



2016-2017 College Catalog



Concordia • Geary County • Online & Outreach
www.cloud.edu • 800.729.5101



Cloud County

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 2016-2017



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 2016-2017 catalog are true and correct to the best of our knowledge.

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Geary County Campus

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Nancy Zenger-Beneda Science & Mathematics

Academic Calendar • 2016-2017

FALL SEMESTER, 2016

Aug 4	Outreach Instructor In-Service - Concordia
Aug 9	GCC Adjunct Faculty In-Service
Aug 12, 15-19	Faculty Contract Days
Aug 18	Student Services Day - GCC
Aug 20-21	Move-In Day - Concordia
Aug 21	New Student Orientation
Aug 22	New Student Orientation (Con't) & Student Services Day - Concordia / New Student Orientation - GCC / Faculty Contract Day
Aug 23	Classes begin - All campuses (Full Session & First Session)
Sep 5	Labor Day - COLLEGE CLOSED - No classes (all locations)
Sep 20	In-Service - No classes (all locations)
Oct 10-13	Mid-Term Exams for Full Session Classes
Oct 12	First Session ends
Oct 13	Student Orientation for Second Session - GCC
Oct 17	Second Session begins
Nov 11	Veterans Day - COLLEGE CLOSED -No classes (all locations)
Nov 23-25	Thanksgiving Break - COLLEGE CLOSED - No classes (all locations)
Dec 6-9	Final Exams for Full Session Classes
Dec 9	Second Session and Outreach Classes End
Dec 12-14	Faculty Contract Days
Dec 19-Jan 2	Winter Break - COLLEGE CLOSED - No Classes (all locations)

INTERTERM, 2016-2017

Dec 15-17	8:30 a.m. - 1:00 p.m.
Jan 3-7	8:30 a.m. - 1:00 p.m.

SPRING SEMESTER, 2017

Jan 9-13	Faculty Contract Days
Jan 10	Adjunct Faculty In-Service - GCC
Jan 12	Student Services Day - GCC
Jan 16	Martin Luther King Jr. Day - COLLEGE CLOSED
Jan 17	Student Services Day - Concordia/ New Student Orientation - Concordia & GCC/ Faculty Contract Day
Jan 18	Classes begin - All Locations (Full Session & First Session)
Feb 17	In-Service - No classes (all locations)
Feb 20	President's Day - COLLEGE CLOSED - No classes (all locations)
Mar 8	First Session ends
Mar 9	Second Session Student Orientation - GCC
Mar 13	Second Session Begins
Mar 13-16	Mid-Term Exams for Full Session Classes
Mar 20-24	Spring Break - No classes (all locations)
Apr 14	Good Friday - COLLEGE CLOSED - No classes (all locations)
May 8-11	Final Exams for Full Session Classes
May 11	Second Session & Outreach Classes End
May 12	Commencement - 7 p.m. at Concordia for all graduates
May 15-16	Faculty Contract Day
May 24	Student Services Day for Summer Sessions - GCC
May 25	New Student Orientation for Summer Sessions - GCC
May 29	Memorial Day - COLLEGE CLOSED - Concordia & GCC

Academic Calendar • 2016-2017

SUMMER SESSION, 2017 (Classes held Monday-Thursday)

May 30	Summer School begins - Session I (Concordia & GCC), Extended Session (GCC & On-line), and Outreach
Jun 28	Last Day for Summer Session I - (Concordia & GCC)
Jul 3-4	Independence Day - COLLEGE CLOSED - No classes (all locations)
Jul 5	Summer Session II begins - (Concordia & GCC)
Jul 13	Last day for Outreach Summer School
Aug 3	Last Day for Summer Session II (Concordia & GCC) and Extended Summer Session (GCC & On-line)



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. Nestled 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 accommodation 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.

General Information

ACCREDITATION

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, Illinois, 60602, or (800) 621-7440.

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 home-schooled 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.

Admissions

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 pre-requisite. Should the student status change to "degree seeking", all official transcripts must be received before financial aid, including scholarships 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 an 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 must contact the Admissions Office to complete and submit appropriate paperwork to the College 30 days prior to the first day of class.

Appropriate paperwork is as follows:

1. A completed **application for admission**.
2. An official copy of high school diploma and/or matriculation certificate and official copies of complete high school transcripts.
3. Official test scores demonstrating proficiency in both oral and written use of the English language. A score of 500 (paper based test or PBT), 173 (computer based test or cBT) or 61

(internet based test or iBT) on the TOEFL Examination is the minimum requirement for admission subject to the following exceptions.

- 410-499 (PBT), 100-172 (cBT), or 40-60 (iBT) will be conditionally admitted, but will be required to attend and successfully complete the English as a Second Language (ESL) Boot Camp.
 - 500-547 (PBT), 173-209 (cBT), or 61-78 (iBT) will be required to enroll in ESL coursework during the full session semester.
 - 548 or higher (PBT), 210 or higher (cBT), or 79 or higher (iBT), will not be required to enroll in ESL courses.
4. A completed statement of financial support, signed both by a financial sponsor (usually a parent or legal guardian) and by the student.
 5. 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.
 6. 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, the Principal Designated School Official (PDSO) and/or the Designated School Official (DSO) 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.

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, Chamber Singers, Pep Band, Student Senate, Cheer/Yell Leading, Dance Team, Thor (mascot), Drama, Student Ambassadors, Student Activities Board, Athletic Trainers, Crops Judging Team, Soils Judging Team, Livestock Judging Team, Quiz Bowl, Rodeo Club, Horse Judging, Resident Assistants, KVCO

Admissions

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.



Enrollment and Registration

Before pre-registering for courses, students must complete the Admission process and be admitted to the College.

ENROLLMENT

New students will meet with advisors during a Freshman Enrollment Day to discuss academic goals and to enroll in courses. Returning students will schedule appointments to meet with their advisor to enroll in courses during designated enrollment periods. These dates are scheduled and published throughout the year. Early enrollment is encouraged due to a greater course selection and to provide time to complete the enrollment process. After students complete the personal information update within their iCloud account, students will be ready to pre-register in courses. At the time of enrollment, official transcripts or placement scores must be on file. Refer to the Placement Test section for more details.

The pre-registration for courses holds a space in each course but does not confirm registration. Students must make payment arrangements for the pre-registered courses to complete the registration process. This registration process is repeated each term the student enrolls in courses. Students taking off-campus or online courses should enroll through iCloud.

Prior to the first day of class, students are required to identify the prescribed textbook and all materials which will be required for each course. These books and materials can be obtained from the T-Bird Bookstore located next to Entry 4 on the Concordia Campus and at tbirdbookstore.com. They may also be obtained from outside vendors but care should be taken in procuring the correct copy and edition. Books may also be rented from the T-Bird Bookstore and various sources.

PLACEMENT TEST

Students who have not completed college-level math or English must provide ACT or placement test scores prior to enrollment. Compass scores that are no more than three years old for Math and five years old for English are acceptable. Students without scores on file are given a placement test and will incur a test fee that will be due at the time of testing. There is a 3-month waiting period for retake tests. The same fee applies to retake tests. Scores from the test will be used to determine the appropriate math, English or reading courses for the student. Depending on the scores, students may be required to take developmental courses. These courses will prepare the student for college courses, will appear on the official transcript and be included in the career GPA. Developmental courses do not count toward the graduation requirements.

High school students in the CCCC service area, who are enrolling in concurrent courses through CCCC, are given the placement test during designated periods at the high schools. The test fee will be due prior to or at the time of testing. See the coordinator at your high school for more information.

Students enrolling in courses at Cloud may take the placement

test at the Concordia or Geary County campuses throughout the year. Students wishing to schedule a time to test can call 800.658.4655, ext. 275 for the Concordia campus or 800.658.4655, ext. 714 for the Geary County Campus.

The Concordia and Geary County campuses are remote test sites. Students studying at other institutions can call the Advisement Center at the Concordia campus or the Student Services Office at the Geary County Campus for information regarding testing details and fees.

ADVISING

Degree-seeking students enrolled in more than six credit hours are assigned a faculty advisor within their program of study. Students should discuss their specific degree requirements with their faculty advisor throughout their academic career. While a faculty 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 their progress toward graduation, and to determine the transferability of the College's courses to other post-secondary institutions.

If a student plans to transfer to another institution, then it is recommended to declare a transfer institution early in their academic career and to be familiar with the transfer requirements. Refer to the Reverse Transfer section of the catalog for more details about earning a degree from Cloud after transferring to another institution.

Students who are uncertain about future plans may want to list their major as general studies. Students are able to explore different academic areas until a definite goal has been established. To change advisors or a degree program, contact the Advisement Center or GCC Student Services.

Concordia campus, online and outreach students should contact their advisor at 800.658.4655, ext. 275, advisement@cloud.edu or stop by the Advisement Center, which is located in the Student Union on the Concordia campus.

Students studying at the Geary County campus should contact the Student Services Office located in the Russell Johnson Administration Building at 800.658.4655, ext. 714, by e-mail at GCadvisement@cloud.edu or stop by the office.

ONLINE COURSES

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. There are three options for course length: full session, first session, and second session. During enrollment, students can discuss these options with their advisor to determine which will work best for them.

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. Online students must purchase

Enrollment and Registration

the required materials for each class. To view a list of required materials please visit tbirdbookstore.com.

To ensure academic integrity of our online classes and adherence to NCAA guidelines, certain assignments or exams will be proctored. The 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 e-mail 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. a 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 to them information pertinent to testing procedures. In the event 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 fee based online proctoring service, ProctorU. For information on ProctorU, contact your instructor. Link: <http://www.proctoru.com/cloud/>



Student Services

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 the Library Webpage. 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 20 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 Java 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 Monday through Friday from 8:00 am to 5:00 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

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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 AE program is grant-funded, classes are free of charge. However, there is a minimal fee for materials and testing.

An individual must be at least 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 Geary County Campus for more information.

HEALTH SERVICES

Students have access to free medical services at the Concordia Campus clinic during the fall and spring semesters. The Student Health Clinic is located above the gym in room UG308 on the Concordia Campus. Clinic medical provider, Lynette Alexander, Physician Assistant, maintains a national board certification and is licensed through the Kansas State Board of Healing Arts. The clinic phone number is 785-243-1435, ext 237. Email contact is lalexander@cloud.edu. Clinic visits are on a walk-in basis, M-W-Th-F from 9:00 am to 4:00 pm.

Services available include sports physicals, medical exams and diagnoses and treatment of illnesses and injuries. When indicated, the Physician Assistant may order lab and x-rays, obtained at the local hospital. Students are responsible for payment of hospital services, as well as for any prescription medications ordered from the pharmacy of the student's choice. The Physician Assistant also provides health counseling services and referrals for specialty medical care.

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, ext 755. 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 Café 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 apparel items, branded merchandise from Nike, Jansport, Russell, and more.

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 recharter each year.

- Collegiate FFA
- Collegiate Farm Bureau
- C-Zone (Pep Club)
- FCCLA
- Fellowship of Christian Athletes
- Phi Theta Kappa
- Student Senate
- Thunderhead Media

Student Services

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 competitions in men's and women's basketball, soccer, track and field, cross country as well as softball and volleyball. Cloud County has won national titles in men's cross country in 1995, women's basketball in 2001, men's half marathon in 2003 and men's soccer in 2011. The track and cross country programs have produced dozens of national champions. 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 ranks in baseball, track and field, men's and women's basketball, and men's soccer. In addition to great student-athletics, 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 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.

ADVISEMENT CENTER - CONCORDIA CAMPUS

While academic advisement is the primary function of the Advisement Center at the Concordia Campus, several additional services are offered through the Center to support advising. These include orientation, placement test, 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. Students, who qualify and are seeking academic accommodation, should contact the Center for details.

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.

Concordia campus, online, and outreach students should contact their advisor at 800-658-4655, ext 257, advisement@cloud.edu, or stop by the Advisement Center, which is located in the Student Union on the Concordia Campus.

STUDENT SERVICES OFFICE - GEARY COUNTY CAMPUS

The Student Services Office on the Geary County Campus assists current and prospective students with admissions, placement testing, financial aid, military benefits, enrollment and advising, and retention. Student Services staff and faculty advisors work closely with corresponding offices on the Concordia Campus (Admissions, Advisement, Financial Aid, Student Records, and the

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Career and Transfer Center) to assist Geary County Campus students in all areas of student services.

Students studying at the Geary County Campus should contact the Student Services Office at 800-729-5101, ext 714, by e-mail at GCadvisement@cloud.edu, or stop by the office located in the Russell Johnson Administration Building.

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

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.

Financial Aid Mission

It is the mission of the Financial Aid Office to provide the effective delivery of financial assistance to qualified students, allowing them to pursue their educational goals. It is desired that students be provided adequate resources in order to complete a program of study at Cloud County Community College and be prepared for employment or transfer to a four-year institution.

What is Federal Student Aid?

The majority of federal student financial aid is available through the federal government and eligibility is determined by completing the FAFSA. This application is available on-line at <http://www.fafsa.ed.gov/>. CCCC's school code is 001909. 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.

It may take up to eight weeks to process your FAFSA application, so please apply early to avoid a payment contract or having to make payment arrangements with the business office. We have established the following priority dates for submitting the FAFSA and any forms and documents that Financial Aid may request:

2016-2017 Academic Year	Priority deadline to submit FAFSA	Priority Deadline to submit required document
Fall 2016	June 1, 2016	July 1, 2016
Spring 2017	November 1, 2016	December 1, 2016
Summer 2017	April 1, 2017	May 1, 2017

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.

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.

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Requirements For Federal Student Financial Aid

Every student who meets certain eligibility requirements can get some type of federal student aid, regardless of age, or family income. The most basic requirements are that you must:

- demonstrate financial need (for most programs);
- be a U.S. citizen or eligible non-citizen;
- have a valid Social Security number;
- Register (or have registered) for Selective Service if a male between the ages of 18 and 25;
- 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
- Make satisfactory academic progress.

All students who are using Federal Student 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

If a student is enrolled in courses that do not count toward their degree or certificate program, they cannot be used to determine enrollment status unless they are eligible remedial courses.

Types of Federal Financial Aid

Please visit the Federal Student Aid website at studentaid.ed.gov for additional information regarding Federal Financial Aid Programs.

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.

Students are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If the student has exceeded the 12 semester maximum they will lose eligibility for additional Pell Grants beginning in the 2012-2013 academic year. Equivalency is calculated by adding together the percentage of Pell eligibility that has been received each year to determine whether the total amount exceeds 600%.

FEDERAL PELL GRANT FUNDS MAY NOT BE RECEIVED FROM MORE THAN ONE INSTITUTION PER SEMESTER.

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.

Federal Work-Study

The Federal Work-Study Program is considered self-help and provides jobs for students who wish to earn a portion of their college expenses, while gaining practical work experience. At CCCC, a student will normally be employed for one academic year (August through May) and summer employment (June and July) may also be available.

The Work-Study positions may be located on or off campus, and the pay rate is at least the current Federal Minimum Wage. The scheduled hours and pay may vary according to the job position. The amount earned cannot exceed the total amount of the Work-Study award. The student and their supervisor are expected to cooperate in ensuring that the student does not work more than the contracted hours. Failure to stay within the contracted hours may bring about a department without assistance of a Work-Study student.

Monies for hours worked in the Federal Work-Study program will be paid as a payroll check on the 5th of each month by the Human Resource Assistant. If the 5th falls on a weekend, checks will be available the following Monday.

An application and list of work-study jobs is available online at www.cloud.edu under Forms and Worksheets. Priority is given to full-time students in good standing. Students interested in the work-study program are encouraged to apply early as these funds are very limited. Before a student may start working, the Financial Aid Office must have a complete financial aid file and the Financial Aid Office must have a completed Work-Study Job Preference Application, W-4, I-9, and work-study contract on file. A valid government issued photo ID (i.e. Driver's license), and social security card or birth certificate will be required to complete the I-9.

William D. Ford Federal Direct Loan Program

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 the lender. Federal Direct Loans usually have lower interest rates and have more flexible repayment options than loans from banks or other private sources.

Students must be enrolled and attending at least 6 credit hours per semester to be eligible for Federal Direct Loans.

Before students borrow a federal student loan, it is important to understand that a loan is a legal obligation that the student will be responsible for repaying with interest. The student may not have to begin repaying their federal student loans right away, but the student does not have to wait to understand the student's responsibilities as a borrower.

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Direct Subsidized Loans

For undergraduate students who have financial need; US Department of Education pays the interest while the borrower is in school and during grace and deferment periods; the institution determines the amount the student can borrow, and the amount may not exceed the student's financial need; first time borrowers may not receive this type of loan for more than 150% of the length of their program of study; US Department of Education may stop paying interest if a student who received Direct Subsidized Loans for maximum period continues enrollment.

