics Electives**

AG132  Ag Management ...............................................................3
AG134  Ag Marketing .................................................................3
AG155  Comparative Ag .............................................................1
AG160  Introduction to Biotechnology .........................................3
AG217  Farm Computer Applications .........................................3
AG220  Cooperative Ed Internship ..............................................1-6

**Agronomy Electives**

AG101  Plant Science .................................................................4
AG102  Introduction to Plant Pest Control .....................................3
AG103  Plants & Soils for Crop Production ....................................3
AG104  Soils* ..........................................................4
AG105  Range Management .......................................................3
AG106  Soil Classification and Evaluation .....................................1
AG107  Agronomy ID & Experimentation .....................................1
AG155  Comparative Agriculture I ..............................................1
AG160  Introduction to Biotechnology .........................................3
AG220  Cooperative Ed Internship ..............................................1-6

**Animal Science Electives**

AG111  Animal Management .....................................................2
AG116  Principles of Feeding ......................................................3
AG118  Principles of Livestock Selection .....................................2
AG119  Principles of Livestock Selection II ..................................1
AG123  Beef Science .................................................................2
AG128  Animal Health & Nutrition .............................................3
AG139  Farm Animal Reproduction ...........................................3
AG155  Comparative Agriculture ...............................................1
AG157  Industry Industry Management I ....................................3
AG158  Industry Industry Management II ...................................3
AG159  Equine Evaluation .........................................................1
AG160  Introductin to Biotechnology ...........................................3
AG166  Fundamentals of Livestock Nutrition ................................3
AG220  Cooperative Ed Internship ..............................................1-6

**Equine Science Electives**

AG111  Animal Management .....................................................2
AG116  Principles of Feeding ......................................................3
AG122  Introduction to Horsemanship .........................................2
AG128  Animal Health & Nutrition .............................................3
AG139  Farm Animal Reproduction ...........................................3
AG155  Comparative Agriculture ...............................................1

**AG156  Equine Care .................................................................2
AG157  Industry Industry Management I ....................................3
AG159  Equine Evaluation ..........................................................1
AG160  Introductin to Biotechnology ...........................................3
AG166  Fundamentals of Livestock Nutrition ................................3
AG220  Cooperative Ed Internship ..............................................1-6

*Chemistry pre-requisite
**Substitutions must be approved by Department Chair or Division Dean.

---

**Equine Management**

*34-Hour Certificate*

**Required General Education Courses (6 credits)**

CM115  Public Speaking ...............................................................3
Gen. Ed Course .................................................................3

**Required Major Courses (28 credits)**

AG116  Principles of Feeding ......................................................3
AG130  Principles of Ag Economics .............................................3
AG132  Ag Management or AG134 Ag Marketing .........................3
AG227  Ration Formulation .......................................................3
AG122  Introduction to Horsemanship ........................................2
AG157  Equine Industry Management I ....................................3
AG158  Equine Industry Management II ...................................3
AG125  Horse Science ...............................................................2
AG156  Equine Care .................................................................2
AG159  Equine Evaluation .........................................................1
AG230  Equine Reproduction .....................................................3

Substitutions must be approved by the Department Chair.

---

**Agriculture Experience**

**Cooperative Education Internship**

This program is recommended for either Career or Transfer students who desire on-the-job experience in their specialized area of agriculture. This allows the student to apply what they have learned in the classroom to real life situations. In most cases, the student receives income for their work, while receiving credit toward completion of a degree.

Most cooperative education internships are conducted during the summer between the freshman and sophomore year. Some students have internships while they are attending classes on campus during their sophomore year if their internship is within reasonable driving distance.

A student will not be permitted to return to his/her home farm or a previous employer's farm or business for the cooperative education internship experience. Placement will be made in the best interest of the student and the cooperative employer.
# Programs of Study - Career

## Business

### Business Administration & General Management

#### General Business Emphasis

**Associate of Applied Science Degree**

**Required General Education Courses (18 credits)**

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<th>Credits</th>
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**Required Major Courses (33 credits)**

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<td>Introduction to Business</td>
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<td>Business Mathematics or BE170 Business Statistics</td>
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<td>Business Communications</td>
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<td>BE152</td>
<td>Salesmanship</td>
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<tr>
<td>BE153</td>
<td>Personal Finance</td>
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<td>BE154</td>
<td>Business Law</td>
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<td>BE160</td>
<td>Business Accounting or BE161 Accounting I</td>
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<tr>
<td>BE210</td>
<td>Leadership Development</td>
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<tr>
<td>BE220</td>
<td>Cooperative Education Internship</td>
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<tr>
<td>CA221</td>
<td>Job Search</td>
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<tr>
<td>CS108</td>
<td>Computer Applications</td>
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<td>MG101</td>
<td>Management Principles</td>
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**Electives (12 credits)**

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<td>BE161</td>
<td>Accounting I or BE162 Accounting II</td>
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<tr>
<td>BE165</td>
<td>Computerized Accounting</td>
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<tr>
<td>BE166</td>
<td>Payroll Accounting</td>
<td>3</td>
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<tr>
<td>BE185</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BE188</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>CS131</td>
<td>Electronic Spreadsheets</td>
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</tr>
<tr>
<td>MG102</td>
<td>Small Business Management</td>
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**Substitutions must be approved by the Department Chair**

### Accounting Emphasis

**Associate of Applied Science Degree**

**Required General Education Courses (18-19 credits)**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<td>CM101</td>
<td>English Composition I</td>
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<td>Public Speaking</td>
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<td>EC101</td>
<td>Economics I</td>
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<tr>
<td>Math Gen. Ed.</td>
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<tr>
<td>Science Gen. Ed.</td>
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<td>3-4</td>
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**Required Major Courses (39 credits)**

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<td>BE115</td>
<td>Business Mathematics or BE170 Business Statistics</td>
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<tr>
<td>BE121</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>BE152</td>
<td>Salesmanship</td>
<td>3</td>
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<tr>
<td>BE153</td>
<td>Personal Finance</td>
<td>3</td>
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<tr>
<td>BE154</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>BE161</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BE162</td>
<td>Accounting II</td>
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<tr>
<td>BE166</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BE210</td>
<td>Leadership Development</td>
<td>3</td>
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<td>BE220</td>
<td>Cooperative Ed. Internship</td>
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<td>CA221</td>
<td>Job Search</td>
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<td>CS108</td>
<td>Computer Applications</td>
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<td>MG101</td>
<td>Management Principles</td>
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**Electives (6 credits)**

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<td>BE165</td>
<td>Computerized Accounting</td>
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<tr>
<td>BE185</td>
<td>Human Resource Management</td>
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<tr>
<td>BE188</td>
<td>Principles of Advertising</td>
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<td>CS131</td>
<td>Electronic Spreadsheets</td>
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<td>MG102</td>
<td>Small Business Management</td>
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**Substitutions must be approved by the Department Chair**
# Programs of Study - Career

## General Business

### 30-Hour Certificate

#### Required General Education Courses (9 credits)

<table>
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<th>Course</th>
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<th>Credits</th>
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<tr>
<td>Science Gen. Ed</td>
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#### Required Major Courses (18 credits)

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<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>BE100</td>
<td>Introduction to Business</td>
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<td>Business Communications</td>
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<td>BE152</td>
<td>Salesmanship</td>
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</tr>
<tr>
<td>BE160</td>
<td>Business Accounting or BE161 Accounting I</td>
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<tr>
<td>BE210</td>
<td>Leadership Development</td>
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#### Electives (3 credits)

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<td>Business Law</td>
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<tr>
<td>BE155</td>
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<td>BE161</td>
<td>Accounting I</td>
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<tr>
<td>CA221</td>
<td>Job Search</td>
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<td>CS108</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MG102</td>
<td>Small Business Management</td>
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</table>

Substitutions must be approved by the Department Chair.
Childcare & Support Services Management
Care and Guidance of Young Children

Early Childhood Education Programs allow students opportunities to work with young children and their families in a group setting, such as Head Start, Early Head Start, Childcare Centers, Early Childhood Developmental Programs, Parents as Teachers, Resource and Referral Agencies as teachers, teacher assistants, paraprofessionals, home visitors, or family consultants. Graduates also begin and operate their own Family Day Care Homes. Students must maintain a 2.0 GPA as they progress through the program, and at least 2.0 in all laboratory experiences.

Due to the nature of the work with young children and their families, all students enrolled in the courses must have a physical on file with a negative TB test, and be cleared by the Child Abuse Registry through the Kansas Bureau of Investigation.

EARLY CHILDHOOD TEACHER EMPHASIS
Associate of Applied Science Degree

Required General Education Courses (18 credits)
CM101 English Composition I .....................................................3
CM115 Public Speaking .............................................................3
MA105 Survey of Math (or higher) .............................................3
SC100 Survey of Science (or higher) .........................................3
Social Science Gen. Ed.................................................................3
Humanities Gen. Ed.................................................................3

Required Major Courses (44 credits)
HE144 Inclusive Early Childhood Education ............................3
HE149 Introduction to Early Childhood Education ..............1
HE150 Early Childhood Development ................................3
HE151 Early Childhood Development Lab .............................1
HE152 Interaction Techniques with Young Children ..........3
HE153 Creative Activities for Young Children .....................3
• HE154 Creative Activities for Young Children Lab ............1
HE155 Parent, Providers & Community Relationships ....3
HE156 Development Program Planning/Young
Children >2.5 ........................................................................3
• HE157 Developmental Program Planning for Young Children
>2.5 Lab ...........................................................................1
• HE158 Directed Field Experience .......................................6
HE159 Directed Field Experience Seminar ............................1
HE160 Child Care Administration & Organization .............3
HE161 Health & Nutrition for Young Children ....................3
HE162 Child Care Management .............................................1
HE164 Developmental Program Planning for Young Children
<2.5 ....................................................................................3
HE165 Developmental Program Planning for Young Children
<2.5 Lab ...............................................................................1

Electives (3 credits)
FL110 Conversational Spanish ...................................................3
HE140/SS106 Marriage And Family ........................................3
HE147 Principles of the CDA Credential ..............................3
HE163 Parenting ........................................................................3
PE131 First Aid and Safety .....................................................3
HE177 Starting Your Family Day Care Home ......................1
• HE182 Understanding Multiple Intelligences & Children’s
Learning Styles ..................................................................1
• HE183 Child Abuse and Neglect: Recognition & Reporting 1
• HE184 Creating Positive Settings for Children & Families ...1
• HE185 Cultural Competency ..........................................1
• HE186 Understanding Children's Temperament .............1

◆ Early Childhood Teacher Emphasis
HE154, HE157, HE158 labs are completed with preschool age children.

◆ Infant/Toddler Teacher Emphasis
HE158 labs are completed with infants and toddlers.

◆ Early Childhood Paraprofessional
HE154, HE157, HE158 labs are completed with children with special needs.

◆ Classes only available online.

Substitutions must be approved by the Department Chair.
**Programs of Study - Career**

### Early Childhood Education

**30-Hour Certificate**

**Required General Education Courses (9 credits)**

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<th>Course Title</th>
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<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MA105</td>
<td>Survey of Math (or higher)</td>
<td>3</td>
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<td>SC100</td>
<td>Survey of Science (or higher)</td>
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<td>HE164</td>
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**Required Major Courses (6 credits)**

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<td>HE153</td>
<td>Creative Activities for Young Children</td>
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<tr>
<td>HE164</td>
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**Electives (15 credits)**

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<td>HE149</td>
<td>Introduction to Early Childhood Education</td>
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<td>HE151</td>
<td>Early Childhood Development Lab</td>
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<td>HE152</td>
<td>Interaction Techniques with Young Children</td>
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<td>HE154</td>
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<td>HE155</td>
<td>Parent, Providers &amp; Community Relationships</td>
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<td>HE156</td>
<td>Developmental Program Planning for Young Children &gt;2.5</td>
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<tr>
<td>HE157</td>
<td>Developmental Program Planning for Young Children &gt;2.5 Lab</td>
<td>1</td>
</tr>
<tr>
<td>HE158</td>
<td>Directed Field Experience</td>
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<tr>
<td>HE161</td>
<td>Health &amp; Nutrition for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>HE164</td>
<td>Developmental Program Planning for Young Children &lt;2.5</td>
<td>3</td>
</tr>
<tr>
<td>HE165</td>
<td>Developmental Program Planning for Young Children &lt;2.5 Lab</td>
<td>1</td>
</tr>
<tr>
<td>HE168</td>
<td>Family &amp; Cultural Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>HE147</td>
<td>Principles of the CDA Credential</td>
<td>3</td>
</tr>
<tr>
<td>PE131</td>
<td>First Aid and Safety</td>
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</tr>
<tr>
<td>HE163</td>
<td>Parenting</td>
<td>3</td>
</tr>
<tr>
<td>HE177</td>
<td>Starting Your Family Day Care Home</td>
<td>1</td>
</tr>
<tr>
<td>HE182</td>
<td>Understanding Multiple Intelligences &amp; Children's Learning Styles</td>
<td>1</td>
</tr>
<tr>
<td>HE183</td>
<td>Child Abuse &amp; Neglect: Recognition &amp; Reporting</td>
<td>1</td>
</tr>
<tr>
<td>HE184</td>
<td>Creating Positive Settings for Children and Families</td>
<td>1</td>
</tr>
<tr>
<td>HE186</td>
<td>Understanding Children's Temperament</td>
<td>1</td>
</tr>
</tbody>
</table>

*These labs would be in programs with preschool age children.*

*Classes only available on-line.*

**Note** - Only three 1-credit courses will count towards a certificate.

Substitutions must be approved by the Department Chair.

Due to the nature of the work with young children and their families, all students enrolled in the courses must have a physical on file with a negative TB test, and be cleared by the Child Abuse Registry through the Kansas Bureau of Investigation.
Programs of Study - Career Communications

**Journalism - Mass Communications Emphasis**
Associate of Applied Science Degree

**Required General Education Courses (19 credits)**
- CM101 English Composition I ................................................... 3
- CM115 Public Speaking ............................................................... 3
- MA105 Survey of Math ............................................................... 3
- SC107 Meteorology ..................................................................... 4
- Humanities Gen Ed.............................................................................. 3
- Social Science Gen Ed....................................................................... 3

**Required Major Courses (33 credits)**
- AR129 Introduction to Digital Photography ............................................. 3
- BE155 Marketing .................................................................................. 3
- BE188 Principles of Advertising ............................................................ 3
- CM129 Media Law and Ethics ............................................................... 3
- CM136 Mass Communication Software ................................................. 3
- CM137 Introduction to Multimedia Communication ............................ 3
- CM155 Digital Magazine Production: Storytelling or Mass Media Production I .................................................... 3
- CS104 Intro to Website Design ............................................................ 3
- JN100 Mass Media in Society............................................................... 3
- JN101 Basic Media Writing ................................................................. 3

**Electives (12 credits)**
- AR121 Graphic Design I ..................................................................... 3
- BE152 Salesmanship ................................................................................ 3
- CM156 Digital Magazine Production: Design & Style ................................ 3
- CM158 Mass Media Production II ......................................................... 3
- Cooperative Ed Internship ................................................................... 3

**Journalism - Mass Communications**
30-Hour Certificate

**Required General Education Courses (6 credits)**
- CM101 English Composition I ................................................... 3
- CM115 Public Speaking ............................................................... 3

**Required Major Courses (24 credits)**
- BE188 Principles of Advertising ............................................................ 3
- CS104 Introduction to Website Design ..................................................... 3
- CM129 Media Law and Ethics ............................................................... 3
- CM136 Mass Communications Software ................................................. 3
- CM137 Introduction to Multimedia Communications .................................. 3
- CM155 Digital Magazine Production: Storytelling or Mass Media Production I .................................................... 3
- JN100 Mass Media in Society............................................................... 3
- JN101 Basic Media Writing ................................................................. 3

Substitutions must be approved by the Department Chair
## Programs of Study - Career

### Criminal Justice

**Criminal Justice/Law Enforcement Administration**

**Law Enforcement Emphasis**  
Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Required General Education Courses (18 credits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101  English Composition I ..........................</td>
<td>3</td>
</tr>
<tr>
<td>CM115  Public Speaking .....................................</td>
<td>3</td>
</tr>
<tr>
<td>MA105  Survey of Math  or  MA110 Intermediate Algebra  or  MA111 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Science Gen. Ed ........................................</td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities Gen. Ed .........................................</td>
<td>3</td>
</tr>
<tr>
<td>SS130  Introduction to Sociology .......................</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Major Courses (27 credits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ100  Introduction to Criminal Justice ..................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ145  Agency Administration ...........................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ200  Law Enforcement Operations &amp; Procedures ........................</td>
<td>3</td>
</tr>
<tr>
<td>AJ206  Criminal Law ..................................................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ207  Criminal Procedures ..................................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ209  Juvenile Delinquency and Justice ................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ210  Criminal Investigation ...............................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ211  Criminal Justice Interview and Report Writing ................</td>
<td>3</td>
</tr>
<tr>
<td>AJ225  Ethics in Criminal Justice ..........................................</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required (12 credits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Kansas Law Enforcement Training Center (KLETC) or equivalent law enforcement training.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (6 credits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ251  Crime Scene Investigations ........................................</td>
<td>4</td>
</tr>
<tr>
<td>AJ112  Special Topics in Criminal Justice ................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ117  Constitutional Law ....................................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ140  Victimology ..............................................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ114  Community Policing ...................................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ212  Crisis Intervention ....................................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ205  Criminology ...............................................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ221  Computer &amp; High Technology Crimes ..............................</td>
<td>3</td>
</tr>
<tr>
<td>AJ220  Cooperative Education Internship ...................................</td>
<td>3</td>
</tr>
<tr>
<td>AJ299  Capstone in Criminal Justice ......................................</td>
<td>3</td>
</tr>
</tbody>
</table>
## EMT Level I
### 16-Hour Certificate

**Required General Education Courses** (3 credits)
- SS101 General Psychology or SS130 Introduction to Sociology

**Required Major Courses** (13 credits)
- AH163 Emergency Medical Technician
- PE131 First Aid and Safety

## Advanced EMT
### 36-Hour Certificate

**Required General Education Courses** (8 credits)
- SC120 Human Anatomy & Physiology I
- SC121 Human Anatomy & Physiology II

**Required Major Courses** (28 credits)
- AH190 Advanced Emergency Medical Technician I
- AH191 Advanced Emergency Medical Technician II

*Students must be EMT certified to enroll in AEMT I*
The Graphic Design program allows students to tailor the learning experience to all industry sizes. The curriculum is technical in nature yet oriented to be a hands-on art experience. There is a sufficient number of electives to enable students to have related courses to enhance opportunities for employment. Projects with industry, as well as an internship, will add to the learning experience.

**Graphic Design**  
Associate of Applied Science Degree

### Required General Education Courses (18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>MA105</td>
<td>Survey of Math (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>AR100</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Gen. Ed</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Science Gen. Ed</td>
<td></td>
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</table>

### Required Major Courses (30-32 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR120</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>AR121</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>AR129</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>CS107</td>
<td>Graphic Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>AR122</td>
<td>Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>AR108</td>
<td>Visual Communication Foundation</td>
<td>3</td>
</tr>
<tr>
<td>AR205</td>
<td>Graphic Design III</td>
<td>3</td>
</tr>
<tr>
<td>CA221</td>
<td>Job Search</td>
<td>3</td>
</tr>
<tr>
<td>BE155</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BE100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Ed. Internship</td>
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### Electives (15 credits)

<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>AR150</td>
<td>Printmaking I</td>
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</tr>
<tr>
<td>AR215</td>
<td>Design Center</td>
<td>3</td>
</tr>
<tr>
<td>CM155</td>
<td>Digital Magazine Production: Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>CM156</td>
<td>Digital Magazine Production: Design and Style</td>
<td>3</td>
</tr>
<tr>
<td>CM157</td>
<td>Mass Media Production I</td>
<td>3</td>
</tr>
<tr>
<td>CS104</td>
<td>Introduction to Web Site Design</td>
<td>3</td>
</tr>
<tr>
<td>JN120</td>
<td>Beginning Magazine Production*</td>
<td>3</td>
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</table>

**Intermediate Graphic Design**  
30-Hour Certificate

### Required General Education Courses (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MA105</td>
<td>Survey of Math (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>AR100</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Gen. Ed</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Science Gen. Ed</td>
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</table>

### Required Major Courses (12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tr>
<td>AR120</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>AR129</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>CS107</td>
<td>Graphic Software Applications</td>
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</tr>
<tr>
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</tr>
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</tr>
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<td>Visual Communication Foundation</td>
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<td>AR205</td>
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</tr>
<tr>
<td>CA221</td>
<td>Job Search</td>
<td>3</td>
</tr>
<tr>
<td>BE155</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BE100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>JN120</td>
<td>Beginning Magazine Production</td>
<td>3</td>
</tr>
<tr>
<td>CS104</td>
<td>Introduction to Web Site Design</td>
<td>3</td>
</tr>
<tr>
<td>JN203</td>
<td>Advanced Magazine Production</td>
<td>3</td>
</tr>
<tr>
<td>CS204</td>
<td>Advanced Web Site Design</td>
<td>3</td>
</tr>
<tr>
<td>AR118</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>AR210</td>
<td>Digital Video Techniques</td>
<td>3</td>
</tr>
<tr>
<td>AR215</td>
<td>Design Center</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Ed. Internship</td>
<td></td>
<td>2-4</td>
</tr>
</tbody>
</table>

### Electives (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR122</td>
<td>Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>AR108</td>
<td>Visual Communication Foundation</td>
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<td>CA221</td>
<td>Job Search</td>
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<tr>
<td>BE155</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BE100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>JN120</td>
<td>Beginning Magazine Production</td>
<td>3</td>
</tr>
<tr>
<td>CS104</td>
<td>Introduction to Web Site Design</td>
<td>3</td>
</tr>
<tr>
<td>JN203</td>
<td>Advanced Magazine Production</td>
<td>3</td>
</tr>
<tr>
<td>CS204</td>
<td>Advanced Web Site Design</td>
<td>3</td>
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<tr>
<td>AR215</td>
<td>Design Center</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Ed. Internship</td>
<td></td>
<td>2-4</td>
</tr>
</tbody>
</table>

**May be taken twice**  
Substitutions must be approved by the Department Chair.  
This program is offered at the Concordia Campus only.
Health Related
Health Aide Curriculum

Certified Nurse Aide, Medication Aide, Medication Aide Update, and Home Health Aide courses are taught at various times and locations in North Central Kansas throughout the year. Contact the Allied Health office at the college (785-243-1435, ext. 372) for information as to times and locations of these courses.

Certified Nurse Aide
The student who completes/passes this 90 hour course is eligible to take the Kansas State Certified Nurse Aide Exam for licensure as a Certified Nurse Aide. Course delivery methods may be completed by face-to-face classroom sessions or hybrid. This course is considered a Stand Alone Program and is not applicable to any degree, although many LPN (Licensed Practical Nursing) Programs require the applicant to have completed the CNA Class before admission to their program. Many CNAs are employed in long-term care facilities. The beginning salary for a CNA in the local area ranges from $8.50 to $9.50 per hour. Please contact the Allied Health Office at Cloud County Community College for further information. (785)243-1435 Ext. 372.

Medication Aide
The student who completes/passes this 75 hour course is eligible to take the Kansas State Certified Medication Aide Exam for licensure as a Certified Medication Aide. Course delivery methods may be completed by face-to-face classroom sessions or hybrid. This course is considered a Stand Alone Program and available only to Certified Nurse Aides and is not applicable to any degree. Many CMAs are employed in Long Term Care and Assisted Living Facilities. Local beginning salary range from $8.95 to $10.00 per hour. Please contact the Allied Health Office at Cloud County Community College for further information. (785)243-1435 Ext 372.

LPN IV Certification
The Licensed Practical Nurse who completes this 32 hour course is eligible to take the Kansas State Exam for I.V. Therapy Certification. Upon certification and the under the supervision of a professional registered nurse, the LPN may engage in a limited scope of intravenous fluid treatment. IV certified LPNs generally practice in long term care settings and some acute care. Salaries range from $14.05-$14.38. Please contact the Allied Health Office at Cloud County Community College for further information. (785)243-1435 Ext 372.
ASSOCIATE DEGREE (A.D.N.)

Program Description

The LPN to ADN program at Cloud County Community College prepares the graduates to practice as registered nurses upon successful completion of the National Council Licensure Examination (NCLEX-RN®). They are qualified to enter professional positions as a generalist in a variety of care settings with clients of all ages from diverse populations. Cloud County Community College nursing graduates are also prepared to continue studies at colleges or universities that offer bachelor's degrees in nursing. The Associate Degree Nursing program does not prepare persons for teaching positions.

This two semester program is for LPNs, with the ability and resources, whose career goal is registered nursing. Upon completion, graduates are awarded an Associate of Applied Science degree and are eligible to take the licensure examination for registered nurses, NCLEX-RN®.

The salary for new graduates of ADN programs going to work in acute care in Kansas is approximately $40,500 - $46,800. Salary will vary by specialty and location.

Application Process & Admission Requirements:

1. Applications will be received prior to January 31 for those anticipating admission the following fall. Late applications will be accepted on a space available basis. NOTE: Applicants must apply to Cloud County Community College and the Nursing Program.

2. Applicants shall be a graduate of a practical nursing program. Verification of licensure to practice (from the state of residence) is mandatory by August 1.* Applicants who have graduated from a Practical Nursing Program more than six months prior to admission to the ADN program must have established a successful practice as an LPN.

3. The applicant shall have an application on file for the year that the class is being selected.

4. The applicant shall submit official transcripts for all secondary and post-secondary course work taken, in order to be considered for class selection.

5. The applicant shall take a standardized entrance examination for purposes of placement in the program. A predetermined minimum score must be achieved. The composite score will be used for ranking purposes for class selection. The applicant shall pay the required fee for the placement exam.

6. All applicants shall have a “C” or better in all required general education and other plan of study (non-nursing) courses. Courses taken multiple times to get the minimum “C” grade may jeopardize admission.

