

# GARDEN CITY COMMUNITY COLLEGE

## ACCREDITATION:

HIGHER LEARNING COMMISSION OF  
THE NORTH CENTRAL ASSOCIATION  
OF COLLEGES AND SCHOOLS

NATIONAL LEAGUE OF NURSING

KANSAS STATE DEPARTMENT OF EDUCATION



801 CAMPUS DRIVE · GARDEN CITY, KS 67846 · (620) 276-7611 · [WWW.GCCCKS.EDU](http://WWW.GCCCKS.EDU)



# 2004-2006 ACADEMIC CATALOG

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## CATALOG DISCLAIMER INFORMATION

All contents of this publication are accurate as of June 1, 2004. GCCC reserves the right to make changes at any time, due to any circumstances, and/or in order to carry out its mission, without prior notice and/or obligation. Changes are effective when made, unless otherwise specified. This catalog does not constitute a contract.

## STATEMENT OF NON-DISCRIMINATION/EQUAL OPPORTUNITY

Garden City Community College, pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 11246, and the Americans With Disabilities Act, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact: Dee Wigner, Equal Opportunity Compliance Officer, Garden City Community College, 801 Campus Drive, Garden City, Kansas 67846 (620) 276-9574.



## **President's Message**

At Garden City Community College, the student is the center and the focus of everything we do.

Obviously, that's a statement you might hear at many institutions of higher learning across the state and around the nation. But things are different here in Southwest Kansas, and things are different on the GCCC campus too.

You can see that difference in the way our instructors earn national recognition for the scope and quality of their teaching. You can see it in the way our student organizations bring home more than their share of awards in regional and national competition. And you can also see it when our transfer students reach the state university campuses of Kansas, where they earn higher grades than their classmates who didn't go to a community college.

I believe one of the main reasons our institution stands out is because of the mission we strive to meet. Our job is to help each person become a positive contributor to the economy, and to the society we all share. In meeting this mission, those of us who work at GCCC try to organize our efforts around four key objectives:

- Preparing students for academic advancement
- Helping students reach their career goals
- Guiding men and women toward development of essential skills
- Offering opportunities to enrich the quality of life for everyone in our service area.

These are goals that matter to each of us, no matter what kind of background you come from as our student, or what kind of educational goals you've set for yourself. You might be a recent high school graduate, ready to start your college career, or you might be someone returning to the classroom for the first time in many years. You might also be a newcomer to our community and country, or someone who needs new skills and knowledge beyond those covered by your college degree.

Our college has served the public since 1919, and students today, like those in generations past, have used their education in becoming doctors, lawyers, nurses, journalists, welders, builders, paramedics teachers, actors, musicians, artists, police officers, detectives and business owners. Others have become farmers, ranchers, firefighters, managers, webmasters, accountants, athletes, trainers, service technicians, researchers or scientists, and to enter many other productive professions. Quite a few have also gone on to become leaders in their communities, and at the state or national level.

As someone who has personally seen the real value and true advantages that a community college can offer, I want to congratulate you on selecting our institution. I gauge my own success — and that of our institution — on how well you achieve your goals and objectives. Welcome to Garden City Community College. From here, you can go anywhere.

**Carol E. Ballantyne, Ph.D.**  
**President**

**2004-2005 Academic Calendar**

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August	12	Faculty reports - Inservice
	13	Division/Dept. Day
	16	Orientation/Assessment
	17	Registration Day/Office Day
	18	Classes begin
September	6	LABOR DAY - No classes
October	14	Mid-term grades due in Registrar's Office by 1 p.m.
		FALL BREAK- No classes
		Work Day for faculty
	15	FALL BREAK - No classes
		Faculty Holiday
	18	Classes Resume
November	8	Spring Enrollment begins for currently enrolled students only
	15	Last day to withdraw from Fall Semester classes
	24	THANKSGIVING BREAK begins
	29	Classes Resume
		Spring Enrollment begins for all students
December	13-15	Final Exams
	16	Final grades due in Registrar's Office by 1 p.m.
		Semester ends
January	3	Registration Week begins
	10	Faculty reports - Inservice
	11	Division/Dept. Day
	12	Classes begin
February	21	PRESIDENT'S DAY - No classes
		Faculty/Staff Holiday
March	11	Mid-term grades due in Registrar's Office by 1 p.m.
	18	SPRING/EASTER BREAK begins
	29	Classes resume
April	4	Fall Enrollment begins for currently enrolled students only
	18	Last day to withdraw from Spring Semester classes
	19	Fall Enrollment begins for all students
May	14	Commencement
	16-18	Final Exams
	19	Final grades due in Registrar's office by 1 p.m.
		Semester ends
		Work Day for Faculty
	23	Early Summer Session begins
	30	MEMORIAL DAY - No classes
June	10	Early Summer Session ends
	13	Regular Summer Session begins
July	4	INDEPENDENCE DAY
		No classes
	22	Regular Summer Session ends

**THIS CALENDAR IS SUBJECT TO CHANGE.**

(Check with your Advisor or the Office of the Dean of Learning Services for changes.)

**2005-2006 Academic Calendar**

AUGUST 2005						
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August	11	Faculty reports - Inservice
	12	Division/Dept. Day
	15	Orientation/Assessment
	16	Registration Day/Office Day
	17	Classes begin
September	5	LABOR DAY - No classes
October	13	FALL BREAK- Faculty Work Day
		No classes
		Mid-term grades due in Registrar's Office by 1 p.m.
	14	FALL BREAK - Faculty Holiday
		No classes
November	7	Spring Enrollment begins for currently enrolled students only
	14	Last Day to withdraw from Fall Semester classes
	23	THANKSGIVING BREAK begins
	28	Classes Resume
		Spring enrollment begins for all students
December	12-14	Final Exams
	15	Final grades due in Registrar's Office by 1 p.m.
		Semester ends
January	4	Registration Week begins
	9	Faculty reports - Inservice
	10	Division/Dept. Day
	11	Classes Begin
February	20	PRESIDENT'S DAY - No classes
		Staff and Faculty Holiday
March	10	Mid-term grades due in Registrar's Office by 1 p.m.
	13	SPRING BREAK begins
	20	Classes resume
April	10	Fall Enrollment begins for currently enrolled students only
	14	EASTER BREAK begins
	18	Classes resume
		Last day to withdraw from Spring Semester Classes
	24	Fall Enrollment begins for all students
May	13	Commencement
	15-17	Final Exams
	18	Final grades due in Registrar's office by 1 p.m.
		Semester ends
	22	Early Summer Session begins
	29	MEMORIAL DAY - No classes
June	9	Early Summer Session ends
	12	Regular Summer Session begins
July	4	INDEPENDENCE DAY
		No classes
	21	Regular Summer Session ends

FEBRUARY 2006						
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**THIS CALENDAR IS SUBJECT TO CHANGE.**

(Check with your Advisor or the Office of the Dean of Learning Services for changes.)

# GENERAL INFORMATION

*Accreditation*

*Mission*

*Educational Philosophies*

*History*

*Admissions Policies & Procedures*

*Enrollment & Registration*

*Costs*

*Financial Aid*

*Academic & Student Policies &  
Procedures*

*Student Assistance & Services*

*Extended Educational Opportunities*

*Degrees, Certificates &  
Graduation Requirements*

# GENERAL INFORMATION

## ACCREDITATION

Garden City Community College (GCCC) is officially accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle, Suite 2400, Chicago, IL 60602-2504, 1-800-621-7440, and the Kansas State Department of Education. On July 1, 1999, governance of the Kansas Community Colleges was transferred to the Kansas Board of Regents (SB345). Local control by the GCCC Board of Trustees remains unchanged. In addition, the GCCC Nursing Program is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC) and the Kansas State Board of Nursing. Certain GCCC programs have also obtained other specific individual accreditations.

The College is a member of the American Association of Community Colleges, Association of Community College Trustees, Council of North Central Two-Year Colleges, National Commission of Accreditation, American Council of Education, and the Kansas Association of Community College Trustees.

## MISSION STATEMENT

Garden City Community College exists to produce positive contributors to the economic and social well-being of society.

## EXPECTED STUDENT OUTCOMES

### Essential Skills

Students will possess essential skills.

1. Students will have the essential skills of interpersonal communications including speaking, listening, and writing.
2. Students will have reading skills appropriate for their chosen field of endeavor.
3. Students will have essential math skills.

### Work Preparedness

Students will be prepared for success in the workplace.

1. Students will have the skills and knowledge required for successful entry into the workplace.
2. Students will have the work ethics, discipline, and collaborative skills necessary to be successful in the workplace.
3. Students will have the skills and knowledge necessary to maintain, advance, or change their employment or occupation.

### Academic Advancement

Students desiring academic advancement will be prepared for successful transfer to other colleges and universities.

1. Students will have the academic prerequisites sufficient for successful transfer.
2. Students will have appropriate knowledge of transfer requirements.

### Personal Enrichment

Recipients will have experiences of personal enrichment in their chosen areas of interest.

## EDUCATIONAL PHILOSOPHY

The educational philosophy of the college calls for the institution to accept students as they are, to assess them, to counsel them into appropriate programs and to assist them in attaining the highest possible level of achievement through educational, personal and social experiences.

## COLLEGE HISTORY

The first four community colleges in Kansas were established in 1919, and GCCC is one of the two from that group which still exist. It was created by county-wide election on April 1, 1919, and opened in September of the same year. The college celebrated its 85th anniversary in 2004.

GCCC initially shared facilities in Sabine Hall and Calkins Hall in the 100 block of Buffalo Jones Avenue with Garden City High School and opened with a first class of less than three dozen students. The first graduate, Mildred Hope of Garden City, received her degree in the spring of 1920.

The college moved to the then-new Garden City High School building in 1954 and first occupied a campus of its own in 1958 on property where Buffalo Jones Elementary School is located.

The first effort to establish GCCC as an entity separate from the Garden City public school system was launched in 1958. It was killed in a Kansas legislative committee in Topeka, and a second attempt was also rejected in 1962.

In 1963 the college moved back to Sabine and Calkins Halls and also made use of nearby Ben Grimsley Gym as well as a group of adjacent World War II-era barracks buildings.

The Kansas Legislature passed the Community College Act in 1965, authorizing the establishment of 22 independent colleges including GCCC. This authorized the institution to levy taxes, conduct its own programs, and function independently of the K-12 school system. County voters elected the first GCCC Board of Trustees in July 1965 and the first college president was hired. Today GCCC is one of 19 Kansas community colleges.

The present 13-building, 63-acre campus at 801 Campus Drive was designed between July 1965 and January 1966.

Voters approved a \$2.5 million bond issue, supplemented by a \$538,000 federal grant for construction. Buildings erected between 1968 and 1970 were the Residence Hall, Student Center, Academic Building, Thomas F. Saffell Library, Administration Building, Warren L. Fouse Science-Math Building, Pauline Joyce Fine Arts Building and the Physical Education Building. The John Collins Vocational Building was added in 1974. The Williams Baseball Stadium, named for Garry and Janet Williams, was added in 1975, and a residential life addition was built in 1978. The



# ADMISSIONS

Penka Building, named for Sister Aquinata Penka, was added in 1986 when additions were completed to the Joyce, Collins and PE Buildings.

In January of 1996 a 15,000 square foot, 1.4 million dollar technical teaching laboratory was completed so that GCCC could provide more training for workers in area and national industries.

In addition, GCCC owns 75 acres east of Campus Drive. That property includes a baseball practice building, a football practice area, and a running track. The city of Garden City added a baseball field and a softball complex to the East campus in the spring of 1996.

The Finney County Learning System (FCLS), a collaborate consortium including Holcomb Public Schools, Garden City Public Schools and GCCC, was established in 1993 to implement comprehensive, systemic education reform designed to benefit students of all ages in Finney County. The FCLS implemented Centers of Excellence in Automotive Technology, Information Technology, Industrial Technology, Criminal Justice, Allied Health, and Early Childhood Education.

In 2002, three new apartment style residence complexes were built and extensive renovations were made to the existing student housing. An addition to the existing Student Center was started in 2003. The Beth G. Tedrow Student Center was completed and named in January 2004.

## ADMISSIONS POLICIES

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

1. A graduate of an accredited high school.
2. A transfer student, in good standing, from a regionally accredited university/college.
3. A successful completer of the General Education Development (GED) examination.
4. A high school junior or senior student with written permission from the high school principal.
5. A student enrolled in a recognized gifted program with written permission from the school principal.
6. A student 18 years of age or older having demonstrated through the GCCC student assessment process the ability to benefit from attending the college.

Applicants who do not meet one of the above requirements will be admitted with "special student" status and are considered as non-degree seeking students. "Special student" status may be changed to "degree-seeking" status upon graduation from an accredited high school program or upon the successful completion of a GED examination.

The college reserves the right to deny admission or re-

admission to any individual considered detrimental to the best interests of the college community or if the college is unable to provide the services, courses or program needed to assist any person in meeting his/her educational objectives.

## SELECTIVE ADMISSIONS PROGRAMS

Admission to GCCC does not guarantee enrollment in the following programs or Centers of Excellence: Nursing, Practical Nursing, Emergency Medical Services Technology, John Deere Agricultural Technology, Automotive Technology, Information Technology, and Industrial Technology. Students seeking admission to one of these programs should meet with the director of that program as early as possible. Additional requirements and/or an additional application is required for these programs.

## ADMISSIONS PROCEDURE

### NEW STUDENTS

Students must obtain, complete, and submit the following:

1. An Application for Admission.
2. An official high school transcript, including final grades, grade point average, class ranking (if available), and graduation date, or an official copy of GED scores.
3. An official transcript from **each** university/college attended.
  - \* All first-time students are required to take the COMPASS Assessment through the Mary Jo Williams Assessment Center located in the Saffell Library.
  - \* Applicants are strongly advised to take the ACT Assessment for scholarship, advising, and counseling purposes (GCCC's ACT code is 1414).
  - \* Students are placed on "Conditional Acceptance" until all required transcripts or official GED scores have been received and evaluated.
  - \* Official transcripts must be mailed, by the issuing institution, directly to the GCCC Admissions Office. Hand-carried copies are **not** acceptable. All transcripts must be received prior to the student's enrollment in any subsequent semester.
  - \* A complete medical form is required for all students in nursing, child care and cosmetology programs, residential hall residents and athletic program participants. Students in these areas will be advised according to departmental policy and the appropriate forms will be provided.

## NON-DEGREE SEEKING STUDENTS

Students who are admitted as “non-degree seeking” are not required to submit transcripts. Should the classification of the student be changed to “degree-seeking” status, all **transcripts must be received before financial aid, including scholarships and grant-in-aid awards, will be disbursed.**

## FORMER STUDENTS

Students who have not attended GCCC since 2002 will be required to submit a new Application for Admission. For “degree-seeking” students, official transcripts of all college credits earned since last attendance must be mailed to the Admissions Office.

Former students should refer to “Residency Defined” section of this catalog to determine current residency status.

## HIGH SCHOOL STUDENTS

High school junior and senior students, including home-study program students, may enroll concurrently in college courses with written permission of their high school principal. A yearly cooperative agreement with the unified school district or the home study school and the college must be on file in the Registrar’s Office for college credit to be granted. Individual student permission forms must be submitted each semester.

## GIFTED PROGRAM STUDENTS

Students younger than high school juniors enrolled in a recognized gifted program may enroll in college courses. **Written permission of their school principal and a copy of the student’s Individual Education Plan (IEP)** must be on file in the college Registrar’s Office for college credit to be granted. The IEP must be renewed each academic year.

## TRANSFER STUDENTS

A transfer student who has attended any post-secondary institution must have an official transcript sent from all previous institutions to the Admissions Office. **Transfer students are not officially enrolled until all college transcripts have been received and evaluated.** Transfer credits will be accepted from colleges and universities starting from the year they are accredited or hold candidacy status with the North Central Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, Western Association of Colleges and Schools, or other institutions approved by GCCC. All transfer credit will be converted to the semester hour system. All courses attempted/listed with an “F” grade or higher will be articulated and calculated in cumulative GPA Quality points. Grade points will be articulated and averaged into the cumulative grade point average earned at GCCC.

Students on academic probation at their former colleges or with transfer cumulative grade point averages below 1.5

will be admitted on probation to GCCC. Students on academic dismissal at the last college of attendance must petition for a hearing before the Academic Review Committee before they may be admitted to GCCC. If admitted by the committee, they will be placed on probationary status until their grade point average meets regular college standards as outlined in the Academic Probation/Dismissal section of this catalog.

**Note:** It is the responsibility of the transferring student to inform the Admissions Office if he/she has previously been academically dismissed at any former college. Failure to do so or falsification of information requested by the college may result in immediate dismissal from Garden City Community College at the time the college becomes aware of the deception.

## OUT-OF-STATE STUDENTS

### Residency Defined

Out-of-state and foreign residence: Persons enrolling in a community college who, if adults, have not been, or, if minors, whose parents have not been domiciliary residents of the State of Kansas for six months prior to enrollment for any enrollment term or session are not residents of Kansas and will be charged out-of-state tuition. Residence of minors shall be determined as provided in K.S.A. 72-1046 and acts amendatory thereof and of adults as provided in subpart Twenty-three of K.S.A. 66-201 and acts amendatory thereof.

The Kansas Board of Regents may adopt rules and regulations governing the determination of residence of students for student tuition and out-of-state and foreign student tuition purposes. (L. 1972. ch. 271. Sec.1; April 11.)

Students who have not resided in Kansas for six months prior to the first day of the semester (or the summer session) are determined to be non-resident students and must pay out-of-state tuition rates. The six-month requirement may be waived, upon appeal to the Registrar, if the student (or parent of a dependent student) was transferred or recruited by a Kansas company as a **full-time** employee to work in the state and he/she has established a residence in Kansas. A letter of verification from the company is required.

After a student has continuously resided in Kansas for six months, he/she may petition for in-state residency status by securing and completing an **Affidavit of Residency** form from the Registrar **prior** to the first day of the semester or the summer session. A student can be a resident of only one state. If a student leaves the state and claims residency in another state, he/she forfeits Kansas residency regardless of the time spent out of the state.

The responsibility of enrolling under proper residence classification for tuition purposes is that of the student. If there is any question of residency classification, as regulated by the Kansas Board of Regents, the student must raise the question to the Registrar prior to the first day of classes of

any given semester. If a student enrolls **incorrectly** as a resident of Kansas, and it is determined at a later date that the student was a non-resident for tuition purposes, payment of non-resident tuition will be **required** for all terms during which the student was incorrectly registered.

A student who is classified as a non-resident for tuition purposes when enrolling and who disagrees with that classification shall be entitled to an appeal, provided that a written appeal is filed with the Registrar within 30 days from the date of the enrollment. A student who is classified as a resident for tuition purposes at the time of enrollment and who subsequently is reclassified as a non-resident for such purposes and who disagrees with that reclassification may make an appeal provided that a written appeal is filed with the Registrar within 30 days of notification of reclassification. The payment **in full** of tuition as originally assessed shall be a **condition to the right to appeal** from residency classification or reclassification. **If a student fails to file an appeal in the allocated time and manner stated above, the classification or reclassification determined by the Registrar shall, upon expiration of the appeal period, become final.**

## INTERNATIONAL STUDENTS

GCCC encourages enrollment of qualified international students as a means of enriching the campus environment. International students who wish to attend must follow procedures outlined in this section in order to meet admission requirements. GCCC has been approved by the U.S. Citizenship & Immigration Services, an agency of the U.S. Department of Homeland Security, as a school for nonimmigrant students.

International students are advised that the college does not provide special language training, and employment opportunities are limited. International students must also obtain a TOEFL (Test of English as a Foreign Language) score of at least 500 (paper) or 173 (computer based) for admission to GCCC. The regular student application for admission is required.