Direct Unsubsidized Loans

For undergraduate, graduate, and professional students; financial need is not required; borrower is responsible for all interest.

Direct PLUS Loans

For parents of dependent undergraduate students and for graduate and professional students; borrower is responsible for all interest; financial need is not required. For additional information please visit the Studentaid.gov/plus website.

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+ hours completed) will be \$6,500.000 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 or more in length, but is in a remaining period of study that is shorter than a full academic year.

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.

CCCC 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.

Cloud County Community College does not participate in alternative loan programs.

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 Financial Aid credit to charge books and supplies from the CCCC Bookstore to their student account or students may choose to opt out of this opportunity by purchasing books and supplies from an outside source.

The Financial Aid office will send students 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/>.

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 appropriate offices and complete the necessary paperwork. Concordia Campus/Outreach and Online students should contact the Advisement Center on the Concordia Campus. Geary County Campus students should contact the Student Services Office on the Geary County Campus.

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Return of Title IV Funds

Students receiving Federal Financial Aid who withdraw, stop attending, or receive all W, F's or I's may be required to return a portion of Federal 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 as noted above and complete the necessary paperwork. 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.**

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

Institutional Refund Policy for Complete Withdrawal of Classes

Full Session 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 Refund Payment Policy section for complete refund policy information.)

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.

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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. 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 Advising Office.

- The student owes any fees to college.
- The appeal request is for the current semester and is received after the semester's mid-term.

Students must follow the appeal process outlined below.

- Students may access the SAP Appeal form online at www.cloud.edu and will need to meet with their Academic Advisor.
- Submit the SAP Appeal form with supporting statements and documentation from appropriate sources 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 Assistant Director of Financial Aid will review all SAP appeals using a SAP Matrix. The SAP Matrix score will determine if further review is warranted by the SAP Appeal Committee. The SAP Matrix guideline includes the following factors in determining whether a student should be re-instated: the student's current and prior academic history along with the student's Federal Financial Aid history. Consideration will be given to all supporting documentation received. 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 Committee. 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. 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.
- 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 student's 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.

REPEATED COURSEWORK. A student may receive Federal Financial Aid for any repetition of a course as long as the student has never passed the course. However, once a student has passed a course, the student may receive Federal Financial Aid for only one retaking of that course. A student may not receive Federal Financial Aid for any second or subsequent repetition of a passed course, and a second or subsequent repetition of a passed course

Student Services

may not count toward the student's enrollment status for Federal Financial Aid.

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

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 beginning on the date of such conviction and ending after the interval specified in the following table:

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3rd Offense	Indefinite Period	

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 eligibility after completing any of the following 3 options:

1. Successfully completing a rehabilitation programs, as described below, which includes passing two unannounced drug tests from such a program;
2. Having the conviction 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, or
3. Successfully completing two unannounced drug test which are part of a rehab program (the student does not need to complete the rest of the program.

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.

Resident Aliens will need to provide a copy of their green card at the time of enrollment. For more information contact the Student Records Office.

Student Services

Tuition and Fees

Tuition

Tuition and comprehensive fees, per credit, for the 2016-2017 academic year, are listed below. Tuition and comprehensive fees are subject to change each academic year. Please see fee schedule below for additional fees which may apply.

	<u>Concordia Campus</u>	<u>Geary Co. Campus</u>	<u>Outreach & On-line</u>
Cloud Co. Resident	\$99	\$109	\$99
In-State Resident	\$104	\$114	\$104
Out-of-State Resident	\$109	\$119	\$109

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.

Full Session 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.

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

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.

Student Services

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.



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Bookstore

Academic Regulations

ACADEMIC REGULATIONS

Degrees Offered

The Associate of Arts (AA), the Associate of Science (AS), the Associate of Applied Science (AAS), and the Associate of General Studies (AGS) degrees are offered at Cloud County Community College. The AA and the AS 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 AAS is awarded to those students who successfully complete a specific career program. The AGS is awarded to those who desire to explore a variety of academic disciplines. The AAS or AGS degrees may 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 of above 100 level courses 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 minimum requirements

- 9 credit hours Communications General Education Courses
 - 6 hours in Written Communications
 - 3 hours in Oral Communications
- 3 credit hours Mathematics General Education Courses
- 9 credit hours Humanities General Education Courses
 - From three areas
- 6 credit hours Social Sciences General Education Courses
 - From two areas
- 4 credit hours Natural Science General Education Course
 - Either Biological *or* Physical Science Lab Course

MINIMUM TOTAL 31 credit hours

Associate of Science

62 credit hours, including the following General Education requirements

- 9 credit hours Communications General Education Courses
 - 6 hours in Written Communications
 - 3 hours in Oral Communications
- 3 credit hours Mathematics General Education Courses
- 6 credit hours Humanities General Education Courses
 - From two areas
- 6 credit hours Social Sciences General Education Courses
 - From two areas
- 8 credit hours Natural Science General Education Courses
 - Both Biological *and* Physical Science Lab Courses

MINIMUM TOTAL 32 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 (AA) or Associate of Science (AS) degree based on a baccalaureate-oriented sequence at a state and regionally accredited Kansas public community college and whose degree 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

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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)

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

(This degree is not designed for transfer but may transfer only to specific degree programs at selected colleges or universities)

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

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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

62 credit hours including the following General Education minimum requirements

- 6 credit hours Communications General Education Courses
 - 3 hours in Written Communications
 - 3 hours in Oral Communications
 - 3 credit hours Mathematics General Education Courses
 - 6 credit hours Humanities General Education Courses
 - From two areas
 - 6 credit hours Social Sciences General Education Courses
 - From two areas
 - 3 credit hours Natural Science General Education Course
 - Either Biological *or* Physical Science Course
- MINIMUM TOTAL 24 credit hours

The awarding of an Associate of General Studies requires a student to complete a minimum of 37 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[ii]) 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 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 or Certificates 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
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History General Education Courses

Introduction to History.....	3 credit hours
U.S. History I.....	3 credit hours

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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 or Certificates only)	3 credit hours
Intermediate Algebra (AGS degree, AAS degree or Certificates 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

Physical Science

Survey of Science (AAS degree or Certificates 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
Environmental Science and Conservation.....	3 credit hours
Environmental Science and Conservation Lab.....	1 credit hour
Applied Physics.....	5 credit hours

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

Economics I.....	3 credit hours
Economics II	3 credit hours

Psychology

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
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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
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OCCUPATIONAL 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. Students may exceed these limits only with permission of the Vice President for Academic Affairs. Any student who wishes to enroll simultaneously in more than 12 hours during a summer term must first have written approval of the Vice-President for Academic Affairs.

A student may officially 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 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.

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ADD PROCEDURE

Students may add courses through iCloud (student web portal) or contact their academic advisor at the GCC Student Services Office or the Advisement Center on the Concordia Campus.

Fall and Spring semesters: Students will have through the seventh calendar day from the start of class to add a full-semester course. First-session or second-session courses may be added through the third calendar day from the start of each session.

Winter Term Semester: Figured on an individual basis.

Summer Session: Students will have the first two calendar days from the start of each session (first-session and second-session) on the Concordia Campus. Outreach, GCC, and Internet summer courses may be added through the third 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 (GPA):

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. 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.

I - 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.

AU - 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. The student must complete an enrollment form for auditing a course and on this form receive the approval and signatures of the instructor and Vice-President for Academic Affairs.

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.

Academic Regulations

Satisfactory Academic Progress Chart

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

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.

Students on probation or suspension from another college or university will enter Cloud County Community College on probation.

* Outreach and On-line students should phone the Advisement Center at 1-800-729-5101.

At the close of each semester, the academic performance of students on academic probation will be re-evaluated in terms of satisfactory academic progress.

If the student's semester and cumulative GPA meet the requirements for satisfactory academic progress and the student has completed at least 50% of the courses for which they are enrolled, the student no longer will be considered on academic probation.

If the student does not meet satisfactory academic progress requirements, the student will be placed on academic suspension after review by the Academic Probation and Suspension Committee.

The terms of academic suspension shall be as follows:

1. A student on academic suspension will not be eligible to register for the next regular fall or spring semester.
2. After one semester of academic suspension, the student may enroll on continuing academic probation status.

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 (AG299, AG300, AG301, and AG302) typically will not count toward AA or AS 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.

Academic Regulations

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 ten (10) 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 appropriate Division Dean within five (5) business days following the completion of Step 1.

Step 3: If resolution is not achieved at Step 2, the student shall present a written summary of the complaint to the Vice-President for Academic Affairs within five (5) business days of the completion of Step 2.

Step 4: Should the matter not be resolved, the student must submit a copy of the complaint to the College President within five (5) business days of Step 3.

Step 5: Issues not resolved in Step 4 must be presented in writing to the Board of Trustees within five (5) business days of the completion of Step 4.

Step 6: Use of this complaint procedure is not a prerequisite to the pursuit of other remedies. In addition to utilizing the college’s complaint process, the following outlets exist for seeking redress of grievances. Complaints regarding State Authorization Reciprocity Agreement (SARA) courses may be filed by the student with the Kansas Board of Regents. Complaints regarding an institution’s on-going ability to meet the Criteria of Accreditation may be filed by following the guidelines of the North Central Association of the Higher Learning Commission (NCAHLC) at <https://www.hlcommission.org/HLC-Institutions/complaints.html>.

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.

Academic Regulations

ATTENDANCE

Cloud County Community College regards punctual attendance as integral to all courses and expects it of its students. Students are expected to attend all classes as scheduled regardless of delivery format. For online learners, regular, systematic weekly participation is expected according to the tenets established on the course syllabus. See Policy D4 for more information.

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.



Programs of Study - Transfer

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 in Arts or the Associate in 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	Pre-Professional Health
Ag Production & Services	Pre-Physical Therapy Asst.
Pre-Veterinary Medicine	Pre-Physical Therapy
Business	Pre-Chiropractic
Communications	Pre-Dentistry
English	Pre-Medicine
Speech/Theatre	Pre-Physician Assistant
Journalism/Mass Communications	Pre-Nursing BSN
Early Childhood Ed. & Human Ecology	Pre-Pharmacy
Early Childhood Education	Pre-Occupational Therapy or
Teacher Licensure	Occupational Therapy Asst.
Dietetics	Pre-Medical Technology
Family Studies & Human Services	Pre-Radiological Technology
Education Math & Science	Pre-Respiratory Therapy
Elementary	Pre-Dental Hygiene
Secondary	Math & Science
Engineering	Mathematics
Pre-Engineering	Biology
Engineering Technology	Chemistry
Fine Arts	Physical Science
Art	Social Science
Music	Physics
Health, Human Performance &	Architecture
Recreation	Psychology
Teaching K-12	Criminal Justice
Health/Fitness Promotion & Wellness	History
Athletic Training	Political Science/Pre-Law
Personal Trainer/Strength &	Sociology/Pre-Social Work/
Conditioning Coach	Counseling
Coaching	Anthropology
Sport Management	
Kinesiology/Exercise Science	
Sports Nutrition	
Recreation	

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

COURSE TRANSFER

The Kansas Board of Regents has now approved a list of 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 currently qualify for guaranteed transfer with more to be added. Visit www.kansasregents.org/transfer_articulation for more information.

AJ100 Introduction to Criminal Justice
AR100 Art Appreciation
AR130 Drawing I
BE153 Personal Finance
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
JN100 Mass Media in Society
MA111 College Algebra
MA112 Trigonometry
MA114 Elementary Statistics
MA115 Linear Algebra and General Calculus
MA120 Analytic Geometry and Calculus I
MA130 Contemporary Math
MU100 Music Appreciation
MU110 Harmony and Ear Training I
PE141 Personal Wellness
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
SC110 Principles of Biology
SC120 Human Anatomy & Physiology I
SC121 Human Anatomy & Physiology II
SC130 General Chemistry
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

Programs of Study - Transfer

SS121 Western Civilization II
SS122 U.S. History I
SS123 U.S. History II
SS125 Introduction to Cultural Anthropology
SS127 Child Psychology
SS129 Introduction to Social Work
SS130 Introduction to Sociology
SS140 U.S. Government: National

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

REVERSE TRANSFER

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 EMPHASIS

Students uncertain about future goals may want to enter the undeclared degree program. Many students enroll in this program the first year of college until a definite goal has been established. Students planning to transfer should declare a transfer institution. This program provide 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

Agriculture Production and Services Emphasis

Associate in Science (AS)

Semester 1

AG	Required Ag Course	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
AG	Required Ag Course	3 credit hours
AG	Agriculture Elective ⁵	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

AG	Agriculture Elective ⁵	3 credit hours
CM 102	English Composition II	3 credit hours
CM 115	Public Speaking	3 credit hours
SC	Physical Science Gen Ed with Lab	<u>5 credit hours</u>

Total: 14 credit hours

Semester 3

AG	Required Ag Course	3 credit hours
AG	Agriculture Elective ⁵	3 credit hours
SC	Biological Science Gen Ed with Lab	5 credit hours
SS	Social Science Elective ³	3 credit hours
	Humanities Elective ¹	<u>3 credit hours</u>

Total: 17 credit hours

Semester 4

AG	Required Ag Course	3 credit hours
AG	Agriculture Elective ⁵	3 credit hours
SS	Social Science Elective ³	3 credit hours
	Humanities Elective ¹	3 credit hours
AG	Agriculture Elective ⁵	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

¹The six hours of humanities gen. ed. must represent at least two different disciplines in fine arts, history, literature, or philosophy.

²Check transfer requirements when selecting a natural science. Some universities may require two sciences as a gen. ed. and/or elective.

³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Transfer

AGRICULTURE

Pre-Veterinary Medicine Emphasis

Associate in Science (AS)

Semester 1

MA 111	College Algebra (or higher)	3 credit hours
CM 101	English Composition I	3 credit hours
AG	Required Agriculture Course	3 credit hours
SC 110	Principles of Biology	<u>5 credit hours</u>
Total:		14 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
AG	Required Agriculture Course	6 credit hours
SC 131	Chemistry I	5 credit hours
AG	Agriculture Elective ⁵	<u>5 credit hours</u>
Total:		19 credit hours

Semester 3

AG	Agriculture Elective ⁵	3 credit hours
EC101	Economics I	3 credit hours
AG	Required Agriculture Course	4 credit hours
SS	Social Science General Education ³	3 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>
Total:		16 credit hours

Semester 4

AG	Agriculture Elective ⁵	3 credit hours
AG	Agriculture Elective ⁵	3 credit hours
AG	Required Agriculture Course	3 credit hours
	Humanities General Education ¹	3 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>
Total:		15 credit hours
		63 credit hours

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²Check transfer requirements when selecting a natural science. Some universities may require two sciences as a gen. ed. and/or elective.

³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

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Programs of Study - Transfer

BUSINESS

Business Emphasis

Associate in Arts (AA)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
BE 161	Accounting I	3 credit hours
EC 101	Economics I	3 credit hours
BE	Business Elective ⁵	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
MA 115	Linear Algebra and General Calculus	3 credit hours
BE 162	Accounting II	3 credit hours
EC 102	Economics II	3 credit hours
CS 108	Computer Applications	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC	Science with Lab General Education ²	4 credit hours
	Humanities General Education ¹	3 credit hours
SS	Social Science General Education ³	3 credit hours
CM 115	Public Speaking	3 credit hours
BE	Business Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

BE 170	Business Statistics	3 credit hours
	Humanities General Education ¹	3 credit hours
	Humanities General Education ¹	3 credit hours
SS	Social Science General Education ³	3 credit hours
BE	Business Elective ⁵	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

¹The nine hours of humanities gen. ed. must represent at least three different disciplines in fine arts, history, literature, or philosophy.

²Check transfer requirements when selecting a natural science. Some universities may require two sciences as a gen. ed. and/or elective.

³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Transfer

BUSINESS

Business Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
BE 161	Accounting I	3 credit hours
EC 101	Economics I	3 credit hours
BE	Business Elective	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
MA 115	Linear Algebra and General Calculus	3 credit hours
BE 162	Accounting II	3 credit hours
EC 102	Economics II	3 credit hours
CS 108	Computer Application	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC	Biological Science with Lab General Education ²	4 credit hours
	Humanities General Education ¹	3 credit hours
SS	Social Science General Education ³	3 credit hours
CM 115	Public Speaking	3 credit hours
BE	Business Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

BE 170	Business Statistics	3 credit hours
SC	Physical Science with Lab General Education ²	4 credit hours
	Humanities General Education ¹	3 credit hours
SS	Social Science General Education ³	3 credit hours
BE	Business Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours 63 credit hours

¹The six hours of humanities gen. ed. must represent at least two different disciplines in fine arts, history, literature, or philosophy.