7. For applicants who have graduated from a practical nursing program in Kansas and qualify for direct admission, guidelines of the Council for Nursing Articulation in Kansas will be followed. See link at ksbn.org. For those applicants who have graduated from an out-of-state practical nursing program, nursing credits will be evaluated individually.

8. All required information shall be in the official file maintained at Cloud County Community College before the application will be reviewed. Responsibility for completing the information rests entirely with the applicant.

9. The class will be selected by choosing the highest ranking applicants. Alternates will be chosen to fill the remaining slots as positions become available. In case of a tie, application date will be considered. Ranking criteria will be provided with the application packet.

10. Provisional class selection will be made and those selected will be notified in April.

11. Must have a minimum of 3 positive references. If the applicant has completed an LPN program within the last 2 years, one must be from a full-time faculty member of the practical nursing program. Applicants must provide five names for references.

12. Following the final class selection, the application file will be purged and the application process (meaning a new application) will begin again.

13. There are specific abilities that are critical to a nursing student’s success. The student must demonstrate the ability to meet technical standards with or without reasonable accommodations. These Essential Functions are as follows: Emotional stability, interpersonal skills, communication skills, ethical and legal behaviors, critical thinking skills, gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, analytical thinking, reading, and arithmetic. Please check the web site at www.cloud.edu/Academics/programs/nursing/index for more details.

Additional Enrollment Requirements:

1. The applicant must have satisfactory physical and mental health. A physical examination and health history are required after admission. It must be submitted by August 1. All immunizations and TB test must be current. Documentation of the influenza immunization will be required in the fall.

2. A security screening will be completed prior to any clinical experience. Criminal conviction may jeopardize the ability to continue in the course and/or to obtain licensure.

3. The applicant shall provide evidence of current CPR certification at the professional level by August 1.

4. Applicants must be eligible to enroll in, or have completed, English Composition I and Intermediate Algebra/Survey of Math at the beginning of the academic year.
Plan of Study
Nursing
Associate of Applied Science
*LPN to ADN

Required General Education Courses
SS101 General Psychology ...................................................... 3
CM101 English Composition I .................................................. 3
Humansities General Education Course .................................... 3
MA110 Intermediate Algebra or MA105 Survey of Math ....... 3
CM115 Public Speaking ......................................................... 3
SC126 Anatomy & Physiology ............................................... 5
SS105 Human Growth & Development ..................................... 3

Required Major Courses
SC111 Microbiology Lecture ................................................... 3
SC112 Microbiology Lab .......................................................... 2
NR201 Nursing Across the Life Span ADN I ......................... 12
NR202 Nursing Across the Life Span ADN II ......................... 12

Nursing Across the Life Span ADN I and II are offered on the Concordia Campus. General Education courses are offered on the Concordia and Geary County Campuses, through Outreach at various locations and times, and on the Internet.

*Must have an unrestricted license as a practical nurse to begin in August. Students taking courses in preparation for a Practical Nursing Program may be required to be a CNA for admission to that program.

Approved by:
Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson, Suite 1051
Topeka, KS 66612-1230
785-296-4929
ksbn.org

Accredited by:
Accrediting Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
404-975-5000, fax 404-975-5020
The Associate of Applied Science Degree offers an opportunity for students to continue technical coursework from two or more approved technical programs. This will allow students to gain skills in emerging occupations or meet employer needs by blending courses from multiple technical disciplines into a single approved degree program. This is an individualized program of study between the student and their advisor using courses from Kansas Board of Regents Career and Technical approved programs.
# Wind Energy

## Wind Energy Technology

### Associate of Applied Science Degree

**Required General Education Courses (19 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM101</td>
<td>English Composition I or CM120 Survey of</td>
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<tr>
<td></td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>MA110</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CM115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SS101</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SC107</td>
<td>Meteorology</td>
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<tr>
<td></td>
<td>Humanities Elective</td>
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</tbody>
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**Required Major Courses (45 credits)**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CS155</td>
<td>Networking &amp; Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>SC109</td>
<td>Applied Physics</td>
<td>3</td>
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<tr>
<td>WE100</td>
<td>Introduction to Wind Energy</td>
<td>3</td>
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<tr>
<td>WE105</td>
<td>Employability Skills, Safety &amp; Blueprint Reading</td>
<td>3</td>
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<tr>
<td>WE110</td>
<td>Electrical Theory</td>
<td>3</td>
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<tr>
<td>WE120</td>
<td>Hydraulics</td>
<td>3</td>
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<tr>
<td>WE150</td>
<td>Mechanical Systems</td>
<td>3</td>
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<tr>
<td>WE210</td>
<td>Electronics</td>
<td>3</td>
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<tr>
<td>WE225</td>
<td>Motors, Generators, PLC's</td>
<td>3</td>
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<tr>
<td>WE230</td>
<td>Substation &amp; Voltage Regulation</td>
<td>3</td>
</tr>
<tr>
<td>WE250</td>
<td>Data Acquisition &amp; Communication</td>
<td>3</td>
</tr>
<tr>
<td>WE255</td>
<td>Airfoils and Composite Repair</td>
<td>3</td>
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<tr>
<td>WE260</td>
<td>Wind Turbine Siting or WE102 Energy Industry Fundamentals (EIF)</td>
<td>3</td>
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<tr>
<td></td>
<td>WE102 Energy Industry Fundamentals (EIF)</td>
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<tr>
<td>WE265</td>
<td>Field Training &amp; Project Operations</td>
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<tr>
<td>WE270</td>
<td>Transformer Theory</td>
<td>3</td>
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WET Internships are available. Please see Department Chair for information.

### 33 Hour Certificate

**Required General Education Courses (6 credits)**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CM101</td>
<td>English Composition I or CM120 Survey of</td>
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<tr>
<td></td>
<td>Technical Writing</td>
<td></td>
</tr>
<tr>
<td>MA110</td>
<td>Intermediate Algebra</td>
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**Required Major Courses (27 credits)**

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<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>CS155</td>
<td>Networking &amp; Computer Technology</td>
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<tr>
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<td>WE210</td>
<td>Electronics</td>
<td>3</td>
</tr>
<tr>
<td>WE225</td>
<td>Motors, Generators, &amp; PLCs</td>
<td>3</td>
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<tr>
<td>WE230</td>
<td>Substation &amp; Voltage Regulation</td>
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</tr>
<tr>
<td>WE265</td>
<td>Field Training &amp; Project Operations</td>
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</table>

WET Internships are available. Please see Department Chair for information.
# Wind Energy

## Wind Energy Assessment & Development

**31 Hour Certificate**

**Required General Education Courses (6 credits)**
- CM101  English Composition I or CM120 Survey of Technical Writing ............................................. 3
- MA110  Intermediate Algebra ............................................. 3

**Required Major Courses (25 credits)**
- WE100  Introduction to Wind Energy .......................... 3
- WE250  Data Acquisition & Communication .............. 3
- WE260  Wind Turbine Siting ........................................... 3
- WE240  GIS/GPS ............................................................ 3
- WE205  Wind Business ................................................. 3
- WE130  Wind Public/Landowner Relations .................. 3
- WE202  Electrical Power Delivery ............................... 3
- WE220  Cooperative Education Internship* or WE280 Wind Energy Technology Internship .......... 4

*Cooperative Education Internship will be taken at the end of the 2nd semester

## Substation Technician Certificate

**33 Hour Certificate**

**Required General Education Courses (3 credits)**
- MA110  Intermediate Algebra ............................................. 3

**Required Major Courses (30 credits)**
- WE105  Employability Skills, Safety, Blueprint Reading .... 3
- WE110  Electrical Theory ................................................. 3
- WE202  Electrical Power Delivery ...................................... 3
- WE210  Electronics .......................................................... 3
- WE215  Electrical System Protection & Coordination .... 3
- WE225  Motors, Generators, & PLCs ................................. 3
- WE227  PLCs ........................................................................ 3
- WE230  Substation & Voltage Regulation ....................... 3
- WE250  Data Acquisition and Communication .............. 3
- WE270  Transformer Theory ............................................. 3
- WE280  Wind Energy Technology Internship .......... 4

## Wind Energy Blade Repair (Composites)

**16 Hour Certificate**

**Required General Education Courses (3 credits)**
- CM120  Survey of Technical Writing ............................................. 3

**Required Major Courses (13 credits)**
- WE100  Introduction to Wind Energy .......................... 3
- WE255  Airfoils and Composite Repair ......................... 3
- WE257  Applied Airfoils .................................................. 3
- WE262  Blade Repair Operations ...................................... 4

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AGRICULTURE

*AG101  PLANT SCIENCE.................................................4
Is a transfer course designed to acquaint students with the
botanical principles underlying plant growth, development and
reproduction. Three hours lecture and one hour laboratory each
week.

AG102  INTRODUCTION TO PLANT PEST CONTROL ........3
This course emphasizes the importance of pest control. Topics
covered include the techniques of preventing damage to agricul-
ture crops due to weeds, insects, diseases or nematodes, pesticide
use, weed ecology, insects/entomology, and specific pest problems
for individual crops.

AG103  PLANT AND SOILS FOR CROP PRODUCTION......3
Covers the biological factors governing crop yield and the culture
of major crops in the area. Prerequisite: Plant Science and Soils.

*AG104  SOILS .................................................................4
Covers fundamental principles underlying the formation, fertility
and management of soils. Three hours lecture and one extended
laboratory per week are required. Prerequisite: Chemistry I or
General Chemistry.

AG105  RANGE MANAGEMENT ........................................3
An in-depth look at the management of grazing resources includ-
ing ecology, economics, burning, brush and weed control, grazing
systems and complementary grazing crops.

AG106  SOIL CLASSIFICATION AND EVALUATION ........1
An exercise in classifying and evaluating soils according to criteria
recognized by USDA soil scientists. Soils are evaluated for their
usefulness for agriculture and engineering purposes.

*AG107  AGRONOMY IDENTIFICATION AND..................1
EXPERIMENTATION II
This course is designed to develop in students an ability to quickly
and accurately identify plants by seed and vegetative characteris-
tics and analyze seed samples for impurities. Students will prepare
for national competition in agronomy.

AG108  ENVIRONMENTAL QUALITY..............................3
Is designed to acquaint land managers with the impact of various
practices on such environmental parameters as groundwater, fish
and wildlife, as well as to introduce methods of improving the
environment on a local scale. Means of utilizing under-used natu-
ral resources in a profitable and ecologically sound manner will be
stressed. Prerequisite: Chemistry I

*AG109  ENVIRONMENTAL QUALITY LAB........................1
Is designed to allow students to experience concepts discussed in
Environmental Quality lecture class. One extended laboratory per
week, with frequent field trips. Prerequisite: concurrent enroll-
ment in Environmental Quality.

AG111  ANIMAL MANAGEMENT .................................3
Animal Management helps to acquaint agricultural students
with production aspects of the livestock industry. It introduces
the basic concepts of inheritance, breeding systems, nutrition
and physiology of reproduction; concepts of lactation, growth,
health, and muscular work; and acquaints students with marketing
procedures.

*AG112  AGRONOMY IDENTIFICATION AND................1
EXPERIMENTATION II
This course is designed to guide students to quickly and accurately
identify crops and weed species (both plant and seed) identifica-
tion, identify pests of crops including insects and diseases, and
distinguish common farming implements. All of these aspects are
directed toward competition in the year-end national contests.

AG115  ANIMAL SCIENCE ..............................................4
Helps to acquaint agricultural students with the scope of the
livestock, dairy, and poultry industries. It introduces the basic
concepts of inheritance, breeding systems, nutrition and physiol-
ogy of reproduction; concepts of lactation, growth, egg laying and
muscular work; and acquaints students with marketing proce-
dures, carcass and slaughter grades, principles of carcass grading
and aids in the evaluation of live animals.

AG116  PRINCIPLES OF FEEDING .................................3
This course applies basic nutrition principles to the feeding of
livestock, evaluation of feedstuff, and formulating rations through
practical feeding problems. Special emphasis is given to anatomical
and physiological differences as they affect the use of particular
feedstuffs for each species while applying the theory of practical
economy. This course combines lecture and lab.

AG118  PRINCIPLES OF LIVESTOCK SELECTION I ........2
This course will consist of the evaluation and appraisal of mar-
ket livestock and their carcasses and breeding livestock based on
visual appraisal and performance records in an effort to organize
and justify comparative decisions by presenting oral reasons. This
class is designed to make each student more adept at evaluating
differences in animals of the same species.

AG119  PRINCIPLES OF LIVESTOCK SELECTION II .......1
This course will consist of the advanced evaluation and appraisal
of market livestock and their carcasses and breeding livestock
based on visual appraisal and performance records in an effort to
organize and justify comparative decisions by presenting oral rea-
sons. Prerequisite: Principles of Livestock Selection I.

*AG122  INTRODUCTION TO HORSEMANSHIP...............2
Introduction to Horsemanship helps to acquaint students with
basic concepts involved in working with horses. This class will
stress safety when working with equines for both the human and the horse. Students will study horse psychology including inherited and learned behavior, methods of communicating, and training. This course includes hands on practice and observation.

**AG123 BEEF SCIENCE** ..................................................2
Will cover techniques and management practices used in commercial and purebred cow-calf operations, as well as feeder cattle and feedlot operations. Field trips and hands-on practicums are an integral part of this course.

**AG127 AGRICULTURE SCIENCE FOR AGRI-BIOTECHNOLOGY** ..............................................4
This class is designed to provide students with a background in biotechnology laboratory techniques and practices in the context of plant and animal systems. Topics will include differences between prokaryotic and eukaryotic cells, differences between plant and animal cells, and basic plant biology. This class will demonstrate common laboratory equipment sequencing, isolation, and amplification (PCR).

**AG128 ANIMAL HEALTH AND NUTRITION** .........................3
A study of the factors that influence animal health and proper nutrition. Typical species (cattle, swine, sheep and horses) in agriculture will be studied. Herd health methods along with up-to-date recommendations in animal nutrition will be provided. Prerequisite: AG115 Animal Science

**AG129 EQUINE GROUNDWORK TRAINING** .................2
Groundwork Training allows students with all equine interest levels and experience to learn the principles of working the horse's mind from the ground. It also provides handlers with a better understanding of and the importance of feel and timing when communicating during riding. This class will emphasize safety while teaching how to build a trusting and respectful relationship with horses. Lessons will consist of sensitizing the horse to move away from pressure and desensitizing the horse to help it relax while accepting applied pressure.

**AG130 PRINCIPLES OF AGRICULTURAL ECONOMICS** ....3
Is suggested for all students interested in the agricultural economy. A study of economic principles with emphasis on their application to the solution of farm, agribusiness and agricultural industry problems in relationship to other sectors of the U.S. economy and foreign countries.

**AG132 AGRICULTURE MANAGEMENT** ..........................3
Relates specifically to management of farms and ranches. Course content will emphasize budget planning, record keeping, record analysis, ag finance/credit, taxes and machinery and land management. Management exercises simulating farm and ranch activities and decisions are incorporated. Microcomputers are used to aid in the completion of these management exercises. Prerequisite: Principles of Agricultural Economics.

**AG134 AGRICULTURAL MARKETING** .........................3
Provides an overview of marketing alternatives for agricultural commodities, primarily grains and livestock. Alternatives to be discussed will include cash sales and contracting, hedging, and options. Students will become familiar with marketing plans, basis, and the effect supply and demand has on the markets.

**AG139 FARM ANIMAL REPRODUCTION** .........................4
Is designed to teach basic anatomy and physiology of reproduction in the domestic animal species. This course will include current reproductive management techniques to give students both a scientific and applied knowledge of livestock reproduction. Field trips and hands-on experience are an integral part of this course.

**AG147 LAB METHODS IN AGRI-BIOTECHNOLOGY** ........4
This class will teach students to perform skills necessary for employment in the biotechnology industry. Students will be introduced to techniques for preparing laboratory reagents and solutions including culture media and buffers, measuring, precision pipetting, preparing and running DNA and protein gel electrophoreses experiments, separating proteins using chromatography methods, examining and manipulating DNA including DNA fingerprinting, restriction enzyme digests, and PCR, and using math calculations to prepare solutions and calculate pH. Students will learn how to use Excel to create standard curves for estimating protein and DNA concentrations. A unit on basic statistical analysis will be included to support data collection, producing data via experiments, creating distributions, using scatter plots and correlations, and conducting tests of significance.

**AG150 INTRODUCTION TO HORTICULTURE** .................2
This course introduces the basic concepts and practices of horticulture with a survey of different aspects and careers of the horticulture industry. Students will develop professional skills in preparation for a career in the horticultural industry.

**AG155 COMPARATIVE AGRICULTURE** ..........................1
Is a travel-study course designed to give students a first-hand experience of how agriculture in other regions compare to that of North Central Kansas. A focus of the tours is how the soils, climate, geography, history and people interact to form the area's agriculture. Areas toured vary with each class, but may include the following: Southwest (Arkansas, Louisiana, and Mississippi), Northwest (Colorado, Wyoming, Oregon, South Dakota, and Nebraska sandhills), and Cornbelt (Missouri and Iowa).

**AG157 EQUINE INDUSTRY MANAGEMENT** .....................3
Helps to acquaint equine management students with basic concepts involved in operating a day to day equine enterprise. This class will stress business issues and principles involved in an economically successful enterprise.

**AG159 EQUINE EVALUATION** ....................................1
The study of evaluating form and function in the equine species. Aspects of evaluation will include physical form as in halter
Course Descriptions

classes, as well as the functional aspect of performance classes in both Western and English disciplines. The preparation of oral reasons to organize and justify comparative decisions will be emphasized. The class is designed to make each student more adept at evaluating differences in animals of the same species and is strongly recommended for students wishing to be on the horse judging team.

*AG160 INTRODUCTION TO BIOTECHNOLOGY ..........3
Is designed to introduce and acquaint students with the use of biotechnology in agriculture today and its applications in the near future. The class will cover aspects in the areas of genetically modified organisms (GMOs), transgenic animals, cloning, and the bovine, ovine, and porcine genome projects, and genetic identification and screening of replacement animals. (Dual listed with science)

*AG164 ADVANCED SOIL CLASSIFICATION AND EVALUATION.............................................1
An advanced exercise in classifying and evaluating soils, according to criteria recognized by USDA soil scientists including the fundamental chemical, physical, and biological properties of soils; their formation, fertility, and management. Soils are evaluated for their usefulness for agriculture and engineering purposes. Students will use techniques employed in writing descriptions of soil morphology and in classifying soils for intercollegiate soils judging.

AG165 EQUINE EVALUATION II .........................1
This course offers the continued study of evaluating form and function in equine species. Aspects of evaluation will include physical form as in halter classes, as well as the functional aspects of performance classes in both Western and English disciplines. The preparation and delivery of oral reasons to organize and justify comparative decisions will be emphasized. This class is required for students on the horse judging team. Prerequisite: Equine Evaluation

AG166 FUNDAMENTALS OF LIVESTOCK NUTRITION ....3
This course teaches the elementary principles of comparative nutrition in farm animals. Additional topics include the anatomy and physiology of the digestive system; the process of nutrition; the origin, chemistry and feeding value of different feeds; the nutritional requirements; and the theory of practical economy for the maintenance and growth of farm animals.

AG170 WILDLIFE MANAGEMENT ......................3
Is designed to introduce students to scientific principles that will enable them to manage land in a manner that will enhance wildlife populations and to defend the proper use of science in wildlife management.

*AG188 VARSITY SPORTS: EQUESTRIAN/RODEO SKILLS ....................................................1
Students will learn safe horse equitation and livestock handling and basic techniques of showing horses in English and/or western disciplines to compete at Intercollegiate Horse Association events and/or individual National Intercollegiate Rodeo Association events.

*AG189 VARSITY SPORTS: EQUESTRIAN/RODEO SKILLS II ..................................................1
Students practice safe horse equitation and livestock handling and learn advanced techniques of showing horses in English and/or western disciplines to compete at Intercollegiate Horse Association events and/or individual National Intercollegiate Rodeo Association events.

AG190 MARKETING THE EQUINE INDUSTRY ........3
This course is designed to expose students to advertising and marketing principles, as well as provide them with real life experience. The class will be involved in hands on projects in marketing and advertising. Students will sell advertising space, create ads, and publish marketing materials.

AG210 AGRICULTURE ADVERTISING AND DESIGN ......3
This course exposes students to advertising and marketing principles as they apply to hands-on projects. Students will use industry-adopted software to develop printed communication pieces to the point of being “printer ready”. Assignments will integrate software functionality and design concepts with print production technology requirements.

AG217 FARM COMPUTER APPLICATION I ............3
Is designed for those with knowledge of Electronic Spreadsheets and Data Management and will involve setting up herd records for livestock operations, developing a ration formulation for actual herd records and developing machinery records and inventory.

AG220 COOPERATIVE EDUCATION INTERNSHIP ......1-6
See CA220

*AG225 BASIC EQUITATION ..................................3
This course assists students in advancing basic techniques involved in horseback riding. Safety, proper equipment use, and communication techniques will be emphasized. Students will be expected to increase their skills in performing basic maneuvers on horseback.

*AG226 ADVANCED EQUITATION ..........................3
Designed to instruct students in how to achieve a higher level of performance with the equine athlete. The course will stress safety while riding, cues and circumstances, and achieving elevated levels of performance. The students will be expected to safely perform advanced maneuvers on horseback. Prerequisite: Basic Equitation or instructor approval.

AG236 MOLECULAR BIOLOGY FOR AGRI-BIOTECHNOLOGY .................................................4
Molecular Biology engages the biotechnology student with investigations into the molecular and biochemical nature of cells. Study begins with the biochemical foundations of life and focuses
on the central dogma of molecular biology (DNA replication, transcription, and translation). Students will build on techniques learned in previous courses and will gain increased proficiency with techniques involving the manipulation of DNA. Prerequisite: General Biology or Principles of Biology, General Chemistry or Chemistry I, Introduction to Biotechnology, Lab Methods in Biology and Chemistry.

**AG237 INTEGRATED ORGANIC AND BIOCHEMISTRY FOR AGRI-BIOTECHNOLOGY**

This course is designed for students in the Agri-Biotechnology program. It is an integrated organic and biochemistry course that emphasizes the practical aspects of organic chemistry and biochemistry necessary for the comprehension of biotechnical processes.

**AG250 INTRODUCTION TO GENETIC ENGINEERING**

This course is designed to provide students with a background in Biotechnology laboratory techniques and practices. This class will demonstrate and teach common laboratory equipment and protocols involved with DNA restriction digestion and analysis, cloning, expression, sequencing, isolation, and amplification (PCR). The class will demonstrate the use of plasmids in cloning and express, along with RNA isolation, purification, and measurement by quantitative r-PCR. Prerequisites: General Biology or Principles of Biology, General Chemistry or Chemistry I, and Lab Methods in Biology and Chemistry.

**AG300 COMMERCIAL DRIVER’S LICENSE**

Will provide all the information required to take the CDL, written test and pre-trip inspection for all kinds of drivers, including agricultural, custom harvesters, commercial, and general transportation.

**AG301 TRUCK AND TRACTOR TRAILER VEHICLE INSPECTION AND MAINTENANCE**

Is designed to acquaint students with knowledge of how to keep their truck safe and on the road. As more farmers switch to a tractor/trailer for their operations, and as more employers require a Commercial Driver’s License, knowledge of daily vehicle inspection and implementation of routine adjustment and repair is essential.

**AG302 IN CITY COMMERCIAL DRIVER’S LICENSE DRIVING**

Is designed to give simulated practice of driving in city situations. Done in a parking lot, the students will practice right and left turns, backing, and backing into a dock or elevator. A portion of the practice will be done after dark to practice in low light situations.

* A lab fee will be assessed for these courses.

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**ALLIED HEALTH**

**AH099 MEDICATION AIDE UPDATE**

Will cover basic principles and skills essential for the administration, care and handling of medications which are for oral ingestion and for external application. Current topics such as biological affects of the geriatric patient, overmedication, legal aspects, regulations, new drug classifications and reactions will be covered. Not applicable to any degree.

**AH101 SPECIAL TOPICS IN HEALTH CARE**

Has been developed to acquaint mental health, educators, child care and health care professionals with significant family issues of the day. It is broken into four separate, yet interrelated sessions. Upon completing this seminar, participants will have the understanding to provide meaningful intervention in each of these problematic family components.

**AH104 PAID NUTRITION ASSISTANT**

Will provide training for individuals who are paid to feed residents of an adult care home following state guidelines and regulations.

**AH109 INTRODUCTION TO HEALTHCARE PROFESSIONS**

This course is designed to introduce the student to the variety of career occupations in the healthcare profession. The student will learn specific roles and responsibilities of different healthcare professions, explore the legal and ethical issues associated with the United States’ healthcare system, understand the importance of confidentiality and patient documentation, and participate in clinical shadowing experiences with area healthcare providers.

**AH110 HEALTH UNIT COORDINATOR**

This course is designed to prepare the health unit coordinator student to facilitate the activities of people in a health unit to work together smoothly and harmoniously in a common action, which is the delivery of health care to patients. Students will learn management of information, communication, medical terminology, critical thinking and cultural diversity. Students will learn to transcribe physician orders. Students with skills in health unit coordinating will be prepared to work in a variety of health care settings.

**SOCIODEMOGRAPHIC GERONTOLOGY MODULES**

**AH151 ACTIVITIES PROGRAMS IN THE NURSING HOME**

Assists the Nursing Home Administrators in defining the role of the Activities Director and the component parts of coordinating that program with the total restorative services provided to the resident.
AH152 REHABILITATIVE AIDE ...........................................2
Provides the participant with an in-depth study of the philosophy, theory, and techniques of rehabilitation nursing for the patient in the nursing home. The course uses the guidelines established by the Kansas Association of Physical Therapists and will be taught by licensed physical therapists.

AH153 THE SOCIAL SERVICES DESIGNEE ROLE IN THE ADULT CARE FACILITY .......................2
Is an introductory course covering the role of the Social Service Designee in the Adult Care Facility.