International students must be prepared to supply the following information and meet the following requirements:

1. Completed GCCC Application for Admission.
2. Proof of graduation from an accredited secondary school or the equivalent. Transcripts of credit from the secondary school and any colleges/universities attended are to be sent by the student's school(s) directly to the Admissions Office (Non-English Language transcripts must include certified English translations.)
3. Certificate that the "Test of English as a Foreign Language" (TOEFL) has been completed within the 18 months immediately preceding the application to GCCC with a minimum score of 500 (paper) or 173 (computer based).

**Note:** Students may be **required** to enroll in appropriate English as a Second Language (ESL) class(es) upon their arrival.

4. Payment of \$150 U.S. by international money order with initial Application for Admission payable to "Garden City Community College" for processing papers and forms for the prospective student. This payment is **not** refundable whether or not the student actually enters the college.
5. Specific evidence (bank statement or validated deposit slip) that the student has **direct** access to **at least \$10,392 U.S.** to cover expenses for the academic year.
6. A personal health history and immunization record must be sent to the college health nurse.
  - \* A properly executed I-20 form will be issued by the college and mailed to the international student in his/her home country upon completion of items 1 through 5 above. The I-20, signed by a college official, is required by the U.S. Immigration and Naturalization Service (INS) for the student to enter the United States. Students who leave the U.S. for holidays must have their I-20 forms properly endorsed by a college official **before** they leave the U.S. in order to assure their re-entry into the country to attend GCCC.
  - \* Students must obtain Tuberculin Skin Test (PPD) **after** entering the U.S., not earlier than one month prior to enrollment at GCCC. TB skin tests are available from the college health nurse at a minimal cost (approximately \$6.00 U.S.).
  - \* International students **must** provide for their own health insurance coverage. That coverage can be purchased upon arrival at GCCC, or the student may purchase coverage in his/her home country and carry evidence of coverage applicable in the U.S.
  - \* International students will be classified as non-residents and will be required to pay out-of-state tuition.
  - \* Application deadlines are:
    - For Fall Semester (August) - July 1
    - For Spring Semester (January) - November 1
    - For Summer Semester (June) - April 1

## RESIDENT ALIENS

Resident Aliens are international students who have been granted permanent resident status by the U.S. Department of Immigration and Naturalization Services (INS). To qualify for in-state tuition rates, a student must present his/her resident alien card, or another official document issued by the INS, showing the student's Resident Alien Registration Number to the Registrar prior to the first day of the semester (or the summer session). If a student cannot provide this documentation, he/she will be classified as a non-resident and will be required to pay out-of-state tuition. The student has the **right to appeal residency classification**. (Refer to out-of-state student section in this catalog for appeal procedure.)

## AUDIT STUDENTS

Audit students, those who attend a class regularly but who elect not to earn credit, are permitted to enroll. Regular tuition and fees will be charged to a student who audits a class. Students must declare their intention to audit at the time of enrollment, and the option **cannot** be changed once the class begins. A course originally completed under the audit option cannot later be converted to a graded or Pass/Fail basis.

## RETENTION OF RECORDS

Credentials of applicants who do not register for the term to which they have been admitted are normally retained by the Admissions Office for one year. Students registering after one year will be required to update application information.



# ENROLLMENT AND REGISTRATION

## STUDENT CREDIT HOUR LOAD

The academic year consists of a fall and a spring semester, each 16 weeks in length. Two 3-week and one 6-week summer sessions are also available. Academic and technical credit programs are offered on a semester credit-hour basis. One hour of credit is generally earned for each hour per week a student attends class every semester. Laboratory classes require additional time under an instructor's supervision. Approximately two hours of study time is recommended for each hour of classroom activity. Sixteen hours of college credit is considered a standard semester load. Students may discuss with their advisors and the appropriate dean their desire to carry more than 18 hours a semester. Permission to enroll in more than 18 hours per semester may be granted by the appropriate dean. An average course load for the combined summer sessions is suggested to be no more than 12 hours.

## ENROLLMENT

Enrollment begins well in advance of the beginning of each semester and summer session. Currently enrolled students are given the opportunity to select classes before enrollment is opened to new students. Early enrollment is highly recommended for students to secure a satisfactory class schedule. Late enrollment may cause scheduling difficulties because of closed classes. Early enrollment for the summer and fall semesters begins in April. Enrollment for the spring semester begins in November. Exact dates for the start of these enrollment periods are listed in the calendar located in the front of this catalog.

## PLACEMENT ASSESSMENT

GCCC students complete a skills assessment to determine their "best fit" course placement. This assessment underscores the college's commitment to the student's right to succeed. Earning a degree from GCCC requires the successful completion of a series of communication and math courses. There are mandatory prerequisite skills for access to these courses. Admitting students to a course for which they are not prepared does them an injustice. Developmental course work is intended to prepare the student with the academic skills necessary to succeed at college-level course work. The placement assessment determines if the student is prepared to succeed in the required English, reading and math courses or if he/she would benefit from developmental course preparation before advancing to the required college level courses. Students have opportunities to confirm or appeal course placements. To arrange for assessment, students should contact the Mary Jo Williams Assessment Center in the Saffell Library.

## ADVISEMENT

An academic advisor is assigned to each student according to the major declared on the student's application for

admission. Students who are still deciding on a major will be assigned an advisor by the Advising Center. Advisors will assist students in developing a degree completion plan, selecting courses each semester and monitoring academic progress toward completing the selected degree program. **The advisor's signature is required for the completion of a student's enrollment.** Students may change advisors by completing a Reassignment of Advisor form available in the Registrar's Office. Each student is responsible for working out a plan of education with his/her advisor. The student is ultimately responsible for the success, degree requirements and transferability of his/her own education plan.

## STUDENT CLASSIFICATION

- **Part-time**—Students carrying fewer than 12 semester credit hours.
- **Special**—Students pursuing high school graduation requirements and concurrently enrolled in college classes.
- **Freshman**—Students carrying 12 or more semester credit hours with fewer than 32 semester credit hours completed.
- **Sophomore**—Students carrying 12 or more semester credit hours with at least 32 semester credit hours completed.
- **Non-degree Seeking**—Students enrolled in only personal enrichment courses, after graduating from a community college or after earning 64 semester credit hours, unless a candidate for the associate degree.
- **Probationary**—Students entering from non-accredited high schools or transferring from non-regionally accredited universities/colleges. (Upon successful completion of 12 credit hours at GCCC, classification will be re-evaluated.)

## COURSE NUMBERS

000-099 **Developmental courses.** Developmental courses are designed to raise the level of basic skills so that students can perform satisfactorily in college level courses. **These courses do not count toward fulfilling the 64 hour graduation requirement;** however, they can be used for athletic eligibility requirements and some financial aid requirements.

100-299 **Credit courses.** Credit courses are those courses that meet degree requirements. Course prerequisites should be noted and adhered to for maximal student success.

## IDENTIFICATION CARDS

During enrollment periods, the college will issue (or update) a photo identification card for all students. Upon payment of fees, the I.D. card will be validated for the semester. The cards are available in the Administration Building. Students are requested to carry the card at all times to take advantage of a number of activities and events free of charge. The I.D. card entitles the student to the following:

1. Admittance to Lecture Series, Student Government Association activities, home athletic events, drama and musical presentations sponsored by the college.
2. Copies of each issue of the college magazine and newspaper.
3. A vote in all college elections such as student government offices and college royalty contests.
4. Materials and the use of other services at the Saffell Library.
5. Use of the computer center, checking out games/game equipment and other services in the Tedrow Student Center.
6. Entry to the college cafeteria for those who have contracted for meals.
7. Cash discounts at area businesses.

Additional privileges and services are currently being developed. Lost I.D. cards should be reported to the Campus Security. Duplicate cards may be obtained for a nominal charge.

## REGISTRATION

Final registration is scheduled the day prior to the start of each semester. Late registrations, without a dean's permission, are allowed for the **first five (5) class days of each semester**. Students who did not early enroll, or who enrolled but did not pay fees prior to the fee payment deadlines, must come to campus for final registration.

## DEADLINES

- High school students and students in gifted programs must have principal permission forms completed and on file **at the time of their enrollment**. Failure to do so will classify students as "course auditors" and **no** credit will be awarded.
- Fee payment must be made by August 1 and January 1 of each semester for early enrolled students to maintain their enrollments. Failure to do so will cancel enrollments, and the student will need to re-enroll.
- Documentation for change of "Residency Status" must be in place by registration day of the semester for which the change is requested.

## ADD/DROP PROCEDURES

Once a student has completed registration, the only way to modify the class schedule is through the add/drop procedures (Change of Schedule Form) adopted by the college. Any student who is improperly registered should immediately go to the Registrar's Office for instructions on how to proceed in completing the registration process. The add or drop portion of the Change of Schedule Form must be signed and dated by the instructor of the class has already met for the first time.

## ADDING CLASSES

Students wishing to add (a) class(es) during the **first five (5) days of each semester** may do so with the advisor's signature only. The student must secure a Change of Schedule form from the Registrar's Office or their advisor, obtain the advisor's signature, and return the completed form to the Registrar's Office for processing.

**After the fifth (5th) day** of the semester, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. In addition, after the published 20<sup>th</sup> day of classes for a given term (or 25% of class meetings for non-standard classes), the signature of the Dean of Learning Services is required before the Registrar's Office will process the Change of Schedule form.

## DROPPING CLASSES

Students wishing to drop (a) class(es) during the **first five (5) days of each semester** may do so with the advisor's signature only. The student must secure a Change of Schedule form from the Registrar's Office or their advisor, obtain the advisor's signature and return the completed and signed form to the Registrar's Office for processing.

**After the fifth (5th) day** of the semester, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. Students receiving any type of financial assistance must also notify the Financial Aid Office before returning the Change of Schedule form to the Registrar's Office. Courses dropped prior to the published 20<sup>th</sup> day of classes (certification day) for a given term (or 25% of class meetings for non-standard classes) will not be recorded on the student's transcript. After the certification date, officially dropped courses will appear on the transcript with a grade of "W". Dropping courses is allowed only until the published "last date to withdraw." After the last date to withdraw, written permission from the Dean of Learning Services is required. Students who do not officially drop (withdraw) from a class will receive an "F" for that class.

## COMPLETE WITHDRAWAL FROM COLLEGE

Students who find it necessary to withdraw from all college classes for the remainder of the semester must meet with a counselor in the Saffell Library. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies before leaving GCCC. Instructors cannot withdraw a student who has stopped attending. Students who do not process a Complete Withdrawal will receive an "F" for those classes still enrolled, and that grade will be entered on the student's transcript. Students receiving any type of financial aid must also complete an exit interview with a financial aid staff member.



## COSTS

### \*TUITION AND GENERAL FEES

The total amount of tuition and general fees is determined each semester by the student's residency status, and the number of hours in which the student enrolls. Regular tuition and fees will be charged for audited courses.

#### KANSAS IN-STATE RESIDENCY STATUS

Tuition .....	\$37 per credit hour
Student Fees .....	\$21 per credit hour (includes \$6 Technology Fee and \$4 Student Center Fee)

#### OUT-OF-STATE RESIDENCY STATUS

Tuition .....	\$65 per credit hour
Student Fees .....	\$21 per credit hour (includes \$6 Technology Fee and \$4 Student Center Fee)

### \*SPECIAL FEES

Certain courses, classes or programs have various additional laboratory, class materials or other fees. These additional costs are approved annually by the Board of Trustees. A complete listing is available in the Business Office.

Various Credit by Examination programs require a processing fee for the credits to be placed on the student's transcript. Students will be notified of this charge at the time of award.

\*Tuition and fees are subject to change.

### FEE PAYMENT

If students are enrolled prior to the start of the semester, they will be billed by the Business Office. If the fee portion is not paid or otherwise accounted for on or **before August 1** for the fall semester and **before January 1** for the spring semester, the registration will be canceled and the student will need to repeat the enrollment process. Students enrolling **after August 1 for fall and after January 1 for spring will need to submit the fee portion at the time of enrollment** or make payment arrangements with the Business Office. Students whose financial aid applications are complete and accurate in the Financial Aid Office by July 1 or December 1 will have their aid eligibility determined by August 1 or January 1.

### TUITION AND FEES REFUND POLICY

- Students may be eligible for refunds upon filing a "Change of Schedule" form in the Registrar's Office. Written notification is required.
- Students who enroll during the early enrollment period and fail to make the required (fee) payment by the publicized date will have their enrollment deleted

without the necessity of completing a "Change of Schedule" form.

- Refunds are calculated **based on the day the official withdrawal is filed in the Registrar's Office** (in person, by fax or by postmark date), not when the student stopped attending class. **(Failure to attend or ceasing to attend a class does not constitute an official withdrawal.)**
- If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of date.
- If a student withdraws from a course after the refund period and simultaneously adds a course, no refund will be given for the withdrawn (dropped) course. Full tuition and fees will be charged for the added course. **Exception:** If at any time a student, upon the advice of his/her instructor, advisor or counselor and with approval of the dean of learning or applicable outreach administrator, withdraws from a course and simultaneously adds a course (i.e., section change or level change in same department, etc.), no additional tuition or fees will be charged if the total course hours and fees are identical.
- If an enrolled student is called to active military duty, full tuition will be refunded. Fees are not refundable if the activated date is beyond the published refund date.
- Students receiving Federal Financial Aid who completely withdraw from Garden City Community College are also subject to a pro-rata or Federal refund calculation as applicable. All applicable refund/repayment calculations will be figured and students will receive the largest refund possible. Examples of each refund are available upon request from the Financial Aid Office.

### 100% REFUND PERIODS

*(also applies to Evening and Outreach classes):*

- **Regular Sessions (16 weeks)**  
Students who officially withdraw are entitled to a full refund of tuition and fees through the **third Friday** of the fall and spring semesters. No refund on tuition and/or fees is given after this date, and the student is responsible for the total tuition and fees incurred. Refer to the Student Handbook for the exact date.
- **8-Week Sessions**  
The 100% refund period for 8-week sessions is the **second Friday** after the start of these sessions. Refer to the Student Handbook for the exact date.



- **Sessions Less Than 8-Weeks**

The 100% refund for classes less than 8 weeks in length is **prior** to the **fifth** class meeting. The 100% refund for classes less than 6 weeks in length is **prior** to the **third** class meeting.

For Business and Industry Institute (B&I) classes and American Management Association Extension Institute (AMA) classes, refer to brochures for refund policy and time periods.

- **Workshops and Seminar Refunds**

A request for refund for workshops and seminars (usually one week or less in length) will be honored if a written request is received in the Registrar's Office **five business days prior** to the beginning of the seminar/workshop. If a written request is not received **five days prior**, the student is responsible for all tuition and fees.

## REFUND APPEAL PROCEDURE

- Students wishing to appeal their refund must complete a "Refund Appeal Request" form and return it with appropriate documentation to the Business Office **within one week** of the official withdrawal date.
- Ruling on the appeal will be determined by a committee consisting of representatives from the Business Office, Student Services and Learning Services.
- The Business Office will notify the student in writing of the committee's decision.

In addition to GCCC's refund policy, all students receiving Federal (Title IV) Financial Aid are subject to a "Return of Title IV Funds" calculation. This calculation is required for students who completely withdraw on or before the 60% point of the semester. The "Return of Title IV Funds" calculation involves **only** the Federal Financial Aid portion of funds received by the student. It determines the amount of federal funds the student and GCCC are entitled to keep, based on how long the student was enrolled during the semester. ***It is possible that GCCC and/or the student will owe federal funds back to the Department of Education regardless of the outcome of the GCCC institutional refund policy.***

## PAYMENT OF OBLIGATIONS

Students are expected to make prompt payment of all college financial obligations, such as tuition and fees, housing, food, special fees, library fines and loans. MasterCard and VISA cards are accepted for payments.

- All existing financial obligations must be paid before enrollment will be allowed for the subsequent semester or summer session.

- If a student leaves the college with unpaid accounts, his/her academic records will be placed on hold and no academic transcripts will be issued until the account is cleared.
- Graduating students must clear all outstanding accounts before their diplomas will be issued.
- Holds will be placed on records of students who have defaulted on Federal Student Loans received while attending GCCC. No academic transcripts will be issued until the default status is resolved.
- To avoid registration delays, a student relying on financial aid to pay college costs is responsible for contacting the Financial Aid Office and having all necessary forms and documentation completed **before** registration.

## RESIDENCE HALL COSTS

The Residence Hall Contract is a room and board contract. The cost includes actual room rent and food service for 19 meals per week. This amount is subject to change. Students interested in living in the Residence Halls should telephone the Residential Life Office at (620) 276-9516 for current costs, contracts, payment plans available, and additional information.

## TEXTBOOK COSTS

Full-time students can expect to pay at least \$400 per semester for textbooks. Textbooks may be purchased at the Bronbuster Bookstore, located in the Beth Tedrow Student Center. Students with financial aid in place at the beginning of each semester may purchase books with a book voucher issued by the Business Office.

## TRANSCRIPT FEES

Students will be charged \$5 for each official transcript requested or \$5 for each faxed transcript. Transcripts will not be issued until payment is received. Transcripts will be sent by Federal Express only if an authorized account is provided, or if payment is made in advance to cover each transcript fee and actual express costs.

## RETURNED CHECK POLICY

If a check made payable to the college is returned by a bank, for any reason, the student's records will be placed on hold until the financial obligations are paid. The student will be charged a returned check fee for each returned check.

## FINANCIAL AID

### GOAL & PHILOSOPHY

The goal of Student Financial Aid is to provide access to post-secondary education for all students and to offer students a choice of institutions.

The philosophy of Student Financial Aid is that parents and students are primarily responsible for financing the student's education.

### SERVICES

The Financial Aid Office is committed to helping Garden City Community College students reach their educational goals. Students may contact the office for answers to questions about applying for aid, receiving aid, and transferring aid to another college.

For specific information, contact the Financial Aid Office at (620) 276-9519.

### APPLICATION PROCESS

To apply for Federal Student Financial Aid, students must submit the Free Application for Federal Student Aid (FAFSA). To complete their application, students must submit a Garden City Community College Student Information Form. The student's official high school transcript or GED and all college/university transcripts must be on file in the Admissions Office. If the applicant's Student Aid Report is selected for "verification," the student will be asked to provide additional documentation.

### STUDENT ELIGIBILITY REQUIREMENTS

Students must meet the following requirements to be eligible to receive Student Financial Aid:

- Be a U.S. Citizen or eligible non-citizen.
- Have a high school diploma, GED, or demonstrate the ability to benefit from post-secondary education through a test approved by the U.S. Department of Education. Students cannot be concurrently enrolled in high school, including the alternative high school.
- Be enrolled as a regular student in an eligible program. A regular student is one who is enrolled in an institution to obtain a degree or certificate.
- Make satisfactory academic progress toward earning a degree or certificate.

### TYPES OF AID

#### U.S. Department of Education Federal Financial Aid

- **Federal Pell Grant**

A Federal Pell Grant helps undergraduates pay for their education after high school. Pell Grants are need based and, for those who qualify, provide a foundation of financial aid to which aid from other sources may be added. Unlike loans, grants generally do not have to be repaid.

- **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is available to students who demonstrate exceptional need. Students must be eligible for Pell Grant to receive FSEOG. FSEOG is very limited at Garden City Community College, so students must apply early to receive full consideration for this award. FSEOG awards normally do not have to be repaid.

- **Federal Work-Study**

The Federal Work-Study Program provides part-time employment for students with financial need. Students work in college facilities or in approved community programs. **Garden City Community College also provides work-study opportunities to students who do not demonstrate financial need.**

- **Federal Stafford Loan**

A Stafford Loan is a low-interest loan made through lenders such as banks, credit unions, or savings and loans associations. These loans must be repaid.