²Check transfer requirements when selecting a natural science. Some universities may require two sciences as a gen. ed. and/or elective.

³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Transfer

COMMUNICATIONS

English Emphasis

Associate in Arts (AA)

Semester 1

CM 101	English Composition I	3 credit hours
JN 100	Mass Media and Society	3 credit hours
	Humanities General Education ¹	3 credit hours
MA	Math General Education	3 credit hours
SS	Social Science General Education ³	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
CM 106	Creative Writing I	3 credit hours
SC	Science with Lab General Education ²	4 credit hours
	Humanities General Education ¹	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

CM 115	Public Speaking	3 credit hours
CM121	Introduction to Literature	3 credit hours
SS	Social Science General Education ³	3 credit hours
CM	Communications Elective	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 15 credit hours

Semester 4

CM 124/123	World Literature and the Human Experience or American Literature	3 credit hours
CM 123	American Literature II	3 credit hours
	Humanities General Education	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

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²Check transfer requirements when selecting a natural science. Some universities may require two sciences as a gen. ed. and/or elective.

³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Transfer

COMMUNICATIONS

Journalism-Mass Communications Emphasis

Associate in Arts (AA)

Semester 1

CM 115	Public Speaking	3 credit hours
JN 100	Mass Media and Society	3 credit hours
JN 101	Basic Media Writing	3 credit hours
	Humanities General Education ¹	3 credit hours
MA	Math General Education	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 101	English Composition I	3 credit hours
SC	Science with Lab General Education ²	4 credit hours
SS	Social Science General Education ³	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

CM 102	English Composition II	3 credit hours
	Production Course	3 credit hours
	Humanities General Education ¹	3 credit hours
SS	Social Science General Education ³	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 15 credit hours

Semester 4

	Humanities General Education ¹	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

¹The nine hours of humanities gen. ed. must represent at least three different disciplines in fine arts, history, literature, or philosophy.

²Check transfer requirements when selecting a natural science. Some universities may require two sciences as a gen. ed. and/or elective.

³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Transfer

COMMUNICATIONS

Speech/Theater Emphasis

Associate in Arts (AA)

Semester 1

CM 101	English Composition I	3 credit hours
CM 140	Theater Appreciation	3 credit hours
CM 143	Play Production I	3 credit hours
	Humanities General Education ¹	3 credit hours
MA	Math General Education	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
CM 141	Introduction to Performance	3 credit hours
SC	Science with Lab General Education ²	4 credit hours
SS	Social Science General Education ³	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
SS	Social Science General Education ³	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 15 credit hours

Semester 4

CM 148	American Cinema Appreciation	3 credit hours
	Humanities General Education ¹	3 credit hours
	General Education Elective	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

¹The nine hours of humanities gen. ed. must represent at least three different disciplines in fine arts, history, literature, or philosophy.

²Check transfer requirements when selecting a natural science. Some universities may require two sciences as a gen. ed. and/or elective.

³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Transfer

EARLY CHILDHOOD EDUCATION AND HUMAN ECOLOGY

Dietetics Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra	3 credit hours
SC 110	Principles of Biology w/Lab	5 credit hours
SC 131	Chemistry I w/Lab	5 credit hours
SS 100	College Skills	<u>1 credit hour</u>
	TOTAL	17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
MA 114	Elementary Statistics	3 credit hours
SC 132	Chemistry II w/ Lab	5 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>
	TOTAL	16 credit hours

Semester 3

SC 120	Human Anatomy & Phys I	5 credit hours
HE 124	Nutrition	3 credit hours
SC 134	Organic Chemistry w/Lab	5 credit hours
CM 125	Public Speaking	<u>3 credit hours</u>
	TOTAL	16 credit hours

Semester 4

	Humanities General Education ¹	3 credit hours	
SC 111	Microbiology	3 credit hours	
SC 112	Microbiology Lab	2 credit hours	
	Social Science General Education ³	3 credit hours	
EC 101	Economics I	<u>3 credit hours</u>	
	TOTAL	14 credit hours	63 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

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Programs of Study - Transfer

EARLY CHILDHOOD EDUCATION AND HUMAN ECOLOGY

Family Studies & Human Services Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
	Humanities General Education ¹	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
HE 150	Early Childhood Development	3 credit hours
HE 151	Early Childhood Development Lab	1 credit hour
	Humanities General Education ¹	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>
	Total:	17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SC 104	Geology	4 credit hours
	Humanities General Education ¹	3 credit hours
SS 101	General Psychology	3 credit hours
MA 114	Elementary Statistics	<u>3 credit hours</u>
	Total:	16 credit hours

Semester 3

SC	Biological Science with Lab General Education ²	4 credit hours
EC 101	Economics I	3 credit hours
SS 105	Human Growth and Development	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>
	Total:	16 credit hours

Semester 4

CM 124	World Literature	3 credit hours
SS 125	Introduction to Cultural Anthropology	3 credit hours
SC	Physical Science with Lab General Education ²	4 credit hours
SS 106	Marriage and Family	<u>3 credit hours</u>
	Total:	13 credit hours
		62 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

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Programs of Study - Transfer

EARLY CHILDHOOD EDUCATION AND HUMAN ECOLOGY

Human Development & Family Studies: Early Childhood Education Option Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
HE 150	Early Childhood Development	3 credit hours
HE 151	Early Childhood Development Lab	1 credit hour
MA 111	College Algebra (or higher)	3 credit hours
SS 101	General Psychology	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>
	Total:	17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 125	Intro to Cultural Anthropology	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
CM 115	Public Speaking	3 credit hours
MA 114	Elementary Statistics	<u>3 credit hours</u>
	Total:	15 credit hours

Semester 3

SC	Biological Science with Lab General Education ²	4 credit hours
EC 101	Economics I	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 105	Human Growth and Development	3 credit hours
HE 152	Interaction Techniques with Young Children	<u>3 credit hours</u>
	Total:	16 credit hours

Semester 4

SS 106	Marriage and Family	3 credit hours
SC	Physical Science with Lab General Education ²	4 credit hours
HE 153	Creative Activities for Young Children	3 credit hours
HE 154	Creative Activities for Young Children Lab	1 credit hour
SS	Humanities General Elective ¹	<u>3 credit hours</u>
	Total:	14 credit hours
		62 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

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Programs of Study - Transfer

EARLY CHILDHOOD EDUCATION AND HUMAN ECOLOGY

Teacher Licensure Requirements for Family and Consumer Sciences Education

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
HE 150	Early Childhood Development	3 credit hours
HE 151	Early Childhood Development Lab	1 credit hour
MA 111	College Algebra (or higher)	3 credit hours
SC	Biological Science with Lab General Education ²	4 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>
		Total: 15 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 125	Cultural Anthropology	3 credit hours
SS 101	General Psychology	3 credit hours
	Humanities General Education ¹	3 credit hours
MA 114	Elementary Statistics	<u>3 credit hours</u>
		Total: 15 credit hours

Semester 3

SS 130	General Chemistry and Lab	4 credit hours
HE 152	Interaction Techniques	3 credit hours
EC 101	Economics I	3 credit hour
ED 100	Intro to Education	3 credit hours
ED101	Intro to Education Practicum	1 credit hour
PE 141	Personal Wellness	<u>3 credits hours</u>
		Total: 17 credit hours

Semester 4

CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 106	Marriage and family	3 credit hours
SS 105	Human Growth and Development	3 credit hours
HE 124	Nutrition	<u>3 credit hours</u>
		Total: 15 credit hours

62 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

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Programs of Study - Transfer

EDUCATION

Education: Elementary Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
	Humanities General Education ¹	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 101	General Psychology	3 credit hours
GE 101	World Geography	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>
	Total:	16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
CM 115	Public Speaking	3 credit hours
SC	Physical Science with Lab General Education ²	4 credit hours
SS 105	Human Growth and Development	3 credit hours
MA 114	Elementary Statistics	<u>3 credit hours</u>
	Total:	16 credit hours

Semester 3

	Humanities General Education ¹	3 credit hours
SC 101	General Biology	4 credit hours
ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Lab	1 credit hour
SS 122	U.S. History I	3 credit hours
SS	Social Science General Education ³	<u>3 credit hours</u>
	Total:	17 credit hours

Semester 4

CM 125	Literature for Children	3 credit hours (offered in odd-numbered years)
SC 104	Geology	4 credit hours
	Humanities General Education ¹	3 credit hours
SC	Science Elective ⁵	<u>4 credit hours</u>
	Total:	14 credit hours 63 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

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Programs of Study - Transfer

EDUCATION

Physical Education K-12 Emphasis

Associate in Arts (AA)

Semester 1

PE 130	Introduction to Physical Education	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
ED 100	Introduction to Education	3 credit hours
SS 101	General Psychology	3 credit hours
ED 101	Introduction to Education Practicum	2 credit hours
PE 134	Personal and Community Health	<u>3 credit hours</u>

Total: 14 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
	Social Science General Education ³	3 credit hours
PE 131	First Aid and Safety	3 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
PE 136	Theory of Coaching	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 105	Human Growth and Development	<u>3 credit hours</u>

Total: 16 credit hours 62 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

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Programs of Study - Transfer

EDUCATION

Physical Education K-12 Emphasis

Associate in Science (AS)

Semester 1

PE 130	Introduction to Physical Education	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
ED 100	Introduction to Education	3 credit hours
	Physical Science General Education ²	4 credit hours
SS 101	General Psychology	3 credit hours
ED 101	Introduction to Education Practicum	1 credit hours
PE 141	Personal Wellness	<u>3 credit hours</u>

Total: 17 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
SS	Social Science General Education ³	3 credit hours
PE 131	First Aid and Safety	3 credit hours
EC 101	Economics I	3 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
PE 136	Theory of Coaching	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 105	Human Growth and Development	<u>3 credit hours</u>

Total: 16 credit hours 65 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

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Programs of Study - Transfer

EDUCATION

Secondary Education - Agriculture Emphasis

Associate in Science (AS)

Semester 1

AG	Required Ag Course	4 credit hours
SC	Physical Science Gen Ed with lab	4 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
AG	Ag Elective ⁵	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 18 credit hours

Semester 2

AG	Required Ag Course	3 credit hours
AG	Required Ag Course	3 credit hours
SC	Biological Science Gen Ed with Lab	4 credit hours
CM 102	English Composition II	3 credit hours
	Non-Psychology Social Science Gen Ed	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SS 105	Human Growth and Development	3 credit hours
AG 104	Soils	4 credit hours
CM 115	Public Speaking	3 credit hours
AG	Ag Elective ⁵	3 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

AG 210	Agricultural Advertising and Design	3 credit hours
ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	1 credit hour
AG	Ag Elective ⁵	3 credit hours
CM 121	Introduction to Literature	<u>3 credit hours</u>

Total: 13 credit hours 63 credit hours

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Programs of Study - Transfer

EDUCATION

Secondary Education - Art Emphasis

Associate in Arts (AA)

Semester 1

CM 101	English Composition I	3 credit hours
CM 115	Public Speaking	3 credit hours
SS	Social Science General Education ³	3 credit hours
AR 100	Art Appreciation	3 credit hours
AR 120	Design I	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SC	Science with Lab General Education ²	4 credit hours
SS 101	General Psychology	3 credit hours
AR 130	Drawing I	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SS 105	Human Growth and Development	3 credit hours
MA 114	Elementary Statistics	3 credit hours
	Humanities General Education ¹	3 credit hours
	Humanities General Education ¹	3 credit hours
AR 110	Ceramics I	3 credit hours
AR 131	Drawing II	<u>3 credit hours</u>

Total: 18 credit hours

Semester 4

ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	2 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	3 credit hours
AR 140	Painting I	<u>3 credit hours</u>

Total: 14 credit hours 64 credit hours

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Programs of Study - Transfer

EDUCATION

Secondary Education - Biology Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SC 110	Principles of Biology	5 credit hours
SC 131	Chemistry I	5 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 101	General Psychology	3 credit hours
SC 120	Human Anatomy and Physiology I	4 credit hours
SC 132	Chemistry II	<u>5 credit hours</u>

Total: 15 credit hours

Semester 3

CM 115	Public Speaking	3 credit hours
ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	1 credit hours
SS 105	Human Growth and Development	3 credit hours
	Social Science General Education ³	3 credit hours
SC 121	Human Anatomy and Physiology II	<u>4 credit hours</u>

Total: 17 credit hours

Semester 4

	Humanities General Education ¹	3 credit hours
SC 111	Microbiology Lecture	3 credit hours
SC 112	Microbiology Lab	2 credit hours
	Humanities General Education ¹	3 credit hours
SC 199	General Zoology	<u>4 credit hours</u>

Total: 15 credit hours 64 credit hours

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Programs of Study - Transfer

EDUCATION

Secondary Education - Chemistry Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 101	General Psychology	3 credit hours
SC 131	Chemistry I	5 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 15 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
MA 112	Trigonometry	3 credit hours
SC 132	Chemistry II	5 credit hours
SC 110	Principles of Biology	<u>5 credit hours</u>

Total: 16 credit hours

Semester 3

ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	1 credit hour
	Humanities General Education ¹	3 credit hours
MA 120	Analytic Geometry and Calculus I	5 credit hours
SC 134	Organic Chemistry I	<u>5 credit hours</u>

Total: 17 credit hours

Semester 4

	Humanities General Education ¹	3 credit hours
SS	Social Science General Education ³	3 credit hours
SC 135	Organic Chemistry II	5 credit hours
SS 105	Human Growth and Development	3 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>

Total: 17 credit hours 65 credit hours

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Programs of Study - Transfer

EDUCATION

Secondary Education - English Emphasis

Associate in Arts (AA)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 101	General Psychology	3 credit hours
	Humanities General Education ¹	3 credit hours
SS	Social Science General Education ³	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SC	Science with Lab General Education ²	4 credit hours
	Humanities General Education ¹	3 credit hours
MA 114	Elementary Statistics	3 credit hours
	Elective ⁵	3 credit hours

Total: 16 credit hours

Semester 3

ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	2 credit hours
SS 105	Human Growth and Development	3 credit hours
CM 121	Introduction to Literature	3 credit hours
CM	Literature General Education Elective	<u>3 credit hours</u>

Total: 14 credit hours

Semester 4

CM 123	American Literature II	3 credit hours
SC	Science with Lab General Education ²	4 credit hours
CM 115	Public Speaking	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours 62 credit hours

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Programs of Study - Transfer

EDUCATION

Secondary Education - History Emphasis

Associate in Arts (AA)

Semester 1

SS 122	U.S. History I	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 123	U.S. History II	3 credit hours
SS 101	General Psychology	3 credit hours
SS 141	U.S. Government: State and Local	3 credit hours
SS 124	Introduction to History	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC	Science with Lab General Education ²	4 credit hours
SS 120	Western Civilization I	3 credit hours
SS 142	Current Political Issues	3 credit hours
ED 100	Introduction to Education	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
ED 101	Introduction to Education Practicum	<u>2 credit hours</u>

Total: 18 credit hours

Semester 4

SS 121	Western Civilization II	3 credit hours
SS 105	Human Growth and Development	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
CS 108	Computer Applications	<u>3 credit hours</u>

Total: 15 credit hours 64 credit hours

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Programs of Study - Transfer

EDUCATION

Secondary Education - History Emphasis

Associate in Science (AS)

Semester 1

SS 122	U.S. History I	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 123	U.S. History II	3 credit hours
SS 101	General Psychology	3 credit hours
SS 141	U.S. Government: State and Local	3 credit hours
SS 124	Introduction to History	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC	Biological Science with Lab General Education ²	4 credit hours
SS 120	Western Civilization I	3 credit hours
SS 142	Current Political Issues	3 credit hours
ED 100	Introduction to Education	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
ED 101	Introduction to Education Practicum	<u>1 credit hours</u>

Total: 17 credit hours

Semester 4

SS 122	Western Civilization II	3 credit hours
SS 105	Human Growth and Development	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
	Physical Science General Education ²	<u>4 credit hours</u>

Total: 16 credit hours 64 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills is a required course for all first time, full-time entering Freshmen.