AH157 INTRODUCTION TO THE HELPING ROLE IN THE LONG TERM CARE FACILITY ......................1
Presents historical and current perspectives of the “helping” concept, especially in the field of Long Term Care and Adult Care Home settings. Through lecture, discussion and role playing, based upon written and audio-visual materials, participants have an opportunity to learn about the helping component of social services and recreational programming. Participants will also learn specific tasks they must perform in order to meet more effectively the needs of residents and families. Both theoretical and practical aspects of helping are presented, with specific application to those skills the SSD and AD require for effective functioning as a helper.

AH160 ADULT CARE HOME OPERATOR COURSE ..........2
This course will prepare the student to be an operator of assisted facilities, residential health care facilities, home plus or adult day care facilities. After successful completion of the course, the student is eligible to take the state exam prepared by Kansas Department of Health and Environment on the principles of assisted living.

AH163 EMERGENCY MEDICAL TECHNICIAN .......... 10
Is the emergency medical technician initial course of instruction required for persons involved in providing emergency care. It will include care of the patient prior to transport, control of the accident scene, preparation for transport, transport and care of the patient while en route to the hospital, transfer of a patient to a hospital emergency department, communications, reporting, record keeping, and vehicle care. It will provide the participant with the preparation necessary for testing for certification and practice as an Emergency Medical Technician in the State of Kansas. This Emergency Medical Technician course meets the requirements of the Kansas Board of Emergency Medical Services as set forth in the Kansas Administrative Regulations.

AH171 EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE.........................................................7
The Emergency Medical Technology program is based on the National Registry Emergency Medical Technician - Intermediate curriculum. It provides training in anatomy and physiology, medical terminology, emergency and assessment of patient conditions, emergency treatment protocol, and legal and ethical standards established for emergency medical care. The Emergency Medical Technology program is intended to produce graduates who are prepared and eligible to take the Kansas Registry EMT-Intermediate certificate examination. Graduates will be competent in the basic skills necessary to assess and treat both pre-hospital medical and traumatic injuries. A variety of clinical and lab experiences are planned to integrate theory and practice. Prerequisite: EMT or EMT-Basic certification. Must be AHA Health Care Provider CPR certified.

AH178 PHARMACY TECHNICIAN LICENSING PREP .... 10
This course offers a comprehensive introduction to the knowledge and skills pharmacy technicians need for successful practice. Key areas of concentration include the role of the pharmacy technician in the pharmacy setting, an overview of medications used to treat specific body systems, a breakdown of the different classifications of drugs, and a review of the basic sciences at the core of pharmacy practice. It also offers helpful PTCB examination review, as well as information on career opportunities for pharmacy technicians with advice on getting a job and advancing in the profession.

AH181 BASIC LIFE SUPPORT ........................................1
This course is designed to provide healthcare providers with an overview of the cardiovascular and respiratory systems, a discussion of medical and environmental emergencies leading to the need for CPR, and an introduction to diagnose signs and triage, as well as insight into the structure and function of the emergency medical services system. Participants will be trained to: (1) know how to perform CPR in both in-and-out-of-hospital settings; (2) promptly recognize cardiac arrest; (3) give high-quality chest compressions; (4) deliver appropriate ventilations; (5) provide early use of an automated external defibrillator (AED), as part of a team and individually; and, (6) recognize and relieve choking. Adult, child, and infant rescue techniques will be covered. Upon successful completion of all American Heart Association standards, the student will receive affirmation at the Healthcare Provider level.

AH182 ADVANCED CARDIOVASCULAR LIFE SUPPORT...1
The Advanced Cardiovascular Life Support (ACLS) Provider Course is designed for healthcare providers who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies with the goal of improving outcomes for adult patients with cardiac arrest and other cardiopulmonary emergencies through provider training. Through didactic instruction and active participation in simulated cases, the students will enhance their skills and clinical decision-making abilities for the diagnosis and treatment of cardiopulmonary arrest, acute arrhythmia, stroke, and acute coronary syndromes. Students are taught to use the following important concepts: Basic Life Support (BLS) Survey; high-quality cardiopulmonary resuscitation (CPR); ACLS Survey; ACLS algorithms; effective resuscitation team dynamics; and immediate post-cardiac arrest care. Prerequisite: AH181 Basic Life Support.
Course Descriptions

AH184  EMT TRANSITION ............................................2
This course is designed to bridge existing Kansas certified emergency medical technicians to the new scope of practice as approved by Kansas for emergency medical technicians. The course is built and delivered on the foundation of existing knowledge for the Kansas emergency medical technician. Successful completion of this course is required in order to bridge to the new level of certification as defined by the Kansas EMS scope of practice.

AH190  ADVANCED EMT ...........................................13
The AEMT I course is the first in a two-course sequence: AEMT I and AEMT II. This course is designed for individuals interested in providing Advanced Emergency Medical Technician (AEMT) level care in the pre-hospital setting. The program will provide the participant with opportunities to gain information and skills necessary for certification and practice as an AEMT in Kansas, which includes intravenous therapy and medication administration. The National Registry of Emergency Medical Technicians (NREMT) and the Kansas Board of Emergency Medical Services have approved the curriculum for this certification, which addresses information and techniques currently considered the responsibility of the AEMT according to Kansas Education Standards. The program consists of didactic (lecture) instruction and practical skills training. Pre-requisite: current EMT certification; and must be CPR/AED certified by the American Heart Association at the Health Care Provider level.

AH191  ADVANCED EMT II ......................................15
The AEMT II course is the second in a two-course sequence: AEMT I and AEMT II. This course is designed for individuals interested in providing Advanced Emergency Medical Technician (AEMT) level care in the pre-hospital setting. The program will provide the participant with opportunities to gain information and skills necessary for certification and practice as an AEMT in Kansas, which includes intravenous therapy and medication administration. The National Registry of Emergency Medical Technicians (NREMT) and the Kansas Board of Emergency Medical Services have approved the curriculum for this certification, which addresses information and techniques currently considered the responsibility of the AEMT according to Kansas Education Standards. The program consists of didactic (lecture) instruction, practical skills training, clinical experience in a hospital setting, and field experience with a mobile intensive care unit. Prerequisite: current EMT certification; must be CPR/AED certified by the American Heart Association at the Health Care Provider level; must have completed AEMT I with a C or better.

AH197  CERTIFIED NURSE AIDE ................................5
Upon successful completion of the 90 Hour Certified Nurse Aide course, the student must take a state exam. Successful passing of the exam will result in the receipt of a C.N.A. license from the State of Kansas. Course delivery methods may be completed by face-to-face classroom sessions, (45 hours of classroom/45 hours of clinical), or hybrid. The hybrid delivery method requires the student to complete 45 hours classroom instruction via online and 45 hours clinical per the Kansas Department for Aging and Disability Services. The 90 Contact Hour Certified Nurse Aide Curriculum and Guidelines are fully implemented. (K.A.R. 26-50-10). This course is considered a Stand Alone Program and is not applicable to any degree.

AH198  MEDICATION AIDE ....................................5
Upon successful completion of the Certified Medication Aide course, the student must take a state exam. Successful passing of the state exam will result in the receipt of a Certified Medication Aide license from the State of Kansas. Course delivery methods may be completed by face-to-face classroom sessions, (50 hours of classroom/25 hours of clinical), or hybrid. The hybrid delivery method requires the student to complete 50 hours of instruction via online and 25 hours of clinical per the Kansas Department for Aging and Disability Services. The 75 Contact Hour Certified Medication Aide Curriculum and Guidelines are followed. For authorizing statute for Certified Medication Aides in the KS Nurse Practice Act, See: K.S.A. 65-1124 (1) at (www.ksbn.org). This course is considered a Stand Alone Program and available only to Certified Nurse Aides and is not applicable to any degree.

AH211  INTRAVENOUS THERAPY FOR LPN’S ..............3
Prepares licensed practical nurses to perform activities as defined in K.A.R. 60-16-102, and according to rules and regulations set forth by the Kansas State Board of Nursing.

AH215  PARAMEDIC ..............................................14
This course provides the introductory framework for the paramedic curriculum. The course will focus on a variety of topics including advanced pre-hospital care, the well-being of the paramedic, EMS systems, roles and responsibilities, injury and illness prevention, medical and legal issues, ethics, pathophysiology, pharmacology, medication administration, therapeutic communications, lifespan development, airway management and ventilation, history taking, physical examination techniques, clinical decision-making, communications, documentation, trauma systems, and the effects of trauma on the body. Prerequisites: (1) College courses in human anatomy and physiology; (2) Kansas Certification as an EMT; (3) Acceptance into the CCCC Paramedic Program.

AH216  PARAMEDIC II ............................................14
This course continues to build the general framework for the paramedic program. The course will focus on a variety of topics including the identification and management of many different types of trauma, pulmonology, cardiology, neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology and nephrology, toxicology and substance abuse, hematology, environmental emergencies, infectious diseases, psychiatric and behavioral emergencies, and HIPAA. Prerequisite: AH215 Paramedic I with a C or better.
Course Descriptions

AH217 PARAMEDIC III ......................................................... 14
The didactic portion of this course continues to build the general framework for the paramedic program and focuses on a variety of topics including neonatology, pediatrics, geriatrics, abuse and assault, challenged patients, chronic care patients, and assessment based management. The course also provides students an opportunity to apply didactic content to the clinical environment. Clinical activities will allow students to gain familiarity with initiating and continuing care for injured and ill patients in a variety of adult-child acute care settings. Clinical areas will include emergency, intensive care, surgery, dialysis, labor and delivery, respiratory therapy, pediatrics, burn unit, behavioral health, catheterization lab, and first response pumper. Prerequisite: AH216 Paramedic II with a C or better.

AH218 PARAMEDIC IV ...................................................... 17
The didactic portion of this course completes the general framework for paramedic program and focuses on a variety of topics including crime scene awareness, ambulance operations, rural EMS, and documentation. The course also provides students with an opportunity to apply didactic content in the field environment with a Kansas Type I Ambulance Service. Students are required to document proficiency with a variety of skills including obtaining pertinent medical history, performing complete physical assessments, implementing appropriate care, interpreting EKG’s, instituting appropriate airway management techniques, demonstrating knowledge of medications, and recognizing cardiopulmonary arrest and implementing appropriate treatment modalities. Prerequisites: AH217 Paramedic III with a C or better.

AH310 HOME HEALTH AIDE ..............................................2
Is designed to prepare participants to become Certified Home Health Aides in Kansas utilizing the Kansas Department for Aging and Disability Services curriculum and guidelines.

AH320 TECHNIQUES IN RESTORATIVE NURSING .......... 1/2
Acquaints professional care givers with the federal and state regulations, theory, and techniques of Restorative Nursing Care.

AH323 INTERRELATED HEALTH AND SAFETY .......... 1/2
Acquaints professional care givers with state and federal health and safety regulations governing nursing homes in Kansas.

AH400 ICD9CM CODING .............................................. 3
Is used for classification of diagnosis and procedures in the hospital, physician clinics, long-term care facilities, home health agencies, insurance companies, and other medical service providers. This course is a basic beginners coding course.

AH401 ICD9CM ADVANCED CODING ......................... 3
Is designed for students who need advanced training on ICD9CM coding procedures.

AH402 CPT-HCPCS AMBULATORY CODING .................. 3
Is designed to train out-patient facility staff (i.e. home health agencies, physician offices) ICD9CM diagnostic coding and CPT/HCPCS procedural coding for reimbursement purposes. (Dual list with Business)

CRIMINAL JUSTICE

AJ100 INTRODUCTION TO CRIMINAL JUSTICE ............ 3
This course provides an introduction to the historical development and the internal and external issues of the various components of the criminal justice system including police, corrections, and the courts. The student will illustrate how these interrelated components result in the administration of justice today.

AJ104 FUNDAMENTALS OF PRIVATE SECURITY .......... 3
The course presents the latest in security issues from security equipment and design theory to security management practice. Homeland Security in the United States, terrorism as it relates to: cargo and travel security, potential areas of attack and target hardening techniques, and the use of current technologies to combat new threats are discussed. Changing roles of traditional physical and guard security are examined in light of the advances in the electronic and computer security. Areas such as biometric security, access control, CCTV surveillance advances, as well as the growing computer security issues of identity theft and computer fraud are covered.

AJ112 SPECIAL TOPICS IN CRIMINAL JUSTICE .......... 3
An organized course offering the opportunity for intensive examination of specialized topics in criminal justice not normally or not often available as part of regular course offerings. Course involves lectures, readings and classroom discussion of selected topics. Special topics may be repeated for credit when topics vary. Specific topic will be indicated when offered.

AJ114 COMMUNITY POLICING ................................. 3
This course is an introduction to law enforcement in the United States, focusing on many contradictions and paradoxes that American policing presents. This course will focus on the development of police from the mid-19th century to the present, the varied roles of police, field behavior, organization and management, and contemporary issues facing police departments today.

AJ117 CONSTITUTIONAL LAW ................................. 3
Will introduce the student to the U.S. Constitution and its impact upon the criminal justice system. The course will preview the Articles that establish the formation of the federal government and the balance of power. It will also preview the Amendments to the U.S. Constitution and their impact upon society. It will examine the decisions of the U.S. Supreme Court and the impact of those decisions on our legal system.
Course Descriptions

AJ121  INTRODUCTION TO PUBLIC ADMINISTRATION ................3
Examines the organization and administrative activities of government in carrying out public policy. Students will study the basics of public policy management, administrative functions, organization, accountability, finance, and personnel issues as they arise in a government or other public institution.

AJ140  VICTIMOLOGY ....................................................3
Criminal justice professionals, regardless of their specific role, will always come in contact with victims of crime. This course will introduce the crime victim as part of our larger society and as part of the criminal and civil justice system. Students will develop an understanding of the role of victimology as a social science; the psychological impact of crime on the victim; the victim's role in the criminal justice and civil system; the financial impact of the crime on the victim; the victim's rights in the criminal justice system and in society; and the future of criminal justice and social policy as they relate to victims. The course will examine specific areas of victimization such as: sexual assault, domestic violence, child maltreatment, elder abuse and homicide.

AJ145  AGENCY ADMINISTRATION ....................................3
This course conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problems of criminal justice organizations.

AJ150  LAW OFFICE MANAGEMENT ..................................3
Examines the management of a modern law office with an emphasis on management principles, legal structure, filing and record keeping, attorney-client relationship, billing systems and procedures. This course also explores accepted methods of accounting, inventory control, marketing, and personnel management as it relates to the law office. A special section has been added to address the issues associated with law office technology.

AJ151  INTRODUCTION TO LAW ......................................3
Introduces students to the American Legal System and its many components. The course examines the civil, criminal, and administrative systems as well as explores the different jobs and participants in the system. Students learn about the structure of the courts, the methods for making law, and the acceptable means for prosecuting and defending a civil and criminal action.

AJ154  LEGAL OFFICE VOCABULARY ....................................2
Is designed to give students a working vocabulary of legal terms necessary for office success. The material is divided into modules, with content introduced at a basic level, progressing, by specialization, to more difficult matters. (Dual listed with Business)

AJ158  LEGAL RESEARCH AND WRITING I .........................3
Introduces the student to the methods of legal research used in the modern law office. Students focus on the use of traditional hard cover and pamphlet resource materials with additional work focusing on the expanding electronic medium including the Internet. Students will also explore the principles of technical writing as well as the particular styles of writing used in the legal profession.

AJ200  LAW ENFORCEMENT OPERATIONS AND PROCEDURES ..................................................3
This course examines the role of police in society and the application of key concepts to policing scenarios. Students identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies, and other operational considerations.

AJ205  CRIMINOLOGY .....................................................3
Is designed to introduce the student to the study of the origin and nature of the development of law and its impact on the behavior of society. It is a study of the conditions which might lead a person to act in ways which are deemed to be “incorrect or deviant behavior” by the society in which they are a part of. It also attempts to define the terms of, and then measure, deviant behavior through the analysis of available research information.

AJ206  CRIMINAL LAW ....................................................3
The course examines the history, scope and nature of law. It focuses on the parties to a crime; classification of offenses; criminal acts and intent; the capacity to commit crime, and criminal defenses. It will cover the elements of misdemeanor and felony crimes.

AJ207  CRIMINAL PROCEDURES ......................................3
This course introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics include confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

AJ209  JUVENILE DELINQUENCY AND JUSTICE ....................3
This course examines the historical precedents and philosophical reasons for treating juveniles differently from adults. It reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

*AJ210  CRIMINAL INVESTIGATION ......................................3
This course explores issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation.

AJ211  CRIMINAL JUSTICE INTERVIEW AND REPORT WRITING ..................................................3
This course focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent
information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

AJ212 CRISIS INTERVENTION ........................................3
This course is an overview of crisis intervention for criminal justice personnel focusing on an understanding of the immediate needs of a person in crisis and on crisis intervention techniques in various situations. This course is intended to familiarize the student with the strategies involved in crisis intervention work and the wide range of issues addressed. The strategies of crisis intervention will be discussed in their own right and within the context of such areas as: suicide and personal loss/bereavement as well as other crisis of lethality; post-traumatic stress disorder and the catastrophic events that are related including a focus on children and PTSD, and sexual assault and domestic violence (including both adult and child victims and the perpetrators of these crimes) as well as the current issue of school-based violence and recent information pertaining to disaster events. Perspectives that relate specifically to special populations and crisis work, including persons with substance disorders, and topics related to the impact (hazards and rewards) of crisis intervention on the criminal justice intervener.

AJ220 COOPERATIVE EDUCATION INTERNSHIP .......... 1-6
See CA220

AJ221 COMPUTER AND HIGH TECHNOLOGY CRIMES ....3
This course will examine those crimes which involve the use of computers as well as those perpetrated against computers. Topics will include the various state, federal and international laws, investigative measures and techniques, and preventive measures utilized to provide a secure environment for computer hardware and software. The course will also examine developing trends in cybercrime and cyberlaw.

AJ225 ETHICS IN CRIMINAL JUSTICE ..........................3
This course explores the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

AJ230 CRIME PREVENTION ........................................3
This course is designed to introduce the student to several environmental settings, including major event facilities, small retail establishments, downtown streets, residential areas, and playgrounds. The concepts presented in this book explain the link between design and human behavior. Understanding this link can enable a planner to use natural environmental factors to minimize loss and crime and to maximize productivity. Explanations of criminal behavior and the historical aspects of design teach both the novice and the expert in crime prevention how to use the environment to affect human behavior in a positive manner.

Prerequisite: Fundamentals of Private Security

AJ251 CRIME SCENE INVESTIGATIONS ..........................4
This course is designed to provide students with the basic theoretical and philosophical understanding of the investigatory process. This course will examine techniques and methods of crime scene investigation such as: fundamentals of preliminary investigations, identification, collection of evidence, and fingerprinting. This course will provide students with a general introduction to the mechanics of crime scene investigation and its role in the criminal justice process.

AJ299 CAPSTONE IN CRIMINAL JUSTICE ..................3
This course is the culmination of the criminal justice student's academic experience. It serves to synthesize the knowledge gained from each course taken within the criminal justice curriculum and better prepare the graduate to continue on to upper-division studies in the discipline or for entry-level career positions in the criminal justice system. Prerequisite: Introduction to Administration of Justice.

ART

AR100 ART APPRECIATION .........................................3
Is a basic level course. The course is a study and appreciation of art and its development through the various periods and movements of man's existence. The course brings the student to a better understanding of art today, its past influences and its current significance.

*AR108 VISUAL COMMUNICATION FOUNDATION+ ..........3
Introduction to, and studio practice in, typography using current computer software tools that are current to the industry. Emphasis is placed on computer software skills relating to the organization of typographic design concepts, color usage, image development, idea development. Creative problem solving will be emphasized.
Prerequisite: Graphic Software Application and Design I or Two-Dimensional Design, or with instructor permission.

*AR110 CERAMICS I + .................................................3
Is a beginning course covering the various techniques and forms of creating a ceramic piece, both hand built and thrown. It includes exploration of glazing and decorative techniques, but the emphasis is on bringing one's own personal concepts to the form and craftsmanship.

*AR111 CERAMICS II + .................................................3
Is a continuation of Ceramics I with greater emphasis on student experimentation and development of individual style.
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*AR112  CERAMICS III + ......................................................3
Is a continuation of Ceramics II with greater emphasis on student experimentation and development of individual style.

*AR113  RELIEF SCULPTURE + ................................................3
This course will have an emphasis in relief carving, teaching basic carving techniques starting with simple clay tiles and working up to more complex designs and materials. Emphasis will also be placed on individual creativity and experimentation. The four and one half hour per week class is considered both lecture and lab. This is a hands-on class that covers the fundamentals of relief sculpture from basic design, techniques of carving, modeling, and surface texture and definition. This is a basic sculpture class designed for the entry level student or art enthusiast.

*AR117  JEWELRY AND METALSMITHING + ................................3
A basic level course where students will have hands on experience dealing with the elements and principles of design as they relate to the creation of three-dimensional objects in semi-precious and precious metals. The techniques of lost-wax casting, stone setting, piercing, soldering and polishing will be covered. Students will have opportunities to create portfolio pieces.

*AR118  PHOTOGRAPHY I + ..................................................3
Is a beginning course emphasizing types and basic construction of the camera, elements of good picture taking and the use of the darkroom. (Dual listed with Photography)

*AR119  PHOTOGRAPHY II + ................................................3
Is a continuation of Photography I with emphasis on picture taking and darkroom procedures. Prerequisite: Photography I or permission by instructor. (Dual listed with Photography)

*AR120  DESIGN I + ...........................................................3
Is a basic level course. This course introduces the basic concepts of design that are essential to working in the field of Graphic Design. This class is beneficial to students in Art, Architecture, Education, Child Care and Interior Design. It is structured around the basic organization of visual communication. The students will have hands on experience dealing with the elements and principles of design and will work with two-dimensional organization on both manual and computer-aided design projects.

*AR121  GRAPHIC DESIGN I + ..............................................3
Through this course students will explore the creation and manipulation of visual content using basic design concepts and industry standard computer software. Students will learn to generate hardcopy output using laser and photo quality inkjet printers. Students will become familiar with the latest practices in the field. Extensive hands-on work with the computer will enable the student to extend their design skills and computer software expertise. Prerequisite: Graphic Software Applications and Design I or Two-Dimensional Design, or with instructor permission.

*AR122  GRAPHIC DESIGN II + .............................................3
Allows the student visual designer and artist to work with computer hardware and software fundamental for the visual designer and artist. It provides the basic knowledge necessary to operate Macintosh computers and to use software applications in design projects related to product and promotional purposes. This course integrates the graphic design process with the computer’s capabilities. The student learns to take a sketch idea and develop it through digital thumbnails, laser proofs, and color output comprehensives as well as the creation and implementation of multimedia and web content. Prerequisite: Graphic Software Applications, Design I or Two-Dimensional Design, and Graphic Design I, or with instructor approval.

*AR126  TWO-DIMENSIONAL ILLUSTRATION + ................3
Is an introductory drawing course where students will work on techniques of perception and graphic composition using a variety of art materials. This is a hands-on class and begins with basic skills in perception and development of technique with various subject matter and drawing medias.

*AR128  BOOKMAKING + ......................................................3
An introduction to book structures, both physical and conceptual. Topics will include adhesive and non-adhesive book binding techniques, design and imagery as related to and are utilized in books, book production and artist’s books. Class activities will be a combination of discussion, demonstration and hands-on projects. This class is designed for teachers, writers, artists and anyone who loves to create.

*AR129  INTRODUCTION TO DIGITAL PHOTOGRAPHY + ...........3
Introduction to Digital Photography is a course of study to develop an understanding of basic photographic techniques and computer assisted image manipulation. This course will include, but not limited to, the following topics; basic camera functions, basic digital image processing, visualization and design skills, and digital manipulation techniques needed in today’s market place. Students will have opportunities to create portfolio pieces. (Dual listed with Photography)

*AR130  DRAWING I + ..........................................................3
An introductory drawing course for the student with limited art background. Students work on techniques of perception and graphic composition, using a variety of art materials. This is a hands-on class and begins with basic skills in perception and development of technique with various subject matter and drawing medias.

*AR131  DRAWING II + ..........................................................3
A continuation of the Drawing I course. Students will continue to work on techniques of perception and graphic composition, as well as working with a variety of art materials. This is a hands-on class that will help the students enhance their personal vision and
Course Descriptions

style by increasing their knowledge of perception and technique development with various subject matter and drawing medias.

*AR140  PAINTING I + ..................................................3
Is an introductory painting course with a concentration on painting techniques and color mixing. Emphasis is placed on individual creativity and experimentation. This is a basic painting class designed for the entry level painter. The four and one-half hour per week class is considered both lecture and lab. This is a hands-on class and covers the fundamentals of painting, from color theory, techniques of color application, color modeling and surface separation and definition.

*AR141  PAINTING II + ..................................................3
Is a continuation of Painting I focusing on individual experimentation in traditional, contemporary, and experimental techniques.

*AR145  WATERCOLOR + ...............................................3
Is a hands-on class dealing with water-based paint media. The student will explore the many uses and applications of this media. The associations of color in illustration will be applied through various media techniques to master balance through contrast, property of light, shadows, simultaneous contrast and tints. The applications will be achieved through the use of color theory, color themes and the various painting techniques associated with watercolor.

*AR150  PRINTMAKING I + ..................................................3
Is designed for individual to become familiar with print reproduction processes. This is a class dealing with original art work conceived and designed to be multiplied for production. This course will teach both relief and intaglio printing techniques.

*AR151  PRINTMAKING II ..................................................3
Is a continuation of Printmaking I with a concentration and further study in the student's area of interest.

*AR153  SCULPTURE I + ..................................................3
Explores the various media, techniques and forms of sculpture. Emphasis is placed on the form and proper display of the finished piece.

AR156  ANIMATION I + ..................................................3
Is an introductory course with a concentration on two distinct forms of computer animation, frame by frame animation and wire frame 3D animation. Emphasis is placed on conceptual development as well as technical skills. It is a basic introduction to animation techniques; it meets four hours per week and is considered both lab and lecture. Students will follow and complete the design process from concept development to storyboard to computer rendering to final video mastering. Prerequisites: Animation I, Graphic Design I, and Computer Assisted Graphic Design.