- **Federal Plus Loan**

The PLUS Loan program allows parents to borrow to help pay for their student's education. Like Stafford Loans, PLUS Loans are borrowed from banks, credit unions or savings and loan associations, and must be repaid.

#### GCCC Institutional Aid

- **Scholarships**

Scholarships are awarded to students who demonstrate promise of outstanding achievement in their educational pursuits. Most scholarships require full-time enrollment. Refer to the Financial Aid and Scholarship Handbook for complete information.

- **Grant-in-Aid Awards**

Grant-In-Aid awards are available through various departments on campus. Grant-In-Aid award amounts vary but are usually limited to a maximum of tuition and book charges.

## Additional Financial Aid Assistance

- **Veterans Administration Benefits**

Veterans, spouses, and children of disabled or deceased veterans may qualify for special education benefits. Students should contact their local Veteran's Administration Office for further information.

- **Vocational Rehabilitation**

Students with physical or emotional disabilities may qualify for special assistance. Students should contact the Division of Vocational Rehabilitation, Department of Social and Rehabilitation Services, in their area.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations require that a student must be making "satisfactory academic progress" toward a degree or transfer program leading to a bachelor's degree to be eligible to receive federal financial aid.

Satisfactory academic progress is evaluated for each student requesting financial assistance at Garden City Community College based on a review of all academic transcripts. Enrollment periods and transfer hours that were completed during a term in which financial aid was not received are included in the calculation.

Academic progress standards are evaluated prior to packaging a student's initial award and following each semester during which a student received federal financial aid. Official academic transcripts from all previously attended post-secondary institutions must be on file at GCCC before an initial financial aid award will be made.

Enrollment in 12 or more credit hours constitutes full-time; 9-11 credit hours constitutes three-quarter time; 6-8 credit hours constitutes half-time; and 3-5 credit hours constitutes less-than half-time enrollment for financial aid purposes. Student classification for the summer term is the same as during a semester.

### **Satisfactory Academic Progress Standards**

**To maintain satisfactory academic progress, students must meet the following:**

<b><u>If enrolled in:</u></b>	<b><u>Must complete:</u></b>	<b><u>Associate Degree must be completed within:</u></b>
12 or more cr. hrs.	11 hours minimum	6 semesters
9-11 credit hours	8 hours minimum	8 semesters
6-8 credit hours	5 hours minimum	12 semesters
3-5 credit hours	3 hours minimum	22 semesters

**All students must maintain a minimum 2.0 cumulative GPA**

Hours attempted and/or completed at all previous institutions will be included in the evaluation and toward the maximum time frame to complete a degree.

## Financial Aid Probation

- Students who do not meet the satisfactory academic progress standards as stated above will be placed on **Financial Aid Probation** for the following semester.
- Students may be on **Financial Aid Probation** during their first semester at GCCC if their transfer hours do not meet the minimum guidelines.
- Students who are on **Financial Aid Probation** must meet the requirements for good academic standing during their probationary semester, or they will be placed on **Financial Aid Denial**.
- Students who meet the requirements for hours completed during their probationary semester, but are unable to raise their cumulative GPA to 2.0 in one semester, must have a semester GPA of above a 2.0 to remain on **Financial Aid Probation**.

## Financial Aid Denial

- Students on **Financial Aid Denial** are not eligible to receive federal financial aid.
- Students who fail to meet the requirements outlined above while on **Financial Aid Probation** will be placed on **Financial Aid Denial**.
- Full-time students who successfully complete less than 7 credit hours; three-quarter time students who successfully complete less than 5 credit hours; half-time students who successfully complete less than 4 credit hours, and less-than-half-time students who successfully complete less than 2 hours will automatically be placed on **Financial Aid Denial** with no probationary period.
- Students who have attended more than the maximum number of semesters, including semesters at other institutions, will be placed on **Financial Aid Denial**. Students in this category may only continue receiving financial aid for specific courses needed to complete their degree. Verification of required courses must come from the student's advisor.
- Students who have completed 72 credit hours will be placed on **Financial Aid Denial**. Students in this category may only continue receiving financial aid for specific courses needed to complete their degree. Verification of required courses must come from the student's advisor.
- Students who have attempted 96 credit hours will be placed on **Financial Aid Denial**. Students in this category may only continue receiving financial aid for specific courses needed to complete their degree. Verification of required courses must come from the student's advisor.

**Note:** Students who have completed an Associate Degree or beyond are no longer eligible for financial aid. Exceptions may be made on a case-by-case basis when additional hours are required to establish, maintain, or renew professional certification, or for other unusual circumstances as per the discretion of the Director of Financial Aid. Second Associate Degrees will not normally constitute a special circumstance.

### **Reinstatement of Financial Aid**

Students who have been placed on **Financial Aid Denial** have the right to appeal if they have extenuating circumstances that warrant an exception to the policy. Students must follow the appeal process as outlined.

Students who do not appeal or whose appeal is denied must complete a minimum of twelve (12) credit hours (half-time students or less-than half-time students must complete a minimum of six (6) credit hours) **at their own expense and attain a minimum 2.0 GPA**. Students who meet this requirement will have their financial aid reinstated **upon written request**. If their cumulative GPA is below the required 2.0, students, will be reinstated on **Financial Aid Probation** upon their written request for reinstatement.

### **Appeal Process**

An appeal process is available to any student placed on **Financial Aid Denial**. During the appeal process, a student is allowed to enroll in GCCC if he or she meets all requirements for admission or re-admission. However, the student is responsible for paying all direct educational costs (tuition, fees, books, residence hall fees) at the time of enrollment. All appeals must be made in writing and submitted in compliance with the requirements shown below.

To make an appeal, the student must take the following steps:

1. **File an “Appeal of Financial Aid Denial” form** (available at the Financial Aid Office) **by the first day of class for the semester of enrollment following the denial**. The form should explain specific mitigating circumstances which prevented the student from maintaining Satisfactory Academic Progress and should include supporting statements and documentation from appropriate sources (i.e. physician, academic advisor, employer). The appeal should also include steps taken to ensure that the circumstances will not be repeated. The Director of Financial Aid will make a decision regarding the Appeal and notify the student of the decision within one week following the deadline to appeal.

2. If the appeal is denied by the Director of Financial Aid, the student may continue the appeal process by filing a written appeal with the Dean of Student Services within two school days of notification of denial of appeal by the Director of Financial Aid. The Dean of Student Services will forward the appeal to the Scholarship and Academic Review Committee.
3. The Scholarship and Academic Review Committee will hold a hearing on the appeal within one week of receipt of the referral. The Committee will notify the student of the hearing date, time, and place. This notification will be given at least two school days in advance, and the student must be present at such hearing. Student’s failure to appear at the hearing waives the student’s right to appeal. The committee shall either (1) uphold the decision, or (2) recommend that the decision be modified.
4. The student, the Dean of Student Services, or the Director of Financial Aid may appeal the decision of the Scholarship and Academic Review Committee. This request for appeal must be made in writing to the College President within three school days after the Committee has made its decision.

If the appeal is denied, the student remains on **Financial Aid Denial**. If the appeal is granted, the student will be placed on **Financial Aid Probation**. The President of Garden City Community College, or his appointee, shall have final jurisdiction on academic progress appeals for financial aid recipients.

If the appeal is denied, or the student does not submit an appeal within the above deadline, the student must complete a minimum of twelve credit hours with a minimum 2.0 GPA before the student will be allowed to request a reinstatement. If the student received a denial notification for a semester in which they were enrolled half-time or less, a minimum of six credit hours with a minimum 2.0 GPA must be completed before the student may request a reinstatement.

# ACADEMIC & STUDENT POLICIES AND PROCEDURES

## THE STUDENT AND ACADEMIC DECISIONS

Academic decisions are made by faculty members, division directors and deans. If a student believes that an academic decision is unfair, he/she may meet with the above personnel who will review the student's complaint and render a final decision.

## STUDENT RESPONSIBILITIES

Those enrolling for college work at GCCC are considered adults and expected to assume responsibility for the following: 1. Planning a semester schedule or course of study and completion of all course requirements. Instructors, counselors, and administrators will give advice. The college catalog and supplementary bulletins are authoritative sources of information on academic matters. 2. Voluntary consultation with counselors on adjustment difficulties, vocational and professional aptitude and planning, as well as personal problems pertaining to a college career. 3. Attending classes regularly. 4. Observance of all college regulations as specified in the college catalog, the Student Handbook, the Residential Life Handbook, the Student Athlete Handbook and other information bulletins.

## UPDATING STUDENT INFORMATION

Students needing to change their recorded information, including name, address, or social security number, must complete a "Student Data Change Form" at the Registrar's Office. Changing a name requires a copy of a marriage certificate or court order. Changing an erroneously reported social security number requires a copy of the official social security card.

## ADVANCED STANDING CREDIT

Advanced standing implies that credit will be granted for specific courses in which certain requirements or standards have been satisfactorily completed from external sources. These external sources may include: **proficiency examinations, military credits, national standardized examinations, Kansas Vocational Technical Schools, competency based programs, correspondence courses, and departmental course challenges.** A maximum of 30 credit hours may be accepted by this method. (Credits transferred from regionally accredited universities/colleges are excluded from this classification; however, the total hours applicable to fulfilling degree requirements from advanced standing and/or transfer cannot exceed 48 semester hours.) Advanced standing credit will not count for the 16 credit hour residency requirement. All external credit requests must be evaluated and approved by the College Registrar. The source will also be listed on the transcript.

In most cases, a processing fee is required and the student will be notified at the time of evaluation the amount of the charge. Credit will not be awarded if:

1. A student has previously received a grade in the course.
2. A student has previously received a grade in a higher content level course.
3. A student has been awarded credit through other non-traditional programs in areas containing the same content.

The Credit by Examination Program is administered through the Mary Jo Williams Assessment Center located in the Saffell Library.

### AP and CLEP Examinations

Credit will be granted for students presenting scores of 3, 4 or 5 on the College Entrance Examination Board Advanced Placement Tests (CEEB-AP) and scores at or above 55% on the College Level Examination Program (CLEP) Subject Examinations. Credit for Non-Traditional Education Support (DANTES) examinations may also be accepted. General Examinations in the Humanities and Social Science areas may be accepted for the A.A.S. degree only. Natural Science exams will not satisfy laboratory science requirements. For specific information, contact the counselors (located in the Saffell Library).

### Competency-Based Credits

Competency-Based Credit for previous experience may be arranged through the appropriate corresponding program director at GCCC.

### Departmental Course Challenges

In courses where a comprehensive examination is available, credit may be granted if a satisfactory level of achievement is demonstrated (with competencies of at least a C grade). Students **cannot** receive credit by examination to repeat or to replace a previously earned course grade listed on the transcript, **nor** may they receive credit for a lower level course than one previously enrolled and shown on the transcript. A fee is charged for all comprehensive course challenge examinations. Costs for awarded credit will be equivalent to the tuition rate assessed for actual class enrollment.

A student wishing to apply for credit by examination in courses not available through the CLEP route should petition the director of the college division where the course is offered. If permission is granted, the director or his/her designee will administer a comprehensive final examination for that class. If the student passes the examination with a grade of "C" or better, the division director will forward that information and credit recommendation to the Registrar. After completion of 12 GCCC credit hours and payment of the assessed fee, the course will be listed on the student's transcript with a grade of "CR".

**Military Credits**

Students who have previously served in any branch of the U.S. Military Services may receive credit for their military training, education and experience. All military evaluations are based on the recommendations of the American Council on Education (ACE). Physical education credit is generally awarded in addition to those courses applicable to the student's chosen major of study. In no case will credit be granted for non-existing GCCC-equivalent courses. Students desiring credit should submit a DD214 or its equivalent to the Registrar.

Those students who are currently or were previously in the Army/American Council on Education Registry Transcript (AARTS) should request a copy of their Army/American Council on Education Registry Transcript (AARTS) be sent to the college Registrar. Request forms are available from that office. U.S. Air Force enlisted or formerly enlisted personnel must request an official copy of their Community College of the Air Force transcript be sent to the Admissions Office. The Navy also provides college credit recommendation transcripts.

**High School Articulation**

Some selected high school courses have been articulated with courses offered by GCCC to enable students to advance to higher level courses at the college. Participating high schools may award credit toward high school graduation to students who demonstrate sufficient competency in these college level courses. Individuals who are interested in details should make specific inquiries to their high school.

**Finney County Learning System Centers of Excellence**

The Finney County Learning System combines a common core or foundation of college technical courses with applied academics, including math, science and communications. Adult participants, or those who have attained junior status in high school, may apply for admission to a FCLS Center of Excellence and continue in a structured and closely coordinated program that leads to the completion of an Associate in Applied Science degree at GCCC.

**Student Placement**

- High school students who wish to enter a Center of Excellence must be of junior status prior to seeking admission; have successfully completed Algebra I and Geometry or the equivalent; and must have successfully completed English I and English II.
- Students 19 years of age and older who wish to enter a Center of Excellence must demonstrate through the COMPASS Assessment competent skills in math, equivalent to Algebra I and II and Geometry; and communication skills which demonstrate competency for enrollment in English Composition I.
- In programs where mechanical ability is necessary, students will be required to take a mechanical ability test.
- A Center of Excellence application must be completed through the counseling center at the high school or community college.

- Pre-requisite course work, recommendations, and test results will be considered in the admission of students into the Center of Excellence.
- Applicants will participate in an interview.
- Applicants will be notified in writing of admission acceptance/denial and reason(s) why.

**Vocational Courses from Kansas Area Vo-Tech Schools**

1. Kansas community colleges will accept all Kansas Board of Regents approved postsecondary area vocational-technical school program credits for evaluation and transfer as credit toward the Associate in Applied Science degree.
2. Former students of Kansas area vocational-technical schools must be enrolled in the community college and successfully complete 12 hours with the community college before the evaluated hours will be recorded on the college transcript.
3. All Kansas area vocational-technical school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.
4. Credit hour conversion of courses completed in the Kansas area vocational-technical schools are based on the same requirements Kansas community colleges currently use in determining credit hours for a course.
  - a. 750 minutes lecture           1 credit hour
  - b. 1,350 minutes lab           1 credit hour
 These are minimum requirements and may be exceeded.
5. Not more than 75 percent of the Associate in Applied Science degree credit hours shall be in the technical area. At least 25 percent of the total program hours shall be in the general education area. Students must, in addition, meet the graduation requirements for the Associate in Applied Science degree for the individual community college (KSBE-1987).

**Completed Vocational Programs**

Credit may be granted for approved area vocational-technical school students upon program completion. After successfully completing 12 hours with GCCC, the evaluated hours will be recorded on the college transcript. Students with 1080 hour programs (9 months) are eligible for 32 hours credit. Students with 2160 hour programs (2 years) are eligible for 48 hours credit. In each case, students are required to complete the 18 hour General Education requirements for the A.A.S. degree from GCCC. Courses of study with less than 1080 hours are not eligible for block credit award. All credits will be listed with "CR" grade designation.

**Correspondence Study Credits**

Correspondence Study courses will be accepted for equivalent GCCC courses provided they were received from regionally accredited study programs. Such course work in Kansas is provided through the University of Kansas Division of Continuing Education. Enrollment in and comple-

tion of all correspondence classes is handled through this K.U. Division. Transcripts of all completed course work should be requested and sent to GCCC's Admissions Office. Enrollment forms and additional information are available from the counselors (located in the Library).

### **Other External Credits**

Other external programs of study may be available for conversion to college credits if such programs are recommended for credit by a recognized agency such as the American Council on Education or The National Program on Noncollegiate Sponsored Instruction. Students interested in potential credit should contact the Registrar.

### **ATTENDANCE**

Students are expected to be regular and punctual in attendance of all classes. Regular class attendance is necessary for student success. Excuses for absences are not issued. The college will inform instructors of special circumstances which make an absence necessary. There is no officially recognized system allowing a certain number of absences before a student's grade is affected. Those representing the college in any capacity necessitating absence from class should obtain assignments from instructors and submit them upon return to the campus. Instructors will be provided lists of participants in college activities.

### **CLASS CANCELLATION**

During the registration process, all course sections offered are reviewed to see if there is sufficient enrollment to justify running the class. If a class is cancelled, students are contacted by mail if there is sufficient time before the end of the registration period to adjust their schedules. If a section is cancelled too late for mail notification, attempts to contact students are made by telephone and a sign is posted outside the scheduled classroom door.

### **EXAMINATIONS**

Students absent on the day of an announced examination may be permitted to make up the examination at the discretion of the instructor. Final examinations at the close of each semester are college requirements for all students. In case of an emergency such as bereavement or hospitalization, a student may be permitted to deviate from the announced schedule of examinations with permission from the appropriate dean. The academic calendar for the entire year is printed in the calendar section of this catalog as well as in each semester's Schedule of Courses. Students should refer to the schedule **prior** to making travel arrangements so that there will be **no** conflict with the final examinations schedule.

### **GRADING SYSTEM**

Grades are reported to the office of the Registrar at mid-semester and at the end of each semester. Grades are reported by letter only. No plus or minus values are recorded. The scale of grades and grade points is as follows:

<b>GRADE</b>	<b>GRADE POINTS PER HOUR</b>
A (Excellent) .....	4
B (Good) .....	3
C (Average) .....	2
D (Poor, but passing) .....	1
F (Failing) .....	0
P (Passing - Credit only, not computed in GPA) .....	0
I (Incomplete) .....	0
W (Withdrawn) .....	0
CR (Credit only, not computed in GPA) .....	0
AU (Audit - no credit, no grade) .....	0

### **CREDIT/PASS GRADES**

A "CR" or "P" grade indicates that the student has received credit for the course, but the grade is not calculated in the grade point average. The hours do count for graduation. A "CR" grade is assigned for credit in courses for which no letter grade is given, such as seminars, workshops or other similar learning experiences. Credit by examination program credits are usually designated by this notation.

### **PASS/FAIL POLICY**

Students may enroll in certain courses under the Pass/Fail option. Under this option, an earned grade of A, B, C or D will be recorded on the transcript as a "P"; a grade of "F" will be recorded as an "F". "P" grades will not be counted in calculating grade point averages, but "F" grades will be counted in the calculation.

The following conditions apply to students choosing this option:

- Courses which **cannot** be taken Pass/Fail:
  1. General education requirements, with the exception of Physical Education (activity courses).
  2. Courses required in the major field of study.
- Advisor approval is required before a student chooses the Pass/Fail option.
- A student must indicate the Pass/Fail option at the time of registration, and the option **cannot** be changed once the class begins.
- A course originally completed under the Pass/Fail option cannot later be converted to a grade.
- A student may enroll in only one Pass/Fail course per semester.

**Note:** Some university/colleges, scholarship committees and honor societies do not accept the Pass/Fail grading system when computing grade point averages and may convert grades of "P" and "CR" to a letter grade of "C" or in some other way penalize the student.

### **POSTING GRADES**

The public posting of grades, either by student name, institutional student identification number, or social security number, without the student's written permission is a violation of Federal Education Rights and Privacy Act and is restricted by the college. Even with names obscured, numeric student identifier numbers are considered personally identifiable information.

The student may obtain the grade for a particular course by: individual discussion with the instructor; accessing School Maestro or the Student Information System via the internet; or self-addressed, postage-paid envelope/postcard with identifying information pertaining to the course number and section to be given to the instructor for mailing.

Students cannot obtain grades from the Registrar's Office. Grades are entered into the computer for processing, and the student must wait until grades are posted on the Student Information System via the internet.