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Programs of Study - Transfer

EDUCATION

Secondary Education - Math Emphasis [Non-Calculus-Based]

Associate in Science (AS)

Semester 1

MA 111	College Algebra	3 credit hours
CM 101	English Composition I	3 credit hours
SC 101	General Biology	4 credit hours
SS 101	General Psychology	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

MA 112	Trigonometry	3 credit hours
CM 102	English Composition II	3 credit hours
SS 105	Human Growth & Development	3 credit hours
MA 114	Elementary Statistics	3 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

CM 115	Public Speaking	3 credit hours
MA 120	Analytic Geometry & Calculus 1	5 credit hours
SC 140	College Physics 1	5 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

MA 121	Analytic Geometry & Calculus 2	5 credit hours
ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	1 credit hour
SS	Social Science General Education ³	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

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Programs of Study - Transfer

EDUCATION

Secondary Education – Physical Science Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SC	Physical Science Elective Course	5 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities Gen Ed ¹	<u>3 credit hours</u>

Total: 15 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 101	General Psychology	3 credit hours
MA 112	Trigonometry	3 credit hours
	Humanities Gen Ed ¹	3 credit hours
SS	Social Science General Education ³	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	1 credit hours
SS 105	Human Growth and Development	3 credit hours
SC	Physical Science Elective Course	5 credit hours
SC 140	College Physics I	<u>5 credit hours</u>

Total: 17 credit hours

Semester 4

MA 114	Elementary Statistics	3 credit hours
SC 141	College Physics II	5 credit hours
SC 110	Principles of Biology	5 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>

Total: 16 credit hours 63 credit hours

¹The six hours of humanities gen. ed. must represent at least two different disciplines in fine arts, history, literature, or philosophy.

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Transfer

EDUCATION

Secondary Education - Physics Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SC 110	Principles of Biology	5 credit hours
	Humanities General Education ¹	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 15 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 101	General Psychology	3 credit hours
MA 112	Trigonometry	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 142	Current Political Issues	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	1 credit hour
SS 105	Human Growth and Development	3 credit hours
MA 120	Analytic Geometry and Calculus I	5 credit hours
SC 142	University Physics I	<u>5 credit hours</u>

Total: 17 credit hours

Semester 4

MA 114	Elementary Statistics	3 credit hours
SC 143	University Physics II	5 credit hours
MA 121	Analytic Geometry and Calculus II	5 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>

Total: 16 credit hours 63 credit hours

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Programs of Study - Transfer

EDUCATION

Secondary Education – Social Science Emphasis

Associate in Arts (AA)

Semester 1

SS 122	U.S. History	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
MU 100	Music Appreciation	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 123	U.S. History II	3 credit hours
SS 101	General Psychology	3 credit hours
SS142	U.S. Government: State and Local	3 credit hours
SS125	Introduction to Cultural Anthropology	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC	Science with Lab General Education ²	4 credit hours
SS 120	Western Civilization I	3 credit hours
EC 101	Economics I	3 credit hours
ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	2 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 18 credit hours

Semester 4

SS 121	Western Civilization II	3 credit hours
SS 105	Human Growth and Development	3 credit hours
CM 115	Public Speaking	3 credit hours
CM 121	Introduction to Literature	3 credit hours
EC 102	Economics II	<u>3 credit hours</u>

Total: 15 credit hours 64 credit hours

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Programs of Study - Transfer

EDUCATION

Secondary Education – Social Science Emphasis

Associate in Science (AS)

Semester 1

SS 122	U.S. History I	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
MU 100	Music Appreciation	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 123	U.S. History II	3 credit hours
SS 101	General Psychology	3 credit hours
SS142	U.S. Government: State and Local	3 credit hours
SS 125	Introduction to Cultural Anthropology	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC	Biological Science with Lab General Education ²	4 credit hours
SS 120	Western Civilization I	3 credit hours
EC 101	Economics I	3 credit hours
ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	1 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 18 credit hours

Semester 4

SC	Physical Science with Lab General Education ²	4 credit hours
SS 105	Human Growth and Development	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
CM 121	Introduction to Literature	<u>3 credit hours</u>

Total: 16 credit hours 65 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

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Programs of Study - Transfer

EDUCATION

Secondary Education – Speech and Drama Emphasis

Associate in Arts (AA)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 101	General Psychology	3 credit hours
	Humanities General Education ¹	3 credit hours
SS	Social Science General Education ³	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SC	Biological Science with Lab General Education ²	4 credit hours
MA 114	Elementary Statistics	3 credit hours
	Elective ⁵	3 credit hours
CM 141	Introduction to Performance	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

ED 100	Introduction to Education	3 credit hours
ED 101	Introduction to Education Practicum	2 credit hours
SS 105	Human Growth and Development	3 credit hours
	Humanities General Education ¹	3 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 14 credit hours

Semester 4

CM 143	Play Production	3 credit hours
SC	Physical Science with Lab General Education ²	4 credit hours
CM 115	Public Speaking	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	<u>4 credit hour</u>

Total: 17 credit hours 63 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

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Programs of Study - Transfer

ENGINEERING

Engineering Emphasis

Associate in Science (AS)

Semester 1

MA 120	Analytic Geometry and Calculus I	5 credit hours
CM 101	English Composition I	3 credit hours
	Humanities General Education ¹	3 credit hours
SC 131	Chemistry I	5 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 17 credit hours

Semester 2

MA 121	Analytic Geometry and Calculus II	5 credit hours
CM 102	English Composition II	3 credit hours
EC 101	Economics I	3 credit hours
SC 132	Chemistry II	<u>5 credit hours</u>

Total: 16 credit hours

Semester 3

MA 122	Analytic Geometry and Calculus III	5 credit hours
SC 142	University Physics I	5 credit hours
CM 115	Public Speaking	3 credit hours
SS	Social Science General Education ³	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

MA 123	Differential Equations	4 credit hours
SC 143	University Physics II	5 credit hours
SC 110	Principles of Biology	5 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 17 credit hours 67 credit hours

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Programs of Study - Transfer

ENGINEERING

Engineering Technology Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SC 131	Chemistry I	5 credit hours
EC 101	Economics I	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 18 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS	Social Science General Education ³	3 credit hours
MA 112	Trigonometry	3 credit hours
SC 132	Chemistry II	5 credit hours
MA 114	Elementary Statistics	<u>3 credit hours</u>

Total: 17 credit hours

Semester 3

	Humanities General Education ¹	3 credit hours
SC 101	General Biology	4 credit hours
MA 120	Analytic Geometry and Calculus I	5 credit hours
SC 142	University Physics I	<u>5 credit hours</u>

Total: 16 credit hours

Semester 4

BE 160	Business Accounting	3 credit hours
SC 143	University Physics II	5 credit hours
MA 121	Analytic Geometry and Calculus II	5 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>

Total: 16 credit hours 67 credit hours

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Programs of Study - Transfer

FINE ARTS

Art Emphasis

Associate in Arts (AA)

Semester 1

CM 101	English Composition I	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
AR 100	Art Appreciation	3 credit hours
AR 120	Design I	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS	Social Science General Education ³	3 credit hours
CS 107	Graphic Software Applications (or higher)	3 credit hours
AR 126	2D Illustration (or higher)	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

	Humanities General Education ¹	3 credit hours
SC	Science with Lab General Education ²	4 credit hours
AR 110	Ceramics I	3 credit hours
AR 140	Painting I	3 credit hours
AR 150	Printmaking I	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

	General Education Elective ⁵	3 credit hours
SS	Social Science General Education ³	3 credit hours
	Humanities General Education ¹	3 credit hours
AR 145	Watercolor	3 credit hours
AR 111	Ceramics II	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

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Programs of Study - Transfer

FINE ARTS

Music Emphasis

Associate in Arts (AA)

Semester 1

MU 110	Harmony and Ear Training I	4 credit hours
MU	Applied Music Elective ⁵	1 credit hour
MU	Performance Ensemble Elective	1 credit hour
MU 100	Music Appreciation	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
MU 132	Applied Piano	1 credit hour
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 17 credit hours

Semester 2

MU 111	Harmony and Ear Training II	4 credit hours
MU	Applied Music Elective ⁵	1 credit hour
MU	Performance Ensemble Elective ⁵	1 credit hour
CM 102	English Composition II	3 credit hours
CM 115	Public Speaking	3 credit hours
SC	Science with Lab General Education ²	4 credit hours
MU 132	Applied Piano	<u>1 credit hour</u>

Total: 17 credit hours

Semester 3

MU	Applied Music Elective ⁵	1 credit hour
MU	Performance Ensemble Elective ⁵	1 credit hour
MU	Music Elective ⁵	3 credit hours
MU 103	History of Rock Music	3 credit hours
PH 100	Introduction to Philosophy	3 credit hours
SS	Social Science General Education ³	3 credit hours
MU 136	Applied Piano II	<u>1 credit hour</u>

Total: 15 credit hours

Semester 4

MU	Applied Music Elective ⁵	2 credit hours
MU	Performance Ensemble Elective ⁵	1 credit hour
	Humanities General Education ¹	3 credit hours
MU 102	World Music	3 credit hours
SS	Social Science General Education ³	3 credit hours
MU 136	Applied Piano II	<u>1 credit hour</u>

Total: 12 credit hours 63 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Athletic Training Emphasis

Associate in Arts (AA)

Semester 1

PE 150	Basic Care and Prevention of Athletic Injuries I	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	3 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>
	Total:	16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
PE 151	Basic Care and Prevention of Athletic Injuries II	3 credit hours
MA 112	Trigonometry (or higher)	3 credit hours
HE 124	Nutrition	3 credit hours
PE	Physical Education	<u>3 credit hours</u>
	Total:	15 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
SS	Social Science General Education ³	3 credit hours
PE 131	First Aid and Safety	3 credit hours
BE 122	Medical Office Vocabulary	3 credit hours
SS 101	General Psychology	<u>3 credit hours</u>
	Total:	16 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
SS	Social Science General Education ³	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 105	Human Growth and Development	<u>3 credit hours</u>
	Total:	16 credit hours
		63 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Athletic Training Emphasis

Associate in Science (AS)

Semester 1

PE 150	Basic Care and Prevention of Athletic Injuries I	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	3 credit hours
	Physical Science General Education ¹	<u>4 credit hours</u>

Total: 17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
PE 151	Basic Care and Prevention of Athletic Injuries II	3 credit hours
MA 112	Trigonometry (or higher)	3 credit hours
HE 124	Nutrition	3 credit hours
PE	Physical Education Elective	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
	Social Science General Education ³	3 credit hours
PE 131	First Aid and Safety	3 credit hours
BE 122	Medical Office Vocabulary	3 credit hours
SS 101	General Psychology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
	Social Science General Education ³	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 105	Human Growth and Development	<u>3 credit hours</u>

Total: 16 credit hours 64 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Coaching Emphasis

Associate in Arts (AA)

Semester 1

PE 156	Principle of Strength and Conditioning	2 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 15 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
PE 155	Recognition & Care of Athletic Injuries	3 credit hours
PE 110	Total Fitness	1 credit hour
	Humanities General Education ¹	3 credit hours
PE	Physical Education Elective ⁵	2 credit hours
PE 134	Personal and Community Health	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
	Social Science General Education ¹	3 credit hours
PE 131	First Aid and Safety	3 credit hours
PE 136	Theory of Coaching	3 credit hours
SS 101	General Psychology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
SS 130	Sociology	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
PE 136	Theory of Coaching	<u>3 credit hours</u>

Total: 16 credit hours 62 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Coaching Emphasis

Associate in Science (AS)

Semester 1

PE 156	Principle of Strength and Conditioning	2 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 15 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
PE 155	Recognition & Care of Athletic Injuries	3 credit hours
PE 110	Total Fitness	1 credit hour
	Physical Science General Education Elective	5 credit hours
PE 141	Personal Wellness	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
SS	Social Science General Education ¹	3 credit hours
PE 131	First Aid and Safety	3 credit hours
PE 136	Theory of Coaching	3 credit hours
SS 101	General Psychology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
SS 130	Sociology	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
PE 136	Theory of Coaching	<u>3 credit hours</u>

Total: 16 credit hours 62 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Health/Fitness Promotion and Wellness Emphasis

Associate in Arts (AA)

Semester 1

PE 130	Introduction to Physical Education	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
	Social Science General Education ³	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
PE 156	Principles of Strength & Conditioning	2 credit hours
SS 101	General Psychology	3 credit hours
HE 124	Nutrition	3 credit hours
PE 141	Personal Wellness	<u>3 credit hours</u>

Total: 14 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
	Humanities General Education ¹	3 credit hours
PE 131	First Aid and Safety	3 credit hours
PE 155	Recognition & Care of Athletic Injuries	3 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
PE 136	Theory of Coaching	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 105	Human Growth and Development	<u>3 credit hours</u>

Total: 16 credit hours 62 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Health/Fitness Promotion and Wellness Emphasis

Associate in Science (AS)

Semester 1

PE 130	Introduction to Physical Education	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
	Physical Science General Education Elective	4 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>
	Total:	17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
PE 156	Principles of Strength & Conditioning	2 credit hours
PE 110	Total Fitness	1 credit hour
SS 101	General Psychology	3 credit hours
HE 124	Nutrition	3 credit hours
PE 141	Personal Wellness	<u>3 credit hours</u>
	Total:	15 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
SS	Social Science General Education ³	3 credit hours
PE 131	First Aid and Safety	3 credit hours
PE 155	Recognition & Care of Athletic Injuries	3 credit hours
SS	Introduction to Sociology	<u>3 credit hours</u>
	Total:	16 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
PE 136	Theory of Coaching	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 105	Human Growth and Development	<u>3 credit hours</u>
	Total:	16 credit hours
		64 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Kinesiology/Exercise Science Emphasis

Associate in Arts (AA)

Semester 1

PE 156	Principles of Strength and Conditioning	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 123	U.S. History II	3 credit hours
SS 101	General Psychology	3 credit hours
SS 141	U.S. Government: State and Local	3 credit hours
SS 124	Introduction to History	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
SS	Social Science General Education ³	3 credit hours
PE 131	First Aid and Safety	3 credit hours
SC 140	College Physics I	4 credit hours
PE 130	Introduction to Physical Education	<u>3 credit hours</u>

Total: 17 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
	Humanities General Education ¹	3 credit hours
CM 115	Public Speaking	3 credit hours
SC 130	General Chemistry	<u>5 credit hours</u>

Total: 15 credit hours 63 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Kinesiology/Exercise Science Emphasis

Associate in Science (AS)

Semester 1

PE 156	Principles of Strength and Conditioning	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 123	U.S. History II	3 credit hours
SS 101	General Psychology	3 credit hours
SS 141	U.S. Government: State and Local	3 credit hours
PE 130	Introduction to Physical Education	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
SS	Social Science General Education ³	3 credit hours
PE 131	First Aid and Safety	3 credit hours
SC 140	College Physics I	4 credit hours
SS 101	General Psychology	<u>3 credit hours</u>

Total: 17 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
	Humanities General Education ¹	3 credit hours
CM 115	Public Speaking	3 credit hours
SC 130	General Chemistry	<u>5 credit hours</u>

Total: 15 credit hours 63 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Personal Trainer/Strength & Conditioning Coach Emphasis

Associate in Arts (AA)

Semester 1

PE 156	Principles of Strength and Conditioning	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>
	Total:	16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
PE 155	Recognition & Care of Athletic Injuries	3 credit hours
	Elective ⁵	3 credit hours
HE 124	Nutrition	3 credit hours
PE 141	Personal Wellness	<u>3 credit hours</u>
	Total:	15 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
	Humanities General Education ¹	3 credit hours
PE 131	First Aid and Safety	3 credit hours
PE 136	Theory of Coaching	3 credit hours
SS 101	General Psychology	<u>3 credit hours</u>
	Total:	16 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
SS 130	Introduction to Sociology	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
PE 130	Introduction to Physical Education	<u>3 credit hours</u>
	Total:	16 credit hours
		63 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Personal Trainer/Strength & Conditioning Coach Emphasis

Associate in Science (AS)

Semester 1

PE 156	Principles of Strength and Conditioning	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
PE 155	Recognition & Care of Athletic Injuries	3 credit hours
	Physical Science with lab General Education ²	4 credit hours
HE 124	Nutrition	3 credit hours
PE 141	Personal Wellness	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
	Social Science General Education	3 credit hours
PE 131	First Aid and Safety	3 credit hours
PE 136	Theory of Coaching	3 credit hours
SS 101	General Psychology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
SS 130	Introduction to Sociology	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
PE 130	Introduction to Physical Education	<u>3 credit hours</u>

Total: 16 credit hours 64 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Recreation Emphasis

Associate in Arts (AA)