AR157  ANIMATION II + ..................................................3
A second level course with a concentration on 3D animation. Emphasis is placed on conceptual development as well as technical skills. The course will focus on more complex modeling techniques, surface mapping, and special effects. It will also focus on basic character creation, bone structure, inverse kinematics and video/3D integration. Prerequisites: Animation I

*AR165  CALLIGRAPHY I + ...............................................1
Is designed for the student who desires to learn the techniques of creative and artistic hand and technically produced lettering and typography. The course will present methods of several calligraphical alphabets as well as an understanding of the technical skills of the handwriter and technologically produced lettering and typography. The emphasis of the course is upon development of the creative art techniques involved in calligraphy and typography.

*AR171  THREE-DIMENSIONAL DESIGN + ..........................3
Is a basic level course. This class is beneficial to students in Fine Arts, Commercial Art, Architecture, Education, Child Care and Interior Design. It is structured around the basic organization of visual communication. The students will have hands on experiences dealing with the elements and principles of three-dimensional design and will have opportunities to create portfolio pieces.

AR205  GRAPHIC DESIGN III.............................................3
Students will explore the creation of graphic design assignments using industry standard computer software. This course integrates the graphic design process with the computer's capabilities and the use of the digital scanner, digital camera and other equipment used in design production. Extensive hands-on work with the computer will enable the students to extend their knowledge and skills. This course will include an extensive "identity" (Branding) project done as a group. A Keystone portfolio project is required. Prerequisite: Graphic Software Applications, Design I or Two-Dimensional Design, Graphic Design I, and Graphic Design II, or with instructor permission.

AR210  DIGITAL VIDEO TECHNIQUES + ..............................3
Is an intermediate level course for graphic design majors. This class is also beneficial to students in Fine Arts, Education, Marketing, and Web Design. It is structured around the basic organization of visual communication. The students will have hands on experience dealing with the elements and principles of design and will work with industry standard software involved in video editing, and DVD authoring. Students will be given the opportunity to produce portfolio pieces. Prerequisite: Design I and Graphic Design I or by instructor permission.

AR215  DESIGN CENTER +...............................................3
An advanced level course that is beneficial to students in Graphic Design and Web Design. It is structured around the basic organization of visual communication. The students will have hands on experience dealing with the elements and principles of design and will work with industry standard graphic design software while working with clients, concepting, designing and managing a
project starting with the basic math concepts and moving to more complex mathematical concepts. The course will not only deal with theory but will concentrate on applications of using those concepts in solving problems dealing with personal finance, business finance, and business analysis. Recommended Prerequisite: Pre-Algebra or appropriate ACT/COMPASS scores. (Dual listed with Mathematics)

**BE121 BUSINESS COMMUNICATIONS.............................3**
Provides instruction on the role of communication in the business environment and identifies the most effective methods for creating, sending, and receiving messages. In addition, students should be able to utilize effective oral and written communication skills in business; write and evaluate business documents, including letters, memos, and reports using the principles of correct style, organization and format; and prepare an effective oral business presentation. Prerequisite: English Composition I or consent of department chair.

**BE122 MEDICAL OFFICE VOCABULARY............................2**
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation.

**BE124 LEGAL OFFICE VOCABULARY.............................2**
Is designed to give students a working vocabulary of legal terms necessary for office success. The material is divided into modules, with content introduced at a basic level, progressing, by specialization, to more difficult matters. (Dual listed with Administration of Justice)

**BE139 BASIC PERSONAL FINANCE..............................1**
This course focuses on basic skills in personal financial management with an emphasis on basic money management including budgeting, controlling debt, bank accounts, borrowing, credit cards, investments, and retirement. Practical knowledge and application of these areas are stressed.

**BE152 SALESMANSHIP.............................................3**
The student will be provided examples of selling in a global environment, information about the technology available to every salesperson, and most importantly, the ABC’s (the fundamentals) of relationship selling. The course is a vehicle by which the student is given ample materials to construct his/her own sales presentation. Covering the basic foundations for understanding the concepts and practices of selling in a practical, straight-forward, and effective manner, the course provides the student a guide to use in preparing sales presentations and role-playing exercises.

**BE153 PERSONAL FINANCE.......................................3**
Is a personal financial management course that emphasizes budgeting, borrowing, taxes, insurance and investments. Practical knowledge and application of these areas are stressed. Student participation is an important aspect of this course. Prerequisite: Basic computer and internet skills.
BE154  BUSINESS LAW ...........................................3
Few subjects are as dramatic and challenging as the law. Because laws grow from human conflict, lawsuits are often emotional, complex, and costly. Despite these costs, more and more business and personal disputes are being settled in court every day. Ours is a “litigious society.” Knowing more about the law can help students avoid legal conflicts in their professional and personal lives. If they cannot resolve a dispute, a background in the law will help them preserve their rights.

BE155  MARKETING ...........................................3
Is essential to the operation of any business firm or public service organization. The successful enterprise in today’s changing and competitive world is increasingly characterized by its understanding of the many facets of marketing and by its ability to deliver goods and services to the market more efficiently than its competitors. This course is designed to introduce students to the basic concepts, practices, and techniques of marketing.

BE160  BUSINESS ACCOUNTING .............................3
Students receive instruction in the fundamentals of accounting from recording business transactions through financial statement preparation. Emphasis is on the fundamentals of double entry accounting and the basic accounting cycle for service and merchandising enterprises. Recommended Prerequisite: Pre-Algebra or equivalent skill.

BE161  ACCOUNTING I .........................................3
Is an introduction to the fundamental principles of accounting relating to transactions, special journals, ledger accounts, adjusting entries, closing entries, and preparing financial statements, primarily dealing with a sole proprietorship. Prerequisite: Business Accounting, high school accounting or consent of Department Chair.

BE162  ACCOUNTING II ......................................3
Is a continuation of Accounting I with greater emphasis placed on the interpretation and use of accounting data. Study will also include accounts and records peculiar to partnerships and corporate accounting. Exposure will be given to cost accounting and managerial decision making. Prerequisite: Accounting I with grade of C or higher or approval of Business Department Chair.

BE165  COMPUTERIZED ACCOUNTING ....................3
Provides a hands-on approach to learning how computerized integrated accounting systems function. Provided is an overview for using the software QuickBooks Pro and developing the process for recording transactions involving sales, receivables, purchases, payables, general accounting, end-of-period procedures, payroll, and computerization of a manual accounting system. Prerequisite: High School Accounting, Business Accounting, or Accounting I, and some computer experience or consent of Department Chair.

BE166  PAYROLL ACCOUNTING ................................3
An in-depth look at the many aspects of preparing, distributing, and recording payroll. Included in this course are issues regarding reporting, deductions, Federal forms, deposits, regulations, and government laws related to payroll. Prerequisite: Business Accounting or Accounting I or concurrent enrollment in either course.

BE170  BUSINESS STATISTICS ..............................3
Is an introduction to descriptive and inferential statistics. Included are the uses of measures of central tendency and dispersion, probability, estimation and hypothesis testing, analysis of variance, and correlation. Recommended Prerequisite: High school algebra, Intermediate Algebra, or Survey of Math with a C or better or appropriate COMPASS/ACT score.

BE172  CUSTOMER SERVICE ..................................3
This course provides how-to topics for the customer service professional and includes the concepts and skills needed for success in business careers, including listening techniques, verbal and nonverbal communication, and use of technology. The course will focus on the needs and requirements of internal and external customers, the enhancement of customer relationships, the significance of market research with respect to the customer, the design and redesign of customer service strategies, and differentiate between internal and external customers in a service and manufacturing organization. Emphasis is given to dealing with customer service problems and how to handle conflicts and stress.

BE173  AGRITOURISM MARKETING & ENTREPRENEURSHIP ...........................................3
The rural heritage in America is shrinking. This course will help the heirs of that heritage preserve and share it. The course is designed to help small farmer and rancher entrepreneurs develop their land, knowledge and skills into profitable businesses in the agritourism industry. Students will acquire information and skills in the area of finance, pricing, marketing, law, risk management and related areas. During the class students will create an agritourism business plan.

BE185  HUMAN RESOURCE MANAGEMENT ................3
An examination of the employment process, international challenges, current and recurring issues. Emphasis on evaluation, interviewing, training, and labor relations.

BE188  PRINCIPLES OF ADVERTISING ......................3
Students will learn the fundamental role of advertising in the communication process, how it works as an element of the marketing process, basic terminology, the functions and effects of advertising in business, the influence of economics on the evolution of advertising, and advertising’s overall impact on the society in which it operates. Emphasis is placed on analyzing current examples of advertising along with real-world experiences in the advertising industry.
Basic ESL is designed for low beginning (Level 1) English Language Learners (ELLs) whose native language is not English. Class will provide skills needed to use English successfully and appropriately in a variety of community, workplace and/or academic settings. Instructional activities will focus on four target areas: listening, speaking, reading, and writing. The course helps students develop their grammar and writing skills in preparation for subsequent English courses.

BE210 LEADERSHIP DEVELOPMENT ......................................3
Is designed to prepare students to assume increasingly responsible leadership roles in their personal, professional and academic lives. The course focuses not only on significant theories of leadership and their applicability to leaders of the past and present, but also includes substantial hands-on experiential learning opportunities which puts leadership into action.

BE220 COOPERATIVE EDUCATION INTERNSHIP ........ 1-6
See CA220

CAREER CENTER

CA192 DYNAMICS OF CAREER PLANNING .................. 1-2
Is designed to help people explore their interests, abilities, strengths, weaknesses, likes and dislikes and relate them to the world of work. The class participants will learn techniques for exploring the world of work on the Internet and develop an academic plan which reflects their career decision.

CA220 COOPERATIVE EDUCATION INTERNSHIP .......... 1-6
Cooperative Education Internships enhance the academic background of the student with a curriculum related on-the-job work experience. These internships may be completed by working while attending school, by working off campus for a semester (alternate coop), or by working during the summer. College personnel will assist in matching employers and students in this program which is committed to the growth of the student. Cooperative Education is a valued partnership between employers, students, and educators. Prerequisite: 1) Have successfully completed at least 12 hours while attending CCCC and have at least a 2.0 GPA; 2) Already be employed or work with the Co-op staff to find a Co-op related to the curriculum enrolled; 3) Have completed coursework relevant to the Co-op position; 4) Complete the necessary enrollment process which includes paying the tuition to be able to earn credits through Cooperative Education; 5) Be a citizen of the U.S. or prove immigration eligibility to accept a work assignment.

CA221 JOB SEARCH ..................................................1
Is to make the student aware of the skills needed for entry into the competitive world of work. It will provide valuable insight into one's strengths and weaknesses while providing practice in preparing resume's, cover letters and standard application forms. In addition, the student will learn techniques for presenting himself/herself in a confident, professional manner at the employment interview and how to appropriately respond to a wide range of possible questions at that interview.

COMMUNICATIONS

CM069 BASIC ESL I ......................................................5
Basic ESL is designed for low beginning (Level 1) English

CM070 BASIC ESL II ..................................................5
Basic ESL II is designed for high beginning (Level 2) English Language Learners (ELLs) whose native language is not English. Class will provide skills needed to use English successfully and appropriately in a variety of community, workplace and/or academic settings. Instructional activities will focus on four target areas: listening, speaking, reading, and writing. The course helps students develop their grammar and writing skills in preparation for subsequent English courses.

CM071 ENGLISH AS SECOND LANGUAGE I .................5
Through a variety of learning activities focused on improving reading and writing skills, students will improve their vocabulary and use of English structure. Prerequisite: appropriate COMPASS composite ESL Reading, ESL Listening, and ESL Grammar Usage scores.

CM072 ENGLISH AS SECOND LANGUAGE II ...............5
The second part of a two-semester developmental sequence in ESL instruction, this course provides a variety of learning activities to improve reading and vocabulary skills through writing activities. Prerequisite: appropriate COMPASS composite ESL Reading, ESL Listening, and ESL Grammar Usage scores.

CM079 PEER TUTOR TRAINING .................................1
This course prepares students to be peer tutors. The students will learn how to adjust to different learning styles, incorporate brain-based learning, and apply study strategies to specific courses.

CM082 COLLEGE STUDY STRATEGIES .....................3
Reading skills are required for a student to successfully navigate through rigorous college content. Skills will be developed in learning, vocabulary building, studying, identifying main idea, patterns of organization, inferences, point of view, and other important areas. By the end of the course, the student will have practiced and transferred study reading skills to content classes.

CM083 NOTE-TAKING ..............................................1
In this course the student will learn how to use a note-taking system to construct notes from recorded lectures and textbooks material. The student will learn to adapt the note-taking method to reflect the content of the lecture. As classroom practice is required, the student must be enrolled in a lecture-type class, or continued use of recorded lectures will be used.

CM084 TEST-TAKING ..............................................1
This course provides instruction in test-taking strategies to improve performance in true-false, multiple choice, matching,
Course Descriptions

and essay tests. Test-taking skills are developed through learning styles, note-taking, concentration and memory, time management, and questioning skills which prepare the student for testing situations.

CM085  STRATEGIES FOR ACADEMIC SUCCESS .............1
A variety of learning strategies will lead to success in content area college courses. Students will discuss and practice strategies for memory, note taking, test preparation, critical thinking, patterns of writing, and study systems. Internet resources will be used as appropriate.

CM086  APPLIED VOCABULARY.......................................1
Place in the appropriate level text, the students will improve vocabulary skills through contextually based activities. Pronunciation, parts of speech, and contextual usage will be emphasized in the course. Students will identify synonyms, antonyms, analogies, and derivatives as words become a part of their reading, writing, and speaking vocabularies.

CM087  READING COMPREHENSION..............................1-3
Complex materials are no longer a mystery as critical thinking about main ideas and details, summarization, and identification of patterns of organization are used to comprehend text. Reading and writing are blended to build strong academic skills.

CM088  READING AND STUDY SKILLS.............................1
Is designed to meet the needs of underprepared college students. The course uses a basic text that incorporates vocabulary study, study skills, and reading comprehension exercises. These exercises reinforce each other and provide opportunities for practicing skills.

CM089  WRITING SKILLS.............................................1-2
The course covers different aspects of effective writing based on student needs. Students follow a process of prewriting, drafting, revising, editing and final writing when completing a writing assignment. Instruction will be given through lecture and handouts. Placement determined by writing samples, diagnostic scores, instructor recommendation, or personal request.

CM091  READING I .....................................................1
This course helps the student prepare for college level reading. Word attack skills, vocabulary skills, and reading comprehension are developed using a text and supplemental material on the Internet.

CM092  READING IA ...................................................1
This course helps the student prepare for college level reading. Study strategies, vocabulary skills, and reading skills are developed using a text and supplemental material on the Internet.

CM093  READING II ...................................................1
This course helps the student prepare for college level reading. Reading skills for specific college courses, workplace and electronic media, and general interest reading selections.

*CM094  COMPOSITION WORKSHOP.........................3
Composition Workshop is a developmental course designed for the student who needs individualization in the clear and correct usage of English grammar, extended practice with writing form and purpose, and additional support in the development of successful writing habits. Grading for this course will be pass/no pass. Co-requisite: Because Composition Workshop focuses on building writing skills, Composition Workshop should be paired with an English Composition I (CM 101) course at the time of enrollment. Students withdrawing from English Composition I (CM 101) will need instructor’s permission to remain in Composition Workshop. Prerequisite: Appropriate ACT Compass writing score, an appropriate writing score on the college-administered writing sample, or a C or better in Transitional English. (This course, or derivations of this course, may be offered as part of a pilot study).

CM095  GRAMMAR.......................................................1
Grammar guides the student with self-directed exercises, informal tests, and individualized instruction through basic grammar, punctuation, and usage skills. Practical applications direct students to think through each kind of correction. Chapter tests measure progress as well as identify writing problems.

CM096  GENERAL VOCABULARY......................................1
This course is a study of word meanings in which the student will use context, derivatives, and roots to enhance and enrich vocabulary. A pretest will determine the level of study that best meets the student’s needs.

CM097  SPELLING.......................................................1
Students will learn basic spelling rules through drill and practice. Spelling in context will help students identify and correct misspellings.

CM098  TRANSITIONAL ENGLISH.................................5
Transitional English helps students develop their reading and writing skills in preparation for Intermediate English, English Comp I and English Comp II courses. This class includes various writing assignments, grammar review, and critical reading. The class structure consists of lecture, discussions, class workshops, individual conferences, small group work, and in-class writing. Students should expect to spend at least five hours per week on homework for this course. Students may also be required to work assignments in the Learning Skills Center.

CM099  INTERMEDIATE ENGLISH.................................5
Intermediate English is a developmental course designed for the student who needs instruction in effective sentence and paragraph construction, short themes and improvement of writing skills. To earn five hours of developmental credit, the student will spend five hours in class each week. Prerequisite: Appropriate ACT/Compass writing score, an appropriate writing score on the college-administered writing sample, or a C or better in Transitional English.
Course Descriptions

CM101  ENGLISH COMPOSITION I  3
English Composition I provides instruction in writing with emphasis on grammatical correctness, acceptable usage, effective organization, expression of ideas, and rhetorical strategies. Assigned readings, research and expository writing are required. Prerequisites: Appropriate ACT/Compass score, as well as an acceptable level on the college-administered writing sample, if required: or a C or better in Intermediate English.

CM102  ENGLISH COMPOSITION II  3
English Composition II is a continuation of English Composition I with an emphasis in writing and rewriting. Assigned readings, argument and persuasion, literary analysis (poetry, fiction, drama), and research are included. Prerequisite: a C or better in English Composition I.

CM106  CREATIVE WRITING I  3
Creative Writing I is designed to present opportunities for the writing and rewriting of short story, poetry, drama, and other genres. It is a time for students to immerse themselves in the discipline of writing and become more conscious as writers - trying other genres, setting writing schedules, trying out advice for revision, discovering what makes them tick as a writer. Recommended: a C or better in English Composition I.

CM107  CREATIVE WRITING II  3
Creative Writing II is designed to stimulate creativity and encourage students to seek answers and interpretations beyond the obvious - to develop insight and creative vision. It goes beyond the requirements of Creative Writing I, however, in that students work on one lengthy work or a series of connected short works, and consult with the instructor in and outside class in addition to the regular work of the class. Prerequisite: a C or better in Creative Writing I.

CM109  ACCELERATED READING  1
This course assists the student to develop speed and flexibility while maintaining comprehension skills and improving vocabulary knowledge.

CM112  SPELLING (COURSE BASED)  1
Provides individualized instruction in challenging college vocabulary. Along with spelling college level words, the course will provide practice in building a broader vocabulary of words commonly found in college textbooks.

CM115  PUBLIC SPEAKING  3
Public Speaking is an elementary course in the study and practice of the basic principles of speech and interpersonal communication with emphasis on critical thinking, the creative and intelligent selection of material, organization and oral presentation.

CM120  SURVEY OF TECHNICAL WRITING  3
Survey of Technical Writing is an introduction to the process of technical and business writing. Topics include conducting audience and needs analysis; organizing and writing clear, precise, grammatically correct workplace prose; and producing a variety of routine professional reports and correspondence. Focused projects will include applied business/industry or technical degree exercises. Prerequisite: Appropriate ACT/Compass score, as well as an acceptable level on the college-administered writing sample, if required: or a C or better in Intermediate English.

CM121  INTRODUCTION TO LITERATURE  3
Introduction to Literature is a survey of literature from Britain, the United States and other countries emphasizing major poets, fiction writers and playwrights plus general literary analysis, including the literary devices used in these genres. Prerequisite: a C or better in English Composition I. Recommended preparatory course: English Composition II.

CM122  AMERICAN LITERATURE I  3
American Literature I is a historical survey of the literature of early Americans, emphasizing major authors, literary trends, historical events and significant ideas from the Colonial Period through the Transcendental Movement of the 1850's. Prerequisite: a C or better in English Composition I. Recommended preparatory course: English Composition II.

CM123  AMERICAN LITERATURE II  3
American Literature II is a study of American literature from the Civil War period through the trends of realism, naturalism, and on into the ideas and literary trends of modern and contemporary America. Prerequisite: a C or better in English Composition I. Recommended Preparatory Courses: English Composition I.

CM124  WORLD LITERATURE AND THE HUMAN EXPERIENCE  3
World Literature provides an opportunity for students to explore the multi-cultural and enduring human experience as presented through a sampling of significant global literature from the fields of fiction, poetry, and plays. The course emphasizes the study and consideration of the literary, cultural, and human significance of selected great works of literature. An important goal of the class is to promote an understanding of the works in their cultural/historical contexts and of the enduring human values which unite the different literary traditions. Students will develop an understanding of the similarities and differences of these literary works by using the literary theories of history, gender, race, biography, class, religion and culture and tools of literary analysis to allow a greater understanding and cultural awareness of different areas of the world. Prerequisite: Prerequisite: a C or better in English Composition I. Recommended preparatory courses: English Composition I.
Course Descriptions

CM125 LITERATURE FOR CHILDREN .........................3
Literature for Children is a survey of literature for children particularly in the elementary grade. It gives an opportunity to read and evaluate many books, stories and poems. Also promoted are resources and practical applications for reading aloud in the classroom, as well as igniting a love for reading in the mind of the individual child. For teachers in elementary education. Prerequisite: a C or better in English Composition I. Recommended preparatory course: English Composition II.

CM126 BIBLE AS LITERATURE ...................................3
Bible as Literature is an appreciation study of the literary aspects of the Bible and its influence on Western culture. Various literary forms and devices will be studied as well as the consistency of plot, theme and purpose that unifies the Bible as a whole. Prerequisite: a C or better in English Composition I. Recommended preparatory course: English Composition II

CM127 THE SHORT STORY ........................................3
The Short Story is a survey of short stories from both American and selected world authors. Selected short stories from different eras are studied. Assigned readings, various themes, and literary analysis are included. Prerequisite: a C or better in English Composition I. Recommended preparatory course: English Composition II

CM129 MEDIA LAW AND ETHICS.............................3
Media Law and Ethics is designed to install a greater appreciation for freedom of expression, provide an overview of the diverse field of communications law, and impart a functional understanding of the legal rules and principles that are generally relevant to journalism and mass communication professionals in the U.S.

CM130 INTRODUCTION TO RADIO BROADCASTING ....3
Introduction to Radio Broadcasting is a general introduction to students interested in pursuing knowledge of or a career in radio broadcast. The course includes the study of basic practices and procedures of the electronic media. Material covered will include: FCC Rules and Regulations, format identification, marketing, and the typical form and function of a commercial radio station. Each student will have opportunities to gain hands-on experience in production, newsgathering and presenting, and actual "on-air" announcing.

CM135 BEGINNING RADIO PRODUCTION TECHNIQUES .........................3
Beginning Radio Production Techniques is an introduction to the technology and tools of radio production. Theory and application of radio production and mixing techniques, timing techniques, ad lib announcing, as well as news and sports presentation and operation of all broadcast equipment will be emphasized. Students will be responsible for staffing and operating KVCO, the campus radio station, as well as gaining "on-air" experiences to develop announcing skills. Interviewing, technical meter reading, special programming, and creative broadcasting are also included. Prerequisites: Introduction to Radio Broadcasting or permission of instructor.

CM136 MASS COMMUNICATIONS SOFTWARE ...............3
An introduction to, and studio practice in, the area of visual communication. Emphasis is placed on mastery of software applications used in the communication graphics industry. Emphasis will be given to concepts relating to the organization of how software applications can support design concepts, color usage, image and concept development, and creative problem solving.

CM137 INTRODUCTION TO MULTIMEDIA COMMUNICATIONS ..................................3
This course is an introduction to reporting and storytelling through a combination of mass communication mediums including radio, print, web, visual, and social media. Students will apply the concept of “media convergence,” the synthesis of multiple modes of media, to communicate dynamic and coherent messages. This course offers extensive hands-on experience using multimedia tools, terminology, and techniques to develop multimedia projects. Recommended Prerequisite: CM 136 Software for Mass Communications.

CM138 BROADCAST NEWS ......................................3
Broadcast News is an extension of Basic Media Writing and Intro to Multimedia Communications that emphasizes techniques involved in gathering, writing, and presenting the news specifically for radio, video, and web broadcasts. Students will cover the events and prepare the story for both live and pre-recorded broadcasts. The course will also include instruction for feature story presentation, interviews, and issues that confront the responsible journalist. Prerequisite: Basic Media Writing (JN 101) and Introduction to Multimedia Communications (CM 137), or permission of the instructor.

CM139 SPORTS BROADCASTING ...............................3
Sports Broadcasting provides students a more in-depth look at the mechanics and preparation aspects involved in the coverage of a sporting event. Students will operate the equipment, prepare the information, and do the actual “on-air” broadcasts of sporting events. Emphasis will also be placed on sports reports, coach and athlete interviews, broadcast equipment terminology, and play-by-play announcing. Prerequisite: Basic Media Writing or permission of instructor.

CM140 THEATRE APPRECIATION .............................3
Theatre Appreciation challenges students to interpret, criticize, and appreciate roles theatre plays in society through positive comparisons to our modern “theatre of availability” - television and film.

CM141 INTRODUCTION TO PERFORMANCE: OFFSTAGE AND ON ..........................3
Introduction to Performance offers students a unique and comprehensive awareness that acting is a natural part of everyday life. The
student should be able to connect the acting experiences found in the lives of ordinary people with those crafted for theatrical characterization.

**CM142  ADVANCED PERFORMANCE: OFF-STAGE AND ON** .......................................................................................................................... 3

Advanced Performance is a course intended to further students’ acting skills through the study of various aspects of the creative craft. On a rotating basis, the course may cover aspects of vocal production, period acting styles, or alternative acting approaches and techniques. Course emphasis will be on script analysis, characterization, ensemble acting, creativity, and preparation.

**CM143  PLAY PRODUCTION** .......................................................................................................................... 3

Play Production is a lecture-lab course with emphasis on acting in dramatic productions under performance conditions. Lectures and practice in the processes of interpretation and techniques of theatrical expression. Course culminates in a performance for public viewing.

**CM146  PLAY PRODUCTION II** .................................................................................................................. 3

Play Production II, a continuation of Play Production, is a lecture-lab with emphasis on direct experience in play production, either as a performer, an assistant director, stage manager, or in technical support capacity.