### **INCOMPLETE GRADES**

Due to extenuating circumstances, if a student has not completed all the requirements of a course, the instructor may issue an incomplete (I) grade at the end of the semester, giving the student additional time to complete the requirements. The instructor will not automatically record an incomplete; **the student must petition the instructor before the end of final examinations. A contract for an Incomplete Grade, available from the Registrar's Office, is required.**

The student and the instructor must agree on conditions by which the requirements will be met, and the contract for an incomplete "I" grade must be completed and attached to the instructor's final grade sheet. The instructor must issue a Change of Grade Request form before the "I" grade can be removed and a letter grade entered on the transcript. The "I" grades will be converted to "F" grades if requirements have not been met by the Friday prior to finals week of the following semester.

### **INDEPENDENT STUDY COURSES**

In exceptional circumstances the college may approve the offering of an existing course on an independent study basis (e.g. student must have the course to graduate that semester, and there are not sufficient other students to warrant offering a regular class section). The student will need to obtain the approval of the dean before being allowed to register.

### **REPETITION OF COURSES**

**Repeating a course taken at GCCC** for which credit has already been earned will cancel the grade and the credit previously awarded for that course; however, a record of the prior course will continue to appear on the transcript. Only the grade and credit from the most recent repeat of the course will be used when computing the grade point averages. When a student has withdrawn from a repeated course, the transcript entry indicates "W" and the most recent letter grade (A,B,C,D,F) is used for the GPA calculation. **If a course taken at another institution is repeated at GCCC, the grades will be averaged, not cancelled, to compute the GPA calculations.**

### **GRADE CHANGES**

Grade change forms are submitted directly to the Registrar's Office by the instructor who taught the course. A failing grade will not be changed to a passing grade without the signature of the appropriate dean. The student will receive a copy of the grade change form as notification that the process has been completed.

Grade change and withdrawal appeals must be submitted to the Registrar's Office **within one semester of the student's initial enrollment in the course.**

### **ACADEMIC PROBATION/DISMISSAL**

Students enrolled in six or more credit hours whose semester grade point average falls below 1.5 will be placed on academic probation. This is a warning that the individual's performance is below that necessary for satisfactory academic progress. To avoid dismissal, the student's semester grade point average must be a minimum of 1.5 at the conclusion of the next enrolled semester.

Students dismissed from the GCCC for academic reasons may not re-enroll without permission of the Academic Review Committee. This policy also applies to those dismissed from other colleges who wish to transfer to GCCC. (Refer to Academic Dismissal Appeal Process.)

### **ACADEMIC DISMISSAL APPEAL PROCESS**

An appeal process is available to any student placed on Academic Dismissal. During the appeal process, a student is not allowed to enroll at GCCC. All appeals must occur in the following manner by the deadline specified in the Academic Dismissal letter or as indicated by the Academic Review Chair.

1. A letter of appeal must be submitted to the Dean of Student Services stating reasons for dismissal and conditions that indicate a plan of improvement.
2. Three letters of recommendation must be mailed directly to the Dean of Student Services. Two of the three letters **MUST** come from the following sources:
  - a.) Work Supervisor(s)
  - b.) College Faculty or Staff
  - c.) Counselor
3. Submit college transcript(s) to the Dean of Student Services.

The items listed above must be in the office of the Dean of Student Services by the deadline date specified in the Academic Dismissal letter. Dishonesty on any of the materials submitted to the Review Committee is considered grounds for denial of readmission to the college. The Academic Review Committee will schedule a hearing and notify the student of the hearing date, time, and place. The student must be present at such hearing. The Committee



shall either (1) readmit (admit) the student and allow him/her to enroll in the upcoming session or (2) deny the student's request to be readmitted. A student's failure to appear at the hearing waives the student's right to appeal for that appeal session.

**Students who have been academically dismissed from Garden City Community College or any other post-secondary institution at least five (5) years prior to seeking (re)admission to GCCC** must present the same information listed above to the Dean of Student Services by the deadline date set for the academic review hearing. The student seeking (re)admission to the college at a future date is solely responsible for knowing and meeting deadlines for the appeal. The student will meet with a member of the Academic Review committee and follow the conditions set during the scheduled appointment to be granted permission to (re)enroll at Garden City Community College. The student will be placed on Academic Probation for the first semester of enrollment and must maintain at least a 1.5 GPA to continue to enroll in good academic standing.

Students whose appeals of dismissal are denied by the Academic Review Committee may appeal directly to the President of the College or his/her appointee. Such appeals must be made in writing to the Office of the President within one working day following denial by the Committee. Dispositions by the Office of the President are final.

If a student does not appeal or is denied readmission for one semester, he/she has the right to appeal at a future date. The appeal process must be completed by the deadline date specified for the semester in which the student wishes to enroll. The student seeking readmission to the College at a future date is solely responsible for knowing and meeting deadlines for the subsequent appeal.

Students transferring from another college are reminded that enrollment is not official until all records are complete and in the Admissions Office.

## ACADEMIC RENEWAL

The college permits students to petition for academic renewal on one semester's course work completed at least five years prior to current enrollment. This permits a new start without the handicap of that semester's academic record. A student eligible for consideration may apply for Academic Renewal by petitioning the Registrar's Office according to the following guidelines:

1. Course work at Garden City Community College must have been taken five or more years prior to petitioning for renewal. **None** of the credits completed in the semester for which renewal is petitioned will count toward a degree.
2. At the time of petitioning for Academic Renewal, the

student must have completed a minimum of 12 credit hours within the previous two years at GCCC with an earned GPA of at least 2.0.

3. A petition for Academic Renewal will not be considered if a degree has been earned subsequent to the semester in question.
4. All course work will continue to appear on the transcript, but the grades earned in the renewal semester will not be included in the student's GCCC cumulative GPA.
5. This policy refers to GCCC only. A student transferring from or to another institution will have to follow the other institution's policy.
6. Academic Renewal will be granted for only one semester.
7. Granting of Academic Renewal does not affect or alter a student's record for financial aid awards or for athletic eligibility.

## HONORS RECOGNITION

Outstanding scholastic work is recognized at the end of each semester through issuance of a President's Honor Roll which lists names of those who have earned a 4.0 grade point average for that semester. The Dean's Honor roll lists those who have earned a 3.2 to 3.999 grade point average. Honorable Mention is given to those with 3.0 to 3.199 grade point averages. To be eligible for honors recognition, a student must be enrolled in and receive grades in eight credit hours or more.

At commencement, excellence in scholarship is recognized. High Honors are awarded to those with cumulative grade point averages of 3.6 or better, and Honors are awarded to those with 3.2 to 3.599 cumulative grade point averages.

## TRANSCRIPTS

A fee of \$5 will be charged for each official transcript requested (\$5 for faxed transcripts). No transcript will be released for anyone who is financially indebted to the college. Transcripts are issued only on the student's written request and after the appropriate transcript fee is paid. Those who desire to transfer to another institution of higher education should request the Registrar's Office to forward the transcript directly to the admissions office of the institution they plan to enter. **Official transcripts received from other institutions cannot be released to any individual or institution.** Transcripts will be sent by Federal Express only if an authorized account number is provided, or if payment is made in advance to cover each transcript fee and actual express/shipping costs. Transcripts issued to the student will be marked "Issued to Student," and are not considered to be official transcripts.

## RECORDS ON HOLD

If a student is delinquent on an account to the college, including but not limited to: unpaid tuition and/or fees, unpaid housing contracts, non-return of scholarship books, non-returned athletic equipment or clothing, unpaid library fines or non-returned books or unpaid class supplies, a "hold" will be placed upon the student's records by the college official in charge of that area. The records will only be sent by the Registrar's Office with written authorization from the official who originally requested the hold that the obligation has been cleared or paid. Records of former students who are in default on Federal Loans taken while attending GCCC will also be placed on hold until the default status is satisfactorily resolved.

## STUDENT RECORDS

A student has the right to inspect and review any and all official records, files, and data directly related to the student, including all material that is incorporated into each student's cumulative record folder, and intended for college use or to be available to parties outside the college or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test score), attendance data, scores on standardized intelligence test, aptitude, psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Students will be granted access to their personal college records within a period of 45 days after the request has been made. All records pertaining to the student shall not be removed from the office where the records are maintained.

Students shall have an opportunity for a hearing to challenge the content of the student's college records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

No personal college records of a student will be released to any person or agency outside the institution without the written consent of the student. A form shall be provided by the college for this purpose.

Collection of personally identifiable data specifically authorized by federal law shall not include information (including social security numbers) which would permit personal identification of students.

## STUDENT'S PRIVACY RIGHTS

Official records are released only with the student's knowledge and written consent in keeping with policies of the American Council on Education and the Family Educational Rights and Privacy Act of 1974 as amended, **with the following exceptions:**

- a. School officials within the educational institution who have legitimate educational interests;
- b. At the student's request, officials of schools at which the student intends to enroll;
- c. The Comptroller General of the United States, the U.S. Dept. of Education Secretary, the administrative head of the education agency, or the educational authorities;
- d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974;
- f. Organizations or educational agencies conducting legitimate research, providing no personally identifiable information about the student is made public;
- g. To parents of an eligible student who claim the student as a dependent; and proof of which has been provided by means of income tax returns;
- h. To comply with a judicial order or a lawfully issued subpoena;
- i. To appropriate parties in a health or safety emergency;
- j. Directory information so designated by the educational institution as follows:
  1. Name
  2. Address
  3. Telephone listing
  4. Date and place of birth
  5. Major field of study
  6. Classification
  7. Participation in officially recognized college activities
  8. Sports - weight and height of athletic team members
  9. Dates of attendance
  10. Degrees or certificates earned
  11. Awards received
  12. Most recent previous educational institution attended
  13. Photograph

The college will publish Directory Information, collectively, or individually, UNLESS a student notifies the Registrar **in writing** to the contrary within ten (10) days of the semester in which the initial enrollment is made. If the student makes such notice, **all** Directory Information will be withheld from publication.

Students may file a complaint with the U.S. Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation have not proved satisfactory. Complaints should be addressed to: Director, Family Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.

Copies of the complete student records policy may be obtained upon request from the Registrar.

## SENIOR CITIZENS

Senior citizens 62 years or older and residents of Finney County may receive a lifetime college activity pass allowing free admissions to regularly scheduled college related activities. Passes are issued by the President of the college.

Tuition waivers for all GCCC credit courses, on a space-available basis, are granted to Finney County senior citizens. Waivers will be approved for credit (including pass/fail option) only. Audit courses **do not** qualify for tuition waivers. Fees must be paid by the senior student. The Tuition Waiver form is available in the Business Office. Computer access and assistance, plus internet access, are available to seniors in the Senior Citizen Computer Lab for a fee. (Finnup Lab in the Collins Building).

## VERIFICATION OF ENROLLMENT

Students needing verification of enrollment for the current semester should present forms to the Registrar's Office after classes have been in session at least one week.

## STUDENT CODE OF CONDUCT

The college assumes that all students are able and willing to maintain standards of self-discipline appropriate to membership in a college community. A rigid code of conduct is purposely omitted in order to establish confidence in this assumption. The college reserves the right to take disciplinary measures in the best interests of GCCC.

Discipline is the responsibility of the Dean of Student Services. Cases involving minor infractions of normal discipline are handled by a Disciplinary Review Board. When men and women are jointly involved in misconduct or violation of college regulations, they will be held equally responsible.

The fundamental test for disciplinary action by the college administration is whether or not the behavior casts discredit on GCCC or manifests undesirable conduct on the student body. The college reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of the college officials.

Conflicts with rules/regulations governing the following areas place a student in violation and subject to discipline of the Student Code of Conduct:

- **Alcohol and Drug Policy** – Possession, distribution or use of alcoholic beverages, 3.2 beer, or the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Garden City Community College Campus, within the college buildings or at any college-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from college.

- **Assault and Battery** – includes any action, including hazing, which threatens the physical, mental health, or safety of others.

- **Dishonesty** – includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the college.

- **Disruptive Behavior** – includes disorderly, indecent, or obscene conduct, either in the classroom or on campus owned/operate facilities or properties on /at college sponsored events.

- **Electronic Communications** – Students are expected to abide by ethical standards in the use of all electronic communications which includes, but is not limited to Internet services, and electronic mail.

- **Fireworks, Firearms and Ammunition, Knives or Other Weapons** – A Garden City ordinance forbids the detonation of fireworks within the city limits. Kansas Statute 39-17-1309 forbids carrying weapons on school property and prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property. Firearms, ammunition, knives, explosives, explosive weapons, weapons of any type or any stolen property are strictly prohibited on the campus. This list includes, but is not limited to any weapon designed to fire any projectile, i.e., paintball guns, bb guns, air rifles, pellet guns, etc. **The college cooperates with and will report any violations to local law enforcement agencies for prosecution. Students will also be dismissed from the college should any type of weapon be used in a threatening manner.**

- **Gambling** – by Kansas Statute 21-4303, gambling is illegal and is not permitted.

- **Smoking in Restricted Areas** – All buildings owned and leased by GCCC are tobacco-free. Neither smoking nor chewing of tobacco is allowed within the buildings.

- **Telephone/Long Distance Dishonesty** – Students are not to make personal long distance calls on the college's phone line. Should students need to make a personal long distance call, they should use a personal credit card, call collect, or have the call charged to their home phone number. Unauthorized use of another student's credit card is strictly forbidden.

- **Theft/Vandalism** – Theft or damage to college or others' property will subject students to college disciplinary measures as well as legal action.

- **Traffic Laws and Regulations** – All local and state regulations are in effect on campus 24 hours a day. In addition to campus security, city, county and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety.

## COLLEGE DISCIPLINARY PROCESS

The rights of each individual at Garden City Community College deserve the respect and protection of administrators, faculty and staff. To assure fair treatment of each individual, rules of disciplinary process have been developed and are in effect.

The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others, and to assure students due process if they have been charged with violating college rules and regulations as listed in the Student Handbook.

Misconduct is considered a matter of concern to administrators, faculty, staff and students alike. Reports of misconduct are usually made to the Dean of Student Services for investigation and determination of appropriate action.

## IMPLEMENTATION OF DISCIPLINARY PROCESS

The Dean of Student Services will review with the student the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the Dean will take appropriate disciplinary action or refer the case to the College Disciplinary Review Board.

## DISCIPLINARY APPEALS PROCEDURES

If the appropriate action taken by the Dean of Student Services calls for the student to be expelled or penalized, the student will be informed in writing, with a statement of the action taken by the Dean. The student has the right to appeal the disciplinary action taken by the Dean to the College Disciplinary Review Board. **This appeal must be made in writing to the Dean of Student Services within 48 hours after the original decision has been made.**

All appeal hearings are private to best ensure justice and to discourage delay. The appeal is not a new hearing, but a review of the record of the original hearing. If evidence which was unavailable at the original hearing is discovered, it will also be considered. **The student requesting the appeal must be present on the hearing date as set in the letter to the student. Failure to be present as scheduled waives the student's right to appeal.**

## COLLEGE DISCIPLINARY REVIEW BOARD

The College Disciplinary Review Board shall hear the appeal after being informed in writing by the Dean of Student Services that the disciplinary action has been appealed by said student. This Board is composed of three professional staff members (appointed by the Faculty Senate) and three full-time students (appointed by the Student Government Association).

At this appeal hearing, the Chair of the Board shall give both the student and the Dean of Students, or his/her designee, an opportunity to testify. Both may bring witnesses to the hearing. Witnesses will be limited to five (5) unless prior approval is granted by the Dean of Student Services. Each witness will be afforded a maximum of five (5) minutes of testimony. After the witnesses have been heard, members of

the Board may ask questions of the student who has had disciplinary action taken against him/her, the dean or his/her designee, and the witnesses who have testified.

The College Disciplinary Review Board shall decide to uphold the decision of the Dean of Student Services or his/her designee or to recommend that the action be modified.

The student or the dean or his/her designee may appeal the decision of the College Disciplinary Review Board. **This request for an appeal must be made in writing to the College President within three (3) days after the College Disciplinary Review Board has made its decision about a specific case.**

## THE PRESIDENTIAL REVIEW

The College President shall hear the appeal within **seven (7) days** and render a written decision to all parties. Decisions of the President should be considered final by students, administrators, faculty and staff.

## ATHLETIC CODE OF CONDUCT

The athlete will not instigate, participate in, or condone inappropriate behavior from himself or another athlete. Inappropriate behavior is any behavior that draws unwanted attention to the athlete, the athlete's teammates or to the college. Such attention is embarrassing to the athlete, the athlete's parents, coaches and to the college. Involvement in an extra-curricular activity is a privilege, not a guaranteed right. Students are responsible for their own actions; if those actions are in violation of the athletic guidelines, then the student will be held accountable.

Individual coaches have requirements/regulations for conduct on the practice area, during travel to and from competition, and in competition. This Code of Conduct is not meant to infringe upon or detract from that right/responsibility. However, there are times and situations separate and removed from the immediate confines of practice and or competition in which the athlete can and may be in violation.

Students involved in inappropriate behavior will be subject to certain disciplinary actions. All disciplinary actions and subsequent enforcements are cumulative for the entire time of enrollment at GCCC. Depending upon the behavior problem of the student, one or more of the following actions will be taken by school officials:

1. The coach will have the initial responsibility to take first disciplinary action.
2. Action taken by the Disciplinary Committee may include, but is not limited to:
  - a. **Short-term suspension** – Suspension from at least one regular season athletic contest.
  - b. **Long-term suspension** – Suspension from at least 20% of the regular season athletic contests, up to the entire season with forfeiture of any future athletic scholarship at GCCC.

**c. Expulsion** – Elimination from participation in all athletic activities while enrolled at GCCC. The athletic scholarship will also be forfeited for the remaining enrollment at GCCC.

An individual charged with a criminal offense such as stealing, assault, battery, forgery, etc., will at least receive a long-term suspension.

## **ATHLETIC DEPARTMENT DISCIPLINARY PROCESS**

The objective of the Athletic Department disciplinary process is to protect constituents of the athletic program from jeopardy due to the impropriety of those with the athletic department who are unable or refuse to abide by the departmental rules and regulations.

## **IMPLEMENTATION OF DISCIPLINARY PROCESS**

The Director of Athletics will review with the student-athlete the nature of the complaint and the relevant evidence and testimony. When the investigation has been completed, the director may convene the Disciplinary Action Committee.

The Committee will consist of the following members:

1. the involved athlete's head coach
2. the athletic director
3. the assistant athletic director

The Committee will hear the evidence and rule on the complaint. The student athlete involved must be present so he/she may present testimony or evidence on his/her behalf.

If the appropriate action taken by the Committee calls for the student athlete to be penalized, the student will be informed in writing with a statement describing the action taken.

## **STUDENT APPEALS OTHER THAN DISCIPLINARY AREAS**

### **THE STUDENT AND ACADEMIC DECISIONS**

Academic decisions are made by faculty members, division directors and deans. If a student believes that an academic decision is unfair, he/she may meet with the above personnel who will review the student's complaint and render a final decision.

### **ACADEMIC ETHICS**

GCCC assumes that all students are enrolled to learn and expects each individual to function as an ethical student. Integrity in the classroom is a definite expectation. Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course (including during examinations or in submitting

plagiarized materials) will result in the student receiving no credit for the examination, written work or quiz, and may result in an "F" grade, suspension and/or dismissal from the course. A violation of academic integrity includes:

1. Cheating on examinations, written quizzes, and other written work.
2. Plagiarism, which is defined as the use of another's written work without recognition/citation, the use of another student's work, the purchase and/or use of a paper that has already been prepared, the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation.
3. Giving assistance to another person during an examination.
4. Falsification of an academic record.
5. Obtaining or attempting to obtain copies of a noncirculated examination or examination questions.