Semester 1

PE 137	Introduction to Recreation	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 130	Sociology	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 101	General Psychology	3 credit hours
PE	Physical Education Elective ⁵	3 credit hours
SS 140	U.S. Government: National	3 credit hours
PE 134	Personal and Community Health	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC 101	General Biology	4 credit hours
SS 122	U.S. History I	3 credit hours
PE 131	First Aid and Safety Elective ⁵	3 credit hours
SS 105	Human Growth and Development	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

PE 155	Recognition and Care	3 credit hours
CM 121	Introduction to Literature	3 credit hours
CM 115	Public Speaking Elective ⁵	3 credit hours
PE 136	Theory of Coaching	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Recreation Emphasis

Associate in Science (AS)

Semester 1

PE 137	Introduction to Recreation	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 101	General Psychology	3 credit hours
PE 110	Total Fitness	1 credit hour
PE	Physical Education Elective	3 credit hours
SS 130	U.S. Government: National	3 credit hours
PE 134	Personal and Community Health	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC	Biological Science with Lab General Education ²	4 credit hours
	Humanities General Education ¹	3 credit hours
PE 131	First Aid and Safety	3 credit hours
	Elective ⁵	3 credit hours
SS 105	Human Growth and Development	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SC	Physical Science with Lab General Education ²	4 credit hours
	General Education Elective	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
PE 136	Theory of Coaching	<u>3 credit hours</u>

Total: 16 credit hours 64 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Sport Management Emphasis

Associate in Arts (AA)

Semester 1

PE 156	Principles of Strength and Conditioning	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
BE 160	Business Accounting	3 credit hours
	Elective ⁵	3 credit hours
MG 101	Management Principles	3 credit hours
PE 134	Personal & Community Health	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC 100	General Biology	4 credit hours
SS	Social Science General Education ³	3 credit hours
PE 131	First Aid and Safety	3 credit hours
BE 154	Business Law	3 credit hours
SS 101	General Psychology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

BE 155	Marketing	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
PE 130	Introduction to Physical Education	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Sports Management Emphasis

Associate in Science (AS)

Semester 1

PE 156	Principles of Strength and Conditioning	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
BE 160	Business Accounting	3 credit hours
	Physical Science with lab General Education ²	4 credit hours
MG 101	Management Principles	3 credit hours
PE 134	Personal & Community Health	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC 100	General Biology	4 credit hours
SS	Social Science General Education ³	3 credit hours
PE 131	First Aid and Safety	3 credit hours
BE 154	Business Law	3 credit hours
SS 101	General Psychology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

BE 155	Marketing	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
PE 130	Introduction to Physical Education	<u>3 credit hours</u>

Total: 15 credit hours 63 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Sports Nutrition

Associate in Arts (AA)

Semester 1

CM 101	English Composition I	3 credit hours
PE 141	Personal Wellness	3 credit hours
MA 111	College Algebra	3 credit hours
SS 101	General Psychology	3 credit hours
SC 120	Human Anatomy and Physiology I	4 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 105	Human Growth and Development	3 credit hours
HE 124	Nutrition	3 credit hours
SC 121	Human Anatomy and Physiology II	<u>4 credit hours</u>

Total: 16 credit hours

Semester 3

CM 115	Public Speaking	3 credit hours
SC 131	Chemistry I	5 credit hours
SS	Social Science General Education ³	3 credit hours
	Elective ⁵	3 credit hours
PE 136	Theory of Coaching	<u>3 credit hours</u>

Total: 17 credit hours

Semester 4

SC 132	Chemistry II	5 credit hours
	Humanities General Education ¹	3 credit hours
	Humanities General Education ¹	3 credit hours
PE 156	Principles of Strength & Conditioning	2 credit hours
PE 110	Total Fitness	<u>1 credit hour</u>

Total: 14 credit hours 64 credit hours

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Programs of Study - Transfer

HEALTH, HUMAN PERFORMANCE & RECREATION

Sports Nutrition

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
PE 141	Personal Wellness	3 credit hours
MA 111	College Algebra	3 credit hours
SS 101	General Psychology	3 credit hours
SC 120	Human Anatomy and Physiology I	4 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 105	Human Growth and Development	3 credit hours
HE 124	Nutrition	3 credit hours
SC 121	Human Anatomy and Physiology II	<u>4 credit hours</u>

Total: 16 credit hours

Semester 3

CM 115	Public Speaking	3 credit hours
SC 131	Chemistry I	5 credit hours
SS	Social Science General Education ³	3 credit hours
PE 136	Theory of Coaching	<u>3 credit hours</u>

Total: 14 credit hours

Semester 4

SC 132	Chemistry II	5 credit hours
	Humanities General Education ¹	3 credit hours
	Humanities General Education ¹	3 credit hours
PE 156	Principles of Strength & Conditioning	2 credit hours
PE	Physical Education Elective	1 credit hour
PE 110	Total Fitness	<u>1 credit hour</u>

Total: 15 credit hours 62 credit hours

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Programs of Study - Transfer

HEALTH PRE-PROFESSIONAL

Pre-Health Emphasis

(Pre-Physician Assistant, Pre-Pharmacy, Pre-Chiropractic, Pre-Dentistry, Pre-Medicine)
Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
CM 115	Public Speaking	3 credit hours
SC 110	Principles of Biology	3 credit hours
SC 131	Chemistry I	5 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>
Total:		18 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 101	General Psychology	3 credit hours
SC 111	Microbiology Lecture	3 credit hours
SC 112	Microbiology Lab	2 credit hours
SC 132	Chemistry II	<u>5 credit hours</u>
Total:		16 credit hours

Pre-Pharmacy, Pre-Chiropractic, Pre-Dentistry, & Pre-Medicine

MA 112	Trigonometry	<u>3 credit hours</u>
Total:		19 credit hours

Semester 3

SC 120	Human Anatomy and Physiology I	4 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Pre-Physician Assistant

HE 134	Nutrition	3 credit hours
BE 122	Medical Office Vocabulary	2 credit hours
	Elective ⁵	<u>3 credit hours</u>
Total:		15 credit hours

Pre Pharmacy

SC 134	Organic Chemistry I	<u>5 credit hours</u>
Total:		12 credit hours

Pre-Chiropractic, Pre-Dentistry, Pre-Medicine

SC 134	Organic Chemistry I	<u>5 credit hours</u>
Total:		12 credit hours

Programs of Study - Transfer

HEALTH PRE-PROFESSIONAL

Semester 4

SC 121	Human Anatomy and Physiology II	4 credit hours
	Humanities Elective ¹	3 credit hours
SS 122	Humanities Elective ¹	<u>3 credit hours</u>

Pre-Physician Assistant

MA 114	Elementary Statistics	<u>3 credit hours</u>
	Total:	13 credit hours

Pre-Pharmacy

MA 115	Linear Algebra & General Calc(or higher)	3 credit hours
SC 135	Organic Chemistry II	<u>5 credit hours</u>
	Total:	18 credit hours

Pre-Chiropractic, Pre-Dentistry, Pre-Medicine

SC 135	Organic Chemistry II	<u>5 credit hours</u>
	Total:	14 credit hours

Pre-Physician Assistant Total: 62 credit hours

Pre-Pharmacy Total: 67 credit hours

Pre-Chiropractic Total: 65 credit hours

Pre-Dentistry Total: 65credit hours

Pre-Medicine Total: 65 credit hours

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Programs of Study - Transfer

HEALTH PRE-PROFESSIONAL

Pre-Health Care Emphasis

(Pre-Medical Technology, Pre-Radiological Technology, and Pre-Dental Hygiene)

Associate in Science (AS)

(See advisor for specific course selection.)

Semester 1

CM 101	English Composition I	3 credit hours
CM 115	Public Speaking	3 credit hours
SS 101	General Psychology	3 credit hours
SC 120	Human Anatomy and Physiology I	4 credit hours
BE 122	Medical Terminology	2 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
	Humanities General Education ¹	3 credit hours
SC 121	Human Anatomy and Physiology II	4 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC 131	Chemistry I	5 credit hours
	Humanities General Education ¹	3 credit hours
SC 110	Principles of Biology	5 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

HE 124	Nutrition	3 credit hours
SC 111	Microbiology Lecture	3 credit hours
SC 112	Microbiology Lab	2 credit hours
MA 114	Elementary Statistics	3 credit hours
CS 108	Computer Applications or Elective ⁵	<u>3 credit hours</u>

Total: 17 credit hours 65 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

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Programs of Study - Transfer

HEALTH PRE-PROFESSIONAL

Pre-Nursing BSN Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
SS 101	General Psychology	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SC 120	Human Anatomy and Physiology I	4 credit hours
HE 124	Nutrition	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SC 110	Principles of Biology	5 credit hours
SC 121	Human Anatomy and Physiology II	4 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC 111	Microbiology Lecture	3 credit hours
SC 112	Microbiology Lab	2 credit hours
SS 105	Human Growth and Development	3 credit hours
	Humanities General Education ¹	3 credit hours
SS 125	Introduction to Cultural Anthropology	3 credit hours
SS 102	Abnormal Psychology	<u>3 credit hours</u>

Total: 17 credit hours

Semester 4

CM 115	Public Speaking	3 credit hours
SC 131	Chemistry I	5 credit hours
MA 114	Elementary Statistics	3 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 14 credit hours 63 credit hours

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Programs of Study - Transfer

HEALTH PRE-PROFESSIONAL

Pre-Physical Therapy & Pre-Occupational Therapy Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
SS 101	General Psychology	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SC 120	Human Anatomy and Physiology I	4 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities Elective ¹	<u>3 credit hours</u>

Total: 17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SC 121	Human Anatomy and Physiology II	4 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>

10 credit hours

Pre-Physical Therapy Emphasis

SC 131	Chemistry I	5 credit hours
MA 112	Trigonometry	<u>3 credit hours</u>

Total: 18 credit hours

Pre-Occupational Therapy Emphasis

SS 125	Cultural Anthropology	3 credit hours
SS 113	Human Relations	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC 110	Principles of Biology	5 credit hours
	Humanities Elective ¹	<u>3 credit hours</u>

Total: 8 credit hours

Pre-Physical Therapy Emphasis

MA 115	Linear Algebra & Calculus I (or higher)	3 credit hours
SC 140	College Physics I	<u>5 credit hours</u>

Total: 16 credit hours

Pre-Occupational Therapy Emphasis

SS 105/HE	Human Growth and Development	3 credit hours
SC 130	General Chemistry	<u>5 credit hours</u>

Total: 16 credit hours

Semester 4

SS 130	Introduction to Sociology	<u>3 credit hours</u>
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Pre-Physical Therapy Emphasis

SC 111/112	Microbiology w/ lab	5 credit hours
SC 141	College Physics II	5 credit hours
HE 124	Nutrition	<u>3 credit hours</u>

Total: 16 credit hours

Programs of Study - Transfer

HEALTH PRE-PROFESSIONAL

Pre-Occupational Therapy Emphasis

SS 102	Abnormal Psychology	3 credit hours
PE 131	First Aid and Safety	3 credit hours
MA 114	Elementary Statistics	3 credit hours
** 220	Cooperative Education Internship	<u>4 credit hours</u>
Total:		16 credit hours

Pre-Physical Therapy Total: 66 credit hours

Pre-Occupational Therapy Total: 67 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

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Programs of Study - Transfer

HEALTH PRE-PROFESSIONAL

Pre-Respiratory Therapy Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
CM 115	Public Speaking	3 credit hours
SC 131	Chemistry I	5 credit hours
SC 110	Principles of Biology	5 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 17 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SC 132	Chemistry II	5 credit hours
SC 111	Microbiology Lecture	3 credit hours
SC 112	Microbiology Lab	<u>2 credit hours</u>

Total: 16 credit hours

Semester 3

SS	Social Science General Education ³	3 credit hours
	Humanities General Education ¹	3 credit hours
SC 134	Organic Chemistry I	5 credit hours
SC 120	Human Anatomy and Physiology I	<u>4 credit hours</u>

Total: 15 credit hours

Semester 4

SS	Social Science General Education ³	3 credit hours
	Humanities General Education ¹	3 credit hours
SC 135	Organic Chemistry II	5 credit hours
SC 121	Human Anatomy and Physiology II	<u>4 credit hours</u>

Total: 15 credit hours 63 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

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Programs of Study - Transfer

MATH AND SCIENCE

Architecture Emphasis

Associate in Science (AS)

Semester 1

SS 120	Western Civilization I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
AR 130	Drawing I	3 credit hours
SC 101	General Biology	4 credit hours
SS	Social Science General Education ³	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 17 credit hours

Semester 2

CM 101	English Composition I	3 credit hours
SS 121	Western Civilization II	3 credit hours
MA 112	Trigonometry	3 credit hours
EC 101	Economics I	3 credit hours
AR 120	Design I	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

CM 115	Public Speaking	3 credit hours
SC 140	College Physics I	5 credit hours
	Humanities General Education ¹	3 credit hours
CM 102	English Composition II	<u>3 credit hours</u>

Total: 15 credit hours

Semester 4

SC 104	Geology	4 credit hours
AG 104	Soils	4 credit hours
	Humanities General Education ¹	3 credit hours
SC 141	College Physics II	5 credit hours
BE 160	Business Accounting	<u>3 credit hours</u>

Total: 19 credit hours 66 credit hours

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Programs of Study - Transfer

MATH AND SCIENCE

Biology Emphasis

Associate in Science Degree (AS)

Semester 1

MA 111	College Algebra (or higher)	3 credit hours
CM 101	English Composition I	3 credit hours
SS	Social Science Gen Ed ¹	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ³	3 credit hours
SC 131	Chemistry I	<u>5 credit hours</u>

Total: 17 credit hours

Semester 2

SC 110	Principles of Biology	5 credit hours
CM 102	English Composition II	3 credit hours
SS	Social Science General Education ³	3 credit hours
SC 132	Chemistry II	<u>5 credit hours</u>

Total: 16 credit hours

Semester 3

SC111	Microbiology Lecture**	3 credit hours
SC112	Microbiology Lab**	2 credit hours
SC	Science Elective ⁴	5 credit hours
SC	Science Elective ⁴	<u>5 credit hours</u>

Total: 15 credit hours

Semester 4

SC199	General Zoology	4 credit hours
	Humanities General Education ³	3 credit hours
SC	Science Elective ⁴	5 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>

Total: 15 credit hours 63 credit hours

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Programs of Study - Transfer

MATH AND SCIENCE

Chemistry Emphasis

Associate in Science (AS)

Semester 1

MA 120	Analytic Geometry and Calculus I	5 credit hours
CM 101	English Composition I	3 credit hours
	Humanities General Education ¹	3 credit hours
SC 131	Chemistry I	5 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 17 credit hours

Semester 2

MA 121	Analytic Geometry and Calculus II	5 credit hours
CM 102	English Composition II	3 credit hours
SS	Social Science General Education ³	3 credit hours
SC 132	Chemistry II	<u>5 credit hours</u>

Total: 16 credit hours

Semester 3

MA 122	Analytic Geometry and Calculus III	5 credit hours
SC 134	Organic Chemistry I	5 credit hours
SS	Social Science General Education ³	3 credit hours
SC 142	University Physics I	<u>5 credit hours</u>

Total: 18 credit hours

Semester 4

SC 135	Organic Chemistry II	5 credit hours
	Humanities General Education ¹	3 credit hours
SC 110	Principles of Biology	5 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>

Total: 16 credit hours 67 credit hours

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Programs of Study - Transfer

MATH AND SCIENCE

Math Emphasis

Associate in Science (AS)

Semester 1

MA 120	Analytic Geometry and Calculus I	5 credit hours
CM 101	English Composition I	3 credit hours
SC 101	General Biology	4 credit hours
	Humanities General Education ¹	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>
	Total:	16 credit hours

Semester 2

MA 121	Analytic Geometry and Calculus II	5 credit hours
CM 102	English Composition II	3 credit hours
SS	Social Science General Education ³	3 credit hours
SC	Biological Science with Lab General Education ²	3 credit hours
	Elective ⁵	<u>3 credit hours</u>
	Total:	17 credit hours

Semester 3

MA 122	Analytic Geometry and Calculus III	5 credit hours
CM 115	Public Speaking	3 credit hours
SC	Physical Science with Lab General Education ²	4 credit hours
SS	Social Science General Education ³	<u>3 credit hours</u>
	Total:	15 credit hours

Semester 4

MA 123	Differential Equations	4 credit hours
	Humanities General Education ¹	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	<u>3 credit hours</u>
	Total:	16 credit hours
		64 credit hours

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Programs of Study - Transfer

MATH AND SCIENCE

Physical Science Emphasis

Associate in Science (AS)

Semester 1

MA 111	College Algebra (or higher)	3 credit hours
CM 101	English Composition I	3 credit hours
SC 131	Chemistry I	5 credit hours
	Humanities General Education ¹	3 credit hours
SC 104	Geology	4 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 19 credit hours

Semester 2

MA 112	Trigonometry	3 credit hours
CM 102	English Composition II	3 credit hours
SC 132	Chemistry II	5 credit hours
SC 105	General Astronomy	<u>4 credit hours</u>

Total: 15 credit hours

Semester 3

MA 120	Analytic Geometry and Calculus I	5 credit hours
SC 140	College Physics	5 credit hours
CM 115	Public Speaking	3 credit hours
SS	Social Science General Education ³	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SC 101	General Biology	4 credit hours
SC 142	College Physics II	5 credit hours
SS	Social Science General Education ³	3 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 15 credit hours 65 credit hours

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³The six hours of general education social sciences must represent a minimum of two different areas of study.