**CM148  AMERICAN CINEMA APPRECIATION** ...................................................................................... 3

American Cinema Appreciation is a survey of the American film industry as an art form, as a business, and as a system of representation and communication. The course further explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self image.

**CM155  DIGITAL MAGAZINE PRODUCTION: STORYTELLING** .............................................................................. 3

Digital Magazine Production: Storytelling is the content component of the digital magazine project, published annually in April, which documents a year in the life of Cloud County Community College. This class requires students to use multiple modes and genres of storytelling to meet the needs of a specific audience in a real-time project. Students will cover life at Cloud from multiple perspectives using traditional print, visual, audio, and video formats. Recommended Prerequisite: Digital Magazine Production: Design and Style.

**CM156  DIGITAL PRODUCTION; DESIGN AND STYLE** ..................................................................................... 3

Digital Magazine Production: Design and Style is the design component of the digital magazine project, published annually in April, which documents a year in the life of Cloud County Community College. This class focuses on the foundation of the project including principles of design and photography, the creation of a style and layout manual for the project, and the basics of storytelling in print, visual, audio, and video formats. Course Sequence: It is recommended, although not required, to complete this course before enrolling in Digital Magazine Production: Storytelling.

**CM157  MASS MEDIA PRODUCTION I** ....................................................................................................... 3

The first course in the production sequence is a hands-on, in-depth study of how media conventions and content interact. In this applied production course, students will use the principles of convergent media to report school, community, and national news, sports, and lifestyle stories to a public audience. Students will work hands-on, discovering, developing, composing, editing, and publishing a story. Students will be required to produce and publish each story in a variety of media including print, radio, video and web. This work will then be submitted to school or community publication outlets. Course Sequence: It is recommended that students take both CM136 Mass Communications Software and JN123 Introduction to Multimedia Communications either prior to or concurrent with Production I.

**CM158  MASS MEDIA PRODUCTION II** ................................................................................................. 3

The second course in the production sequence asks students to determine the appropriate medium and conventions for composing original work for a variety of communication purposes including advertising, public relations, news reporting, and editorial pieces. Students will work hands-on, discovering, developing, composing, editing and publishing original work in multiple genres while tailoring the message to the needs and conventions of a specific medium. Prerequisite: Mass Media Production I.

**CM205  ADVANCED RADIO PRODUCTION TECHNIQUES** ........................................................................... 3

Advanced Radio Production Techniques is a continuation and refinement of techniques learned in Beginning Radio Production Techniques. Students in this class are expected to have a working knowledge of timing, taping, and dubbing. Writing and producing news, weather and sports are also important. Students will be required to assist in the leadership and direction of Beginning Radio Production Techniques students to ensure smooth operation of the college radio station, KVCO. Emphasis will be placed on feature programs, web programming, broadcast management, and advertising. Prerequisite: Beginning Radio Production Techniques or permission of instructor.

**CM207  RADIO PRODUCTION WORKSHOP** ......................................................................................... 1-3

Radio Production Workshop is a continuation of Advanced Radio Production Techniques and advanced application of techniques learned. This course further prepares students for the real world of radio broadcasting. This upper-level elective is beneficial for those who have decided to enter the professional field of radio broadcasting. Prerequisite: Advanced Radio Production Techniques.

**CM220  COOPERATIVE EDUCATION INTERNSHIP** .............................................................................. 1-6

See CA220.

**CM240  INTERPERSONAL COMMUNICATIONS** ...................................................................................... 3

This course is a study of dyadic communication within interpersonal relationships between friends, family, fellow students, romantic partners, supervisors, and colleagues in the workplace. Emphasis is placed on the role of healthy and meaningful
communication in establishing, building, maintaining, and sometimes refashioning personal and/or professional interpersonal relationships. Course content stresses how to become a more effective and competent communicator by exploring personal communication goals, analyzing communication barriers, identifying relational breakdowns in communication, and addressing conflict scenarios in order to deepen a student's understanding of the communication process and improve communication skills.

* A lab fee will be assessed for these courses.

**COMPUTER SCIENCE**

**CS102 PERSONAL COMPUTING** ........................................3
Designed for individuals to become familiar with microcomputers and their operations. An introduction to the Windows environment will be discussed. Microsoft software will be used to apply this knowledge in the use of word processing, data-base, electronic spreadsheet, and data communications technology for both home and business use.

**CS104 INTRODUCTION TO WEB SITE DESIGN** ....................3
Intended as an introductory course on creating Web pages. The objectives of this course are: to teach the fundamentals of developing Web pages using HTML; to acquaint students with the XHTML guidelines; to show students how to create Web pages suitable for course work, professional purposes, and personal use; to expose students to common Web page formats and functions; and to promote curiosity and independent exploration of World Wide Web resources. Prerequisite: Knowledge of computer software and Windows operating systems.

**CS107 GRAPHIC SOFTWARE APPLICATIONS** ......................3
Introduction to, and studio practice in, the area of visual communication. Emphasis is placed on mastery of software applications used in the communication graphics industry. Emphasis will be given to concepts relating to the organization of how software applications can support design concepts, color usage, image and concept development, and creative problem solving.

**CS108 COMPUTER APPLICATIONS** ..................................3
Designed for individuals to become familiar with computer concepts and their operations. The student will be able to use Windows to create and organize files and folders and to perform essential file management procedures. Proficiency will be attained with the use of the current Microsoft Office suite. Emphasis will be placed on problem solving with the use of word processing, spreadsheets, databases, the Internet, basic web page development, and presentation software for both home and business use. Hands-on, practical projects will be performed to reinforce the concepts. Recommended prerequisite: Keyboarding or keyboarding skill.

**CS127 WORD PROCESSING APPLICATIONS** ......................3
Students will continue learning word processing skills using such features as macros, styles, columns, outlines, paragraph numbering, table of contents and indexes, graphics, and other advanced features of Microsoft Word. This course may be used for the preparation of a MOUS Microsoft Word exam. Prerequisite: Keyboarding or keyboarding skill of 30 wpm.

**CS129 PRESENTATION SOFTWARE** ..................................2
Students learn how to design, edit, enhance, and customize a presentation, as well as how to use slide show features. Covers the advanced features of PowerPoint, from applying complex animation and sound effects to creating professional presentations from a business perspective. Students plan, prepare, and deliver effective presentations. Prerequisite: Keyboarding or keyboarding skill or concurrent enrollment. Computer experience recommended.

**CS131 ELECTRONIC SPREADSHEETS** .............................3
Provides foundational spreadsheet competencies, entering labels, functions, and formulas; using features including AutoSum, AutoCalculate, AutoComplete, and AutoFill and the Function Wizard to create complex formulas. Various formatting techniques will be applied to enhance the appearance of printed worksheets. Students should be able to create charts, create regional sales reports using maps, create and analyze an inventory list, link multitude worksheets and workbooks, create financial forecasts and analyze potential variations in a multitude of situations by using the Scenario, Goal Seek, and Solver functions. The course will also include lookup tables, data management and database functions, and build macros. This course may be used for the preparation of a MOUS Microsoft Excel exam. Prerequisite: Keyboard or keyboarding skill or concurrent enrollment. One year of high school algebra with a C or better or Elementary Algebra with a C or better. Computer experience recommended.

**CS133 COMPUTER DATABASE MANAGEMENT** ..................3
Provides foundational database competencies, including building tables, defining fields, relating tables, entering and editing data, filtering, and sorting. Students should be able to design, define, and create a relational database; customize forms and reports; and build necessary queries. Students should be able to transfer data and import/export various database file formats, and manipulate the data and database using macros. This course may be used for the preparation of a MOUS Microsoft Access exam. Prerequisite: Keyboarding or keyboarding skill or concurrent enrollment. One year of high school algebra with a C or better or Elementary Algebra with a C or better. Computer experience recommended.

**CS135 DESKTOP PUBLISHING: PUBLISHER** .....................1
In this career-related course, students will create page layout documents using a variety of basic techniques and features of the Microsoft Publisher desktop publishing program on the computer. Students will produce text material with complex tabs and indents and style attributes. Students will also be able to group and
Course Descriptions

distribute multiple elements, demonstrate a basic proficiency with drawing tools, multiple document work, drop caps, text rotation, group/ungroup objects and create a variety of business forms and projects which may include CD cover and label, business cards, brochure, message pads, and post-it notes. Suggested Prerequisite: Computer experience recommended.

CS136 DESKTOP PUBLISHING: PHOTOSHOP ..........1
This course is designed to explore the manipulation of digital photographs using a variety of techniques and tools. The application of painting and editing tools to digital images; the manipulation of selections, layers and resolution; and analyzing scanned images will be covered. Other topics to be covered include importing existing images, creating new images, applying filter effects, correcting color, retouching and repairing images, adding special effects and preparing art for the Web. Students will create a variety of projects which may include magnets, calendars, flyers, newsletters, and iron-on transfers. Recommended prerequisite: Computer experience recommended.

CS139 DESKTOP PUBLISHING: PAGEMAKER ..........3
Students will be able to use some of the advanced features and techniques of the PageMaker desktop publishing program, particularly relating to the use of graphic images. This course provides students to produce text material with complex tab and indent specifications and style attributes, grouping and masking objects in a project. Students will be able to show proficiency with drawing tools, drop caps, graphics, text rotation, threaded text blocks, layered objects, color separation techniques, and produce documents using templates. In addition, foundational design skills and concepts will be discussed to familiarize students with the proper techniques of page composition and typography including different type styles and sizes, and page formatting techniques. Recommended Prerequisite: Computer experience recommended.

CS155 NETWORKING AND COMPUTER TECHNOLOGY ...3
Introduces the student to the networking field. Focuses on network terminology and protocols, local-area networks (LANs), wide-area networks(WANs), Open System Interconnection (OSI) model, cabling, cabling tools, switches, routers, Ethernet, Internet Protocol (IP) addressing, and network standards. The course will reinforce lecture and study from the text with laboratory activities through a simulated networking program called LabSim ™ Online for Network+.

CS204 ADVANCED WEB SITE DESIGN / WITH LAB ....4
Introduction to, and practice with, major software used in web site design. Emphasis is placed on mastery of software applications used in the communication graphics industry. Emphasis will be given to concepts relating to the organization of how software applications can support web design concepts, color usage, image and concept development, and creative problem solving. Prerequisite: Introduction to Web Site Design

CS220 COOPERATIVE EDUCATION INTERNSHIP ......1-6
See CA220.

ECONOMICS

EC101 ECONOMICS I........................................3
Presents a macroeconomic approach in the introduction of the concepts of scarcity, national income and monetary analysis, the economic role of government, brief history, and economic growth. Prerequisite: Elementary Algebra or high school algebra with a C or better or appropriate COMPASS/ACT score.

EC102 ECONOMICS II ....................................3
Is concerned with microeconomic approach to the economics of the business firms and the market structures for the product and resource market allocation. Supply and demand will be studied in some detail, plus cost-benefit analysis and some domestic and international problems. Recommended prerequisite: Economics I with a C or higher.

EC110 MONEY AND BANKING ......................................3
Stresses practical aspects of money and banking and emphasizes basic monetary theory. Study covers economic stabilization, types of spending, role of gold, limitations of central bank control, government fiscal policy, balance of payments, Federal Reserve System, and foreign exchange showing repercussions on the banking industry.

EC220 COOPERATIVE EDUCATION INTERNSHIP ......1-6
See CA220.

EDUCATION

ED100 INTRODUCTION TO EDUCATION................3
An introductory course for students considering a career in professional education. The course includes historical, philosophical, sociological and learning developments within the education profession, professional needs and demands and requirements of professional education programs. Prerequisite: at least a 2.5 GPA in a minimum of 12 General Education hours accreditable to a university teacher education program; simultaneous classroom experience (ED101 or a practicum connected with another course).

ED101 INTRODUCTION TO EDUCATION PRACTICUM ...2
Is designed to provide aspiring education majors an opportunity to observe and interact with teachers and students in an elementary and secondary setting. Opportunities to evaluate the total spectrum of education will be offered through direct observation. Prerequisite: at least a 2.5 GPA in a minimum of 12 General Education hours accreditable to a university teacher education...
Course Descriptions

ED108 ADULT LEARNING STYLES .........................1
Is designed for educators who wish to increase their knowledge and skill in the area of lifelong learning instructional techniques.

ED114 ART IN THE ELEMENTARY CLASSROOM.........3
Art methods, materials and philosophy of children's art at different grade levels. This is considered a lab class.

ED117 AMERICA READS PRACTICUM ....................1
Is designed to aid the student who is participating in the Federal Work Study America Reads Program to: gain knowledge from the experience, to understand the tutoring process, document the experience for future use in a Baccalaureate Program.

ED118 DIVERSE LEARNERS .................................3
There are many ways that students differ from each other in academic situations. Understanding the implication of differences in abilities, disabilities, cultural backgrounds, religious backgrounds, psychological disorders, and first languages on learning can enhance the effectiveness of teachers in their classrooms.

ED119 TEACHER CADET CLASS .........................3
The course is an introduction to the field of teaching. The course includes observation opportunities in local classrooms and didactic experiences in their various high schools. The intent of the class is to help students to decide if teaching is a career that they would want to pursue in the future.

ED123 MUSIC IN THE ELEMENTARY CLASSROOM ....3
A methods class that is designed to encourage thinking about teaching. Another primary purpose of the class is to encourage an understanding of how to help students express themselves through music. The class will prepare the student with a foundation in competencies to prepare materials, establish teaching objectives, and teach the use of music within the elementary classroom. The class will provide the student with skills in using recorders, guitars, keyboards, and rhythm instruments for musical activities. Time will also be spent with rhythmic movement, and doing creative musical activities.

ED124 ELEMENTARY SCHOOL PHYSICAL EDUCATION..3
A methods class that is designed to instruct students in the essential components for teaching physical education to elementary students. Included in the class will be teaching styles, the development of children's physical, cognitive, and social skills, and organization of movement activities.

ED220 COOPERATIVE EDUCATION INTERNSHIP ...... 1-6
See CA220.

FOREIGN LANGUAGE

FL101 WORKPLACE SPANISH ..............................3
This course prepares non-Spanish-speaking persons to use functional Spanish language skills on the job. These skills will enable them to communicate simply and effectively with Spanish-speaking customers and co-workers.

FL110 CONVERSATIONAL SPANISH ...................3
Is a course designed to familiarize the student with the basic forms of the Spanish language that are used in everyday speech. The focus of the course is on the development of oral and written communication skills.

FL111 SPANISH I .............................................4
Is a course designed as an overview of the initial grammar, vocabulary, and special features of the Spanish language. The focus of the course is upon the enhancement of reading, writing and oral communication skills.

FL112 SPANISH II .............................................4
Is a course designed to complete the initial grammar, vocabulary, and Spanish language began in Spanish I. The focus of the course is upon the enhancement of reading, writing, and oral communication skills. Prerequisite: Spanish I.

FL113 GERMAN I .............................................4
Is designed to teach basic grammar and vocabulary of the German language. The focus of the course is upon the development of reading, writing, oral, and aural communication skills. Basic elements of the German culture will also be introduced.

FL114 GERMAN II .............................................4
German II is designed to build upon the material introduced in German I. The focus of the course is upon the further development of reading, writing, oral, and aural communication skills. Basic elements of the German culture will also continue to be introduced. Prerequisite: German I.

FL200 SPANISH III ...........................................4
Is a course designed to complete the grammar, vocabulary, and Spanish language began in Spanish II. The focus of the course is upon the enhancement of reading, writing, and oral communication skills. Prerequisite: Spanish II.

GEOGRAPHY

GE101 WORLD GEOGRAPHY ...............................3
Is designed to survey the geographic and cultural features of the world's major regions. A central theme concerns the role played by technological change in shaping both the lifestyles and landscapes found in each of the regions studied. The resulting contrasts
between the Technological World and the Developing World are examined in detail. (A minimum ACT Reading Level Score of 19 is strongly recommended.)

**HUMAN ECOLOGY**

**HE124** Nutrition ..................................................3
Is designed to support the concept that achieving and maintaining optimal nutritional status is an essential component of health promotion. A molecular approach to nutrition is used as a basis for understanding the importance of nutrition in health and disease. Facts and principles are included to give the student a basic nutritional background to later enhance high quality nutritional care. The information acquired in this course will be used as the basis for understanding therapeutic nutrition.

**EARLY CHILDHOOD EDUCATION**

**HE095** Orientation to Early Childhood Development ..................................................2
This course is a supplemental course to accompany HE150, Early Childhood Development, and is designed to aid the student who has scored below 74 on the reading and below 78 on the writing of the Compass test, or below 41 on the ASSET test, or below 21 on the ACT test, or who indicated that they would like additional assistance with the course. Included will be review of the lectures in a discussion format, computer aided instruction, additional videos to explain concepts, and the use of chapter vocabulary worksheets and review questions for the HE150 lectures.

**HE144** Inclusive Early Childhood Education ...3
This course is a study of the research applications of how special children are included in the inclusive educational and day care settings. Emphasis will be placed on proven recommendations for inclusion merging early childhood education and early childhood special education philosophies.

**HE147** Principles of the Child Development Associate Credential ........................3
Will focus on the preparation for the Child Development Associate (C.D.A.) credential. The students will write their competency statements, prepare their Professional Resources File and study for the Early Childhood Studies Review. A person who has met the criteria established by the Council for Early Childhood Professional Recognition. Successful completion of this course does not guarantee the granting of the C.D.A. by the Council for Early Childhood Professional Recognition.

**HE149** Introduction to Early Childhood Education ..................................................1
This course is an introduction to employment opportunities in Early Childhood Education. An overview of philosophies, ethics and developmentally appropriate practice will offer students a look into what they can expect from this field.

**HE150** Early Childhood Development .................3
Is a study of the physical, cognitive, affective, social, and emotional development of the child from conception to age eight. Emphasis is on the interrelationship of growth and behavior of the preschool child. Included will be the influence of cultural environment on development and individual differences in development.

**HE151** Early Childhood Development Lab ........1
The student will observe and learn about cognitive, emotional, social and physical development of the child from birth to age eight. The student will also learn proper observation techniques to be used for tracking healthy development.

**HE152** Interaction Techniques with Young Children ..................................................3
Is a study of the guidance approaches which can be used to interact with and guide young children in a group or family setting. Communication skills and development of a positive self-concept will be emphasized.

**HE153** Creative Activities for Young Children ..................................................3
Is an introduction to various learning activities which may be used with preschool aged children in a group setting, focusing on selection, preparation, and presentation. Prerequisite: Successful completion of HE150.

**HE154** Creative Activities for Young Children Lab ..................................................1
Is a laboratory experience to plan, prepare, present, and evaluate a variety of activities for preschool aged children.

**HE155** Parent, Providers, and Community Relationships ..................................................3
Is a study of Early Childhood Education provider’s interrelationships with parents, colleagues, and the community. Topics included are public relations, family diversity and development, asset building, evaluations, parent meetings, parent-teacher communications, and professionalism.

**HE156** Developmental Program Planning for Young Children Over 2.5 ..........3
Is a study of the techniques of curriculum planning for young children over 2.5 years in a group setting, emphasizing the organization of activities into complete unit plans and year long plans. Assessment techniques and accountability in terms of curriculum will be emphasized. Prerequisite: Successful completion of HE152, HE153, and HE154.
**HE157 DEVELOPMENTAL PROGRAM PLANNING FOR YOUNG CHILDREN OVER 2.5 LAB .............1**
Student will participate in various activity centers in a child care facility and will teach segments of the unit plans developed in Developmental Program Planning. Prerequisite: Successful completion of HE154 with a C or better.

**HE158 DIRECTED FIELD EXPERIENCE .....................6**
Is a supervised practicum in which students are responsible for daily planning, preparation, presentation, and evaluation of activities meeting developmental needs of children in an approved licensed child care facility. A minimum of 350 on-site hours is required for the semester. Weekly on-campus seminars. Prerequisite: Successful completion of HE156 and HE157 with a C or better and approval of instructor.

**HE159 DIRECTED FIELD EXPERIENCE SEMINAR ........1**
Designed to facilitate the experience the students have in the approved licensed Child Care Facility. Topics of interest relevant to the learning taking place in the Centers will be discussed. Daily journals will be kept to facilitate optimal learning for the students. Must be taken concurrently with HE158.

**HE160 CHILD CARE ADMINISTRATION AND ORGANIZATION ........................................3**
Is an analysis of the administrator’s role in the Early Childhood Education Center. Application of philosophical approaches, communication techniques, and management skills necessary to operate early childhood programs. Federal, State, and local regulations and support systems will also be discussed.

**HE161 HEALTH & NUTRITION FOR YOUNG CHILDREN .............................................3**
Is a study of the health, safety, and nutritional needs of children (prenatal to age 8). Emphasis will be placed on the methods in which these health, safety, and nutritional needs can be met in a child care facility.

**HE162 CHILD CARE MANAGEMENT ..........................1**
Is a reflective course dealing with management style as it relates to child care and guidance. The practical application of management principles as they relate to child care and guidance will be emphasized.

**HE163 PARENTING .............................................3**
Is a study of varying approaches to parenting and their impact on the child’s behavior and development. The major content of the course concerns preparing for parenthood using the democratic approach to parenting.

**HE164 DEVELOPMENTAL PROGRAMS PLANNING FOR YOUNG CHILDREN UNDER 2.5 .............3**
This class will focus on the development of the child ages birth to thirty-six months and how to plan for this child in group care. Emphasis will be placed upon the parent-child relationship, parent-teacher relationship, child-teacher relationship, and development of the child.

**HE165 DEVELOPMENTAL PROGRAMS PLANNING FOR YOUNG CHILDREN UNDER 2.5 LAB .............1**
This laboratory will focus on developing appropriate care giving behaviors for working with infants and toddlers. Focus will be placed upon developing care giving skills through direct involvement with the children. The semester will be shared between the infants and toddlers.

**HE168 FAMILY AND CULTURAL PERSPECTIVES ........3**
This course is an overview of diversity topics in early childhood education. Material covered may include, but is not limited to, reviewing personal biases, relationships with families, preparing the early childhood environment, sensitivity to diversity and conflict resolution.

**HE170 CHILD CARE ACTIVITIES: MATH & SCIENCE ....1**
Is designed to focus on ways to integrate math and science activities into the Early Childhood Education or Family Day Care. The selection, implementation and evaluation of math and science activities for use with young children (ages 2.5 to 5) will be presented. Opportunities to make both math and science activities will be available.

**HE171 CHILD CARE ACTIVITIES: LANGUAGE AND LITERATURE ........................................1**
Is an activities course focusing on the selection, implementation and evaluation of language and literature activities for use with young children (ages 2.5 to 5). The course will study the methods and specific language and literature activities which are appropriate for young children.

**HE172 CHILD CARE ACTIVITIES: CREATIVE, INNOVATIVE AND EASY .................................1**
Is an activities course focusing on the selection, implementation and evaluation of activities for use with young children (ages 2.5 to 5).

**HE173 CHILD CARE ACTIVITIES: ART AND MUSIC ....1**
Is designed to focus on the art and music activities which may be most effectively used in a Child Care Setting with young children (ages 2.5 to 5). Technique selection, implementation, and evaluation of art and music activities will be discussed. Summer.

**HE176 HEALTH AND SAFETY IN THE CHILD CARE SETTING ..............................................1**
Is an overview of health, nutritional and safety needs of children in an early childhood education facility or family day care home.

**HE177 STARTING YOUR FAMILY DAY CARE HOME ........1**
Will focus on the practical and required elements of starting a family day care home. Licensing requirements, bookkeeping...
Course Descriptions

Techniques, meal planning and preparation, activities for the children, and contracts will be presented and will be developed for the participants.

HE180 EARLY CHILDHOOD MENTORING I .................1
This course will provide individuals working in the early childhood field the basic foundation needed for developing mentoring relationships. Students will have the opportunity to develop their skills in communication, leadership and application of adult education theory. This course will provide practical and supportive ways to learn and grow on the job and is designed to help managers and supervisors plan, implement and evaluate mentoring. Prerequisite: 10 credit hours of early childhood education or permission from instructor.

HE181 EARLY CHILDHOOD MENTORING II .................1
This course will provide individuals working in the early childhood field an advanced foundation needed for mentoring relationships. This course will provide mentors with advanced opportunities to develop skills in communication, leadership, advocacy and adult education theory. Prerequisite: Early Childhood Mentoring I.

HE182 UNDERSTANDING MULTIPLE INTELLIGENCES AND CHILDREN'S LEARNING STYLES .....................1
Multiple Intelligence theory acknowledges that different people have strengths in differing abilities. It explores children's various intelligences in areas not recognized or exercised within the traditional classroom. In this course, participants will discover the advantages of teaching methods that engage multiple intelligences and explore ways to implement them. Participants will learn about Howard Gardner's theory of multiple intelligences, and will discuss each of the eight intelligences. Learners will gain insight into their own preferred learning style and be able to apply the information to creating rich environments for the children they serve. Learners will create a lesson plan incorporating multiple intelligences in a subject area of their choice and identify the intelligences woven into that lesson. This course is instructor-led and interactive through discussions and assignments in course discussion boards. This course is available only online in conjunction with Kansas Children's Service League.

HE183 CHILD ABUSE & NEGLECT: RECOGNITION AND REPORTING .......................................................1
Participants in this course will be able to define the categories of abuse and neglect, including shaken baby syndrome, and identify signs and symptoms of the various types of abuse and neglect. In addition, participants in this course will identify appropriate responses to suspected abuse or neglect, discuss what to do in the event of child disclosure, and understand Kansas mandated reporter laws. This course is instructor-led and interactive through discussions and assignment in course discussion boards. This class is available only in conjunction with Kansas Children's Service League.

HE184 CREATING POSITIVE SETTINGS FOR CHILDREN AND FAMILIES .........................................................1
Participants in this training will understand how children's "mental health" is affected by life events, culture, environment, biology, and relationships and that these aspects serve as roads to understanding and wellness. They will also learn how to create safe and nurturing learning environments by understanding the impact that room arrangements, labeling, and comfortable settings have on children and caregivers. Finally, participants will learn strategies for working with families to create a healthy atmosphere for children by using a method of knowing, informing, discussing with, and supporting families, typing everything together to create positive settings for children and families in child care. This course is instructor-led and interactive through discussions and assignments in course discussion boards. This class is available only online in conjunction with Kansas Children's Service League.