## **GRADE APPEALS PROCESS**

Students wishing to appeal a grade received should first meet with the instructor who issued the grade. If the student does not feel that the matter was resolved satisfactorily, the student may consult with the appropriate division chair in an attempt to resolve the matter. If the student still feels that the grade is in error, he/she may request a meeting with the appropriate dean. The dean's decision is final in the appeals process.

## **OTHER ACADEMIC APPEALS PROCESS**

Students who have been charged with academic dishonesty do have the right to appeal that action or decision made and are guaranteed due process by the college.

The academic appeals process allows students an opportunity to question academic behavior by administrators, faculty or other college staff/personnel. These appeals could be related to any academic concerns, including but not limited to: grade appeals, class assignments, classroom policies, procedures or any related areas. Students are requested to:

1. Discuss the matter directly with the faculty/staff member and to attempt to resolve the matter.
2. If the matter cannot be satisfactorily resolved at this level between the student and faculty/staff member, an appeal letter should be presented to the program/division director for resolution.
3. If the decision of the program/division director is not satisfactory with either party, a written appeal may be presented to the appropriate dean. If this ruling is not acceptable to either party, a final written appeal should be presented to the Dean of Learning Services for final ruling. The Dean will notify the student in writing of the final decision.

## **NON-ACADEMIC APPEALS PROCESS**

Any GCCC student has the right to appeal what is perceived to be an unfair practice without fear or reprisal, abuse or other form of discouragement by the staff, faculty or administration. Such unfair practice may be registered by the student informally as an oral complaint (a recommended first step), or officially filed in writing.

The College encourages the resolution of all complaints through the most informal means and at the lowest possible administrative level. Whenever a complaint is made directly to the Board of Trustees as a whole or to a Board member as an individual, it will be referred to the administration for study and possible resolution.

This appeals procedure is designed for issues other than academic or disciplinary actions (previously addressed in this catalog). This process procedure provides students with protection against unwarranted infringement of their rights. Such appeals may concern alleged violations of college policies, infringement of students' rights, and other such problems dealing with other students, college staff and faculty and college activities. The following procedures should be adhered to in order to ensure an appropriate resolution of a student complaint:

1. The student should attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred. After consulting with the appropriate supervisor and attempting to resolve the grievance through informal discussions, the supervisor will inform the student, in writing, of any decision made and the reason for that decision.
2. If the student feels that the complaint has not been satisfactorily resolved, he/she may submit a written appeal to the Dean of Student Services and request a conference. The Dean will inform the student in writing of any decision made and the reason for making that decision.
3. If the student still feels that the complaint has not been satisfactorily resolved, he/she may submit a written grievance to the president for review. The decision of the President is final.

Students concerned with the grievance procedure, after exhausting the college's appeal procedure, may contact the Kansas Board of Regents, 700 SW Harrison, Suite 1410, Topeka, KS 66603-3760, telephone (785) 296-2635, fax (785) 296-3523 for further clarification.

## **CAMPUS ENVIRONMENT/ OFFICIAL COMPLIANCE**

### **ANTI-HARASSMENT STATEMENT**

Garden City Community College establishes the following conduct guidelines consistent with federal and state laws or regulations in order to ensure that employees and students of the college shall be allowed to function in an atmosphere

which is free from harassment on the basis of race, religion, sex, national origin, color, ancestry, age, marital status, sexual orientation, veteran status, citizenship status, medical condition, disability, physical handicap or other protected group status.

In this context, harassment shall mean the use of aspersions, insults or slurs or other verbal or physical conduct which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive academic or employment environment;
2. Has the purpose or effect of unreasonable interference with an individual's academic or employment performance;
3. Otherwise adversely affects an individual's academic or employment progress.

The term "harassment" will encompass "sexual harassment," which includes unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome requests for sexual favors, and other verbal or physical conduct of a sexual nature (including, but not limited to, the deliberate, repeated making of unsolicited gestures or comments, or the deliberate or repeated display of offensive, sexually graphic materials, which is not necessary for educational purposes) when:

1. Submission to such conduct is made whether explicitly or implicitly as a term or condition of an individual's employment or enrollment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

Examples of actions or behaviors that may be considered sexual harassment are:

- unwelcome suggestive comments about a person's physical appearance.
- unwelcome "humor" or "jokes" that are sexual or sex-based.
- unwelcome touching.
- unwelcome sexual advances.
- requests for sexual favors.
- threats that a person could be fired or in some way made to suffer if they don't sexually submit.

No college employee or student shall sexually harass, be sexually harassed, or fail to report or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees or students will be promptly investigated and resolved by the college president or his/her designated compliance officer. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee or the grade status of a student, nor

will it affect the employee's compensation or work assignment or the student's grade or other determination of success. Violation of this policy prohibiting sexual harassment shall result in disciplinary action, up to and including termination of any employee or dismissal of any student determined to have engaged in the sexual harassment of others.

Garden City Community College prohibits and will not tolerate the harassment of any employee or student by supervisory personnel, co-workers, students or non-students, faculty or staff. Individuals who engage in any type of harassment are subject to disciplinary action up to and including termination of employment or enrollment.

Any employee or student who believes that he or she has been harassed in violation of this policy is urged to report the incident to the Dean of Student Services or the Director of Human Resources. All such reports will be investigated in accordance with procedures developed pursuant to Section 106.8 of Title IX, Education Amendments of 1972.

## **STATEMENTS OF NON-DISCRIMINATION EQUAL OPPORTUNITY**

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated in its employment practices and/or educational programs or activities. Those concerned about the above should contact Dee Wigner, Equal Opportunity Compliance Officer, Garden City Community College, 801 Campus Drive, Garden City, KS 67846. (620) 276-9574.

### **ADA/EQUAL ACCESS**

Garden City Community College complies with the Americans with Disabilities Act and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact Barbara Larson, Garden City Community College, 801 Campus Drive, Garden City, KS 67846. (620) 276-9663. Accommodations forms are available in the Accommodations Office.

### **DRUG/ALCOHOL-FREE CAMPUS**

GCCC has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high-risk behavior is exemplified by decreased productivity of members of the community, serious health problems, and strained social interactions as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon the academic community and are not associated with a single socioeconomic group or age level. The processes of educa-

tion and learning are especially impaired by alcohol abuse and the use of illicit drugs. GCCC subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse:

1. The institutional establishment enforces clear policies that promote an educational environment free from the abuse of alcohol and other drugs.
2. The institution will provide education for its members for the purpose of preventing alcohol and other drug abuse as well as educating them about the use of legal drugs in ways that are not harmful to self or others.
3. GCCC will create an environment that promotes and reinforces healthy responsible living; respect for community laws; campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.
4. The institution will provide for a reasonable level of care for alcohol and drug abusers through counseling, referral and treatment. The foundation of the philosophy concerning alcohol and drug abuse for GCCC is the firm commitment to an educational program which provides the adequate information and counseling to help all members of the academic community to make informed and responsible decisions concerning the use of any controlled substance. The institution is committed to a healthy environment for learning and living.

## **STUDENT'S RIGHT-TO-KNOW/CAMPUS SECURITY ACT**

GCCC adheres to the Student's Right-To-Know and Campus Security Act (Public Law 101-542). Current statistics are available upon request through the Admissions Department.

### **Graduation Rate**

The four-year completion or graduation rate for students who entered Garden City Community College fall 1997, 1998, 1999 and 2000 as first-time, full-time, degree-seeking students was 34%. The four-year successful transfer-out rate for other students (non-graduates) in the same cohort groups was 27%. The persistence rate accounted for 61% of the four-year cohort groups (2003 Graduation Rate Survey). Copies of this survey are available at the Admissions Office and the Athletic Director's Office.

### **Crime Statistics**

Campus crime statistics for the most recent three academic years are listed and categorized in the most recent Garden City Community College Student Handbook.

Current or prospective students interested in obtaining further information should contact the Student Services Office located in the Academic Building.

## STUDENT ASSISTANCE AND SERVICES

### STUDENT SERVICES

The mission of the Student Services Division is to provide quality services that prepare students for learning and to participate as partners in the student learning experience. The professional staff of the Division of Student Services counsels students and student organizations to provide meaningful activity programs and to implement the mission of the college to provide positive contributors to the economic and social well-being of society.

Students are encouraged to visit the Student Services Offices for counseling or consultation concerning any questions, concerns or problems. The Dean of Student Services and the Financial Aid Offices are located in the Academic Building. Counseling and Advising, Assessment and Testing, and the TRiO Programs - Student Support Services (SSS), Educational Talent Search (ETS), and Upward Bound (UB) Offices are located in the Saffell Library. Admissions and Records Offices are located in the Administration Building. The College Health Nurse, Activities Coordinator, and Residential Life Offices are located in the Tedrow Student Center.

### SALMANS ADVISING CENTER

The Salmans Advising Center is located in the northeast corner of the Saffell Library. This center is open to assist part-time, evening, undecided and walk-in students. The staff provides assistance to students by assessing their abilities, aptitudes, interests and educational needs. The staff also advises students regarding courses of study best suited to their abilities and interests and helps develop an understanding of educational and career opportunities and requirements. Endowed by funds from M.K. and Agnes Salmans, this Center is dedicated to providing each student the professional assistance necessary to ensure the opportunity for student success.

### BOOKS/SUPPLIES

College textbooks may be purchased in the Broncbuster Bookstore located in the Tedrow Student Center. Regular hours are 8 a.m. to 3 p.m. Monday through Friday. Special evening hours will be in effect during rush periods. Scholarship books are checked out through the bookstore and are to be returned there at the end of each semester.

### CAMPUS SAFETY AND SECURITY

The GCCC Safety and Security Unit, located in the Physical Plant Building, is an integral part of the college's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many college departments. Charged with ensuring safety and security for GCCC, the unit strives to fulfill its responsibility to each member of the college community by providing quality services. In addition to enforcing the laws on campus, they

also provide valuable services to students such as: vehicle unlocks, "jumpstarts," engraving, bicycle identification, escorts and safety programs.

### CHILD CARE CENTER

The campus Child Care Center exists to meet the child care needs of employees and student parents who desire to continue their education through full-time or part-time enrollment at GCCC. The primary goal of the Center is to provide high quality and convenient child care that is nurturing, safe, and educational in order to encourage children to develop to their fullest potentials. The child care program is open to children ages 2 1/2 through not yet first grade and who are toilet trained. The program is planned for care as parents attend classes, attend to their jobs, or study at their convenience. The Center is open Monday through Friday, 7:30 a.m. to 5:00 p.m. or with irregular hours scheduled with the director. For enrollment or further information, contact the child care director in the Penka Building, Room 137, (620) 276-9506.

### COMPREHENSIVE LEARNING CENTER AND ASSESSMENT CENTER

The Mary Jo Williams Comprehensive Learning Center and Assessment Center exists to assess, support and enhance the academic achievement of those it serves. Other testing services are also provided. The Center is located in the Saffell Library and observes the same service hours as the library.

The Comprehensive Learning Center is staffed by a team of professional educators, paraprofessionals, peer tutors and volunteers. The learning environment is friendly and supportive. Free assistance is available by appointment or on a walk-in basis to those wishing help in study skills, reading, math, writing, English as a Second Language, and most other curriculum areas.

All levels of learning assistance are available in the Comprehensive Learning Center.

- Enrichment activities provide learning opportunities beyond those available in the traditional classroom.
- Supplemental activities support college courses by providing alternative learning methods.
- Developmental activities help students gain competencies so they can successfully complete their course of study.

The Comprehensive Learning Center has many computers available for use in word processing, course tutorials, Internet research or e-mail. Students and instructors also find this a convenient place to use audio and video course supplements, programmed texts, and other special instructional materials.

The Center's goal is to enhance learning for all students through a helpful staff, modern materials and equipment, and an atmosphere which supports learning.



## COUNSELING/CAREER RESOURCE CENTER

Licensed professional counselors are available for educational, occupational and personal counseling. Students may see a counselor by appointment or on a walk-in basis. The Counseling/Career Resource Center, located in the north-east corner of the Saffell Library, has many resources available. Anyone who is undecided about the career they would like to pursue may benefit from using the Career Resource Center. The Career Resource Center administers computerized interest and personality assessments such as DISCOVER, Strong Interest Inventory and Myers Briggs Type Indicator. These inventories can help expand a person's knowledge of themselves, generate appropriate ideas about career choices, and offer possibilities that match his/her interests. To supplement these career guidance tools, the Career Resource Center provides detailed career information, catalogs from other colleges, and Internet access to career and college transfer information. In addition, assistance is available for students to create resumes, cover letters and thank-you letters.

## HEALTH SERVICES

The college employs a part-time Registered Nurse. The Student Health Office is located in the northwest corner of the Tedrow Student Center and is open to all students and employees. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Thursdays.

Services offered through the health office include: health assessment, pregnancy testing, weight and blood pressure checks, vaccinations (including annual influenza shots), nutrition counseling, community healthcare referrals, health/wellness education, prevention issues, literature distribution and general first aid. Over-the-counter medications are dispensed by the health nurse and are also available from a vending machine in the Center. For information on other services offered through the Student Health Office, please contact the nurse. All records and conversations are strictly confidential.

## HEALTH AND HOSPITAL PROTECTION

The college does not offer a student health insurance program. Students who do not have health and hospitalization protection covered by their parents, spouses or employers are responsible for their own health insurance coverage, and the college assumes no responsibility for health insurance plans. Information on individual student health insurance plans is available from the Health Services Office.

## HOUSING

On-campus living facilities for 306 students provide a living/learning environment which is part of the college. All students who need to locate housing in order to attend the college should contact the Residential Life Office for full information concerning on-campus or off-campus availability.

## RESIDENCE HALL APPLICATION

Applications for the Residence Halls for students are available upon request from the Residential Life Office.

## RESIDENCE POLICIES

All policies pertaining to campus residency are based on the assumption that the student body is made up of responsible men and women. Policies are not intended to be restrictive, but rather realistic procedures which protect the rights of individuals and those of the college. Each resident will have a health and immunization form completed and on file with the Residential Life Office Manager and in the Student Health Services Office. Students who live in the Residence Halls should acquaint themselves with residency policies and provisions of the Residence Hall Contract and the Residential Life Handbook. In the event of violations of the residency policies, the college reserves the right to terminate the housing contract.

## OFF-CAMPUS HOUSING

A list of off-campus housing is available in the Residential Life Office. Students are responsible for taking proper care of furniture and facilities in off-campus housing. GCCC assumes no responsibility in any matter and/or issue between students and landlords.

## MEAL PLANS

Several meal ticket plans are available to off-campus students desiring to eat their meals in the cafeteria. Interested students should contact the Food Service Director (located in the cafeteria) for prices and plans available.

The cafeteria meal schedule is as follows:

### Monday - Friday

Breakfast	7:15 a.m.	-	8:30 a.m.
Continental	8:30 a.m.	-	9:00 a.m.
Lunch	11:30 a.m.	-	1:15 p.m.
Dinner	5:00 p.m.	-	6:30 p.m.

### Saturday & Sunday

Brunch	12:00 p.m.	-	1:00 p.m.
Dinner	5:00 p.m.	-	6:00 p.m.

## THOMAS F. SAFFELL LIBRARY

The Saffell Library is located at the center of the campus and maintains a collection and facilities to support the varied curricula offered on campus. Study facilities include study tables, individual study carrels, rooms for individual and group study, and comfortable lounge chairs for general reading. Also located in the building are the Mary Jo Williams Comprehensive Learning Center and Assessment Center, the Salmans Advising Center, the Counseling/Career Resources Center, the Counselors and the TRiO Programs.

The book collection of 32,000 titles is arranged in open stacks for convenient use and browsing. The on-line public access catalog provides convenient searching for books by subjects and key words. A periodical collection of 150 titles

in print is available, along with a collection of pamphlets, microfilm, videocassettes, and slides.

Networked subscription resources provide access to many indexes to periodicals to over 1,000 full text periodicals and to other proprietary databases. The library staff offers formal and informal instruction for using information sources effectively, efficiently, and ethically.

**Library hours are:**

Monday through Thursday ..... 8 a.m. to 10 p.m.  
Friday ..... 8 a.m. to 4:30 p.m.  
Sunday ..... 6 p.m. to 10 p.m.

The library lounge area provides informal seating. Library hours are subject to change during vacation periods. Notices of changes will be posted on the front door of the library. Students should refer to the Library Handbook, available in the Library, for services and policies.

**BETH G. TEDROW STUDENT CENTER**

The Tedrow Student Center provides additional opportunities for students and community members. Services include eating facilities, study areas, recreational activities, etc. Located in the Center are the Broncbuster Bistro, Cafeteria, Broncbuster Bookstore, campus student organization meeting areas, a computer lab, and a movie theatre. Offices housed in the Center include: the Student Government Association, Student Activities Coordinator, College Health Nurse, Residential Life staff including the Director, Supervisor, and the Office Manager, the Evening Receptionist, and the Southwest Kansas Regional Prevention Center. Additional meeting rooms, the Endowment, Bill Kinney, and Small Dining rooms, are available and may be scheduled for campus and community groups use.

Students, employees and community members are encouraged to visit the Center to meet with friends, watch TV and movies, and to participate in activities such as billiards, ping-pong, darts, foosball, arcade games, etc. In addition to the indoor attractions, basketball, sand volleyball and horse-shoes areas are located on the west side of the Center. Student activity fees help fund the Center.

**ORIENTATION**

Prior to the start of the fall semester, GCCC provides a freshman orientation program to acquaint students and parents with services and resources available at GCCC. The orientation is typically a half-day interactive format to ease the students into the college environment, inform them of resources, and answer particular questions that they may have. All degree-seeking students having completed fewer than 20 credit hours since high school graduation will enroll in "PCDE 101 - College Skills Development." This course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include such areas as: time management, test-taking, communication skills, study techniques, question-asking skills, critical

thinking skills, personal issues faced by college students, and college related terms, procedures, and available resources.

**STUDENT EMPLOYMENT OPPORTUNITIES**

On-campus jobs are available for qualified students through the Financial Aid Office. The jobs are financed either through federally funded Work-Study programs or the college.

Off-campus employment opportunities are listed through the Counseling/Career Resource Center located in the Saffell Library. The Center lists jobs that are available within the community. Students seeking employment can receive assistance in learning about available positions, interviewing skills, resume writing, and other job readiness skills.

**STUDENT SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE**

Financial aid to students is funded by the college, donors to the college Endowment Association, state, and federal government funded programs. The aid consists of scholarships, grants, loans and work opportunities. The College Endowment Association makes scholarships available along with other groups and organizations. Scholarships may be obtained by students who maintain above average grades, who show leadership qualities, and/or excellence in extra-curricular activities. Information on scholarships and grants-in-aid is available in the Financial Aid Office.

**SERVICE MEMBERS OPPORTUNITY COLLEGE**

Garden City Community College is a designated member of Service members Opportunity Colleges (SOC), a group of approximately 400 colleges and universities providing voluntary post-secondary education to members of the military throughout the world. SOC is jointly sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

**TRIO PROGRAMS**

TRiO programs generally serve low-income or students with disabilities or first-generation college students. First-generation is defined as neither parent having a bachelor's degree from a four-year university/college. Low-income is defined as a family taxable income at or below 150% of the federal poverty guidelines. The Educational Talent Search (ETS) project can serve a small percentage of participants that are neither low-income nor first generation. The programs help under-prepared, under-educated persons to compete and to succeed in education. All services are free to eligible participants. The goal is for the ETS project participants to complete some type of post-secondary education and for the Upward Bound (UB) and Student Support Services (SSS) participants is to complete no less than a bachelor's degree.