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Programs of Study - Transfer

MATH AND SCIENCE

Physics Emphasis

Associate in Science (AS)

Semester 1

MA 120	Analytic Geometry and Calculus I	5 credit hours
CM 101	English Composition I	3 credit hours
	Humanities General Education ¹	3 credit hours
SC 131	Chemistry I	5 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>
	Total:	17 credit hours

Semester 2

MA 121	Analytic Geometry and Calculus II	5 credit hours
CM 102	English Composition II	3 credit hours
SS	Social Science General Education ³	3 credit hours
SC 105	General Astronomy	<u>4 credit hours</u>
	Total:	15 credit hours

Semester 3

MA 122	Analytic Geometry and Calculus III	5 credit hours
SC 142	University Physics I	5 credit hours
CM 115	Public Speaking	3 credit hours
SS	Social Science General Education ³	<u>3 credit hours</u>
	Total:	16 credit hours

Semester 4

MA 123	Differential Equations	4 credit hours
SC 143	University Physics II	5 credit hours
	Humanities General Education ¹	3 credit hours
SC 104	Meteorology	<u>4 credit hours</u>
	Total:	16 credit hours
		64 credit hours

Note: The biological science with lab general education course requirement is waived for this emphasis and is replaced with a physical science with lab general education course.

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Programs of Study - Transfer

SOCIAL SCIENCES

Anthropology Emphasis

Associate in Arts (AA)

Semester 1

SS 122	U.S. History I	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 125	Introduction to Cultural Anthropology	3 credit hours
SS 101	General Psychology	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC	Science with Lab General Education ²	4 credit hours
SS 120	Western Civilization I	3 credit hours
	Elective ⁵	3 credit hours
EC 101	Economics I	3 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

	Elective ⁵	3 credit hours
SC 104	Geology	4 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
EC 102	Economics II	<u>3 credit hours</u>

Total: 16 credit hours 63 credit hours

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Programs of Study - Transfer

SOCIAL SCIENCES

Anthropology Emphasis

Associate in Science (AS)

Semester 1

SS 122	U.S. History I	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 125	Introduction to Cultural Anthropology	3 credit hours
PE 110	Total Fitness	1 credit hour
SS 101	General Psychology	3 credit hours
	Elective ⁵	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC	Bio Science with Lab General Education ²	4 credit hours
SS 120	Western Civilization I	3 credit hours
	Elective ⁵	3 credit hours
EC 101	Economics I	3 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

	Elective ⁵	3 credit hours
SC 104	Geology	4 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
EC 102	Economics II	<u>3 credit hours</u>

Total: 16 credit hours 64 credit hours

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Programs of Study - Transfer

SOCIAL SCIENCES

Criminal Justice Emphasis

Associate in Arts (AA)

Semester 1

AJ 207	Criminal Procedures	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
AJ 100	Introduction to Criminal Justice	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 106	Marriage and Family	3 credit hours
PE 110	Total Fitness	1 credit hour
AJ 200	Law Enforcement Operations and Procedures	3 credit hours
SS 142	U.S. Government: State and Local	3 credit hours
AJ 209	Juvenile Delinquency and Justice	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC	Science with Lab General Education ²	4 credit hours
SS 122	U.S. History I	3 credit hours
AJ 225	Ethics in Criminal Justice	3 credit hours
AJ 220	Cooperative Education Internship	3 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

AJ 145	Agency Administration	3 credit hours
AJ 210	Criminal Investigation	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
AJ 211	Criminal Justice Interview and Report Writing	<u>3 credit hours</u>

Total: 15 credit hours 63 credit hours

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Programs of Study - Transfer

SOCIAL SCIENCES

Criminal Justice Emphasis

Associate in Science (AS)

Semester 1

AJ 207	Criminal Procedures	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
AJ 100	Introduction to Criminal Justice	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 106	Marriage and Family	3 credit hours
PE 110	Total Fitness	1 credit hour
AJ 200	Law Enforcement Operations and Procedures	3 credit hours
SS 142	U.S. Government: State and Local	3 credit hours
AJ 209	Juvenile Delinquency and Justice	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC	Bio Science with Lab General Education ²	4 credit hours
SS 122	U.S. History I	3 credit hours
AJ 225	Ethics in Criminal Justice	3 credit hours
AJ 220	Cooperative Education Internship	3 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

AJ 145	Agency Administration	3 credit hours
AJ 210	Criminal Investigation	3 credit hours
CM 115	Public Speaking	3 credit hours
	Physical Science General Education Elective	4/5 credit hours
AJ 211	Criminal Justice Interview and Report Writing	<u>3 credit hours</u>

Total: 16 credit hours 64 credit hours

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Programs of Study - Transfer

SOCIAL SCIENCES

History Emphasis

Associate in Arts (AA)

Semester 1

SS 122	U.S. History I	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 123	U.S. History II	3 credit hours
SS 101	General Psychology	3 credit hours
SS 141	U.S. Government: State and Local	3 credit hours
SS 124	Introduction to History	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC	Science with Lab General Education ²	4 credit hours
SS 120	Western Civilization I	3 credit hours
SS 142	Current Political Issues	3 credit hours
	Elective ⁵	3 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SS 121	Western Civilization II	3 credit hours
	Elective ⁵	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
CS 108	Computer Applications	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

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Programs of Study - Transfer

SOCIAL SCIENCES

History Emphasis

Associate in Science (AS)

Semester 1

SS 122	U.S. History I	3 credit hours	
CM 101	English Composition I	3 credit hours	
MA 111	College Algebra (or higher)	3 credit hours	
SS 140	U.S. Government: National	3 credit hours	
SS 100	College Skills and Resources ⁴	1 credit hour	
	Physical Science General Education ¹	<u>4/5 credit hours</u>	
	Total:	17 credit hours	

Semester 2

CM 102	English Composition II	3 credit hours	
SS 123	U.S. History II	3 credit hours	
PE 110	Total Fitness	1 credit hour	
SS 101	General Psychology	3 credit hours	
SS 141	U.S. Government: State and Local	3 credit hours	
SS 124	Introduction to History	<u>3 credit hours</u>	
	Total:	16 credit hours	

Semester 3

SC	Bio Science with Lab General Education ²	4 credit hours	
SS 120	Western Civilization I	3 credit hours	
SS 142	Current Political Issues	3 credit hours	
	Elective ⁵	3 credit hours	
SS 130	Introduction to Sociology	<u>3 credit hours</u>	
	Total:	16 credit hours	

Semester 4

SS 121	Western Civilization II	3 credit hours	
	Humanities General Education ¹	3 credit hours	
CM 115	Public Speaking	3 credit hours	
	Humanities General Education ¹	3 credit hours	
CS 108	Computer Applications	<u>3 credit hours</u>	
	Total:	15 credit hours	64 credit hours

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Programs of Study - Transfer

SOCIAL SCIENCES

Political Science/Pre-Law Emphasis

Associate in Arts (AA)

Semester 1

SS 122	U.S. History I	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 123	U.S. History II	3 credit hours
SS 101	General Psychology	3 credit hours
SS 141	U.S. Government: State and Local	3 credit hours
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SC	Science with Lab General Education ²	4 credit hours
SS 120	Western Civilization I	3 credit hours
SS 142	Current Political Issues	3 credit hours
EC 101	Economics I	3 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SS 121	Western Civilization II	3 credit hours
SS 105	Human Growth and Development	3 credit hours
CM 115	Public Speaking	3 credit hours
SC	Social Science General Education ³	3 credit hours
EC 102	Economics II	<u>3 credit hours</u>

Total: 15 credit hours 62 credit hours

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Programs of Study - Transfer

SOCIAL SCIENCES

Political Science/Pre-Law Emphasis

Associate in Science (AS)

Semester 1

SS 122	U.S. History I	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 140	U.S. Government: National	3 credit hours
SS 100	College Skills and Resources ⁴	1 credit hour
	Humanities General Education ¹	<u>3 credit hours</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 123	U.S. History II	3 credit hours
SS 101	General Psychology	3 credit hours
SS 141	U.S. Government: State and Local	3 credit hours
	Physical Science with lab General Education ²	<u>4 credit hours</u>

Total: 16 credit hours

Semester 3

SC	Bio Science with Lab General Education ²	4 credit hours
SS 120	Western Civilization I	3 credit hours
SS 142	Current Political Issues	3 credit hours
EC 101	Economics I	3 credit hours
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SS 121	Western Civilization II	3 credit hours
SS 105	Human Growth and Development	3 credit hours
CM 115	Public Speaking	3 credit hours
SC	Social Science General Education ³	3 credit hours
EC 102	Economics II	<u>3 credit hours</u>

Total: 15 credit hours 63 credit hours

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Programs of Study - Transfer

SOCIAL SCIENCES

Psychology Emphasis

Associate in Arts (AA)

Semester 1

SS 122	U.S. History	3 credit hours
CM 101	English Composition I	3 credit hours
MA 111	College Algebra	3 credit hours
SS 101	General Psychology	3 credit hours
MU 100	Music Appreciation	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 105	Human Growth and Development	3 credit hours
PE 110	Total Fitness	1 credit hour
SS 102	Abnormal Psychology	3 credit hours
SS 142	U.S. Government: National	3 credit hours
SS 124	Introduction to History	<u>3 credit hours</u>

Total: 16 credit hours

Semester 3

SC	Science with Lab General Education ²	4 credit hours
SS 106	Marriage and Family	3 credit hours
SS 103	Social Psychology	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
	Elective ⁵	<u>3 credit hours</u>

Total: 16 credit hours

Semester 4

SS 107	Human Sexuality	3 credit hours
SS 127	Child Psychology	3 credit hours
CM 115	Public Speaking	3 credit hours
	Humanities General Education ¹	3 credit hours
CS 108	Computer Applications	<u>3 credit hours</u>

Total: 15 credit hours 63 credit hours

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Programs of Study - Transfer

SOCIAL SCIENCES

Psychology Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
MU 100	Music Appreciation	3 credit hours
SS 124	Introduction to History	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 101	General Psychology	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 105	Human Growth and Development	3 credit hours
MA 115	Elementary Statistics	3 credit hours
SS 130	Introduction to Sociology	3 credit hours
SS 142	Current Political Issues	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SS 106	Marriage and Family	3 credit hours
SS 102	Abnormal Psychology	3 credit hours
SC 110	Principles of Biology	5 credit hours
PE 110	Total Fitness	1 credit hour
CM 123	American Literature	<u>3 credit hours</u>

Total: 15 credit hours

Semester 4

SC	Physical Science with Lab General Education ²	4 credit hours
SS 107	Human Sexuality	3 credit hours
PH 100	Introduction to Philosophy	3 credit hours
SS 141	U.S. Government: State and Local	3 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>

Total: 16 credit hours 62 credit hours

¹The six hours of humanities gen. ed. must represent at least two different disciplines in fine arts, history, literature, or philosophy.

²Check transfer requirements when selecting a natural science. Some universities may require two sciences as a gen. ed. and/or elective.

³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Transfer

SOCIAL SCIENCES

Sociology, Pre-Social Work, Counseling Emphasis

Associate in Arts (AA)

Semester 1

CM 101	English Composition I	3 credit hours
MU 100	Music Appreciation	3 credit hours
SS 124	Introduction to History	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 101	General Psychology	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 105	Human Growth and Development	3 credit hours
CM 123	American Literature II	3 credit hours
MA 115	Elementary Statistics	3 credit hours
SS 142	Current Political Issues	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SS 106	Marriage and Family	3 credit hours
SS 102	Abnormal Psychology	3 credit hours
SC 110	Principles of Biology	5 credit hours
PE 110	Total Fitness	1 credit hour
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 15 credit hours

Semester 4

SC	Physical Science with Lab General Education ²	4 credit hours
SS 107	Human Sexuality	3 credit hours
PH 100	Introduction to Philosophy	3 credit hours
SS 141	U.S. Government: State and Local	3 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>

Total: 16 credit hours 62 credit hours

¹The nine hours of humanities gen. ed. must represent at least three different disciplines in fine arts, history, literature, or philosophy.

²Check transfer requirements when selecting a natural science. Some universities may require two sciences as a gen. ed. and/or elective.

³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Transfer

SOCIAL SCIENCES

Sociology, Pre-Social Work, Counseling Emphasis

Associate in Science (AS)

Semester 1

CM 101	English Composition I	3 credit hours
MU 100	Music Appreciation	3 credit hours
SS 124	Introduction to History	3 credit hours
MA 111	College Algebra (or higher)	3 credit hours
SS 101	General Psychology	3 credit hours
SS 100	College Skills and Resources ⁴	<u>1 credit hour</u>

Total: 16 credit hours

Semester 2

CM 102	English Composition II	3 credit hours
SS 105	Human Growth and Development	3 credit hours
CM 123	American Literature II	3 credit hours
MA 115	Elementary Statistics	3 credit hours
SS 142	Current Political Issues	<u>3 credit hours</u>

Total: 15 credit hours

Semester 3

SS 106	Marriage and Family	3 credit hours
SS 102	Abnormal Psychology	3 credit hours
SC 110	Principles of Biology	5 credit hours
PE 110	Total Fitness	1 credit hour
SS 130	Introduction to Sociology	<u>3 credit hours</u>

Total: 15 credit hours

Semester 4

SC	Physical Science with Lab General Education ²	4 credit hours
SS 107	Human Sexuality	3 credit hours
PH 100	Introduction to Philosophy	3 credit hours
SS 141	U.S. Government: State and Local	3 credit hours
CM 115	Public Speaking	<u>3 credit hours</u>

Total: 16 credit hours 62 credit hours

¹The six hours of humanities gen. ed. must represent at least two different disciplines in fine arts, history, literature, or philosophy.

²Check transfer requirements when selecting a natural science. Some universities may require two sciences as a gen. ed. and/or elective.

³The six hours of general education social sciences must represent a minimum of two different areas of study.

⁴College Skills and Resources is a required course for all first time, full-time entering Freshmen.

⁵Electives are any college coursework at or above the 100 level. Each Department maintains a list of recommended electives. Students are strongly encouraged to consider transfer institution requirements when choosing elective courses.

Programs of Study - Career

THE CAREER PROGRAMS

The career program is for students who want to enter the workforce after obtaining an associate degree. An Associate in 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**
- **Communications**
 - **Journalism - Mass Communications**
- **Commercial Truck Driving**
- **Emergency Medical Technician**
- **Nursing**
- **Technical Studies**
- **Wind Energy Technology**



Programs of Study - Career

LICENSURE CERTIFICATES

EMT LEVEL I

16-Hour Certificate

Required General Education Courses (3 credits)

SS101	General Psychology or	
	SS130 Introduction to Sociology.....	3

Required Courses (13 credits)

AH163	Emergency Medical Technician	10
PE131	First Aid and Safety.....	3

COMMERCIAL TRUCK DRIVING CERTIFICATE

16-Hour Certificate

Required Courses (16 credits)

TD250	CDL Class A Truck Driving I	8
TD251	CDL Class A Truck Driving II.....	7
TD252	Defensive Driving for the Professional Truck Driver.	1



Programs of Study - Career

AGRI-BIOTECHNOLOGY

The Agri-biotechnology AAS 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 in Applied Science Degree

Required General Education Courses Courses (20 credits)

CM101	English Composition I or CM120 Survey of Technical Writing.....	3
CM115	Public Speaking.....	3
MA111	College Algebra.....	3
SC110	Principles of Biology.....	5
SS130	Intro to Sociology.....	3
Humanities	Gen. Ed.....	3

Required Major Courses (30 credits)

AG127	Ag Science for Agri-Biotechnology.....	4
AG147	Lab Methods in Agri-Biotechnology.....	4
AG160	Introduction to Biotechnology.....	3
AG236	Molecular Biology for Agri-Biotechnology.....	4
AG237	Integrated Organic Chemistry and Biochemistry for Agri-Biotechnology.....	5
SC111	Microbiology Lecture.....	3
SC112	Microbiology Lab.....	2
SC131	Chemistry I.....	5

Electives (17credits)

AG101	Plant Science.....	4
AG108	Environmental Quality.....	3
AG109	Environmental Quality Lab.....	1
AG115	Animal Science.....	3
AG220	Cooperative Ed Internship.....	2
SC120	Human Anatomy & Physiology I.....	4
SC121	Human Anatomy & Physiology II.....	4

AGRI-BIOTECHNOLOGY 32-Hour Certificate

Required General Education Courses Courses (9 credits)

SC101	General Biology.....	4
SC130	General Chemistry.....	5

Required Major Courses (23 credits)

CM120	Survey of Technical Writing.....	3
AG127	Ag Science for Agri-Biotechnology.....	4
AG147	Lab Methods in Agri-Biotechnology.....	4
AG160	Introduction to Biotechnology.....	3
AG236	Molecular Biology for Agri-Biotechnology.....	4
AG237	Integrated Organic Chemistry and Biochemistry for Agri-Biotechnology.....	5



Programs of Study - Career

AGRICULTURE

AGRICULTURE PRODUCTION & SERVICES

Associate in 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	Commerical 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 Identifictaion & 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
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

Programs of Study - Career

AGRICULTURE

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
AG159	Equine Evaluation.....	1
AG160	Introduction 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	Introduction to Biotechnology.....	3
AG165	Equine Evaluation II.....	1
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.