HE185 CULTURAL COMPETENCY ......................................1
Participants in this training will understand a variety of subcultures by learning about specific cultural norms, values, codes of conduct, traditions and child rearing practices of ethnic, cultural and other groups served by programs. Participants will define cultural child-rearing practices as well as explore their own culture, attitudes and beliefs. This class is available only online in conjunction with Kansas Children's Service League.

HE186 UNDERSTANDING CHILDREN'S TEMPERAMENTS ............................................................................1
Participants in this training will receive an overview of the nine temperament traits and the variety of influences on temperament styles. Challenging temperaments including the flexible, fearful, and feisty styles will be discussed. Participants will assess a child's temperament as well as their own temperament to compare for a goodness of fit. This course is instructor-led and interactive through discussions and assignments in course discussion boards. This class is available only online in conjunction with Kansas Children's Service League.

HE187 CARING FOR CHILDREN WITH SPECIAL NEEDS ..................1
In this course, participants will review child development milestones and understand how to recognize early signs of early childhood delays. Participants will cover guiding terms, laws and principles regarding special needs, including common questions and answers for child care providers. Participants will learn about observation and assessment, and will learn what behaviors should be recorded as well as strategies for ways to document observations. In addition, participants will understand the importance of communicating with families, determine what information is important to communicate, and identify community agencies and resources available to families and caregivers working with children and special needs. This course is instructor-led and interactive through discussions and assignments in course discussion boards. This class is available only online in conjunction with Kansas Children's Service League.
**Course Descriptions**

**HE188  CHILDHOOD OBESITY & GOOD NUTRITION……1**
This class will focus on good nutrition and healthy eating and activity patterns to help children to develop into healthy individuals. In this course participants will describe the common reasons for obesity and the complications of being overweight or obese. This class is available only online in conjunction with Kansas Children's Service League.

**HE189  CHILDREN’S LEARNING THROUGH PLAY ……..1**
In this course, participants will define play and list characteristics of play. Participants will learn why play is important in children's development and be able to identify the developmental domains and milestones that affect children's learning through play. In addition, participants will understand social and cognitive stages of play as well as the behavior children exhibit in those stages. This class is available only online in conjunction with Kansas Children's Service League.

**HE190  FAMILY CHILDCARE BUSINESS PRACTICES……1**
This course focuses on operating a successful family childcare business. A variety of skills, strength and knowledge about the operation of a successful family childcare business will be studied. Record keeping, promoting the program, enrolling children, working with parents, licensing regulations will all be introduced to new and seasoned providers alike. This class is available only online in conjunction with Kansas Children's Service League.

**HE191  BULLYING PREVENTION AND RESPONSE…….1**
Participants in this course will understand the types of bullying and consequences for bullying behaviors. Emphasis is placed upon the school aged children and their families in the Elementary School community, although prevention is detailed for the child care community to deal with “potential bullies”. This class is available only online in conjunction with Kansas Children's Service League.

**HE205  TOPICS IN EARLY CHILDHOOD EDUCATION LEADERSHIP …3**
This course runs in conjunction with the BELIEF Institute (Building Excellent Leaders Influencing Early Foundations) that is sponsored by Child Care Aware of Kansas. This is a 10 month leadership training program that focuses on change and the early childhood leader's role. It is a model for improving the quality of early childhood programs. BELIEF institute supports participants in implementing quality improvements to their early childhood programs. Participants must be enrolled and complete the BELIEF Institute concurrently.

**HE205  TOPICS IN CHILD CARE …………………………..3**
This training will meet the state requirements for the mandatory basic training for child care providers. The training will cover child abuse and neglect reporting, abusive head trauma, SIDS and basic child development.

* A lab fee will be assessed for these courses.

**HUMANITIES**

**HU01  HUMANITIES I ………………………………………3**
Is designed to help you gain a richer understanding and enjoyment of the humanities, particularly in Western culture. This course includes an overview of the history of Western cultures between 1600 and the early 1800's and introduces great works of literature, philosophy, art, and music. As an interdisciplinary course, it seeks to show how these different elements contribute to and express human creativity and values. Prerequisite: English Composition I.

**HU02  HUMANITIES II ……………………………………..3**
Promotes the understanding and enjoyment of the humanities in Western culture. This course includes an overview of the history of Western cultures from the 1830's to present time and introduces great works of literature, philosophy, art, and music. As an interdisciplinary course, it seeks to show how these different elements contribute to and express human creativity and values. Humanities I is not a prerequisite for Humanities II. Prerequisite: English Composition I.

**HU205  TOPICS IN THE HUMANITIES……………………..3**
The elective course is designed to explore the humanities in a non-Western culture where students experience and learn about various areas of interest including the philosophy, political, music, literature, arts, education, and religion of other countries. As an interdisciplinary course, it seeks to broaden students' appreciation for the humanities diversity and how these different elements contribute to human creativity and understanding within the world.

**INDUSTRIAL EDUCATION**

**IE106  WELDING…………………………………………….3**
Involves principles and practices in electric and gaseous welding. Course content includes theory of operation of the various electric welding machines (A.C., D.C., M.I.G., and T.I.G.) and gaseous welding equipment (oxygen, acetylene, carbon dioxide, argon, and propane) along with student practice and performance through use. Proficiency in welding various metals, positions, and types of welds will be stressed.
# Course Descriptions

**IE107  ADVANCED WELDING..................................................3**
Is an advanced course in welding designed to expand the beginning welders' skills and techniques in arc and acetylene welding, as well as expanding his understanding of metallurgy, heat treatment of metals and joint and weld defects. Students in the class are allowed to utilize these skills and understandings projects as jointly determined by the instructor and the student.

**IE116  OSHA 10-HOUR CONSTRUCTION TRAINING ... 1/2**
This course is intended to provide an entry level construction worker with broad awareness in recognizing and preventing hazards on a construction site. It is also ideal for supervisors with safety and health responsibilities. OSHA recommends the training as an orientation to occupational safety and health. Students will be introduced to OSHA policies, procedures, and standards. Emphasis will be placed on hazard identification, avoidance, control, and prevention. Upon successful completion of the course, participants will receive an OSHA 10-Hour Construction DOL Course Completion Card by mail.

**IE117  OSHA 10-HOUR GENERAL INDUSTRY TRAINING.................................................. 1/2**
This course is intended to provide an entry level general industry worker with broad awareness in recognizing and preventing hazards on a general industry site. It is also ideal for supervisors with safety and health responsibilities. The course covers a variety of safety and health hazards which a worker may encounter. Students will be introduced to OSHA policies, procedures, and standards as well as general industry safety and health principles. Emphasis will be placed on hazard identification, avoidance, control, and prevention. Upon successful completion of the course, participants will receive an OSHA 10-Hour General Industry DOL Course Completion Card by mail.

**IE150  NATURAL/PROPANE GAS & ELECTRICAL SYSTEM SAFETY ........................................3**
This course provides instruction to plumbers, electricians, and heating/air personnel in the proper techniques and procedures for working with natural or propane installations; as well as electrical lock-out/tag-out. The course covers the components of a gas system, sizing of piping, proper purging of a system, differences between a leak test and a pressure test, flow test, various safety issues, hands-on training with pipe/fitting display boards, demonstration of various testing equipment, and lock-out/tag-out per OSHA regulations.

**JOURNALISM**

**JN100  MASS MEDIA IN SOCIETY.................................3**
A general survey of the various mediums of mass communication, including print media and electronic media and movies and their roles in American society.

**JN101  BASIC MEDIA WRITING........................................3**
Explores mass media sources of information, the preparation and the application of the media message. After learning techniques for information gathering, students will study and practice the fundamentals of writing for each of the mass media.

**JN104  REPORTING I..........................................................3**
Provides an opportunity to learn methods of news gathering and techniques of writing for a newspaper. Includes study of leads, news, and interview stories, features, editing, and professional problems.

*JN113  BEGINNING NEWSPAPER PRODUCTION ...............3*
Is designed to orient the student with the fundamentals of newspaper production through work on the student newspaper publication. The course is aimed at giving the student hands-on benefits of producing a newspaper through planning, reporting, photographing, editing, computer layout and design, advertising, and circulation. This course will aid the student in developing responsible attitudes toward meeting deadlines, time management and other workplace skills, and aid with career development. Staff members make all content decisions and are able to serve as writers, photographers, designers, and/or advertising sales staff. Prerequisite: Basic Media Writing or permission of instructor.

*JN115  PHOTOJOURNALISM.............................................3*
A course of study to develop an understanding of basic photographic and journalistic techniques needed to become a professional journalist. Students will identify and use basic camera functions, write basic cut lines, learn and apply visualization and design skills and manipulation techniques needed in today's market place. Students will develop knowledge about the history as well as discuss the legal and ethical issues of photojournalism and explore careers in the field. Students will have opportunities to create portfolio pieces.

*JN120  BEGINNING MAGAZINE PRODUCTION ...............3*
Is designed to orient the student with the fundamentals of magazine production through hands-on experience on the school magazine publication. Opportunities will be provided for students to learn concepts of magazine design and writing as well as learn about planning for, budgeting for, and publishing the publication. Students will demonstrate responsible attitudes toward meeting deadlines, time management and other workplace skills, and continue career development. Prerequisite: Basic Media Writing or permission of instructor.

**JN123  INTRODUCTION TO MULTIMEDIA COMMUNICATIONS ...........................................3**
An introduction to the creation and application of multimedia, often referred to as "New Media". Students will be introduced to and given an overview of multimedia tools, terminology and techniques for the development of multimedia projects. This course offers extensive hands-on experience using hardware and software.
**Course Descriptions**

**JN105 ADVANCED NEWS AND FEATURE WRITING .......3**
An advanced newsgathering and reporting course designed to sharpen the critical thinking and writing skills of the print journalist. Journalistic style and conventions will be emphasized in the production of well-defined news stories, features, profiles, editorials, personal columns, sports stories, and various other story types. The student will be introduced to feature writing for newspapers and magazines. Professional writing will be examined and critiqued, and class members will have the opportunity to participate in hands-on editing and layout activities. Prerequisite: Basic Media Writing.

**JN140 BEYOND WEB 2.0: SOCIAL MEDIA AS IDENTITY .3**
For today’s college students, digital communication is the norm, but what does it mean to exist in an online community? Tools like Facebook, Twitter, and text messaging are prevalent and you can learn to use them all to maintain privacy, enhance reputation, and build a more satisfying personal and professional life online. This course proposes to make every enrolled student an astute digital learner. Students will also understand the sociocultural implications of their digital existence and the powerful marketing tool that is social media.

**JN200 ADOBE INDESIGN & PHOTOSHOP WORKSHOP I..1**
This workshop is a general introduction to Adobe InDesign and Adobe Photoshop CS2. Basic introductory skills for each software will be taught. Students will complete hands-on projects during this course.

**JN201 ADOBE INDESIGN & PHOTOSHOP WORKSHOP II..........................1**
This workshop is a continuation from Workshop I. The students will review basic skills and work on more intermediate skills necessary to utilize Adobe InDesign and Adobe Photoshop CS2. Students will complete hands-on projects during this course.

**JN202 ADVANCED NEWSPAPER PRODUCTION.........3**
An extension of Beginning Newspaper Production where students take on editorial positions on the student newspaper publication. This course will emphasize editing, layout and design, advertising, and on-line production while continuing to develop reporting and researching skills. Students will demonstrate responsible attitudes toward meeting deadlines, time management and other workplace skills, and continue career development. Through leadership opportunities available, students will develop and use leadership and management skills. Prerequisite: Beginning Newspaper Production.

**JN203 ADVANCED MAGAZINE PRODUCTION..........3**
An extension of Beginning Magazine Production where students take on editorial positions on the student magazine publication. This course will emphasize editing, layout and design, advertising, and on-line production while continuing to develop creative news reporting and researching skills. Students will demonstrate responsible attitudes toward meeting deadlines, time management and other workplace skills, and continue career development. Through leadership opportunities available, students will develop and use leadership and management skills. Prerequisite: Beginning Magazine Production.

**JN204 NEWSPAPER PRODUCTION WORKSHOP ....... 1–3**
An extension of Advanced Newspaper Production where students gain more practical experience by working on the student newspaper publication. Credit for this course is based upon number of hours worked. Prerequisite: Advanced Newspaper Production.

**JN205 MAGAZINE PRODUCTION WORKSHOP .......... 1–3**
An extension of Advanced Magazine Production where students gain more practical experience by working on the student magazine publication. Credit for this course is based upon number of hours worked. Prerequisite: Advanced Magazine Production

**JN220 COOPERATIVE EDUCATION INTERNSHIP ...... 1–6**
See CA220.

*A lab fee will be assessed for these courses.*

**MANAGEMENT**

**MG101 MANAGEMENT PRINCIPLES ..................3**
Is an introductory course designed to provide the student with fundamental concepts and terminology. Designed for development of managerial techniques and practices and the understanding of their utilizations. For both terminal degree and transfer students.

**MG102 SMALL BUSINESS MANAGEMENT ...............3**
In this course you will find information on high growth, start-up ventures, such as Dell Computer, Google and Microsoft (all started while the founders were college students, by the way!). But more importantly you will find information on the kinds of small businesses most people really do start. These are small businesses in traditional industries and markets from the “Mom and Pop” retail, a manufacturing or service business, a web-based enterprise to the sophisticated, pre-packaged franchise operation. According to the textbook authors, small businesses are vitally important to our economy and helping them survive has long been an art. In this course you will study the art and the science of small business management. The objective of the course is to help you understand the challenge before you operate your own small business. Through this course we will cover 1) Entrepreneurs and Ideas: The Basis of Small Business 2) Small Business Paths and Plans 3) Marketing in the Small Business 4) Cash, Accounting, Finance in
the Small Business, and 5) Management and Organization in the Small Business.

MG220  COOPERATIVE EDUCATION INTERNSHIP ...... 1-6
See CA220.

MANUFACTURING SKILLS

MS101 BLUEPRINT READING/GEOMETRIC DIMENSIONS & TOLERANCES ........................................2
This program provides students with an overview of geometric dimensions and tolerances, teaching basic methods of reading and interpreting GD&T symbols and how part features are specified in terms of their relationships to other features.

MS102 PRECISION MEASUREMENT & QUALITY CONTROL ..........................................................2
The use and reading of precision measurement devices, including mastery of the most common gauges and measurement tools seen in typical work environments, is a requirement for many jobs today. This course enables workers to learn practical, efficient ways to read these devices and build the skills necessary for quality improvement.

MS103 APPLIED SHOP MATHEMATICS I .......................2
Almost every shop activity requires basic math skills. This course will give workers the practical knowledge they need to understand and use basic math for practical problem solving they typically encounter on the job.

MS104 OCCUPATIONAL SAFETY AND HEALTH .............1
This course provides the student with an understanding of current safety regulations, established safety practices, how to recognize basic hazards and the impact of work related injuries to the company and the employee.

MS105 EMPLOYABILITY SKILLS ........................................1
This course prepares students for employment by providing them with the information and skills needed to obtain and be successful at a job. Students will learn how to take full advantage of employment opportunities, including mastering resume writing, cover letters, job search and job interview skills.

MATHEMATICS

(Courses numbered 099 and below will not apply toward graduation.)

MA094  INTERMEDIATE ALGEBRA SUPPLEMENT ............2
Is designed and structured to support MA110 Intermediate Algebra students. Mandatory enrollment in a paired MA110 course is required.

MA095  MATHEMATICAL CALCULATIONS .....................3
This course is designed for students with little or no high school algebra, or those who have appropriate test scores. Basic computational skills are emphasized, and topics covered include integer arithmetic, fractions, decimals, ratios and proportions, percents, and an introduction to equations.

MA096  REDUCING MATH ANXIETY ...........................1
Is designed with the math anxious student in mind. The purpose of the course is to help that student reduce the anxiety, frustration, and tension felt when working with math and math related subjects. The course includes a video on math anxiety, causes and reduction techniques and a program on note-taking and test-taking in the math classroom. Active student participation and discussion is encouraged and developed throughout the course.

MA097  PRE-ALGEBRA ..............................................3
Provides a comprehensive coverage of basic computational skills and their applications while also covering fractions, decimals, ratios and proportions, percents, measurement and a brief introduction to variables and algebra.

MA098  INTRODUCTION TO ALGEBRA .........................1
Is designed for the student who wants to become familiar with algebra. The course includes these topics: signed numbers, variables and mathematical properties, exponents, simplifying and evaluating algebraic expressions, adding, subtracting and multiplying polynomials, factoring polynomials, solving linear equations in one variable. Solving systems of linear equations, and problem solving are optional topics available to the students.

MA099  ELEMENTARY ALGEBRA ................................3
This course is designed for students with little or no high school algebra, or those who have appropriate math scores on the ACT or Compass exam. Topics covered will include number systems, solution and application of linear equations, properties of the graphs of linear equations, solution of systems of linear equations, polynomials, factoring, and radicals. Prerequisite: Pre-Algebra with a C or better, or appropriate ACT/COMPASS scores.

MA105  SURVEY OF MATHEMATICS ..............................3
Is designed for students earning a two-year, non-transfer degree. Topics covered will include finance, statistics, probability, mathematical relationships, graphs of linear equations and their properties, and geometry. This course will not satisfy prerequisite requirements for College Algebra. Prerequisite: appropriate test scores or Elementary Algebra with a grade C or better.

MA107  MEDICAL MATHEMATICS .........................1
This course covers application problems involving medical dosages and intravenous fluid rates. Students who need orientation to the mathematical procedures of medication calculations will benefit from this course.
MA110  INTERMEDIATE ALGEBRA
This course is designed for students who have only one year of high school algebra, are inadequately prepared for College Algebra, or score in the prescribed range on the COMPASS or ACT exam. Topics covered will include number systems, linear equations and inequalities, lines, systems of linear equations and inequalities, polynomials, exponents, rational expressions, and quadratic equations. Prerequisite: appropriate test scores or Elementary Algebra with a grade of C or better.

MA111  COLLEGE ALGEBRA
This course reviews standard topics of algebra. Students will study linear and quadratic equations, functional notation, linear, quadratic, rational, logarithmic and exponential functions, systems of equations and inequalities, and matrix algebra. Other topics may be covered at the instructor's discretion. Prerequisite: appropriate test scores or Intermediate Algebra with a grade of C or better.

MA112  TRIGONOMETRY
Is a study of trigonometric functions and their applications, solutions to right and oblique triangles, trigonometric identities, inverse functions, graphs of trigonometric functions, and vectors. Prerequisite: appropriate test scores or College Algebra with a grade of C or better.

MA113  COLLEGE ALGEBRA EXPLORATIONS AND APPLICATIONS
This course is designed to support MA111 College Algebra Students. Students will spend time in small groups or individual work exploring real world applications of algebra with the use of current technology. Material covered will correspond with material covered in College Algebra. Mandatory enrollment in a paired MA111 course is required.

MA114  ELEMENTARY STATISTICS
This course is designed for students with adequate algebra background to cover introductory, non-calculus based statistics. Topics covered will include sampling and displaying data, measures of central tendency and variation, introductory probability theory, discrete probability distributions (binomial), normal distributions, standard normal distributions, sampling distributions and the central limit theorem, estimating parameters, hypothesis testing, regression and correlation, chi-square, and non-parametric statistics. Prerequisite: College Algebra with a C or better.

MA115  LINEAR ALGEBRA AND GENERAL CALCULUS
This course is an introduction to calculus and linear algebra concepts particularly useful to economics and business administration students. It requires no knowledge of trigonometry, and is not intended for a student seeking a degree in a science related field. Topics covered include limits, derivatives, multivariate calculus, basic integrals, and systems of equations. Practical applications include analysis of mixing problems, optimization, analysis of graphs for sales and marketing purposes, and marginal analysis. Prerequisite: College Algebra with a C or better.

MA120  ANALYTIC GEOMETRY AND CALCULUS I
This course reviews inequalities, linear equations, function notation, graphing and trigonometry. Students will study limits, continuity, derivatives, differentials, and integrals. Practical applications include graphing, motion, optimization, related rates, Newton's Method, area, volume, and L'Hopital's Rule. Prerequisite: appropriate test scores or College Algebra and Trigonometry with grades of C or better.

MA121  ANALYTIC GEOMETRY AND CALCULUS II
This course picks up where MA120 left off with applications of integration. Develops calculus as applied to logarithmic, exponential, inverse trigonometric, and hyperbolic functions. Students study limits, techniques of integration, infinite series, parametric equations and polar coordinates. Practical applications include growth and decay, first-order differential equations, Taylor series, surface area, work and arc length. Prerequisite: Analytic Geometry and Calculus I with a C or better.

MA122  ANALYTIC GEOMETRY AND CALCULUS III
Students will study vectors, vector functions, surfaces, differentiation, integration, cylindrical and spherical coordinates, and vector calculus. Practical applications will include arc length, area, volume, extrema, Kepler’s Laws, and moments. Prerequisite: Analytic Geometry and Calculus II with a C or better.

MA123  DIFFERENTIAL EQUATIONS
This course is the study of qualitative and quantitative behavior of first- and second-order differential equations, as well as systems of first-order equations. Both analytical and numerical methods for solution will be studied, including the use of Laplace transforms. Prerequisite: Analytic Geometry and Calculus III with a C or better.

MA220  COOPERATIVE EDUCATION INTERNSHIP
See CA220.

MUSIC

*MU100  MUSIC APPRECIATION
Is a basic study of the development of the art of music (European based) and personal development of the art of creative listening through frequent use of recordings. Recommended for the general student and music major.

MU101  AMERICAN MUSIC
Is a study of the development of American Music from colonial times to the present day. Included in the study will be early hymns, folk songs (traditional), spirituals (black and white), minstrel shows, ragtime, Dixieland, jazz, classical, Broadway shows, popular songs, Tin Pan Alley, rock, and country and western. Recommended for the general student and music major.
### Course Descriptions

**MU102  WORLD MUSIC** .................................................................3
Is a study of music in the context of human civilization and a
people's way of life. Cultural awareness leads to an understand-
ing of that way of life. Cultures to be studied will include: Navajo,
West Africa, American Blues, South India, Indonesia, Japan, and
Ecuador. Recommended for the general student and music major.

**MU103  HISTORY OF ROCK MUSIC** ..................................................3
This course will survey the history of rock music from 1950
to the present. Idioms covered will include early rhythm and
blues, Southern influenced gospel and spirituals, rockabilly, the
California "surf" sound, the British invasion, the Motown sound,
pop and folk rock, contemporary Southern rock, heavy metal,
funk, and modern hip-hop. Artists and music from these genres
will be studied with special emphasis placed on the significance of
music in development of popular culture.

**MU107  WORLD RHYTHMS** ..............................................................2
Learn the basics of African and Caribbean drumming. This is a
bucket drumming ensemble. No experience in drumming is nec-
essary. All rhythms are taught orally.

**MU110  HARMONY AND EAR TRAINING I** ...........................................4
The study of the structure and components of western music. This
study will include the fundamental concepts of notation, tonality,
intervals, chords, melodic organization, rhythm, harmonic pro-
gression and analysis. Additional aural skills concepts of dictation
and sight singing will also be covered.

**MU111  HARMONY AND EAR TRAINING II** ..........................................4
Intermediate study of the structure and components of western
music. This course builds on the concepts explored in Harmony
I (MU110). This study will include supplemental concepts
of notation, tonality, intervals, chords, melodic organization,
rhythm, harmonic progression and analysis. Additional aural
skills concepts of dictation and sight singing will also be covered.
Prerequisite: MU110 or consent of instructor.

**MU112  HARMONY AND EAR TRAINING III** ........................................4
Is an advanced level course with the addition of altered chords,
ninth, eleventh and thirteenth chords and simple and complex
methods of modulation, plus advanced ear training procedures
including harmonic as well as melodic dictation and sight singing.
Prerequisite: Harmony and Ear Training II.

**MU113  HARMONY AND EAR TRAINING IV** .......................................4
Is a continuation of Harmony and Ear Training III. Prerequisite:
Harmony and Ear Training III.

**MU117  COLLEGE BAND** .................................................................1
The “Rolling Thunder” is the college activity band. This ensemble
rehearses twice per week and performs in a college service capacity
at athletic contests and other appropriate campus and community
events.

**MU118  COLLEGE BAND II** .............................................................1
This course is a continuation of College Band. The “Rolling
Thunder” is the college activity band. This ensemble
rehearses twice per week and performs in a college service capacity at
athletic contests and other appropriate campus and community
events.

**MU118  COLLEGE BAND III** .............................................................1
This course is a continuation of College Band II. The “Rolling
Thunder” is the college activity band. This ensemble
rehearses twice per week and performs in a college service capacity at
athletic contests and other appropriate campus and community
events.

**MU120  CHOIR** .................................................................................1
Sings for special college and community events.

**MU121  GREAT SOCIETY** .................................................................1
Is a mixed select song and dance group that sings popular, gospel,
spiritual, and show selections. The group meets three times weekly
and performs for college and area wide community events. These
active singers take four days of tour each semester to area high
schools.

**MU123  GREAT SOCIETY II** ..............................................................1
Continuation of Great Society. The “Great Society Singers” are a
select pop choir that sings for college, community and area events.
Emphasis is placed on performance, literature, stage deportment,
dance and audience involvement. This ensemble travels fre-
quently. Audition required.

**MU124  GREAT SOCIETY III** ..............................................................1
Continuation of Great Society II. The “Great Society Singers” are a
select pop choir that sings for college, community and area events.
Emphasis is placed on performance, literature, stage deportment,
dance and audience involvement. This ensemble travels fre-
quently. Audition required.

**MU126  CONCERT BAND** .................................................................1
Concert Band rehearses one day weekly and will perform a for-
mal concert each semester. Literature performed will be from
the traditional as well as modern band repertoire and will include
works from such representative composers as Gustav Holst,
Ralph Vaughan-Williams, John Philip Sousa, and Johan DeMeij.
Prerequisite: Proficiency on a traditional wind or percussion
instrument.