**Educational Talent Search**

The Educational Talent Search Project (ETS) identifies qualified youth with potential for postsecondary education and encourages them to complete secondary school and undertake a program of post-secondary education at the institution of their choice. ETS publicizes the availability of student financial assistance for persons who seek to pursue postsecondary education and helps potential students complete the financial aid and scholarship applications. ETS also encourages persons who have not completed secondary or postsecondary education programs to re-enter such programs.

ETS offers a Summer Academy for sixth-through-eighth-graders. Computer classes, sports camps, and area trips are included. Activities are also available for high school students during the summer. Activities for all ETS participants are offered during the academic year. Returning adult students can receive assistance clarifying career opportunities, completing financial aid, scholarship and college applications, or entering a General Education Development program. Bilingual staff members are available to assist those who prefer to converse in Spanish. The ETS offices are in Saffell Library on the GCCC campus. Call 620-276-9621 for more information.

The ETS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2004, the Department provides \$242,758 (95%) and GCCC provides \$12,138 (5%) of the funds to operate the ETS project. ETS serves 625 participants each year.

**Upward Bound**

The Upward Bound (UB) project generates program participants with the skills and motivation necessary to complete a program of secondary education and to enter and succeed in a program of postsecondary education. Participants must have completed the eighth grade and be not more than 19 years of age. A summer residential component brings students to the GCCC campus to live and learn for six weeks each summer. Saturday Learning and Exploration Days and cultural trips are provided during the academic year. Students are required to take part in tutoring. Tutoring is offered during the seminar periods, after school, and in the evening. The UB office is located in Saffell Library on the GCCC campus. For additional information call 620-276-9538.

The UB project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2004, the Department provides \$246,355 (95%) and GCCC provides \$12,318 (5%) of the funds to operate the UB project. UB serves 50 participants each year.

**Student Support Services**

The Student Support Services (SSS) project works to increase the retention and graduation rates of eligible GCCC students and to increase the transfer rate of these students from a two-year to a four-year institution. The project also works to foster an institutional climate supportive of the success of low-income and first-generation college students and individuals with disabilities.

Students are provided career, transfer, academic, personal and financial aid counseling. A personal success plan is constructed with each participant that outlines any services necessary for their success. Visits to four-year universities/colleges across the state are provided for participants. Help in completing financial aid and college admissions forms is provided. Tutoring and social events are offered for participants throughout the year. The SSS offices are located in Saffell Library on the GCCC campus. For additional information call 620-276-9660.

The SSS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2004, the Department provides \$276,338 (89%) and GCCC provides \$30,397 (11%) of the funds to operate the SSS project. SSS serves 200 participants each year.

Additional information concerning the GCCC TRiO Programs is available by calling 620-276-9515. Interested applicants are encouraged to apply at any time throughout the year. Each project does have a limit on the number of participants that can be served. If necessary, waiting lists will be maintained.

**TESTING PROGRAM**

The college participates in the ACT testing program and is designated as a state and national testing site for ACT as well as for Educational Testing Services and the Kansas State Department of Education. First-time or full-time students with less than one semester of college credit are requested to take the ACT assessment.

Through the College Level Examination Program (CLEP) and other methods of credit by examination, students may earn a maximum of 30 hours of college credit. Students interested in earning college credit by examination may contact the Assessment Center in the Saffell Library. Other group or individual testing is administered through the Mary Jo Williams Assessment Center. Test scores are interpreted to students in group or individual sessions.

GCCC students complete a skills assessment to determine course placement. The placement assessment determines if the student is prepared to succeed in the required English and math courses, or if he/she would benefit from developmental course preparation before advancing to the required college level courses. See Placement Assessment, page 12.

**VETERAN'S SERVICE**

Programs of educational benefit to veterans and war orphans are coordinated in the Kansas Department of Human Resources by the Kansas Veterans' Commission. The college is approved for veteran training. In order to qualify for full benefits, an undergraduate veteran or war orphan must carry a minimum of 12 hours of credit each semester. Pay rates for summer sessions are determined on an equivalency basis. Students expecting V.A. benefits must contact the V.A. representative in the Registrar's Office.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

### **ACADEMIC CHALLENGE TEAM**

This organization is an interscholastic competition team that competes with other community colleges, universities and colleges. The organization is open to any students who wish to challenge themselves intellectually.

### **ART CLUB**

This group is open to anyone currently enrolled in an art class, including all studio areas. This club will work to promote and fund art-related activities.

### **ASSOCIATION OF NURSING STUDENTS**

The association is comprised of all students enrolled in nursing education courses leading to licensing as a registered nurse. The purpose of the association is to act as an information group in the field of study; stimulate interest in the field of health careers and related sciences; act as activities stimulator, both social and educational, for present and future nursing students.

### **ATHLETICS**

The college sponsors intercollegiate participation in football, baseball, basketball, cross country, track and field, and rodeo for men, and volleyball, basketball, rodeo, softball, cross country, track and field for women. The college is a member of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association.

The athletic program is designed to provide competition in sports for any student who can qualify for the teams and who meets college, conference and national association requirements. Physical conditioning, teamwork and cooperation, competitiveness, mental discipline and spectator enjoyment are among the objectives of the program.

### **ATHLETIC TRAINERS**

The student athletic training club promotes the educational advancement in the athletic training field of student trainers at GCCC.

### **BAND/INSTRUMENTAL MUSIC**

Membership in the band is open to all students for one hour of credit per semester. Previous band experience, a desire to contribute to campus life, enthusiasm and pride are requirements for prospective band members. The Broncbuster Band plays for all home football and basketball games. The band, along with the other college musical organizations, makes an annual tour of Southwest Kansas high schools in the spring.

### **BLACK STUDENT UNION**

The BSU club promotes the unity, excellence and success of the black students. The club also provides activities to assist the campus community in understanding Black culture and Black history. All students are welcome to join.

### **BLOCK AND BRIDLE**

A nationally recognized agriculture organization, membership is open to all students wishing to learn more about agriculture, agriculture careers and/or to further develop agricultural skills.

### **BREAKAWAY**

This publication is produced by the Publications Magazine class. Students interested in journalism, photography and graphic design publish the magazine three times per academic year.

### **BUSINESS PROFESSIONALS OF AMERICA/STUDENTS IN FREE ENTERPRISE (SIFE)**

This group is a vocational organization designed to further enhance the skills and knowledge of on-the-job training and classroom experience through social gatherings.

### **CHEER/YELL LEADERS**

This group consists of both male and female yell leaders. Tryouts or auditions are held in the spring to fill the team for the following year. The leaders attend summer camp and cheer for football, volleyball, men's and women's basketball.

### **CHOIR/VOCAL MUSIC**

Choir is open to all students on either a credit or non-credit basis. The college choir presents one major performance each semester as well as several other public appearances throughout the year. Participants in choir have many opportunities for rewarding musical experiences.

### **COLLEGE PLAYERS**

All students interested in all phases of theater such as acting, directing and the technical responsibilities of theatrical production may join the organization. The members sponsor several functions each year to promote social and theatrical experiences for interested students. College players are affiliated with Delta Psi Omega, a national drama fraternity, and membership is based on invitation in consideration of performance or assistance in drama production.

### **DECA (Distributive Education Clubs of America)**

This organization is a part of the Mid-Management Program and its activities relate to marketing and distribution. Members have a chance to gain recognition through local, state, and national activities.

**FORENSICS CLUB**

The forensics club offers students the opportunity to increase their public speaking and interpretation skills through the preparation and presentation of forensics materials to a variety of audiences throughout the school year. Students will prepare original scripts, speeches, poetry and cuttings along with special video presentations.

**HALO**

This group is organized for the purpose of promoting cooperation between students of various ethnic groups and to sponsor awareness programs that involve all students in activities and social functions on campus. Membership is open to any student.

**INTERNATIONAL CLUB**

The club is organized for the purpose of promoting cooperation among students of international descent. This club also promotes awareness programs that involve all students in activities and social functions on campus.

**INTRAMURALS**

An intramural athletic program is available for students who wish to participate. The program, operated by the Division of Health, Physical Education, Recreation and Athletics, offers various activities including co-ed beach volleyball, wallyball, volleyball, basketball and softball, plus men's and women's basketball.

**KANSAS STUDENT NATIONAL EDUCATION ASSOCIATION**

KS-NEA promotes the ideals and purposes of the teaching profession. The organization incorporates knowledgeable speakers on education topics into their meetings. Anyone who is interested in education as a career or any student at GCCC is welcome to attend.

**LATIN HEAT**

This group is an extracurricular dance team, open to all students, that explores many different dance styles and techniques.

**LECTURE SERIES**

The ID card admits students to lectures held on campus. SGA representatives help select nationally-known speakers for the series.

**NEWMAN CLUB**

The Catholic college student organization's primary purpose is to help develop the religious and intellectual life of the college student. The club is open to all interested students and sponsors not only theological and religious classes, but also social activities.

**NON-TRADITIONAL STUDENTS (TNT)**

This organization provides a supportive network for non-traditional students and allows for involvement and leadership opportunities as well as offering supplemental family and adult activities.

**PHI THETA KAPPA**

The national honor society for two-year colleges promotes scholarship, fellowship, and service for students who are invited to membership. Students who earn a 3.5-4.0 cumulative grade point average and who have completed twelve hours toward a degree program are invited to membership each semester. Active chapter members participate in the Honors Study, chapter social activities, and service projects for the campus and community. Opportunities are also available for participation in activities with other chapters and on the state and national level. Members of the Alpha Xi Upsilon Chapter are recognized at graduation and in several activities during the year on campus.

**RESIDENCE HALLS ASSOCIATION**

Membership is composed of residence hall students. A \$25.00 fee is assessed to all residence hall students to be used for promotion of hall activities.

**SCIENCE & MATH CLUB**

All students interested in any areas within the science/math curriculum are welcome to participate in this organization. Highlights throughout the year include such activities as field trips, campouts, films, speakers, and discussions in science/math fields.

**SILHOUETTE**

Silhouette is the campus newspaper, published by students enrolled in the Publications Newspaper class.

**STUDENT GOVERNMENT ASSOCIATION (SGA)**

SGA is the student representative governing body of the college. It meets each week for discussion of campus activities, problems and necessary improvements. Members are elected to the association from the student body. Students are encouraged to participate in both the SGA and the activities it sponsors.

**TAU EPSILON LAMBDA**

Persons who are actively engaged in the field of criminal justice and students pursuing a course of study in the area of administration of justice are eligible for membership.

## **EXTENDED EDUCATIONAL OPPORTUNITIES**

### **FINNEY COUNTY COMMUNITY LEARNING CENTER**

#### **PURPOSE**

The mission of the Finney County Community Learning Center (FCCLC) is to extend the resources of the college to nontraditional students in the community and surrounding area. Students are our customers and our primary reason for existence. They deserve developmental options including English as a Second Language (ESL) instruction, Adult Basic Education/General Educational Development (ABE/GED), and family literacy opportunities. The FCCLC is a key resource for enriching the quality of life, promoting economic development, and strengthening the future of our communities. The FCCLC provides convenient and nontraditional instructional delivery systems which adapt to the schedules of working adults. USD #457 also has programs at the Center; they include the Alternative High School Program and the ESL Intake Center.

#### **LOCATIONS**

The FCCLC offers classes at two locations. These locations allow a variety of basic educational opportunities to the public. The classes are located at:

Finney County Community Learning Center  
1401 Buffalo Jones Avenue 276-7600  
East Garden Village, lot #466 275-0221

#### **PROGRAMS**

##### **Adult Basic Education**

The Adult Basic Education program is provided in conjunction with the Kansas State Board of Education. Instruction is designed to assist adults who lack their high school diploma. Those who have not completed their high school education or who desire improvement of basic skills may enroll at no cost. Basic math and reading classes are offered. GED tutoring is provided in English and Spanish, days and evenings.

##### **General Educational Development (GED)**

GCCC is an official testing center of the General Educational Development test. These tests are administered by an authorized examiner in the Mary Jo Williams Assessment Center located in Saffell Library on designated test dates or by appointment. GED tests are offered in English, Spanish, and French. For more information contact the Center at 276-9654.

Upon successful completion of the GED test, the Kansas State Board of Education issues a Kansas State High School Equivalency diploma. This diploma is widely accepted by employers and institutions of higher education in lieu of a high school diploma.

##### **English as a Second Language Classes (ESL)**

The purpose of the English as a Second Language program is to provide students with the language skills necessary to achieve educational and/or vocational goals. Basic survival English is the focus of beginning ESL classes, with an increasing focus on academic English as a student's proficiency increases.

ESL classes are offered at both sites. Beginning level classes are conducted mornings and evenings at 1401 W. Buffalo Jones Ave. and at the East Garden Village classroom. Intermediate levels are conducted mornings and evenings on the GCCC campus.

##### **Project Open Door**

Project Open Door is a volunteer tutor program sponsored by the FCCLC and the Finney County Library. It is designed to assist limited or non-reading adults on a one-to-one basis. Volunteers are trained and the resources of the library and the center are made available to them.

##### **Even Start**

Even Start is a federally-funded program which integrates adult education for parents and early childhood education for their children. Adult Education provides instruction in basic skills, GED preparation or ESL. Developmentally appropriate experiences are provided for young children of parents receiving education. Parent Time (PT) provides opportunities for parenting education and Parent and Child Together (PACT) allows time for children and parents to work and play together. In Garden City, matching funds are provided by USD 457 and Garden City Community College. Programs are available in English, Spanish, and Vietnamese.

##### **Refugee Services**

An important focus for the FCCLC is successful resettlement for Vietnamese refugees. The FCCLC staff provides ESL instruction, intensive vocational instruction, and social services to new arrivals from Vietnam, many of whom served in the South Vietnamese army during the Vietnam War. Social services include translation and interpretation, transportation, and information about the community as needed.

### **OUTREACH OPPORTUNITIES**

GCCC offers college credit courses in nine communities within the college service area. Courses are offered to help students complete requirements for a degree or to give students the opportunity to improve their skills for better occupational opportunities. The college strives to offer a high level of learning in these centers, equivalent to that on campus. Course offerings are developed primarily by student requests to meet needs for a particular semester.

Most classes are taught by local community instructors

who have met standards set forth by the college. Testing, advising and other services are provided at these sites to help students take the courses that will assure them the opportunity to succeed. Coordinators who live in the communities are employed by the college to assist students in planning courses that will be most beneficial.

Outreach centers are located at Deerfield, Dighton, Healy, Holcomb, Lakin, Leoti, Scott City, Syracuse and Tribune. Call 1-800-658-1696 and ask for Mary Olson to request information and to obtain names and local phone numbers of community coordinators.

In the spring of 1997, Garden City Community College opened a permanent facility at Scott City, Kansas. The newly remodeled Bryan Education Center at 416-418 Main Street includes a comfortable reception area, two large classrooms, and a computer lab equipped with Internet and email access to the college and the world. The Bryan Center maintains both daytime and evening hours; those seeking information may call 620-872-2155.

With access to a state-of-the-art interactive television classroom on the main campus, the college now broadcasts classes to Holcomb, Scott City, Lakin and Deerfield. This enables the college to offer courses to small groups of two or three students at the respective ITV outreach locations. The college offers mediated courses using Internet, email, chat rooms, and other technologies which makes the outreach program even more responsive to the individual needs of time and place bound students who cannot access on-campus programs.

## **BUSINESS AND INDUSTRY INSTITUTE**

The Garden City Community College Business and Industry Institute mirrors the institution's mission of producing positive contributors to the economic and social well-being of society. To meet these challenges, the GCCC Business and Industry Institute provides leadership and innovative services directed toward essential skills and work preparedness. The GCCC Business and Industry Institute focuses on clients, offers flexible delivery, utilizes state-of-the-art technology and provides practical solutions to business problems.

The GCCC Business and Industry Institute offers high-quality and affordable seminars, workshops and classes packed with information, techniques and tools which can make organizations more effective. Our instruction enables employees to learn the skills one day and put those skills to use the next. The training sessions can be conveniently scheduled for full-day, half-day, evening or weekend delivery, and can be held at client locations or GCCC facilities.

The GCCC Business and Industry Institute can train an employer's workforce and help them in gaining a competitive edge. Our innovative services enable our customers to anticipate and shape the future. The Institute responds to the

changing environment by helping local businesses remain competitive in the areas of management development, business skills, computer technology and industrial training.

For more information contact the director of the Business and Industry Institute at 620-276-9536.

## **EDUKAN**

Garden City Community College is a founding member of EduKan, the Internet community college. The six member Western Kansas Virtual Education Consortium operates EduKan, and it offers students the opportunity to complete coursework or an associate degree over the Internet.

EduKan began offering classes in the fall of 1999, and these on-line courses gained full accreditation from the North Central Association of Colleges and Schools in the spring of 2002. It is the first consortium-sponsored associate degree program in the state. Classes in a full range of degree-directed topics are offered each spring, summer and fall semester, usually in three separate sessions each term.

EduKan courses may be taken concurrently with on-campus classes. They offer particular convenience for people who want to complete their coursework from home or take advantage of college opportunities while balancing work or family demands and schedules.

Anyone interested in enrolling in EduKan may register online at [www.edukan.org](http://www.edukan.org) or call EduKan toll-free at 1-877-433-8526. Information and enrollment are also available from GCCC Admissions, 620-276-9608 or 1-800-658-1696.

The consortium also includes Barton County, Colby, Dodge City, Pratt and Seward County Community Colleges. Instructors and staff members from GCCC and each of the other institutions provide online instruction and services. Credits earned through EduKan may be granted, at the student's designation, by any of the six colleges. For transfer and degree purposes, there is no difference between credits earned through EduKan or on-campus courses.

EduKan class schedules are published prior to each semester by all six participating institutions. Tuition and fees are also standardized among all six colleges for EduKan courses.

## **CONTINUING EDUCATION AND COMMUNITY SERVICES**

The Continuing Education and Community Services Division offers students classes, workshops, seminars, and cultural and community events for lifelong-learning opportunities. These classes and activities are self-supporting through fees assessed to their participants. The CECS Division will establish minimum enrollment requirements for each class. If a student officially withdraws from a class, a fee refund will be made in accordance with established guidelines.

# DEGREES, CERTIFICATES & GRADUATION REQUIREMENTS

## DEGREES

Garden City Community College awards four degrees, each with a special emphasis to meet individual student needs. They are:

- Associate in Arts (AA) Degree
- Associate in Science (AS) Degree
- Associate in Applied Science (AAS) Degree
- Associate in General Studies (AGS) Degree

## APPLICATION FOR GRADUATION

Each student planning to graduate from GCCC is required to declare his/her intent to graduate by filing an Application for Graduation with the Registrar's office. Application deadlines are:

Fall completion	September 1
Spring completion	December 1
Summer completion	February 1

## DEGREE AND GRADUATION REQUIREMENTS

Upon the successful completion of 64 credit hours including the fulfillment of the specified General Education Requirements, additional courses required to complete the chosen program of study, and a cumulative GPA of 2.0, the student will be awarded an associate degree.

The requirements for the four degrees and additional requirements for graduation are listed in the following sections. Basic degree program outlines are on pages 43-46.

*\*The college retains the right to waive certain degree requirements.*

## CATALOG COMPLIANCE

Students will follow the guidelines of the catalog in effect when they first enrolled, provided they remain continuously enrolled from the semester of entry to the semester of graduation.

Students who are not continuously enrolled from the date of entry to the date of graduation will follow the guidelines of the catalog in effect when they returned.

## MINIMUM GCCC CREDITS

Sixteen (16) semester hours of credit must be completed at Garden City Community College in order to graduate from GCCC.