Programs of Study - Career

AGRICULTURE

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 in Applied Science Degree

Required General Education Courses (18 credits)

CM101	English Composition I	3
CM115	Public Speaking	3
Humanities Gen. Ed.	3
EC101	Economics I	3
Science Gen. Ed	3-4
Math Gen. Ed	3

Required Major Courses (33 credits)

BE100	Introduction to Business	3
BE115	Business Mathematics or BE170 Business Statistics	3
BE121	Business Communications	3
BE152	Salesmanship	3
BE153	Personal Finance	3
BE154	Business Law	3
BE160	Business Accounting or BE161 Accounting I.....	3
BE210	Leadership Development	3
BE220	Cooperative Education Internship	2
CA221	Job Search	1
CS108	Computer Applications	3
MG101	Management Principles.....	3

Electives (12 credits)

BE155	Marketing	3
BE161	Accounting I or BE162 Accounting II.....	3
BE165	Computerized Accounting	3
BE166	Payroll Accounting.....	3
BE185	Human Resource Management.....	3
BE188	Principles of Advertising.....	3
CS131	Electronic Spreadsheets.....	3
MG102	Small Business Management	3

Substitutions must be approved by the Department Chair

ACCOUNTING EMPHASIS Associate in Applied Science Degree

Required General Education Courses (18-19 credits)

CM101	English Composition I	3
CM115	Public Speaking	3
Humanities Gen. Ed.	3
EC101	Economics I	3
Math Gen. Ed	3
Science Gen. Ed	3-4

Required Major Courses(39 credits)

BE100	Introduction to Business	3
BE115	Business Mathematics or BE170 Business Statistics...3	3
BE121	Business Communications	3
BE152	Salesmanship	3
BE153	Personal Finance	3
BE154	Business Law	3
BE161	Accounting I	3
BE162	Accounting II.....	3
BE166	Payroll Accounting.....	3
BE210	Leadership Development	3
BE220	Cooperative Ed. Internship.....	2
CA221	Job Search.....	1
CS108	Computer Applications	3
MG101	Management Principles.....	3

Electives (6 credits)

BE155	Marketing	3
BE160	Business Accounting.....	3
BE165	Computerized Accounting	3
BE185	Human Resource Management.....	3
BE188	Principles of Advertising.....	3
CS131	Electronic Spreadsheets.....	3
MG102	Small Business Management	3

Substitutions must be approved by the Department Chair

Programs of Study - Career

GENERAL BUSINESS 30-Hour Certificate

Required General Education Courses (9 credits)

CM101	English Composition I	3
CM115	Public Speaking	3
EC101	Economics I	3

Required Major Courses (18 credits)

BE100	Introduction to Business	3
BE121	Business Communications	3
BE152	Salesmanship	3
BE160	Business Accounting or BE161 Accounting I.....	3
BE210	Leadership Development	3
MG101	Management Principles.....	3

Electives (3 credits)

BE115	Business Mathematics	3
BE153	Personal Finance	3
BE154	Business Law.....	3
BE155	Marketing.....	3
BE161	Accounting I	3
BE162	Accounting II.....	3
BE165	Computerized Accounting	3
BE166	Payroll Accounting.....	3
BE185	Human Resource Management.....	3
BE188	Principles of Advertising.....	3
CA221	Job Search.....	1
CS108	Computer Applications	3
MG102	Small Business Management	3

Substitutions must be approved by the Department Chair.



Programs of Study - Career

COMMUNICATIONS

JOURNALISM - MASS COMMUNICATIONS EMPHASIS

Associate in 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
CM138	Broadcast News	3
CM155	Digital Magazine Production: Storytelling or CM157 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)

AR120	Design I	3
AR121	Graphic Design I	3
AR122	Graphic Design II.....	3
BE152	Salesmanship	3
CM156	Digital Magazine Production: Design & Style	3
CM158	Mass Media Production II	3
CS107	Graphic Software Applications.....	3
JN140	Beyond Web 2.0: Social Media as Identity.....	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)

BE155	Marketing.....	3
BE188	Principles of Advertising.....	3
CM136	Mass Communications Software	3
CM139	Sports Broadcasting.....	3
CM157	Mass Media Production I.....	3
CM158	Mass Media Production II	3
CM220	Cooperative Education Internship	3
JN101	Basic Media Writing	3

VISUAL - 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)

AR120	Design I	3
AR121	Graphic Design I	3
AR122	Graphic Design II or CM220 Cooperative Education Internship.....	3
AR129	Introduction to Digital Photography	3
BE188	Principles of Advertising.....	3
CS107	Graphic Software Applications.....	3
CM156	Digital Magazine Production: Design & Style or CM157 Mass Media Production I.....	3
JN101	Basic Media Writing	3

Substitutions must be approved by the Department Chair



Programs of Study - Career

NURSING

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 CNA's 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.



Programs of Study - Career

NURSING

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 in 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.

Programs of Study - Career

NURSING

PLAN OF STUDY NURSING

Associate in Applied Science

**LPN to ADN*

Required General Education Courses

SS101	General Psychology	3
CM101	English Composition I	3
Humanities	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



Programs of Study - Career

TECHNICAL STUDIES

TECHNICAL STUDIES

Associate in Applied Science Degree

The Associate of Applied Science in Technical Studies 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.



Programs of Study - Career

WIND ENERGY

WIND ENERGY TECHNOLOGY

Associate in Applied Science Degree

Required General Education Courses (19 credits)

CM101	English Composition I or CM120 Survey of Technical Writing	3
MA110	Intermediate Algebra.....	3
CM115	Public Speaking.....	3
SS101	General Psychology.....	3
SC107	Meteorology.....	4
Humanities	Elective.....	3

Required Major Courses (45 credits)

CS155	Networking & Computer Technology.....	3
SC109	Applied Physics.....	3
WE100	Introduction to Wind Energy.....	3
WE105	Employability Skills, Safety & Blueprint Reading.....	3
WE110	Electrical Theory.....	3
WE120	Hydraulics.....	3
WE150	Mechanical Systems.....	3
WE210	Electronics.....	3
WE225	Motors, Generators, PLC's.....	3
WE230	Substation & Voltage Regulation.....	3
WE250	Data Acquisition & Communication.....	3
WE255	Airfoils and Composite Repair.....	3
WE260	Wind Turbine Siting or WE240 GIS/GPS.....	3
WE265	Field Training & Project Operations.....	3
WE270	Transformer Theory.....	3

WET Internships are available. Please see Department Chair for information.

WIND ENERGY TECHNOLOGY

33 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 (27 credits)

CS155	Networking & Computer Technology.....	3
WE100	Introduction to Wind Energy.....	3
WE110	Electrical Theory.....	3
WE120	Hydraulics.....	3
WE150	Mechanical Systems.....	3
WE210	Electronics.....	3
WE225	Motors, Generators, & PLCs.....	3
WE230	Substation & Voltage Regulation.....	3
WE265	Field Training & Project Operations.....	3

WET Internships are available. Please see Department Chair for information.



Programs of Study - Career

WIND ENERGY

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

Optional

WE280 Wind Energy Techonology 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



Course Descriptions

▶ The courses noted with this symbol qualify for guaranteed transfer. Visit www.kansasregents.org/transfer_articulation for more information.

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 CONTROL3

This course emphasizes the importance of pest control. Topics covered include the techniques of preventing damage to agriculture 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 SOILS4

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 MANAGEMENT3

An in-depth look at the management of grazing resources including ecology, economics, burning, brush and weed control, grazing systems and complementary grazing crops.

AG106 SOIL CLASSIFICATION AND EVALUATION1

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

This course is designed to develop in students an ability to quickly and accurately identify plants by seed and vegetative characteristics 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 natural 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 enrollment in Environmental Quality.

AG111 ANIMAL MANAGEMENT3

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) identification, 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 SCIENCE3

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 physiology of reproduction; concepts of lactation, growth, egg laying and muscular work; and acquaints students with marketing procedures, carcass and slaughter grades, principles of carcass grading and aids in the evaluation of live animals.

AG116 PRINCIPLES OF FEEDING3

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 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 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 II1

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 reasons. Prerequisite: Principles of Livestock Selection I.

Course Descriptions

***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 SCIENCE3

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.

AG125 HORSE SCIENCE3

Horse Science is a study of the basic principles of animal agriculture specifically related to the equine industry. Prerequisite: Animal Science or consent of instructor.

***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 NUTRITION3

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 TRAINING2**

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 ECONOMICS3

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 MANAGEMENT3

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 MARKETING3

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 HORTICULTURE2**

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: Southeast (Arkansas, Louisiana, and Mississippi), Southwest (West Texas, Oklahoma Panhandle, New Mexico, and

Course Descriptions

Arizona), Northwest (Colorado, Wyoming, Oregon, South Dakota, and Nebraska sandhills), and Cornbelt (Missouri and Iowa).

AG157 EQUINE INDUSTRY MANAGEMENT I.....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 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 BIOTECHNOLOGY3**

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 MANAGEMENT3

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 SKILLS1**

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 INDUSTRY3

This class 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 I3

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 EQUITATION3**

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.

Course Descriptions

***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.

***AG228 FOCUSED EQUITATION.....3**
 Designed to allow equestrian students who have completed the series of riding classes to focus on a particular discipline such as western pleasure, trail, hunter hack, jumping, reining, etc. This class will stress safety when working with equines, for both the human and horses. Horse psychology, learning, and training concepts will be introduced to the students. Prerequisite: completion of advanced equitation or instructor permission.

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 replications, 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 Agri-Biotech.

***AG237 INTEGRATED ORGANIC AND BIOCHEMISTRY FOR AGRI- BIOTECHNOLOGY.....5**
 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.

***AG240 THE HORTICULTURE INDUSTRY3**
 This course is designed to provide instruction and hands-on activities for the development of skills, competencies, and understanding needed for successful employment in the production, sales, and marketing aspects of the horticulture industry.

***AG241 COMMERCIAL PRODUCTIONS OF FRUITS & VEGETABLES.....3**
 This course will cover the principles and practices of successful commercial fruit and vegetable production with an emphasis on environmentally friendly production techniques to maximize yield and quality. Topics covered will include crop growth requirements and growth patterns, alternative production techniques, harvesting, and storage.

***AG250 INTRODUCTION TO GENETIC ENGINEERING4**
 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 Agri-Biotech.

***AG256 PRECISION AG HARDWARE3**
 Students will gain a basic knowledge of precision agriculture high tech equipment and management strategies.

***AG256 PRECISION AG SOFTWARE3**
 This course will cover aspects of Global Positioning Systems (GPS), Geographic Information Systems (GIS), remote sensing, data acquisition, mapping, variable rate application, and the economics of precision agriculture software. Students will develop a fundamental understanding of precision agriculture software and how to effectively use data to create prescriptions.

***AG257 MACHINE DATA ANALYSIS3**
 Students will learn how to collect, manage, and retrieve financial, physical, and spatial data from farm operations to support a farm's decision-making and reporting processes. This course will emphasize the use of financial, statistical and logical spreadsheet functions, GIS systems, record-keeping for fertilizer and pesticide usage and regulation, and specialized software applications, including integration of information from various sources and packages.

AG299 CDL: MAPS, LOG BOOKS, AND D.O.T. REGULATIONS1
 This course is designed to guide students to quickly and accurately read a commercial atlas and plan trips in accordance with D.O.T. rules and regulations. Students will learn to hours of service regulations, how to maintain log books, and other record-keeping requirements. Other D.O.T. rules and regulations will be discussed with emphasis on recent changes.

AG300 COMMERCIAL DRIVER'S LICENSE1
 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 MAINTENANCE1
 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.

Course Descriptions

AG302 IN CITY COMMERCIAL DRIVER'S LICENSE

DRIVING1

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.

ALLIED HEALTH

AH099 MEDICATION AIDE UPDATE1

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, over medication, legal aspects, regulations, new drug classifications and reactions will be covered. Not applicable to any degree.

AH101 SPECIAL TOPICS IN HEALTH CARE.....1

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 1/2

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

PROFESSIONS3

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.....4

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.

SOCIOLOGICAL GERONTOLOGY MODULES

AH151 ACTIVITIES PROGRAMS IN THE NURSING

HOME2

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 AIDE2

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 FACILITY2

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 FACILITY1

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 COURSE2

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

Course Descriptions

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.

AH184 EMT TRANSITION2

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

Course Descriptions

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 AIDE5

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 AIDE5

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.

AH207 CERTIFIED NURSE AIDE REFRESHER1

The C.N.A. in Kansas is required to work at least eight hours every two years for the C.N.A. license to remain active. The C.N.A. Refresher Course is designed to offer inactive C.N.A.'s an opportunity to refresh their skills and obtain current information concerning the care of the elderly in long-term care. Students will discuss the nurse aide's responsibility in the current health care system and the importance of residence rights. The students will demonstrate safety measures, infection control procedures, personal care skills, measurement of vital signs, transfers, positioning, and turning. Students enrolled in the refresher course must show proof of certification as a Kansas C.N.A. by providing a copy of their card prior to the first class session. Upon completion of this course, the status of C.N.A. becomes "active" and the individual has the opportunity to work as a C.N.A. again.

AH211 INTRAVENOUS THERAPY FOR LPN'S3

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

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

Course Descriptions

recognizing cardiopulmonary arrest and implementing appropriate treatment modalities. Prerequisites: AH217 Paramedic III with a C or better.

AH310 HOME HEALTH AIDE2
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 ISSUES
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 CODING3
Is designed for students who need advanced training on ICD9CM coding procedures.

AH402 CPT-HCPCS AMBULATORY CODING3
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.

CRIMINAL JUSTICE

AJ100 INTRODUCTION TO CRIMINAL JUSTICE3
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 SECURITY3
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 JUSTICE3
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 POLICING3
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.

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 VICTIMOLOGY3
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 ADMINISTRATION3
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

Course Descriptions

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 LAW3

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 VOCABULARY2

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 I3

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 PROCEDURES3

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 CRIMINOLOGY3

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 LAW3

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 WRITING3

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 INTERVENTION3

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.

Course Descriptions

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 PREVENTION3
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.

AJ251 CRIME SCENE INVESTIGATIONS4
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 Criminal 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.

***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.

Course Descriptions

***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 ink-jet 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 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.

Course Descriptions

***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 II3**

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: Design 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 hand-writer 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 through the production process. Students will be given the opportunity to produce portfolio pieces. Prerequisite: Graphic Software Applications and Design I or Two-Dimensional Design, or with instructor permission.

AR220 COOPERATIVE EDUCATION INTERNSHIP..... 1-6
See CA220

AR229 ADVANCED DIGITAL IMAGING3

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.**

+ These courses are considered lab courses.

Course Descriptions

BUSINESS

BE100 INTRODUCTION TO BUSINESS.....3

This course is an introduction to a broad range of terminology and topics useful to business management. Terminology necessary to understand business literature is emphasized. The course will provide an overall picture of business operations, as we cover different types of economic systems, global trade, business entrepreneurship, e-business, managerial decision-making, techniques for increasing employee motivation, packing, pricing & distributing products, the relationship between management and unions, business ethics, and much more. This course is designed to develop student responsibility for learning, thinking, and questioning while using business as the model.