**MU127  JAZZ ENSEMBLE** .................................................................1
Is a small instrumental group designed to perform in the popular
idiom, including rock, soul, folk type, and country music. This
group is primarily a public performing ensemble that is small
enough to be mobile yet large enough to perform all types of
music in the popular fields. By audition. Jazz meets three times a
week for fifty-five minutes each, one hour credit.
Course Descriptions

MU129  VOICE CLASS .......................................................1
Provides a group setting for vocal instruction of the student who is not ready for or interested in private study. Technical skills and their application will be explored with a varied song repertoire.

MU130  APPLIED MUSIC: VOICE ........................................1
Provides the opportunity for the student to improve his singing skills in a direct teacher to student instructional setting. Technical skills and their application will be explored within a varied song repertoire. Lessons are by appointment.

MU131  APPLIED MUSIC: INSTRUMENT ..............................1
Is for individual instruction in instrument of student's choice beginning with student's level of competency. Study is by appointment.

MU132  APPLIED MUSIC: PIANO ........................................1
Is for individual instruction in piano beginning with the student's level of competency and developing piano techniques and building a repertoire. Study is by appointment.

MU133  APPLIED MUSIC: ORGAN ....................................1
Individual instruction in organ beginning with student's level of competency and developing organ techniques and building a repertoire.

MU134  APPLIED MUSIC: VOICE II ....................................1
Continuation of Applied Music: Voice. Private instruction in voice techniques. Appropriate skills and applications will be addressed through preparation of appropriate literature for recital performance.

MU135  APPLIED MUSIC: INSTRUMENT II ............................1
Continuation of Applied Music: Instrument. Private instruction in instrumental techniques. Appropriate skills and applications will be addressed through preparation of appropriate literature for recital performance.

MU136  APPLIED MUSIC: PIANO II ......................................1
Continuation of Applied Music: Piano. Private instruction in piano techniques. Appropriate skills and applications will be addressed through preparation of appropriate literature for recital performance.

MU137  APPLIED MUSIC: VOICE III ....................................1
Continuation of Applied Music: Voice II. Private instruction in piano techniques. Appropriate skills and applications will be addressed through preparation of appropriate literature for recital performance.

MU138  APPLIED MUSIC: INSTRUMENT III ..........................1
Continuation of Applied Music: Instrument II. Private instruction in piano techniques. Appropriate skills and applications will be addressed through preparation of appropriate literature for recital performance.

MU139  APPLIED MUSIC: PIANO III ....................................1
Continuation of Applied Music: Piano II. Private instruction in piano techniques. Appropriate skills and applications will be addressed through preparation of appropriate literature for recital performance.

MU140  GUITAR I ............................................................1
Students will learn to play the guitar (chords and notes) using various pick and finger strums. No previous knowledge of the instrument is required. The student must furnish his own instrument.

MU141  GUITAR II ............................................................1
Students will learn intermediate guitar techniques supplementing music reading and chordal realization including barre chords and introduction to classical style playing. This course is a continuation of Guitar I (MU140). Prerequisite: Guitar I or equivalent as determined by the instructor.

MU142  GUITAR III ............................................................1
Students will learn advanced guitar techniques including advanced chordal realization and preparation for performance of classical literature. This course is a continuation of Guitar II (MU141). Prerequisite: Guitar II or equivalent as determined by the instructor.

MU145  STEREO EQUIPMENT AND TECHNOLOGY ............2
Is a course dealing with the current trends, styles, designs and philosophies of home and car audio and video systems. Special attention is given to understanding specifications and evaluation of components. Emphasis is toward a "buyers guide" to audio and video equipment. Home care and service of equipment discussed. Optimum results from the equipment also discussed.

MU160  CONCERT CHOIR ..................................................1
The Concert Choir is a select choir that performs for college, community and area events. Emphasis is placed on performance, literature and musicianship. This ensemble performs frequently. Audition required.

MU200  MUSIC WELLNESS ..............................................3
Is designed to prepare the student to work musically with individuals in a senior community in order to improve their quality of life.

MU220  COOPERATIVE EDUCATION INTERNSHIP ....... 1–6
See CA220.

* A lab fee will be assessed for these courses.
Course Descriptions

NURSING

**NR201** *NURSING ACROSS THE LIFE SPAN ADN I* ....... 12
This course is presented in three blocks throughout the semester. The introductory block provides learning experiences to initiate the transition of the student from the practical nursing role and philosophy to concepts inherent in the practice and philosophy of the professional nursing role. Evidence based practice is introduced, and the student is expected to apply critical thinking, and identify concepts of safe practice throughout the course. Legal aspects, ethical issues, and dimensions of contemporary nursing are integrated throughout the course. The didactic portion of the second block challenges the learner to provide patient centered care for patients and families having well defined acute health needs. In the third block, emphasis is placed on therapeutic communication and interventions for individuals with mental health alterations, and on the needs of individuals across the life span in varied cultures. The campus laboratory and a variety of structured clinical settings are used to provide correlated learning experiences for individuals across the lifespan to demonstrate application of theory, teamwork and collaboration, and practice the use of technology. Prerequisite: Graduation from an approved practical nursing program, PN licensure, and admission to the associate degree program.

**NR202** *NURSING ACROSS THE LIFE SPAN ADN II* ...... 12
This course is presented in two blocks throughout the semester. The didactic portion of the first block challenges the learner to provide patient centered care for adult patients and families having well defined acute health needs not addressed in NR201. The second block of the semester focuses on patient centered care for the childrearing family through the maternity cycle from conception to birth. Students learn principles of managing care for the ill child in different stages of development. This course also directs students to consider contemporary issues which have an impact on the health care delivery system, as well as legal and professional responsibilities of the nurse. Lifespan clinical experiences require the student to consider the various professional roles of the nurse, respond to structured challenges in the simulation lab, interact professionally with individuals experiencing mental health alterations, and practice nursing with increased independence with a preceptor. Prerequisite: Successful completion of NR201.

**NR220** COOPERATIVE EDUCATION INTERNSHIP ...... 1-6
See CA220.

* A lab fee will be assessed for these courses.

PHYSICAL EDUCATION

**PE101** TEAM SPORTS I ..............................................1
Is designed to give the student an opportunity to participate in physical education activities of a team nature. Areas of interest includes, but are not limited to, soccer, men's basketball, women's basketball, volleyball, baseball, softball, and men's and women's track.

**PE102** TEAM SPORTS II ..............................................1
Is designed to give the student an opportunity to participate in physical education activities of a team nature. Second semester activities are basketball, volleyball, and softball.

**PE107** BOWLING I ......................................................1
Is designed to teach the fundamentals of bowling to the beginner or to one who needs to improve his/her skill.

**PE108** ARCHERY .....................................................1
Is designed for students interested in the sport of archery. The course will teach the student fundamentals in archery skills and competition.

**PE109** GOLF I ............................................................1
Is designed to teach the fundamentals of golf.

**PE110** TOTAL FITNESS .....................................................1
Is designed to bring about changes in the body as manifested by physical exercise. This course can be physically demanding, but very satisfying for those interested in improving their physical condition. Students will be informed on how to correctly use all of the equipment in the fitness center, and will have the opportunity to ask questions of the instructor or the fitness center staff member on duty when working out.

**PE113** SOCIAL DANCE I ..............................................1
Is a beginning course teaching basic steps such as fox-trot, waltz, polka, line dances, jitterbug, etc., and a knowledge of ballroom etiquette.

**PE114** SOCIAL DANCE II ..............................................1
Includes advanced ballroom dance steps. Learn steps to the hustle, cha cha, folk dancing, and variations of steps learned in Social Dance I. Prerequisite: Social Dance I.

**PE118** AEROBICS ..........................................................1
Is a course designed to achieve and maintain a person's total fitness. Total fitness is achieved through the development of strength, endurance, dedication, forming good attitudes and self-discipline.
Course Descriptions

PE119  WEIGHT TRAINING AND PHYSICAL FITNESS  
Involves development of the muscular system as well as overall fitness. Includes explanation of muscular function and how to plan a conditioning program suited for an individual. This course is physically demanding, but very satisfying for those interested in improving their physical condition.

PE125  FITNESS FOR LIFE  
The primary purpose of this course is to acquaint students with a basic knowledge, understanding and value of physical activity as related to optimal healthful living.

PE126  CHEERLEADING I  
Is designed to teach the student the fundamentals of cheerleading. This is a first level cheer class. Students will learn beginning stunting including the preparation and practice of routines, weight conditioning programs, knowledge of personal health and self motivation, as well as focusing on cheer techniques. Students will also learn cheer terminology, choreography, and other related topics.

PE127  CHEERLEADING II  
Is designed to teach the student the fundamentals of cheerleading. This is the second level of cheerleading. Students will be expected to be role models and help teach the advanced stunting to the first level students. This includes the preparation and practice of routines, weight conditioning programs, knowledge of personal health and self motivation, as well as focusing on stunting techniques. Students will also learn stunting terminology, choreography, and other cheer related topics.

PE128  DANCE TEAM I  
Is designed to teach the student the fundamentals of dance. This is a first level dance class that will include the preparation and practice of routines, weight conditioning programs, knowledge of personal health and self motivation, as well as focusing on jazz, hip hop, lyrical, and modern dance techniques. Students will also learn dance terminology, choreography, and other dance topics.

PE129  DANCE TEAM II  
Is designed to teach the student the fundamentals of dance. This is a second level class where the students will be more involved with helping demonstrate techniques and will include the preparation and practice of routines, weight conditioning programs, knowledge of personal health and self motivation, as well as focusing on jazz, hip hop, lyrical, and modern dance techniques. Students will also learn dance terminology, choreography, and other dance related topics.

PE130  INTRODUCTION TO PHYSICAL EDUCATION  
Surveys the modern program of physical education, fitness and sport as to its history, philosophy, aims and objectives. It covers a broad scope of topics including personal fitness, scientific foundations, exploring careers professional development, coaching and athletics and social foundations.

*PE131  FIRST AID AND SAFETY  
Acquaints the student with safety and first aid (treating injuries and sudden illnesses) in the home, school, and community. The National Safety Council first aid course and American Heart Association Heartsaver and Healthcare Provider courses are offered.

PE134  PERSONAL AND COMMUNITY HEALTH  
The study of personal health and wellness of the individual. The course examines several areas of wellness to include the physical, psychological, social, intellectual, spiritual, and environmental dimensions. The student will assess him/herself in numerous areas of lifestyle (i.e. stress, physical fitness, nutrition, destructive behaviors, communicable diseases, chronic diseases) and examine ways to improve his/her health for the future. (Dual listed with PE141)

PE135  CONCEPTS OF PHYSICAL EDUCATION  
The primary purpose of this course is to acquaint students with a basic knowledge, understanding and value of physical activity as related to optimal healthful living. The course will include physical fitness assessment, exercise prescription, nutrition, weight management and stress management.

PE136  THEORY OF COACHING  
A comprehensive introduction to the art and science of coaching. This course introduces a positive coaching philosophy, the principles of coaching as digested from the fields of sport psychology, sport pedagogy, sport physiology, sport medicine, and sport management. This course includes American Sport Education Program Coaching Principles certification (K.S.H.S.A.A. - Level 1 certification)

PE137  INTRODUCTION TO RECREATION  
This course is designed to introduce the student to the nature, scope and history of recreation, leisure services, and outdoor education. It examines trends and issues of leisure studies and out-of-door recreation, and potential of these areas of service as a profession.

PE139  TECHNIQUES OF COACHING BASKETBALL  
Is designed to provide coaches with the skills needed to organize and develop a quality basketball program. It will include basketball techniques, strategies, theories, philosophies of offense and defense, also organizational, administrative skills to handle parents, players, assistant coaches and school personnel. Class will consist of lectures, small group activity, videos, observations and gymnasium activity.
Course Descriptions

PE140 TECHNIQUES OF COACHING VOLLEYBALL ........2
Is designed to provide coaches with the skills needed to organize and develop a quality volleyball program. It includes volleyball techniques and tactical strategies (offenses and defenses) of the game.

PE141 PERSONAL WELLNESS .................................3
The study of personal health and wellness of the individual. The course examines several areas of wellness to include the physical, psychological, social, intellectual, spiritual, and environmental dimensions. The student will assess him/herself in numerous areas of lifestyle (i.e. stress, physical fitness, nutrition, destructive behaviors, communicable diseases, chronic diseases) and examine ways to improve his/her health for the future. (Dual listed with PE134)

PE142 CYCLING ....................................................1
An introductory road cycling course. Emphasis will be placed on proper bicycle maintenance, riding technique, safety, and etiquette. The course is designed to provide students with an appreciation of cycling as a way to achieve personal health, fitness, or competitive goals. Mountain and cross bikes are welcome, but the majority of riding will be on pavement. This course can be physically demanding, but satisfying for those interested in improving their physical condition.

PE143 TOTAL FITNESS II ........................................1
This class is designed to bring about continued changes in the body as manifested by increased amounts of physical exercise. This course is physically demanding, but very satisfying for those interested in continuing to improve their physical condition. Prerequisite: Total Fitness.

PE144 ARCHERY II .............................................1
This class is designed for students interested in the sport of archery. This course is designed to teach the student more advanced archery skills and levels of competition.

PE150 BASIC CARE AND PREVENTION OF ATHLETIC
INJURIES I .......................................................3
Is designed for students interested in the prevention and care of athletic injuries. Basic principles of all aspects of athletic training are covered. Through lectures on specific injuries and practical lab experiences the student will learn how to recognize and care for common athletic injuries. This course is open to all students, it is a first semester requirement for students in the Athletic Training Program.

PE151 BASIC CARE AND PREVENTION OF ATHLETIC
INJURIES II .....................................................3
This course is designed for students interested in the evaluation, treatment, and rehabilitation of upper extremity athletic injuries. The anatomy involved in specific injuries that commonly occur in athletics and evaluation techniques will be emphasized. The use of therapeutics modalities and rehabilitation exercises for athletic injuries will be presented. Through lectures on specific injuries and practical lab experiences the student will learn about basic athletic training. This course is open to all students. This course is a second semester requirement for students in the Athletic Training program. Prerequisite: Basic Care & Prevention of Athletic Injuries I.

PE155 RECOGNITION & CARE OF ATHLETIC INJURIES..3
This course will acquaint the student with the first-response recognition, evaluation and treatment techniques for more than 110 sport related injuries and illnesses. It will cover treatment of injuries and illness, injury prevention, as well as cardiopulmonary resuscitation (CPR) for young adults. This course includes American Sport Education Program Sport First Aid Certification (K.S.H.S.A.A. - Level 2 certification).

PE156 PRINCIPLES OF STRENGTH & CONDITIONING....2
This course is designed to provide students with the theoretical and practical knowledge of the physiological, biomechanical and administrative aspects of designing and supervising safe and effective strength and conditioning programs for youth through adult populations.

PE158 COACHING PRACTICUM ...............................3
This course is designed to provide students with the opportunity to observe and interact with coaches and athletes in an interscholastic, intercollegiate or youth/club sport. The students will be matched with a team and coach that will help enhance the understanding of the principles of coaching and season planning. Prerequisite: Theory of Coaching and Recognition & Care of Athletic Injuries or First Aid and Safety.

PE160 VARSITY SPORTS: BASEBALL.......................1
A sport for baseball players. It begins the first day of classes for the fall semester and ends with the regional and national baseball tournaments in May. Baseball consists of skill development, intended to produce a competitive baseball team, in pitching, fielding and hitting skills.

PE161 VARSITY SPORTS: BASKETBALL .....................1
A sport for basketball players. Practice begins the first of October and concludes in March. Preseason conditioning starts four weeks preceding regular practice. Players will practice six days a week and play approximately 30 regular season games.

PE162 VARSITY SPORTS: TRACK ............................1
A sport for track and field athletes. Athletes are expected to participate in all practices and meets scheduled by the coach.

PE164 VARSITY SPORTS: SOCCER .........................1
A sport for varsity soccer players. It begins two weeks prior to the fall semester and its conclusion coincides with the end of the spring semester. Soccer consists of a number of daily activities to include practice for skill and fitness development, study hall, and attendance checks all of which are designed to promote the success of the student athletes involved.
Course Descriptions

PE165  VARSITY SPORTS: SOFTBALL ............................1
A sport for softball players, which includes Fall and Spring Semester participation. Softball consists of daily practices and a schedule of approximately 20 games in the Fall and 50 games in the Spring.

PE167  VARSITY SPORTS: CROSS COUNTRY ...............1
A sport for distance runners. It begins in August or at the start of the Fall Semester and ends with the National Championship in November. Cross country consists of a variety of hill, road and track workouts to better develop the cardiovascular system.

PE168  VARSITY SPORTS: VOLLEYBALL ........................1
This class is designed to bring about changes in the body as manifested by physical exercise. This course can be physically demanding, but very satisfying for those interested in improving their physical condition. Students will be informed on how to correctly play the game of volleyball, and will have numerous opportunities to play the game as well. Also students will be provided the opportunity to ask questions of the instructor training or competing.

PE173  MSF BASIC RIDER COURSE ..............................1
Those who choose to take a rider education course greatly reduce the likelihood and severity of being involved in a motorcycle accident. What you do before you start a trip goes a long way toward determining whether or not you’ll get where you want to go safely - wearing the right gear, becoming familiar with the motorcycle, checking the motorcycle equipment, knowing the traffic laws, and being a responsible rider. This course covers all of the preparation work and provides on-the-bike instructional driving. The training is Motorcycle Safety Foundation (MSF) approved. Upon completion, participants will receive their MSF Safety Certificate as well as their Kansas DE-99.

PE180  MSF EXPERIENCED RIDER ..............................1
This course is for experienced riders who want to hone their skills and fine-tune the mental skills needed for survival in traffic. This course will cover protective gear, rider resonsibility, motorcycle inspection and care, effects of alcohol and other drugs while riding, risk management, and lane changes. Riders will put into practice the techniques of managing traction, stopping quickly, cornering, and swerving.

PE185  VARSITY SPORTS: BASKETBALL II ....................1
Students will comprehend and demonstrate the fundamental skills of shooting, passing, dribbling, and rebounding the basketball. Students will learn to analyze and demonstrate these skills within a competitive environment. This course is a continuation of Varsity Sports: Basketball.

PE220  COOPERATIVE EDUCATION INTERNSHIP .......... 1-6
See CA220.

PE250  STRESS MANAGEMENT ....................................3
This course will study the mind-body relationship and the psychophysiology of stress including the relationship of the stress reaction to specific illnesses and disease. The course will cover an understanding of the basic principles of stress management through coping skills, the study of the mind-body relationship in stress management, cognitive reappraisal of daily life stressors, and techniques to deal with these stressors. The cognitive strategies and relaxation techniques are cornerstones for optimal health and can help one manage stressors in a healthful and productive manner.

* A lab fee will be assessed for these courses.

PHILOSOPHY

PH100  INTRODUCTION TO PHILOSOPHY .....................3
Is a survey course designed to increase the student’s understanding of their own ideas, the ideas of philosophers, and the ideas of their fellow students. Topics covered include: logic, epistemology, ethics, pragmatism, and existentialism.

PH101  INTRODUCTION TO CRITICAL THINKING ........3
Is designed to help students recognize inaccurate and fallacious reasoning and identify and practice good thinking. Students will apply the standards of good reasoning to traditional and contemporary ethical, social, economic and political problems.

PH105  CHRISTIAN ETHICS IN OUR CONTEMPORARY SOCIETY .........................................................3
Traditional ethical theories are discussed, with reference to Plato, Aristotle, Bentham, Mill, Kant and John Rawls. The nature of ethics is clarified in terms of how science and philosophy differ in their approaches to moral behavior. Biblical ethics of both Old and New Testaments are examined and compared to traditional social and moral issues. Moral problems and social issues such as abortion, capital punishment, business practices, sexuality, world hunger, pornography and war are studied from various viewpoints.

PHOTOGRAPHY

*PT101  PHOTOGRAPHY I ......................................3
Is a beginning course emphasizing types and basic construction of the camera, elements of good picture taking and the use of the darkroom. (Dual listed with art)

*PT102  PHOTOGRAPHY II ....................................3
Is a continuation of Photography I with emphasis on picture taking and darkroom procedure. Prerequisite: Photography I or permission by instructor. (Dual listed with art)
**Course Descriptions**

**PT103  INTRODUCTION TO DIGITAL PHOTOGRAPHY**........3
Introduction to Digital Photography is a course of study to develop an understanding of basic photographic techniques and computer assisted image manipulation. This course will include, but not limited to, the following topics: basic camera functions, basic digital image processing, visualization and design skills, and digital manipulation techniques needed in today's market place. Students will have opportunities to create portfolio pieces. (Dual listed with Art)

**PT229  ADVANCED DIGITAL IMAGING**.........................3
Advanced work in Digital Photography to develop an understanding of advanced photographic techniques and computer assisted image manipulation. This course will include, but not be limited to, the following topics: advanced camera functions, advanced digital image processing, visualization and design skills, and digital manipulation techniques needed in today's market place. Students will have opportunities to create portfolio pieces.

*A lab fee will be assessed for these courses.*

**RELIGION**

**RE102  CONTEMPORARY CHRISTIAN THOUGHT**..........2
Is directed to the innovators of contemporary religious thinking, the secularizers and to the existentialists movements. Such theologians as Barth, Niebuhr, Brunner, Bonhoeffer, Chadin, Kierkegaard, Marcel, Bullman, Bubet and others are considered. The newsworthy theological opinion-makers are presented.

**RE103  RELIGION IN CONTEMPORARY AMERICA**.........3
Is an analysis of current American religious bodies in contemporary history. Consideration of both the more traditional bodies and the more recent arrivals will be evaluated. This course, as an analysis of current American religious denominations and the social and political dynamics that they have made on American society. We will use the time frames of the decades of 1955-64, 1965-84, and 1985-94. Consideration will be given to the more traditional denominational bodies along with nontraditional that have become a part of the religious scene in America in recent history.

**RE104  WORLD RELIGIONS**.................................3
Discusses religions of mankind set in historical perspective. The course will focus upon the basic teachings of each of the major religions of the world, their founders, geographic distribution and importance in the theological world.

**SCIENCE**

**SC100  SURVEY OF SCIENCE**.............................3
This course is intended to familiarize the student with the methods of scientific discovery and investigation. Students will study phenomena in a variety of scientific fields to become familiar with the scientific process used for explaining phenomena. Students will also become aware of the effects of science on nature and society.

**SC101  GENERAL BIOLOGY**..............................4
Engages the non-biology major in explorations of the unity and diversity of organisms with particular attention devoted to the commonalities. Students are involved in various investigative simulations and extended laboratory activities. Study begins with the chemical foundation of life and culminates with interactions between organisms and environment. This course combines three hours lecture and one and one-half hours of laboratory time.

**SC103  PHYSICAL SCIENCE**.............................5
Is a study of man's physical world emphasizing fundamental universal laws and their implications in modern living through observations and analysis of sensible data. This study may include (but is not limited to) topics in the following areas: astronomy, chemistry, geology, meteorology, and physics. This course combines three hours of lecture and three hours of laboratory time. Prerequisite: Intermediate Algebra.

**SC104  GEOLOGY**..........................4
This course provides a study of the basic landforms and geological processes. Topics include Earth structure and composition, erosional and depositional processes, minerals and rocks, stream flow, glaciation, plate tectonics, and groundwater. This course includes three hours lecture and one and one-half hours lab per week.

**SC105  GENERAL ASTRONOMY**..........................4
This course is an introduction to space science designed to acquaint students with the history of astronomy, the universe, the solar system, the Sun and other stars, the evolution and properties of celestial bodies, and astronomical phenomena. This course includes three hours lecture and one and one-half hours lab per week.

**SC107  METEOROLOGY**.................................4
This course introduces the nature, origin, processes, and dynamics of the Earth's atmospheric environment. Content will focus on: (1) weather systems and processes, (2) seasonal trends, (3) atmospheric circulation, pressure, and moisture, (4) storm development, (5) air pollution, and (6) anthropogenic influences on weather and climate. This course includes three hours lecture and one and one-half hours lab per week.

**SC109  APPLIED PHYSICS**.........................5
The applied physics course is designed to teach the basic concepts of physics, while applying them to practical situations and situations pertaining to wind energy and wind energy generation. Students will use a hands-on approach to study the concepts of force, work, rate, resistance and energy as related to mechanical,
Course Descriptions

fluid, electrical, and thermal systems. Prerequisite: Completion of Workplace Math, Intermediate Algebra or higher-level math course with a C or better or the successful completion of a minimum high school mathematics curriculum which includes Algebra I and Algebra II.

**SC110 PRINCIPLES OF BIOLOGY +.................................5**
Engages students in explorations of unity and diversity among and between kingdoms. Study begins with the chemical foundation of life and culminates in interactions between organisms and environment. This course combines three hours of lecture and three hours of laboratory time. You will be involved in various group and independent investigations. Prerequisites: High school Biology with a B or better within the last five years or General Biology.

**SC111 MICROBIOLOGY LECTURE........................................3**
Is a study of microorganisms with emphasis on bacteria including fundamentals of their morphology, physiology, genetics and relationship to health and disease. Prerequisite: General Biology or Principles of Biology with a C or better or High School Biology with a B or better.

**SC112 MICROBIOLOGY LAB + ..................................2**
Is an extended weekly time period during which students are given the opportunity to demonstrate via specific laboratory procedures, principles of microbial structure, function, and the relationship of microbes to health and disease. Prerequisite: SC111 or concurrent enrollment.

**SC115 GEOLOGY LAB + ...........................................1**
This lab is intended as a hands-on approach to learning Earth materials and geological processes. Experiments will include: (1) using the scientific method and science tools to interpret geologic data, (2) examining the cause and effects of geologic hazards, (3) identifying rocks and minerals, (4) simulating stream and coastal processes, (5) assessing groundwater pollution, (6) analyzing geologic maps, and (7) interpreting the geologic history of the Great Plains. Prerequisite: approval from instructor.