## PHYSICAL FITNESS REQUIREMENT

To meet graduation requirements for all associate degrees, a student must complete two (2) physical education credits. Physical Fitness I (HPER 119), Physical Fitness II (HPER 120), Lifetime Fitness (HPER 121), or any activity course, will satisfy the requirements. **Athletic participation courses cannot be used to fulfill this requirement.**

## DEVELOPMENTAL COURSES

The following developmental courses will not count toward fulfilling degree requirements, **nor do they count** toward completion of the 64 credit hour requirement:

ENGL-091	-	Basic English
MATH-006	-	Beginning Algebra
READ-092	-	Reading Improvement I
READ-093	-	College Reading
READ-094	-	Phonics, Spelling
READ-095	-	Expanding Your Vocabulary
READ-096	-	Speed Reading and Comprehension
READ-091	-	Developmental Reading

## PERSONAL AND CAREER

### DEVELOPMENT REQUIREMENT

To meet graduation requirements for all associate degrees, a student must complete PCDE101 (College Skills Development) for 1 credit hour. This requirement may be waived for students that have completed at least 20 or more credit hours since high school graduation.

## WAIVER AND SUBSTITUTION FOR GENERAL EDUCATION REQUIREMENTS

The College seeks to provide all students with a quality education and equal educational opportunities. When a student's disability interferes with his or her potential to complete successfully one or more of the College general educational requirements, the College will make reasonable modifications to its academic requirements. Action will be taken, if necessary, to comply with legal requirements ensuring that such requirements do not discriminate or have the effect of discriminating on the basis of a student's known and adequately documented disability, unless the requested modification would require alteration of essential elements of the program or directly related licensing requirements, or would result in undue financial or administrative burdens.

## GRADUATION EXERCISES

GCCC celebrates the accomplishments of the graduating students with Commencement exercises on the Saturday prior to the final examination period in May. Graduating students who do not plan to participate in the Commencement exercises should indicate this choice on the Application for Graduation. Students participating in the commencement exercises must wear cap and gown regalia which is purchased by the college. The student will need to go to the Bronbuster Bookstore for measurement early in February if he/she wishes to participate in the graduation ceremonies.



## AWARDING OF DEGREES

Degrees-awarded notations will be placed on the student's transcript upon completion of **all** requirements. Students transferring hours from other universities/colleges to complete graduation requirements must have official transcripts from each institution on file in the Registrar's Office before the degree will be awarded and noted on their transcripts.

## TRANSFER OF CREDIT

GCCC maintains close contact with senior university/college personnel in order to assist students in the transfer process. The course offerings that students complete at GCCC are closely parallel to the freshman/sophomore requirements for the baccalaureate degrees at the four-year institutions.

A transfer manual listing GCCC's course equivalencies with those at the Kansas Regent universities, Washburn University and Kansas Newman University has been developed by the counseling department. Copies available for student use are located in the Career Resources Center (Saffell Library), from the student's advisor, and also on the GCCC Website.

Students planning to transfer should secure a copy of the transfer institution's catalog and become familiar with the requirements. Close planning with advisors or counselors on course selection while attending GCCC will result in a successful transfer of credits.

## TRANSFER AGREEMENT AND ARTICULATION GUIDE

### Kansas Public Community Colleges - Kansas Regents Universities

A student who completes an Associate in Arts or Associate in Science degree based on a baccalaureate oriented sequence at a state and regionally accredited Kansas public community college, and whose program of studies has met 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 general education requirements of all Regents universities. Students transferring to Regents institutions who have not completed an Associate in Arts or Associate of Science degree will be given general education credit for any articulated general education course completed at the community college.

Though the following distribution of courses does not necessarily 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 Speech Communication
- 3 hours of college level Mathematics (College Algebra or higher)

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

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

\*Performance courses are excluded

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

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

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

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

## TECHNICAL CERTIFICATE PROGRAMS

Each community college may provide programs of instruction consisting of college credit courses designed to prepare individuals for entry into an occupation or closely related cluster of occupations. A certificate may be awarded on satisfactory completion of a planned program, including the demonstration of attainment of predetermined and specified performance requirements. The courses must be based in theory and be of sufficient complexity, rigor, and theory to provide college credit. Most certificate programs should be designed to allow a duly-enrolled full-time student to complete the program within one school year. GCCC is developing competency-based programs in technical education fields.

Students completing Technical Certificate programs in Practical Nursing, Office Technology and Cosmetology must apply for graduation to receive their certificates. They may also participate in and be recognized during the graduation ceremonies. Refer to the Application for Graduation and Graduation Exercises sections for additional information.

## ASSOCIATE IN ARTS (AA) DEGREE

### REQUIREMENTS

The Associate in Arts degree is intended to enable students to satisfy equivalent lower-division college credit course requirements and to transfer, with advanced standing, into comparable discipline area Bachelor in Arts degree programs at Kansas Regents universities. **Developmental courses will not count toward fulfilling degree requirements.** Official transcripts must be on file in the Registrar's Office to receive credit for **transfer** courses toward graduation.

The Associate in Arts degree will be awarded upon satisfactory completion of a planned program of not less than sixty-four (64) college credit hours and a cumulative GPA of 2.0 including the following distribution of credits:

#### Minimum AA Degree Requirements

**1. COMMUNICATIONS ..... 9 hours**

\*English I (ENGL-101) - 3 hours

\*English II (ENGL-102) - 3 hours

\*Speech I (SPCH-111) - 3 hours

\*Minimum grade of C required

**2. NATURAL SCIENCES AND MATHEMATICS ..... 8 hours**

Must include **one** mathematics course and **one** laboratory science course

Mathematics

MATH-108 or above

Laboratory Science

Biological Science (BIOL-105, 109, 205, 206, 210, 211, 212, 213)

Chemistry (CHEM-105, 107, 108, 109, 110, 205, 206, 207, 208)

Physical Science (PHSC-105, 106\*, 205)

Physics (PHYS-106\*, 205, 206, 207, 208)

\*Not a laboratory science course

**3. SOCIAL SCIENCES ..... 9 hours**

General Psychology (PSYC-101)

**and** at least six (6) hours from **two** of the following areas:

Economics (ECON-111, 112, 113)

Geography (GEOG-101)

Political Science (POLS-104, 105)

Psychology (PSYC-102, 104, 201, 202)

Sociology (SOC-102, 104, 105, 110, 111, 113, 203, 204, 206)

**4. HUMANITIES & FINE ARTS ..... 9 hours**

Select courses from at least **three** of the following areas:

Art (ARTS-120, 121)

Drama (DRAM-120, 121, 122, 150)

History (HIST-101, 102, 103, 104, 106)

Literature (LITR-210, 211, 212, 213, 215, 216, 219, 230, 231, 250, 253)

Music (MUSC-106, 108)

Philosophy (PHIL-101, 102, 103)

**5. PHYSICAL FITNESS ..... 2 hours**

Select from the following courses:

HPER-119, 120, 121

or any Activity Course (excluding athletic participation courses)

**6. PERSONAL AND CAREER DEVELOPMENT ..... 1 hour**

College Skills Development (PCDE-101)

(may be waived for students that have completed 20 hours or more since high school graduation)

**7. ELECTIVES OR MAJOR COURSES ..... 26 hours**

**8. OTHER**

Outcomes assessment examination required.

16 semester hours of credit must be completed at GCCC

**Required General Education Courses ..... 38 hours**

**Additional Courses Necessary to Complete Program of Study ..... 26 hours**

**Minimum Graduation Requirement ..... 64 hours**

*Developmental courses do not count as earned hours for graduation. These courses include: ENGL-091, MATH-006, READ-091, 092, 093, 094, 095, 096.*

## ASSOCIATE IN SCIENCE (AS) DEGREE

### REQUIREMENTS

The Associate in Science degree is intended to enable students to satisfy equivalent lower-division college credit course requirements and to transfer, with advanced standing, into comparable discipline area Bachelor in Science degree programs at Kansas Regents universities. **Developmental courses will not count toward fulfilling degree requirements.** Official transcripts must be on file in the Registrar's Office to receive credit for **transfer** courses toward graduation.

The Associate in Science degree will be awarded upon satisfactory completion of a planned program of not less than sixty-four (64) college credit hours and a cumulative GPA of 2.0 including the following distribution of credits:

#### Minimum AS Degree Requirements

#### 1. COMMUNICATIONS ..... 9 hours

\*English I (ENGL-101) - 3 hours

\*English II (ENGL-102) - 3 hours

\*Speech I (SPCH-111) - 3 hours

\*Minimum grade of C required

#### 2. NATURAL SCIENCES AND MATHEMATICS ..... 11 hours

Must include **one** mathematics course and **one** laboratory science course

Mathematics

MATH-108 or above

Laboratory Science

Biological Science (BIOL-105, 109, 205, 206, 210, 211, 212, 213)

Chemistry (CHEM-105, 107, 108, 109, 110, 205, 206, 207, 208)

Physical Science (PHSC-105, 106\*, 205)

Physics (PHYS-106\*, 205, 206, 207, 208)

*\*Not a laboratory science course*

#### 3. SOCIAL SCIENCES ..... 6 hours

General Psychology (PSYC-101)

**and** at least three (3) hours from **one** of the following areas:

Economics (ECON-111, 112, 113)

Geography (GEOG-101)

Political Science (POLS-104, 105)

Sociology (SOC-102, 104, 105, 110, 111, 113, 203, 204, 206)

#### 4. HUMANITIES & FINE ARTS ..... 6 hours

Select courses from at least **two** of the following areas:

Art (ARTS-120, 121)

Drama (DRAM-120, 121, 122, 150)

History (HIST-101, 102, 103, 104, 106)

Literature (LITR-210, 211, 212, 213, 215, 216, 219, 230, 231, 250, 253)

Music (MUSC-106, 108)

Philosophy (PHIL-101, 102, 103)

#### 5. PHYSICAL FITNESS ..... 2 hours

Select from the following courses:

HPER-119, 120, 121

or any Activity Course (excluding athletic participation courses)

#### 6. PERSONAL AND CAREER DEVELOPMENT ..... 1 hour

College Skills Development (PCDE-101)

(may be waived for students that have completed 20 hours or more since high school graduation)

#### 7. ELECTIVES OR MAJOR COURSES ..... 29 hours

#### 8. OTHER

Outcomes assessment examination required.

16 semester hours of credit must be completed at GCCC

**Required General Education Courses ..... 35 hours**

**Additional Courses Necessary to Complete Program of Study ..... 29 hours**

**Minimum Graduation Requirement ..... 64 hours**

*Developmental courses do not count as earned hours for graduation. These courses include: ENGL-091, MATH-006, READ-091, 092, 093, 094, 095, 096.*

## ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE

### REQUIREMENTS

The Associate in General Studies is intended to recognize the attainment of a broad general education at the lower division level. This degree is designed to provide students the opportunity to develop knowledge, skills, attitudes and greater philosophical appreciation for life long learning. Transfer students will need to complete additional lower-division courses at the transfer universities. **Developmental courses do not count as earned hours for graduation.** Official transcripts must be on file in the Registrar's Office to receive credit for **transfer** courses toward graduation.

The Associate in General Studies degree will be awarded upon satisfactory completion of a planned program of not less than sixty-four (64) college credit hours and a cumulative GPA of 2.0, including the following distribution of credits:

#### Minimum AGS Degree Requirements

<b>1. COMMUNICATIONS</b> .....	<b>6 hours</b>
English I (ENGL-101) <b>and</b>	
One of the following	
Speech I (SPCH-111)	
Interpersonal Communications (SPCH-113)	
<b>2. NATURAL SCIENCES AND MATHEMATICS</b> .....	<b>6 hours</b>
Must include <b>one</b> mathematics course and <b>one</b> science course	
Mathematics	
MATH-105 or above	
Science	
any Science Course	
<b>3. SOCIAL SCIENCES</b> .....	<b>6 hours</b>
Select from <b>two</b> different areas:	
Economics (ECON-111, 112, 113)	
Geography (GEOG-101)	
Political Science (POLS-104, 105)	
Psychology (PSYC-101, 102, 104, 201, 202)	
Sociology (SOCI-102, 104, 105, 110, 111, 113, 203, 204, 206)	
<b>4. HUMANITIES &amp; FINE ARTS</b> .....	<b>6 hours</b>
Select courses from <b>two</b> different areas	
Art (ARTS-120, 121)	
Drama (DRAM-120, 121, 122, 150)	
History (HIST-101, 102, 103, 104, 106)	
Literature (LITR-210, 211, 212, 213, 215, 216, 219, 230, 231, 250, 253)	
Music (MUSC-106, 108)	
Philosophy (PHIL-101, 102, 103)	
<b>5. ADDITIONAL GENERAL EDUCATION HOURS</b> .....	<b>9 hours</b>
Select from any of the following areas:	
COMMUNICATIONS, MATHEMATICS AND NATURAL SCIENCES, SOCIAL SCIENCE,	
HUMANITIES	
<b>6. PHYSICAL FITNESS</b> .....	<b>2 hours</b>
Select from any of the following courses:	
HPER-119, 120, 121	
or any Activity Course (excluding athletic participating courses)	
<b>7. PERSONAL AND CAREER DEVELOPMENT</b> .....	<b>1 hour</b>
College Skills Development (PCDE-101)	
(may be waived for students that have completed 20 hours or more since high school graduation)	
<b>8. OTHER</b>	
Outcomes assessment examination required.	
16 semester hours of credit must be completed at GCCC	
<b>Required General Education Courses</b> .....	<b>36 hours</b>
<b>Additional Courses Necessary to Complete Program of Study</b> .....	<b>28 hours</b>
<b>Minimum Graduation Requirement</b> .....	<b>64 hours</b>

*Developmental courses do not count as earned hours for graduation. These courses include: ENGL-091, MATH-006, READ-091, 092, 093, 094, 095, 096.*

## ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

### REQUIREMENTS

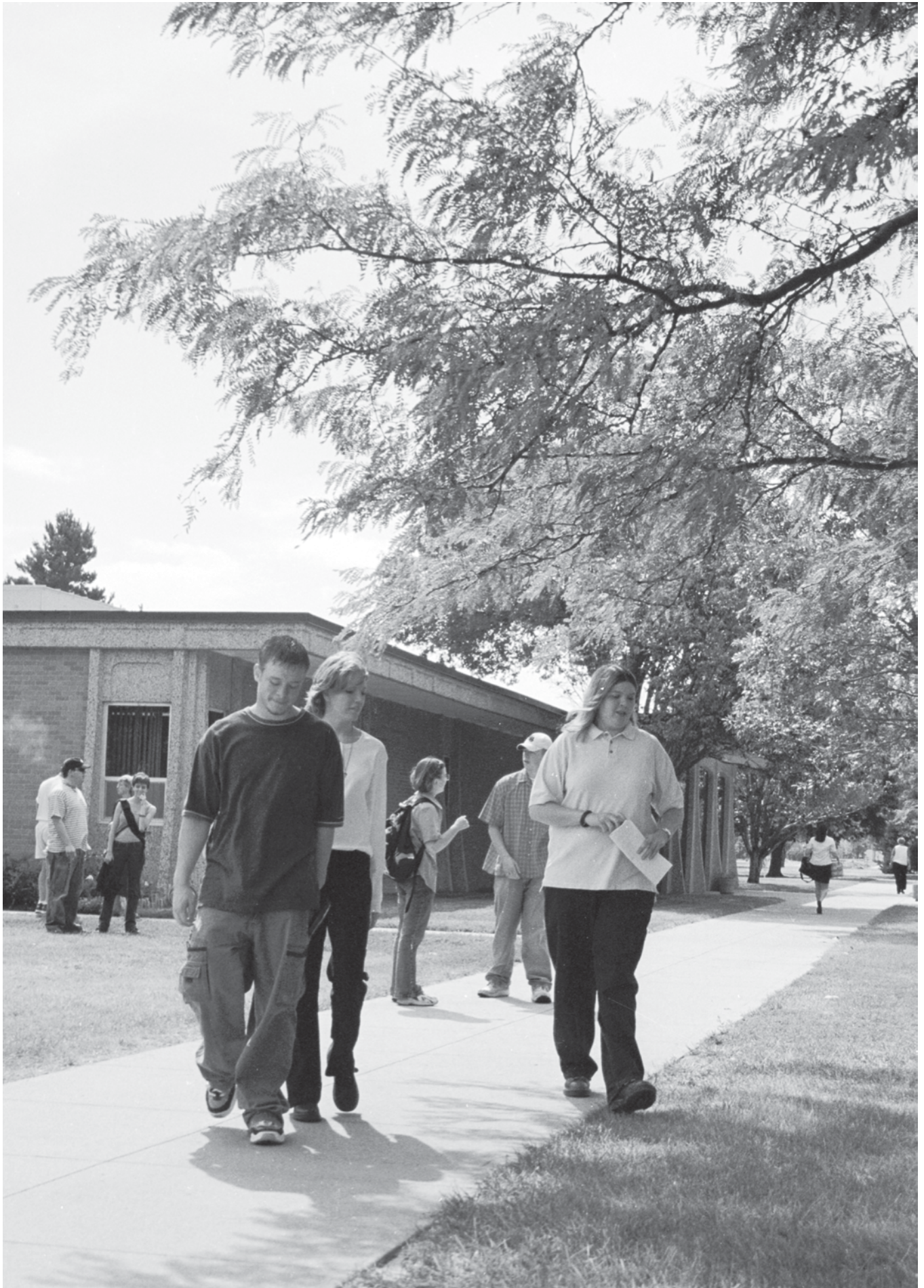
The Associate in Applied Science degree is specifically designed to prepare students for entry into an occupation or closely related cluster of occupations. The technical courses are complex, rigorous, theory based; and successful completion is determined by measured competencies. Although the objective of the AAS degree is to enhance employment opportunities, some baccalaureate degree granting institutions have developed upper-division programs to recognize this degree. **Developmental courses do not count as earned hours for graduation.** Official transcripts must be on file in the Registrar's Office to receive credit for **transfer** courses toward graduation.

The Associate in Applied Science degree will be awarded upon satisfactory completion of a planned program of not less than sixty-four (64) college credit hours and a cumulative GPA of 2.0 including the following distribution of credits:

#### Minimum AAS Degree Requirements

- |  |                 |
|--|-----------------|
| <b>1. COMMUNICATIONS</b> .....   | <b>6 hours</b>  |
| Select from the following areas:   |                 |
| Written Communications (ENGL-101, OFAD-206)  |                 |
| Oral Communications (SPCH-111, 113, 116, BSAD-124)   |                 |
| Applied Communications (JDAT-111, BSAD-102)  |                 |
| <b>2. MATHEMATICS, NATURAL AND COMPUTER SCIENCES</b> .....                                     | <b>6 hours</b>  |
| Mathematics (MATH-105 or above or determined by program)                                       |                 |
| Science (any Science Course)   |                 |
| Computer Science (CSCI-102 or above)   |                 |
| <b>3. SOCIAL SCIENCE AND/OR HUMANITIES &amp; FINE ARTS</b> .....                               | <b>3 hours</b>  |
| Economics (ECON-111, 112, 113)   |                 |
| Geography (GEOG-101)   |                 |
| Political Science (POLS-104, 105)  |                 |
| Psychology (PSYC-101, 102, 104, 201, 202)  |                 |
| Sociology (SOC-102, 104, 105, 110, 111, 113, 203, 204, 206)                                    |                 |
| Art (ARTS-120, 121)  |                 |
| Drama (DRAM-120, 121, 122, 150)  |                 |
| History (HIST-101, 102, 103, 104, 106)   |                 |
| Literature (LITR-210, 211, 212, 213, 215, 216, 219, 230, 231, 250, 253)                        |                 |
| Music (MUSC-106, 108)  |                 |
| Philosophy (PHIL-101, 102, 103)  |                 |
| <b>4. PHYSICAL FITNESS</b> .....   | <b>2 hours</b>  |
| Select from any of the following courses:  |                 |
| HPER-119, 120, 121   |                 |
| or any Activity Course (excluding athletic participating courses)                              |                 |
| <b>5. PERSONAL AND CAREER DEVELOPMENT</b> .....  | <b>1 hour</b>   |
| College Skills Development (PCDE-101)  |                 |
| (may be waived for students that have completed 20 hours or more since high school graduation) |                 |
| <b>6. MAJOR SPECIALIZATION AND RELATED AREAS</b> .....   | <b>46 hours</b> |
| Contextual courses/competencies (determined by Program Director)                               |                 |
| <b>7. OTHER</b>  |                 |
| Outcomes assessment examination required.  |                 |
| 16 semester hours of credit must be completed at GCCC  |                 |
| <b>Required General Education, HPER and PCDE Courses</b> .....                                 | <b>18 hours</b> |
| <b>Additional Courses Necessary to Complete Program of Study</b> .....                         | <b>46 hours</b> |
| <b>Minimum Graduation Requirement</b> .....  | <b>64 hours</b> |

*Developmental courses do not count as earned hours for graduation. These courses include: ENGL-091, MATH-006, READ-091, 092, 093, 094, 095, 096.*



# BUSINESS & INFORMATION SYSTEMS

*Accounting*

*American Management Association Certification*

*Business Administration*

*Business Systems, Networking &  
Telecommunications*

*Computer Science*

*Economics*

*Management/Marketing*

*Office Technology*

**BUSINESS AND INFORMATION SYSTEMS**

Business is an excellent major for students interested in a broad career field. Education, government, business, and industry all require a steady flow of well-educated personnel. Students with business degrees often find success in these fields.