BE115 BUSINESS MATHEMATICS.....3

Is a course 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.

BE121 BUSINESS COMMUNICATIONS3

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 VOCABULARY2

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 FINANCE1

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 SALESMANSHIP3

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.

BE154 BUSINESS LAW3

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 MARKETING3

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.

BE161 ACCOUNTING I3

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.

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.

Course Descriptions

BE165 COMPUTERIZED ACCOUNTING3

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 higher.

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: High School Accounting, Business Accounting or higher (may be enrolled currently).

BE170 BUSINESS STATISTICS3

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 & ENTREPRENEURSHIP3

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 MANAGEMENT3

An examination of the employment process, international challenges, current and recurring issues. Emphasis on evaluation, interviewing, training, and labor relations

BE188 PRINCIPLES OF ADVERTISING3

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.

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 SEARCH1

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

Course Descriptions

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 I5

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.

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 I3

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.....3

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 TRAINING1

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.

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.

***CM094 COMPOSITION WORKSHOP.....3**

Composition Workshop is a developmental course designed for

the student who needs individualized instruction 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).

CM098 TRANSITIONAL ENGLISH3

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. (This course, or derivations of this course, may be offered as part of a pilot study.) Prerequisite: Appropriate ACT/Compass score or Transitional English.

CM101 ▸ ENGLISH COMPOSITION I.....3

English Composition I provides instruction in writing with emphasis on grammatical correctness, acceptable usage, effective organization, and expression of ideas. Assigned reading, research and expository writing are required. Prerequisites: Appropriate ACT/Compass score or Intermediate English.

CM102 ▸ ENGLISH COMPOSITION II3

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: 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 preparatory course: English Composition I.

Course Descriptions

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: Creative Writing I.

***CM115 PUBLIC SPEAKING3**
 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 or 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: 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: 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: English Composition I. Recommended Preparatory Courses: English Composition II.

CM124 WORLD LITERATURE AND THE HUMAN EXPERIENCE3
 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: English Composition I. Recommended preparatory courses: English Composition II.

CM125 LITERATURE FOR CHILDREN3
 Literature for Children is a survey of literature for children particularly in the elementary grades. 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: 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: English Composition I. Recommended preparatory course: English Composition II

CM129 MEDIA LAW AND ETHICS.....3
 Media Law and Ethics is designed to instill 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.

CM136 MASS COMMUNICATIONS SOFTWARE3
 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

Course Descriptions

using multimedia tools, terminology, and techniques to develop multimedia projects. Recommended Prerequisite: CM136 Mass Communications Software.

CM138 BROADCAST NEWS3
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 and Introduction to Multimedia Communications, or permission of the instructor.

CM139 SPORTS BROADCASTING3
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 APPRECIATION3
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 ON3
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 ON3
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 PRODUCTION3
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 APPRECIATION3
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: STORYTELLING3
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.

CM156 DIGITAL PRODUCTION; DESIGN AND STYLE3
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.

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 II3
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,

Course Descriptions

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.

CM220 COOPERATIVE EDUCATION INTERNSHIP 1-6
See CA220.

CM240 ▸ INTERPERSONAL COMMUNICATIONS3

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 COMPUTING3

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 DESIGN3

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.

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 LAB4

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.

EC102 ▸ ECONOMICS II3

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.

EC110 MONEY AND BANKING3

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.

Course Descriptions

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 creditable 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 creditable to a university teacher education program; proof of liability insurance. The student must be dual enrolled in ED100 Introduction to Education.

ED108 ADULT LEARNING STYLES1
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 PRACTICUM1
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 LEARNERS3
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 SPANISH3
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 II4
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 I4
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.

Course Descriptions

FL114 GERMAN II4
 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 III4
 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.

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 earns the CDA Credential. 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.

Course Descriptions

***HE155 PARENT, PROVIDERS, AND COMMUNITY RELATIONSHIPS3**

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 2.53**

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 LAB1**

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 EXPERIENCE6**

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 SEMINAR1**

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 ORGANIZATION3**

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 CHILDREN3**

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 PARENTING3**

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 2.53**

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 LAB1**

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 & SCIENCE1**

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 EASY1**

Is an activities course focusing on the selection, implementation and evaluation of activities for use with young children (ages 2.5 to 5).

Course Descriptions

***HE173 CHILD CARE ACTIVITIES: ART AND MUSIC1**

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 techniques, meal planning and preparation, activities for the children, and contracts will be presented and will be developed for the participants.

HE205 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.

HE220 COOPERATIVE EDUCATION INTERNSHIP..... 1-6 See CA220.

HE205 TOPICS IN CHILD CARE3

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

HU201 HUMANITIES I3

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.

HU202 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.

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

Course Descriptions

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 SAFETY3

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 SOCIETY3

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.

***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.

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.

JN220 COOPERATIVE EDUCATION INTERNSHIP..... 1-6
See CA220.

* A lab fee will be assessed for these courses.

MANAGEMENT

MG101 MANAGEMENT PRINCIPLES3

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 MANAGEMENT3

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 & TOLERANCES2

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.

Course Descriptions

MS103 APPLIED SHOP MATHEMATICS I2
 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 HEALTH1
 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 SKILLS1
 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.)

MA097 PRE-ALGEBRA3
 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.

MA099 ELEMENTARY ALGEBRA3
 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 test scores.

MA105 SURVEY OF MATHEMATICS3
 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 MATHEMATICS1
 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.....3
 This course is designed for students who are inadequately prepared for College Algebra. Topics covered will include 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 or its equivalent.

MA111 ▽ COLLEGE ALGEBRA3
 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 ▽ TRIGONOMETRY3
 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.

MA114 ▽ ELEMENTARY STATISTICS3
 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 CALCULUS3
 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 I5
 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.

Course Descriptions

MA121 ANALYTIC GEOMETRY AND CALCULUS II.....5
 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.....5
 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 EQUATIONS4
 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 1-6
 See CA220.

MUSIC

***MU100** **TR** **MUSIC APPRECIATION.....3**
 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.

MU102 WORLD MUSIC3
 World Music is a study of music in the context of human civilization and a people's way of life. Cultural awareness leads to an understanding 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 MUSIC3
 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.

MU104 CLOUD COUNTY COMMUNITY CHORALE.....1
 The Cloud County Community Chorale is the community choir of Concordia and North Central Kansas. Comprised of singers from within the community as well as CCCC, the Chorale emphasizes the ideal of the "singing city" --friends and neighbors gathered together to rehearse and perform music from different time periods, with added emphasis on fostering arts and music within Concordia and the broader region. Rehearsals are held once weekly with performances throughout the year. No audition is required.

MU110 **TR** **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 progression 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 III4
 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 BAND1
 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.

Course Descriptions

MU119 COLLEGE BAND III1

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.

MU126 CONCERT BAND.....1

Concert Band rehearses one day weekly and will perform a formal 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

Jazz Ensemble 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.

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: INSTRUMENT1

Is for individual instruction in instrument of student’s choice beginning with student’s level of competency. Study is by appointment.

MU132 APPLIED MUSIC: PIANO1

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.

MU134 APPLIED MUSIC: VOICE II1

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 III1

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 II1

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.

MU146 CHAMBER SINGERS1

Chamber Singers is the flagship ensemble of CCCC that performs for college, community and area events. Emphasis is placed on performance, literature and musicianship. This ensemble performs frequently. Membership is by audition.

MU147 CHAMBER SINGERS II.....1

A continuation of Chamber Singers I. Chamber Singers is the flagship ensemble of CCCC that performs for college, community and area events. Emphasis is placed on performance, literature and musicianship. This ensemble performs frequently. Membership is by audition.

Course Descriptions

MU148 CHAMBER SINGERS III1

A continuation of Chamber Singers II. Chamber Singers is the flagship ensemble of CCCC that performs for college, community and area events. Emphasis is placed on performance, literature and musicianship. This ensemble performs frequently. Membership is by audition.

MU160 CONCERT CHOIR1

Concert Choir is a large, mixed-voice ensemble that performs for collegiate and community events. Emphasis is placed on developing musical skills, exploring diverse musical literature, and offering a challenging and satisfying musical experience. Rehearsals are held twice weekly. No audition is required.

MU220 COOPERATIVE EDUCATION INTERNSHIP 1-6

See CA220.

* A lab fee will be assessed for these courses.

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 and 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 child-rearing 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: NR201 with a C or better.

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 II1

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 ARCHERY1**

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 I1

Is a beginning course teaching basic steps such as fox-trot, waltz, polka, line dances, jitterbug, etc., and a knowledge of ballroom etiquette.

Course Descriptions

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 persons total fitness. Total fitness is achieved through the development of strength, endurance, dedication, forming good attitudes and self-discipline.

PE119 WEIGHT TRAINING AND PHYSICAL FITNESS.....1
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.....1
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 I1
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. (With approval of Cheer Coach.)

PE127 CHEERLEADING II1
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. (With approval of Cheer Coach.)

PE128 DANCE TEAM I.....1
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. (With approval of Dance Coach.)

PE129 DANCE TEAM II1
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. (With approval of Dance Coach.)

PE130 INTRODUCTION TO PHYSICAL EDUCATION.....3
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 SAFETY3**
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 HEALTH3
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.....1
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 COACHING3
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 RECREATION3
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 BASKETBALL2
Is designed to provide coaches with the skills needed to organize and develop a quality basketball program. It will include

Course Descriptions

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.

PE140 TECHNIQUES OF COACHING VOLLEYBALL2
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 WELLNESS3
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 CYCLING1
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 II1
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 I3
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 II3

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 with passing grade or consent of instructor.

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 & CONDITIONING2

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 PRACTICUM3

This course is designed to provide students with the opportunity to observe and interact with coaches and athletes in an inter-scholastic, 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: BASKETBALL1

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: TRACK1

A sport for track and field athletes. Athletes are expected to participate in all practices and meets scheduled by the coach.

Course Descriptions

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.

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 COUNTRY1
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: VOLLEYBALL1
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 COURSE1
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 responsibility, 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 MANAGEMENT3
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 PHILOSOPHY3
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 THINKING3
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 SOCIETY3
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)

Course Descriptions

***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)

PT103 INTRODUCTION TO DIGITAL PHOTOGRAPHY3

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 THOUGHT2

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 SCIENCE3**

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 with a C or better or appropriate Compass/ACT scores.

***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.

Course Descriptions

***SC109 APPLIED PHYSICS5**

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, fluid, electrical, and thermal systems. Prerequisite: Intermediate Algebra with a C or better or appropriate ACT/COMPASS scores.

***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.

SC111 MICROBIOLOGY LECTURE3

Is a study of microorganisms with emphasis on bacteria including fundamentals of their morphology, physiology, genetics and relationship to health and disease. (This is a lecture only class. No lab is included. Students wishing to take Microbiology Lab will also need to enroll in SC112.) Prerequisite: General Biology with a C or better or a higher level biological science.

***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: Microbiology Lecture (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: Completion of or concurrent enrollment in Human Anatomy and Physiology I.

***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 Human Anatomy & Physiology I.

***SC126 ANATOMY AND PHYSIOLOGY5**

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 one half hours of laboratory work per week are required.

***SC129 INTRODUCTION TO CHEMISTRY1**

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.

Course Descriptions

***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: Intermediate Algebra with a “C” or better or appropriate ACT/COMPASS scores.

***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 with a C or better.

***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 with a C or better.

***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 with a C or better.

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, 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.

***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 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: College Algebra and College Trigonometry with a “C” or better or appropriate ACT/COMPASS scores.

***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 “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; and 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.

Course Descriptions

***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 ZOOLOGY4

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. Three hours of lecture and one and one-half hours of laboratory work per week are required. Prerequisite: 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 PLANNING1

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 drop or withdraw from this course without prior approval from the Vice-President of Academic Affairs.

SS100 COLLEGE SKILLS AND RESOURCES1

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.

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.

SS102 ABNORMAL PSYCHOLOGY3

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.

SS103 SOCIAL PSYCHOLOGY3

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.

SS105 ▽ HUMAN GROWTH AND DEVELOPMENT3

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.

SS106 MARRIAGE AND FAMILY3

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 SEXUALITY3

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 SOCIETY3

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 RELATIONS3

Is an experience-oriented class which is designed to assist persons to focus upon themselves and others. Utilizing group interaction

Course Descriptions

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.

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.

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, defensive driving, vehicle inspections, and contemporary industry trends. Prerequisite: MINIMUM AGE - Students must be a 18 years old for intrastate (within the state) driving. To qualify for operation in interstate commerce, a driver must be at least 21 years

Course Descriptions

old and must meet federal and state physical and health requirements. In addition, students must not be using narcotics or other habit forming drugs.

***TD251 CDL CLASS A TRUCK DRIVING TRAINING II7**
This is the second course of a concurrent two-course program where students will gain 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 practice driving a manual-shift combination tractor-trailer unit in rural, city, and interstate settings during daylight and dark, and in as many weather conditions as the season allows. Additional emphasis will be placed on safety, work ethic, driver health and wellness, and federal motor carrier regulations, including Motor Carrier Safety Improvement Act and Department of Transportation regulations. Prerequisite: MINIMUM AGE - Students must be a 18 years old for intrastate (within the state) driving. To qualify for operation in interstate commerce, a driver must be at least 21 years old and must meet federal and state physical and health requirements. In addition, students must not be using narcotics or other habit forming drugs.

***TD252 DEFENSIVE DRIVING FOR THE PROFESSIONAL TRUCK DRIVER.....1**
During this course, students will complete The National Safety Council's Defensive Driving Course for the Professional Truck Driver and will receive a certificate of completion to provide to employers and insurers. Students will also be instructed by an industry representative on the topic of railroad safety according to the Operation Lifesaver curriculum. Students will draw upon their driving experiences during the certificate program. Students will plan a coast-to-coast trip, utilizing the skills they have learned in the areas of defensive driving, map reading, route selection, hours of service, and log book record-keeping. Prerequisite: MINIMUM AGE - Students must be a 18 years old for intrastate (within the state) driving. To qualify for operation in interstate commerce, a driver must be at least 21 years old and must meet federal and state physical and health requirements. In addition, students must not be using narcotics or other habit forming drugs.

* A lab fee will be assessed for these courses.

UNMANNED AIRCRAFT SYSTEMS

***UA100 INTRODUCTION TO UAV'S.....3**
This course is an introduction to Unmanned Aerial Systems. It will cover the safety requirements to operate in the National Air Space in the United States. It will also evaluate the role of the FAA and local laws which govern the operation of UAV's. Other organizations which work to keep citizens and operators safe and efficient in their operation of UAV's will also be introduced. Through the course, the different types of drones and applications in today's world will be explored.

***UA201 SUAS COMMAND, CONTROL, & COMMUNICATIONS.....3**
Command, Control, and Communications will be covered as it relates to the team operation of a UAS. Students will learn the various types of systems and controls required to operate a UAV in the National Air Space. They will learn the devices needed and the reliability of the differing technologies for safe and effective flight. Both hardware components and software control solutions will be covered.

***UA210 SUAS SYSTEMS AND CONCEPTUAL DESIGN3**
This course will introduce the components required for remote controlled flight by a multi-rotor vehicle. Within the course the structural pieces of the UAV will be constructed by 3D printer techniques and all components which cannot be printed will be added to the design with a finished flying UAV by the end of the course. Through this process students will learn the various laws of physics and construction and repair techniques to create an air-worthy multi-copter.

WIND ENERGY

***WE100 INTRODUCTION TO WIND ENERGY.....3**
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 world wide 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 FUNDAMENTALS3**
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 useable 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.....3**
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.

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***WE110 ELECTRICAL THEORY3**
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.....3**
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 RELATIONS3**
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.

***WE150 MECHANICAL SYSTEMS3**
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 DELIVERY3**
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. Underground 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 BUSINESS3**
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 ELECTRONICS3**
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 overload 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, PLCS3**
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

Course Descriptions

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**
The GIS/GPS course is designed to provide a basic working knowledge of Geographical Information Systems and Global Positioning Systems as they relate to the operation of small UAVs. Upon completion of this course, the student will understand the timeline of development for GIS, GPS, and UAVs. The student will be able to demonstrate necessary software configuration, operation and maintenance of a UAV for purposes of aerial imaging. The course will be taught with the intent of expanding one's ability to complete inspection of wind turbine blades, power lines and substations, agricultural surveys and the integration of sports and event photography.

***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 REPAIR3**
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 AIRFOILS3**
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 THEORY3**
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.**

▮ The courses noted with this symbol qualify for guaranteed transfer. Visit www.kansasregents.org/transfer_articulation for more information.

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