**SC116 METEOROLOGY LAB + ....................................1**
This lab is a hands-on study of atmospheric processes. Students will apply the scientific method to learn the reason for seasons and the causes of precipitation, weather hazards (tornadoes and hurricanes), atmospheric phenomena (mirages, halos, and rainbows), air pollution, and climate change. Prerequisite: approval from instructor.

**SC117 GENERAL BIOLOGY LAB +............................1**
This is a laboratory class that is an opportunity for an extended weekly time period during which students are given the opportunity to demonstrate via specific laboratory procedures, principles of scientific method, cellular biology, enzymatic functions, diversity, evolution, and ecology. Prerequisite: approval from instructor.

*SC120 HUMAN ANATOMY & PHYSIOLOGY I + ...........4*
Is an introduction to the basic concepts of biochemistry, cytology, histology, and cellular physiology that relate to all tissues, organs and organ systems of the human body. This will include the following organ systems: integumentary, skeletal, muscular, and neural. Three hours of lecture and one and one-half hours of laboratory work per week are required.

*SC121 HUMAN ANATOMY & PHYSIOLOGY II + ..........4*
Is a continuation of topics introduced in Human Anatomy and Physiology I as related to the following organ systems: cardiovascular, respiratory, gastrointestinal, excretory, endocrine, and reproductive. Three hours of lecture and one and one-half hours of laboratory work per week are required. Prerequisite: Human Anatomy and Physiology I with a C or better.

*SC125 HUMAN BODY DISSECTION + ..................1*
Is designed to give the more advanced student an opportunity for hands-on dissection experience with a human cadaver. Prerequisite: completion of or concurrent enrollment in SC120 Human Anatomy & Physiology I.

*SC126 ANATOMY AND PHYSIOLOGY ......................5*
Anatomy and Physiology is an introduction to the basic concepts of biochemistry, cytology, histology, and cellular physiology that relate to all tissues, organs and organ systems of the human body. It will include the following organ systems: integumentary, skeletal, muscular, neural, senses, endocrine, circulatory, respiratory, urinary, digestive, and reproductive. Four hours of lecture and one and a half hours of laboratory work per week are required.

*SC129 INTRODUCTION TO CHEMISTRY ................1*
Engages the student in an overview of chemical concepts related to content in the biological sciences. Particular attention is devoted to chemical structure, chemical interactions and the chemical composition of cells as students acquire a fundamental understanding of the chemical foundation of life.

*SC130 GENERAL CHEMISTRY +..........................5*
Is an introductory course that assumes no previous experience with chemistry. The course includes a basic overview of inorganic, organic and biochemistry. Extended laboratory periods are required. Prerequisite: Elementary Algebra with a “C” or better or an appropriate ACT/COMPASS math score.

*SC131 CHEMISTRY I +..............................5*
Is an introductory course designed for engineering, allied health and science majors. Fundamental laws of chemistry, atomic theory and structure, chemical calculations, chemical bonding, gases and the kinetic molecular theory, chemical kinetics, acids, bases, and salts are covered in this course. Extended laboratory periods are required. Prerequisite: General Chemistry with a “C” or better or Principles of Biology with a B or better within the last five years or General Biology with a "C" or better or the successful completion of a minimum high school mathematics curriculum which includes Algebra I and Algebra II.
high school chemistry with a “B” or better and either an appropriate ACT/COMPASS math score or completion of Intermediate Algebra with a “C” or better.

*SC132  CHEMISTRY II + ..............................................5
This course will focus on the following topics: properties of solids and solutions, chemical kinetics, chemical equilibrium and applications, acids and bases, spontaneity, entropy, and free energy, thermochemistry, and an overview of organic and biochemistry. Prerequisite: Chemistry I.

*SC134  ORGANIC CHEMISTRY I + ...............................5
Is a study of the general principles of organic chemistry with emphasis on the major types of aliphatic compounds; and introduction to aromatic compounds; spectroscopy and certain biochemically important compounds. This course is designed to meet the needs of students requiring either one semester of organic chemistry or the two semester sequence. Prerequisite: Chemistry I and Chemistry II or permission of instructor.

*SC135  ORGANIC CHEMISTRY II + .................................5
Will be a continuation of Organic Chemistry I. Areas of study will include organic reactions, reaction-specific reagents, mechanisms for reactions, a continued look at functional groups and their nomenclature, and an introduction to biochemical molecules. Concepts learned in the classroom will be applied in the laboratory. Prerequisite: Organic Chemistry I.

SC137  NATURAL HAZARDS AND DISASTERS ..................3
This course will examine the physical mechanisms that create natural hazards and disasters, explore the geographic distribution of disasters around the globe, and address how humans mitigate against and respond to them. Topics to be covered include tornadoes, equakquakes, tsunamis, volcanoes, floods, hurricanes, heat waves, and droughts, as well as some lesser-known and larger scale phenomena such as the El Nino/La Nina cycle, meteorite impacts, and global climate change.

*SC138  NATURAL HAZARDS AND DISASTERS LAB + ....1
This lab will examine the physical mechanisms that create natural hazards and disasters, explore the geographic distribution of disasters around the globe, and address how humans mitigate against and respond to them. Topics to be covered include tornadoes, earthquakes, tsunamis, volcanoes, floods, hurricanes, heat waves, and droughts, as well as some lesser-known and larger scale phenomena such as the El Nino/La Nina cycle, meteorite impacts, and global climate change.

*SC140  COLLEGE PHYSICS I + .................................5
Is an introductory course covering the general topics of mechanics, static, and dynamic forces, energy, momentum and simple harmonic motion. Depending on the time and level of class preparation other material may be covered during the first semester, particularly heat and thermodynamics. College Physics I is recommended for majors in science and allied health. Laboratory periods that are extended beyond the lab/lecture time may be required as this course combines three hours lecture and three hours of laboratory time. Prerequisite: Successful completion of College Algebra and College Trigonometry with letter grades of “C” or better or the successful completion of a minimum high school mathematics curriculum which includes the content of a Pre-Calculus and/or Trigonometry course.

*SC141  COLLEGE PHYSICS II + ..................................5
Is the second half of introductory physics covering the general topics of heat, sound, electricity, light, and modern physics. College Physics II is recommended for majors in science and allied health. Laboratory periods that are extended beyond the lab/lecture time may be required as this course combines three hours lecture and three hours of laboratory time. Prerequisite: College Physics I with a C or better.

*SC142  UNIVERSITY PHYSICS I + .................................5
Is an introductory course covering the general topics of mechanics and heat and is recommended for majors in science and engineering. Extended laboratory are required as this course combines three hours of lecture and three hours of laboratory time. Co-requisite: Analytic Geometry and Calculus I.

*SC143  UNIVERSITY PHYSICS II + .................................5
Is the second half of introductory physics covering the general topics of sound, electricity, light, and modern physics. University Physics II is recommended for majors in science and engineering. Laboratory periods that are extended beyond the lab/lecture time may be required as this course combines three hours of lecture and three hours of laboratory time. Prerequisite: University Physics I with a letter grade “C” or better.

SC146  ENVIRONMENTAL SCIENCE AND CONSERVATION ..............................................3
An interdisciplinary study from the perspective of Environmental Science. This course will examine the use of natural resources across the planet, with emphases on conservation, resource management, and significant human impacts on natural systems. Major topics covered include an introduction to Earth systems science and environmental science; agriculture, soils, biotechnology; and the production of food; the atmosphere, pollution, and climate change; the hydrosphere, water quality, and aquaculture; biodiversity, ecosystems and environmental ecology; natural resource extraction, the production of energy; sustainable solutions. Special attention will be given to analyzing these topics in light of current events and governmental policy at the local, state, and federal levels.

*SC147  ENVIRONMENTAL SCIENCE AND CONSERVATION LAB ......................................1
An interdisciplinary study from the perspective of Environmental Science. This course will examine the use of natural resources across the planet, with emphases on conservation, resource management, and significant human impacts on natural systems.
Major topics covered include an introduction to Earth systems science and environmental science; agriculture, soils, biotechnology, and the production of food; the atmosphere, pollution, and climate change; the hydrosphere, water quality, and aquaculture; biodiversity, ecosystems and environmental ecology; natural resource extraction, the production of energy; sustainable solutions. Lab work will consist of observation and demonstration, experimentation with such materials as soil, water quality testing kits, and lab report writing; topics as described above.

**SC199  GENERAL ZOOLOGY** ............................................4
In this class, students are given the opportunity to demonstrate an understanding of each Phyla of the Kingdom Animalia. Students must determine characteristics of the Phyla based on morphological, reproductive, behavioral, and ecological differences enhancing an understanding of the diversity of species in the animal kingdom. Students will have to understand the classification system and utilize taxonomy to differentiate organisms. In the laboratory, light microscopy and dissection will be utilized to determine structural and morphological characteristics in conjunction with an ability for identification. Prerequisite: Principles of Biology or current enrollment in Principles of Biology.

**SC220  COOPERATIVE EDUCATION INTERNSHIP ...... 1–6**
See CA220.

*A lab fee will be assessed for these courses.*
+These courses are considered lab courses.

**SOCIAL SCIENCE**

**SS099  PERSONAL ASSESSMENT AND PLANNING ........ 1**
Allows students to assess their skills, aptitudes, interests, and values. It helps students: 1) determine what obstacles are interfering with their learning, 2) devise a plan to overcome these obstacles, and 3) gain the self-confidence and self-determination necessary for college success. All full-time students with academic probation status are required to enroll in this course. Students may not withdraw from this course.

**SS100  COLLEGE SKILLS AND RESOURCES .................. 1**
Familiarizes incoming Cloud students with the campus, its facilities, procedures and regulations. Students are assisted in 1) defining their educational goals, 2) identifying courses and experiences that can help fulfill their goals and 3) accessing the support services necessary to achieve their goals. Required for first-time college students enrolled in nine or more credit hours. Students may not withdraw from this course.

**SS101  GENERAL PSYCHOLOGY .............................. 3**
A survey of methods, facts, and principles relating to basic psychological processes. Major topic areas include neural bases of behavior, learning and motivation, psychosocial development and abnormal psychology, human cognition, cognitive development, individual differences and social psychology. The classroom lab activities provide experience with methods of research and data collection. (ACT reading level 19 recommended)

**SS102  ABNORMAL PSYCHOLOGY ............................ 3**
Presents an overview of deviant behavior study, the concept of differential diagnosis categories of deviant behavior, an overview of the major theoretical models explaining deviant behavior and a discussion of major psychological and psychiatric models for treating and modifying deviant behavior. Prerequisite: General Psychology.

**SS103  SOCIAL PSYCHOLOGY .............................. 3**
Is an introduction to the discipline that utilizes the scientific method to attempt to understand and explain how the individual's behavior, thoughts, and feelings are influenced by the actual, imagined or implied presence of others. Analysis of the self, culture and gender will be given special emphasis in regard to their direct and indirect influence upon human behavior. Prerequisite: General Psychology.

**SS105  HUMAN GROWTH AND DEVELOPMENT .......... 3**
This course is a study of the self and steps which lead to psychological maturity. The class will include an analysis of our culture in relationship to the needs for personal growth and will study the individual from conception through death. The course will cover physical, mental, and cultural needs for a rich and satisfying life. Recommended Prerequisite: General Psychology and ACT reading level 19.

**SS106  MARRIAGE AND FAMILY ............................ 3**
Is a study of mate selection, marriage, and the family from the psychological, sociological, biological, and developmental points of view. Included are the relationship of values to marriage, sex roles, dating and engagement, family planning, parenthood, family economics, communication and marital growth and fulfillment, and death in the family.

**SS107  HUMAN SEXUALITY .............................. 3**
Is an introductory course focusing on the biological, psychological, social and legal aspects of human sexuality with the major emphasis on the development of wholesome attitudes toward the masculine and/or feminine elements of one's unique development.

**SS108  WOMEN IN AMERICAN SOCIETY .............. 3**
Will explore the many facets of women in American society and the impact on relationships and family, both from historical and contemporary perspectives. Students will be offered a cross section of available information from a liberal arts perspective, including literature, psychology, history, political science, and social philosophy.

**SS113  HUMAN RELATIONS .............................. 3**
Is an experience-oriented class which is designed to assist persons to focus upon themselves and others. Utilizing group interaction
and discussion, emphasis is placed upon the development of listening and communication skills, conflict management, personal and interpersonal awareness, goal setting, and effective time management.

**SS120 WESTERN CIVILIZATION I** .................................................. 3
Is a survey course designed to expand the student’s ability to understand selected themes in the history of Ancient Southwest Asia, Ancient Greece, Ancient Rome, Europe during the middle ages, the renaissance, reformation, and early modern statehood.

**SS121 WESTERN CIVILIZATION II** .................................................. 3
Is a continuation to Western Civilization I starting with 17th century Europe and surveying the pattern of Western history to the present day. Modern Europe is emphasized with consideration given to the various ideologies and beliefs that have shaped the 20th century European society.

**SS122 U.S. HISTORY I** ................................................................. 3
Is a survey of American History from its European background through the time of the Civil War. The political, economic and social growth of our country is emphasized.

**SS123 U.S. HISTORY II** ................................................................. 3
Is a survey of American History from Reconstruction to the present. The intellectual, political, economic, and social growth of our country is emphasized.

**SS124 INTRODUCTION TO HISTORY** ............................................. 3
Covers what history is, how it is produced, and what its functions are. Designed for students who want an introductory course which explains the methodology and purposes of the discipline.

**SS125 INTRODUCTION TO CULTURAL ANTHROPOLOGY** ................. 3
Is designed to introduce students to the extraordinary diversity of human cultures. This variation is viewed as a reflection of each society’s continuing need to adapt successfully to local, social and environmental conditions. While the course focuses chiefly upon primitive and nonindustrialized societies today (i.e., those living in the “ethnographic present”), past cultures are also surveyed from the perspectives of physical anthropology and archaeology. (A minimum ACT Reading Level Score of 19 is strongly recommended.)

**SS127 CHILD PSYCHOLOGY** ......................................................... 3
Child psychology is designed to cover the developmental aspects of physical, neurological, cognitive, psychosocial and personality development of the child from conception through adolescence. Research methods and genetic, behavioral and environmental theory will be included. This course will explore current impacts on behavior and development.

**SS129 INTRODUCTION TO SOCIAL WORK** .................................... 3
This course aims to assist students gain knowledge about the nature of social work practice including its values, ethics, roles and activities; understand some of the differences between conventional and progressive approaches to social work; understand more about themselves in regard to social work; and gain familiarity with the work done by social workers in the community and the world.

**SS130 INTRODUCTION TO SOCIOLOGY** ...................................... 3
Is designed as an introduction to the study of the structure and function of human groups, particularly those which occur in contemporary industrialized cultures. The relationships between the individual and his society, culture and society, and the social dynamics of institutions are investigated. (A minimum ACT Reading Level Score of 19 is strongly recommended.)

**SS140 U.S. GOVERNMENT: NATIONAL** ..................................... 3
Is an introduction to the structure and function of the United States Government and the political behavior of the American people.

**SS141 U.S. GOVERNMENT: STATE AND LOCAL** ....................... 3
Is a study of the structure and function of state and local governments with special attention given to the governments in Kansas.

**SS142 CURRENT POLITICAL ISSUES** ........................................... 3
An introduction to contemporary political issues and the problems that concern American society. This course will look at current events that are shaping current political policy at the local, state and national levels.

**SS150 INTRODUCTION TO INTERNATIONAL RELATIONS** ............. 3
This course focuses on concepts and patterns of political behavior within societies, and the reasons behind these patterns. The aim of this course is to furnish students with the intellectual tools to understand the future, as well as current events in their society and around the globe.

**SS220 COOPERATIVE EDUCATION INTERNSHIP** ......................... 1-6
See CA220.

**TRUCK DRIVING**

**TD250 CDL CLASS A TRUCK DRIVING TRAINING I** ................. 8
This is the first course of a concurrent two-course program where students will gain the knowledge and practical experience necessary to be a driver of a commercial tractor-trailer unit and begin work with an over-the-road trucking firm. Students will take written and driving tests at the Kansas Department of Motor Vehicles and obtain their Class A Commercial Driver’s License. Additional emphasis will be placed on driver’s daily log and mileage records,
The document contains course descriptions related to wind energy and truck driving. Here are the key points:

- **WE100 INTRODUCTION TO WIND ENERGY**
  - Students will be exposed to the many facets of the wind industry. This course will cover basic principles of wind energy conversion. The wind industry worldwide is growing faster than any other energy source. Class topics will not only cover the mechanical, technical, and electrical aspects of wind energy but also environmental, social, political, and economic aspects of wind energy.

- **WE102 ENERGY INDUSTRY FUNDAMENTALS**
  - Energy Industry Fundamentals provides a broad understanding of the electric and natural gas utility industry and the energy generation, transmission, and distribution infrastructure, commonly called the "largest machine in the world," which forms the backbone for the industry. The course includes business models, regulations, types of energy and their conversion to usable energy such as electric power, how generated power is transmitted and distributed to the point of use, emerging technologies, and the connection to careers in the energy industry.

- **WE105 EMPLOYABILITY SKILLS, SAFETY, BLUEPRINT READING**
  - A course designed specifically for the wind energy students. Each of the course's topics will be presented for approximately a third of the semester. Employability Skills will provide the student with lifelong career planning skills and employability skills necessary to secure a career in the wind industry. Safety will cover the necessary topics of OSHA safety training in the electrical industry. Blueprint Reading will provide the student with communication skills in the areas of reading blueprints for development, construction, operation, maintenance, and electrical power systems.

- **WE110 ELECTRICAL THEORY**
  - Students will be exposed to many facets of electrical energy. This course will cover basic electrical circuit information such as voltage, current, resistance, series circuits, parallel circuits, combination circuits, conductors, insulators, electrical power, sources of electrical energy, magnetism, meters, AC/DC current, and other topics that are appropriate.

- **WE120 HYDRAULICS**
  - Hydraulics is a study dealing with the mechanical properties of liquids. Hydraulic topics cover concepts such as hydraulic pumps, actuators, accumulators, cylinders, control valves, check valves, flow control valves, directional control valves, pressure control valves, motors, filters, coolers, and reservoirs.

- **WE130 WIND PUBLIC/LANDOWNER RELATIONS**
  - Educating the public and/or landowners on the advantages and disadvantages of wind energy is a necessary step in the development of a wind project. Information on economic and environmental issues will be necessary from the initial development period to the completion of the wind project. Students will learn how to answer the Myth vs. Fact questions concerning wind farm development. Procedures for obtaining the proper permits and access rights to enter property to assess the wind resource will be addressed. Additionally, students will learn about setback constraints, archaeological restrictions, aviation obstruction marking requirements, and other organizational and governmental regulations affecting wind power project development.

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* A lab fee will be assessed for these courses.
**Course Descriptions**

*WE150  MECHANICAL SYSTEMS ........................................3*
Mechanical Systems will expose the wind energy students to the installation, use, maintenance, and troubleshooting of mechanical drive components. This course will cover basic principles of wind energy mechanical systems with practical hands-on tasks which will be encountered in the wind industry.

*WE202  ELECTRICAL POWER DELIVERY .........................3*
This course will cover the entire scope of electric power delivery from generation to transmission and distribution to electrical loads. Students will learn about the generation systems that convert resources into electrical power. Undergound and overhead transmission cables, distribution lines, and substations will be studied. The students will also learn about the interconnection of electrical energy into the electrical grid, and how it is distributed throughout the grid to electrical loads. General transformer function and operation will be discussed, as well as protective relaying and circuit breaker types. A combination of site visits to operating generation plants, substations, and electric utility companies will reinforce the classroom material.

*WE205  WIND BUSINESS ...........................................3*
Wind Business is designed to learn about topics in business as they apply to the wind industry. Students will become familiar with different manufacturers of wind turbines, warranties, and service agreements. Knowledge of the supply and demand of wind equipment is necessary when developing a wind project. Students will learn about dispatchable and non-dispatchable resources, why curtailment is sometimes necessary, and capacity factor. Information related to the construction process of a wind farm will be included in this course.

*WE210  ELECTRONICS ..............................................3*
The study of the flow of charge through various electrical devices and the transmission of power and information. This course will cover principles of the electronics fields which will be necessary to understand how electronic components are used to make complex electrical systems. These electrical systems are the backbone of the electrical energy industry. Prerequisite: Electrical Theory with a C or better. Students must be admitted to the Wind Energy Technology Program to enroll in this course.

*WE215  ELECTRICAL SYSTEM PROTECTION AND COORDINATION ........................................3*
Students will learn how circuit breakers and fuses are employed to ensure optimal system protection from system faults and over-load conditions. Proper installation and operation of switching mechanisms, fuses, and single-phase and three-phase circuit breakers and reclosers will be covered through lecture and hands-on experience. Protective relaying, sectionalizing, and remote monitoring and control through SCADA systems will also be covered. Students must be admitted to the Wind Energy Technology Program to enroll in this course.

**WE220  COOPERATIVE EDUCATION INTERNSHIP ...... 1-6**
See CA220. Students must be admitted to the Wind Energy Technology Program to enroll in this course.

*WE225  MOTORS, GENERATORS, PLCs ........................3*
Provides students with the basic understanding of the principles of motors, generators, motor controls, and programmable logic controllers (PLCs). Both electromechanical and solid state electronic control devices are covered in this course. Students must be admitted to the Wind Energy Technology Program to enroll in this course.

*WE227  PLCs (PROGRAMMABLE LOGIC CONTROLLERS) ....3*
The PLC course will provide a broad-based understanding of important PLC principals and concepts. You will understand how to connect to PLC hardware, create ladder logic programs, explore applications of PLC controls, and see how they function in various control systems. You will also study various programming conventions, as well as practical issues about automation controls and components. Students must be admitted to the Wind Energy Technology Program to enroll in this course.

**WE230  SUBSTATION & VOLTAGE REGULATION..........3**
A study of substations, capacitors, voltage regulators, boost and buck boosters; practical experience in substation grounding, inspections, substation maintenance; operation and installation of high side fuses, power transformers, substation buswork, and transfer switches; methods of voltage regulation, and Supervisory Control and Data Acquisition (SCADA). Students must be admitted to the Wind Energy Technology Program to enroll in this course.

*WE240  GIS/GPS .........................................................3*
Students will be trained in Geographic Information Systems (GIS) which integrates hardware, software, and data for analyzing wind resources in the wind development process. The Global Positioning System (GPS) will enable wind project developers to determine their current location, elevation, and distances from other locations. Map reading skills are a vital part of managing wind development projects. There are many different types of maps associated with the wind industry which students will learn to read and be able to analyze the data. A combination of site visits to wind related industry and case studies will reinforce the classroom coursework.

**WE250  DATA ACQUISITION AND COMMUNICATIONS ..3**
This course will give students information on how resource data is collected and analyzed for the use in the generation of electricity. Analog-to-digital data conversion will be studied, as well as instrument calibration. Students will also learn how data is communicated to assess power production of generation systems. The function of Supervisory Control and Data Acquisition (SCADA) systems will be discussed in detail. Students must be admitted to the Wind Energy Technology Program to enroll in this course.
**WE255 AIRFOILS AND COMPOSITE REPAIR .................3**

Students will be exposed to many facets of composites to build concrete foundations and blades on a wind turbine. This course will cover basic principles of the wind turbine blade design, blade composition, and base construction. The airfoils portion of this class will cover the aero-dynamic basics of the wind turbine blades using the wind to convert one form of energy to another. Composite materials will be studied as they are used in the manufacturing processes of wind turbine components.

**WE257 APPLIED AIRFOILS ...........................................3**

Applied Airfoil students will be exposed to many facets of wind turbine blades from the wind turbine industry. Reliability of wind turbines is directly related to the quality and service of the rotor and blades. Documentation of defects from manufacturing as well as current stress is vital to determining blade length of service and projected maintenance schedules. This course will cover fundamental principles of mold construction, blade construction, quality control, inspection, and materials used for wind turbine blades.

**WE260 WIND TURBINE SITING........................................3**

Students will be exposed to many facets of the proper placement (siting) of individual wind turbines as well as wind farms. This course will cover basic principles of how to find the best site and if it is suitable for wind energy. Class topics will cover the physical restrictions, institutional restrictions, wind turbine noise, placement near the grid, spacing of turbines, social aspects of wind turbines, and environmental issues associated with wind turbines.

**WE262 BLADE REPAIR OPERATIONS.........................4**

Blade Repair Operations will introduce the students to industry standards of safety, operation, and maintenance of wind turbines and project operations. Students will be trained on the proper techniques and safety to gain access to the blades of a wind turbine for inspection and repair procedures. Specific training on suspended access equipment will allow student to safely inspect/repair wind turbine blades. Safety is at the heart of everything we do in this training program. Students will also understand the concept of day to day operations of a blade repair technician. Students will become familiar with the tools and equipment used and learn the value of teamwork as it applies to operations and repair of wind turbine blades. Students must be admitted to the Wind Energy Technology Program to enroll in this course.

**WE265 FIELD TRAINING & PROJECT OPERATIONS ......5**

This course will introduce students to industry standards of safety, operation and maintenance of wind turbines and project operations. Students will also benefit from field trips to operational projects to gain perspective of day to day operations of a wind turbine generation facility. Students must be admitted to the Wind Energy Technology Program to enroll in this course.

**WE270 TRANSFORMER THEORY...............................3**

A transformer is a device used to transform (change) electrical power from one circuit to another. This course will cover the basics of magnetism, induction, windings, turns ratios, step-up transformers, step-down transformers, efficiencies, power transmission, single-phase power, three-phase power, delta windings, wye windings, and other transformer topics. Students must be admitted to the Wind Energy Technology Program to enroll in this course.

**WE280 WIND ENERGY TECHNOLOGY INTERNSHIP ......4**

The CCCC WET Internship program allows students to gain real world experiences with a wind energy or electrical related industrial company. Internships provide a bridge between classroom learning and full-time employment. Students work as a team with other competent employees who help guide the students to develop job skill sets necessary for employment in the area of electrical generation and distribution. An internship enables students to experience valuable work experience to help make future career choices.

* A lab fee will be assessed for these courses.
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