Two basic areas of education for business are available. The first area includes courses which provide a broad background and knowledge about business and the economy. The second area offers courses which provide technical and vocational expertise in a field of business.

Several options are available for students wishing to pursue a career in business. One option is to complete a program of study which will provide them with basic skills and knowledge about business so that they can transfer to a four-year college or university to complete the baccalaureate degree in business. Other options are available for students who are interested in either a two-year program or a certificate program which will prepare them for immediate employability in business.

Students working in those courses using machines/computers are provided with up-to-date equipment similar to that used in business. Several computer labs are also available for student use. Student labs are available at a variety of times to facilitate completion of assignments and personal use. Students wishing to develop technical skills for computer networks are encouraged to enroll in courses leading to recognized industry certification or a degree in Business Systems, Networking and Telecommunications.

Three business oriented student groups on campus provide business related activities, competitions at local, state, and national levels; and networking with business people and students from other colleges across the state and nation. Business Professionals of America, Delta Epsilon Chi, and Students in Free Enterprise are national student organizations dedicated to advancing students' skills in business and in community involvement.

**Business Professionals of America (BPA)** prepares students for the business work force through the advancement of leadership, citizenship, academic and technological skills, professionalism, poise, dependability, patriotism, and competency. Members gain recognition through local, state, and national activities.

**Delta Epsilon Chi (DECA)** is an international organization for college students preparing for a variety of career areas. Delta Epsilon Chi integrates and enhances the student's college curriculum. In addition, the organization's close ties with the business community provide both opportunities for members and an appreciation of the free enterprise system. Delta Epsilon Chi membership is an essential resource for future professionals that will benefit from marketing, management and entrepreneurial skills and knowledge.

**Students in Free Enterprise (SIFE)** has grown to become one of the largest collegiate organizations in the world. Working together as a team, SIFE students apply their classroom experiences to develop and implement educational outreach programs that teach individuals in their communities the principles of market economics, entrepreneurship, personal financial success, and business ethics.

In addition to the general education courses required for graduation, the courses listed in the following programs of study are the recommended courses for the successful completion of the identified degree or certificate program. Students should maintain regular contact with their academic advisors for additions and requirement changes from four-year transfer institutions.

**ASSOCIATE IN SCIENCE DEGREE**

**Transfer Options—**

The Associate in Science Degree in Business is designed to provide the general education requirements and core business courses for students who plan to transfer to a four-year school to complete a bachelor's degree in Business Administration, Accounting, Business Management, Economics or Computer Science.

**ACCOUNTING, BUSINESS ADMINISTRATION, BUSINESS MANAGEMENT, OR ECONOMICS EMPHASIS**

**Associate in Science or Associate in Arts Degree**

Majors in areas such as management, marketing, finance, international business, Management Information Systems (MIS), etc. can be determined when the student transfers to the four-year college.

Associate in Science General Education Requirements

**35 hours**

ACCT102	Accounting I .....	3
ACCT103	Accounting II .....	3
ACCT105	Managerial Accounting .....	3
BSAD104	Business Law I .....	3
CSCI102	Introduction to Programming AND	
CSCI103,105,106,108	.....	3
Computer Programming Elective OR		
CSCI101	Introduction to Management Information	
	Systems .....	3
	AND	
CSCI1103	Introduction to Computer	
	Concepts and Applications OR .....	3
CSCI111	Advanced Computer Concepts	
	and Applications .....	3
ECON111	Economics: Macro .....	3
ECON112	Economics: Micro .....	3

**COMPUTER SCIENCE EMPHASIS**

**Associate in Science Degree**

This is a transfer program for those seeking a baccalaureate degree in computer science. \*If the student plans a business emphasis in computer science, the starred courses must be taken.

Associate in Science General Education Requirements

**35 hours**

CSCI101	Introduction to Management	
	Information Systems .....	3
CSCI1103	Introduction to Computer	
	Concepts and Applications .....	3
CSCI111	Advanced Computer	
	Concepts and Applications .....	3
CSCI102	Introduction to Programming .....	3
CSCI100	Keyboarding .....	3
CSCI1033	Programming in BASIC .....	3
CSCI106	Programming in COBOL .....	3
CSCI105	Programming in PASCAL .....	3
CSCI108	Programming in C++ .....	3
ACCT102	Accounting I .....	*3
ACCT103	Accounting II .....	*3
ECON111	Economics: Macro .....	*3
ECON112	Economics: Micro .....	*3



**PRE-LAW EMPHASIS—Business Emphasis**

This is a transfer program for those seeking a baccalaureate degree in law. Students entering this program should have an advisor in Business and Humanities or Social Science.

## Associate in Science General Education Requirements

**35 hours**

BSAD101	Introduction to Business .....	3
ECON111	Economics: Macro .....	3
ECON112	Economics: Micro .....	3
BSAD104	Business Law I .....	3
BSAD105	Business Law II .....	3
ACCT102	Accounting I .....	3
ACCT103	Accounting II .....	3
CSCI1103	Introduction to Computer Concepts and Applications <b>OR</b> .....	3
CSCI111	Advanced Concepts and Applications .....	3

**BUSINESS EDUCATION EMPHASIS—General****Business**

This is a transfer program for those seeking a baccalaureate degree in business education and planning to enter the teaching profession. Students entering this program should have an advisor in Business and Education.

## Associate in Science General Education Requirements

**35 hours**

BSAD101	Introduction to Business .....	3
ACCT102	Accounting I .....	3
ACCT103	Accounting II .....	3
OFAD112	Document Formatting .....	3
OFAD207	Document Production .....	3
ECON111	Economics: Macro .....	3
ECON112	Economics: Micro .....	3
CSCI1103	Introduction to Computer Concepts and Applications .....	3
EDUC110	Human Growth and Development .....	3
EDUC105	Foundations of Education .....	3
EDUC106	Observation .....	1, 2, or 3

**BUSINESS EDUCATION EMPHASIS—Office Technology**

This is a transfer program for those seeking a baccalaureate degree in business education and planning to enter the teaching profession. Students entering this program should have an advisor in Business and Education. In addition to the courses recommended for the Associate in Science Degree for Business Education—General, the following courses are suggested.

**35 hours**

OFAD110	Word Processing Applications I .....	3
OFAD109	Administrative Procedures & Technology .....	3

**HOTEL AND RESTAURANT MANAGEMENT SPECIALIZATION**

This is a transfer program for those seeking a baccalaureate degree in hotel and restaurant management. Students entering this program should have an advisor in both Business and Social Science.

## Associate in Science General Education Requirements

**35 hours**

ACCT102	Accounting I .....	3
ACCT103	Accounting II .....	3
ECON111	Economics: Macro .....	3
ECON112	Economics: Micro .....	3
CSCI1103	Introduction to Computer Concepts and Applications .....	3
CSCI111	Advanced Computer Concepts and Applications .....	3
HMEC115	Basic Nutrition .....	3
HMEC110	Meal Planning .....	3
BSAD101	Introduction to Business .....	3

## Suggested General Education Courses:

CHEM105	General Chemistry .....	5
BIOL105	Biology .....	5
SOCI102	Sociology .....	3
GEOG101	World Geography .....	3

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Associate in Applied Science Degree is designed for the student who wishes to complete a basic educational program that may prove helpful in securing, retaining or retraining employment, or simply assist students in obtaining various industry certification(s).

**BUSINESS SYSTEMS, NETWORKING, AND TELECOMMUNICATIONS**

This is a two-year computer science Business Systems, Networking and Telecommunications program to prepare the student for entry into the networking field. All certification classes change according to industry requirements.

BSNT103	IT Essentials I: PC Hardware & Software (A+) .....	6
BSNT151	Network and Operating Systems Essentials .....	2
BSNT110	CISCO Academy I: Networking Basics .....	3
BSNT111	CISCO Academy II: Routers & Routing Basics .....	3
BSNT112	CISCO Academy III: Switching Basics & Intermediate Routing .....	3
BSNT113	CISCO Academy IV: WAN Technologies .....	3
BSNT158	Supporting Microsoft Windows 2000 Professional .....	3
BSNT159	Supporting Microsoft Windows 2000 Server .....	3
BSNT153	Supporting a Network Infrastructure using Microsoft Windows 2000 .....	3
BSNT150	Designing a Secure Microsoft Windows 2000 Network .....	3
BSNT154	Implementing & Administering Microsoft Windows 2000 Directory Services .....	3
BSNT157	Designing Microsoft Windows 2000 Directory Services Infrastructure .....	2
BSNT160	Managing Microsoft Networks .....	3
CSCI101*	Intro to Management Information Systems .....	3
CSCI110*	Introduction to Computer Concepts .....	3

\*as needed

**Specialization—MANAGEMENT/MARKETING**

This is a program for those planning to begin their career immediately following the completion of studies at the community college. A certificate may also be obtained.

Associate in Applied Science General Education Requirements

**18 hours**

BSAD122	Management .....	3
BSAD212	Small Business Management .....	3
BSAD125	Retailing .....	3
BSAD124	Salesmanship .....	3
BSAD123	Marketing .....	3
BSAD120	Advertising .....	3
ACCT101	General Accounting <b>OR</b> .....	3
ACCT102	Accounting I .....	3
BSAD101	Introduction to Business .....	3
BSAD104	Business Law I .....	3
CSCI100	Keyboarding <b>OR</b> .....	3
CSCI1103	Introduction to Computer Concepts and Applications .....	3
CSCI111	Advanced Computer Concepts and Applications .....	3
CSCI109	Desktop Publishing .....	3
MIDM103	Mid-Management Internship .....	3

**Specialization—GRAPHIC DESIGN (Advertising and Display)**

This is a program for those desiring to specialize in the area of merchandise and service promotion. In addition to the courses recommended for the Associate of Applied Science degree for Mid-Management, the following courses are suggested. Students entering this program should have an advisor in both Business and Fine Arts.

Associate in Applied Science General Education Requirements

**18 hours**

CSCI109	Desktop Publishing .....	3
JRNLI10	Media in Free Society .....	3
PHOT120	Photography I .....	3
BSAD128	Entrepreneurship .....	3
CSCI110	Intro to Computer Concepts and Applications .....	3
ARTS107	Oil Painting I .....	3
ARTS108	Oil Painting II .....	3
ARTS101	Drawing I .....	3
ARTS102	Drawing II .....	3
ARTS124	Design .....	3
ARTS127	Layout and Design .....	3
ARTS128	Commercial Design .....	3

**Specialization—RESTAURANT ADMINISTRATION (Food Service Management)**

This is a program for students interested in immediate employment in the restaurant industry upon completion of studies. In addition to the courses recommended for the Associate in Science degree for Hotel and Restaurant Management, the following courses are suggested.

Associate in Applied Science General Education Requirements

**18 hours**

BSAD101	Introduction to Business .....	3
BSAD104	Business Law I .....	3
BSAD122	Management .....	3
BSAD120	Advertising .....	3
BSAD123	Marketing .....	3
CSCI110	Introduction to Computer Concepts and Applications .....	3
BSAD124	Salesmanship .....	3
BSAD212	Small Business Management .....	3
BSAD128	Entrepreneurship .....	3
MIDM103	Management/Marketing Internship .....	3

**Specialization—OFFICE TECHNOLOGY**

This is a program for those students seeking immediate office employment following completion of studies. The following courses are suggested. In addition, students may select courses related to either the Medical or Legal options below.

**34 hours**

OFAD112	Document Formatting .....	3
OFAD207	Document Production .....	3
OFAD108	Records Management .....	3
OFAD110	Word Processing App. I .....	3
OFAD111	Word Processing App. II .....	2
OFAD206	Business English .....	3
CSCI110	Introduction to Computer Concepts and Applications <b>OR</b> .....	3
CSCI111	Advanced Computer Concepts and Applications .....	3
ACCT101	General Accounting <b>OR</b> .....	3
ACCT102	Accounting I .....	3
ACCT103	Accounting II .....	3
OFAD203	Machine Transcription .....	2
BSAD102	Business Communication .....	3
OFAD109	Administrative Procedures & Technology .....	3

**Option: MEDICAL EMPHASIS**

This is a program for those planning to work in a medical office. In addition to the course recommended for the Associate in Applied Science Degree for Office Specialist and Technology, the following courses are suggested:

EMIC104	Medical Terminology .....	3
OFAD204	Medical Transcription .....	2

Suggested General Education Courses:

ENGL101	English I .....	3
BIOL211	Anatomy & Physiology I .....	5

**Option: LEGAL EMPHASIS**

**Degree: Associate in Applied Science**

This is a program for those planning to work in a legal office. In addition to the course recommended for the Associate in Applied Science Degree for Office Specialist and Technology, the following courses are suggested:

BSAD104	Business Law I .....	3
OFAD205	Legal Transcription .....	2

**Certificate Options:**

These programs combine both classroom activities and actual work experience for those planning to begin their careers in the field immediately following completion of studies at the community college. General education core is not required for these programs.

**OFFICE SPECIALIST & TECHNOLOGY CERTIFICATE**

This program combines both classroom activities and actual work experience for those planning to begin their careers in the field immediately following the completion of studies at the community college. General education core is not required for this program. A total of 34 hours is required to obtain the certificate. Students enrolled in the certificate program are encouraged to join Business Professionals of America.

Courses required for the certification:

OFAD112	Document Formatting .....	3
OFAD207	Document Production .....	3
OFAD108	Records Management .....	3
OFAD206	Business English .....	3
OFAD110	Word Processing Application I .....	3
OFAD109	Administrative Procedures & Technology .....	3
BSAD102	Business Communication .....	3
OFAD124	Office Technology Internship .....	3
	Business Elective .....	3
CSCI110	Introduction to Computer Concepts and Applications <b>OR</b> .....	3
CSCI111	Advanced Computer Applications .....	3
ACCT101	General Accounting .....	3
ACCT102	Accounting I .....	3
PCDE101	College Skills Development .....	1

**AMERICAN MANAGEMENT ASSOCIATION EXTENSION INSTITUTE**

Garden City Community College, in cooperation with American Management Association, provides courses that will enhance the job skills of those currently employed. Students successfully completing a certificate program will be recognized at a special presentation in the spring each year.

**AMA CERTIFICATE IN MANAGEMENT**

To obtain the Certificate in Management, a minimum of six 1-credit hour courses shall be selected from the list of AMA Certificate in Management program. Six of the following courses must be successfully completed.

AMAM101	Finance and Accounting for Non-financial Managers .....	1
AMAM102	First-Line Supervision .....	1
AMAM103	A Manager's Guide to Human Behavior .....	1
AMAM104	Communication Skills for Managers .....	1
AMAM105	What Managers Do .....	1
AMAM106	Managing Conflict .....	1
AMAM107	How to Build High-Performance Teams .....	1
AMAM108	Leadership Skills for Managers .....	1
AMAM109	Business Writing Skills .....	1
AMAM110	Getting Assertive .....	1

AMAM111	Taking Control with Time Management .....	1
AMAM112	Understanding Financial Statements .....	1
AMAM113	Getting More Done Through Delegation .....	1
AMAM114	Fundamentals of Marketing .....	1
AMAM115	Fundamentals of Human Resources .....	1
AMAM117	Managing Customer Service .....	1
AMAM118	How to Read & Interpret Financial Statements .....	1

**AMA ADMINISTRATIVE ASSISTANT CERTIFICATE**

To obtain the Administrative Assistant Certificate, a minimum of five 1-credit hour courses must be successfully completed. Three of the courses shall be selected from the Administrative Assistant Certificate Program listed below. The remaining two courses may be from the courses listed in the AMA Certificate in Management program (above).

AMAA101	The Grammar and Proofreading Course .....	1
AMAA102	How to Build Memory Skills .....	1
AMAA103	Word Power: How to Build Your Vocabulary .....	1
AMAA104	Fundamentals of Business Writing .....	1

**ACCOUNTING**

**General Accounting ACCT-101 3 hours**

This introductory course in accounting includes the basic structure of accounting through the accounting cycle, merchandise transactions, inventory systems, special journals and subsidiary ledgers.

**Accounting I ACCT-102 3 hours**

Prerequisite: General Accounting, one year of high school accounting, or the permission of the instructor. Accounting I is a continuation of the study of accounting principles presented in General Accounting and examines the Balance Sheet accounts with particular emphasis on controlling the assets and liabilities of a business. The use of the bank reconciliation, discounting of notes, computation of inventory and depreciation as well as how these items can be used to control the business assets is also addressed. Short-term liabilities such as the payroll liabilities, contingent liabilities and other current liabilities are studied as well as differences in the capital structure of a Sole Proprietorship and a Partnership. The business financial reports (Balance Sheet, Income Statement, and Statement of Owners Equity) are analyzed to see how a change in one of the reports will affect the others. Both Accounting I and Accounting II are required for students transferring to a four-year institution.

**Accounting II ACCT-103 3 hours**

Prerequisite: Accounting I. Accounting II is a course designed to give students an opportunity to continue their study of the accounting principles as they apply to business. Particular attention is given to accounting as it applies to corporations. Included in Accounting II are: opening the corporation books, issuance of stock, distribution of earnings, buying and selling stocks and bonds and cash flows. Both Accounting I and Accounting II are required for students transferring to a four-year institution.

**Computer Applications In Accounting****ACCT-104 2 hours**

Prerequisite: Accounting I or permission of instructor. This course includes hands-on experience on the personal computer utilizing basic accounting theory with machine applications. Students will integrate use of the electronic spreadsheet.

**Income Tax: Individual Planning and Management****ACCT-106 1 hour**

This course examines the federal income tax system as applied to individuals. Planning, management, record keeping, tax schedules, and related topics will be included. Long-range planning for tax purposes will be stressed.

**Fundamentals of Tax Preparation I****ACCT-107 2 hours**

This beginning course provides a student with knowledge of the basics of income tax return preparation. Students will have a working knowledge of income tax preparation and the forms required.

**Certified Bookkeeper Examination Review****ACCT-108 5 hours**

Certified Bookkeeper Examination Review is a course designed to prepare students in accounting and those working in bookkeeping positions to take the Certified Bookkeeper Examination. The course will help prepare them for new or enhanced careers in bookkeeping and accounting. The five one-credit hour modules cover Adjusting Entries, Correction of Accounting Errors, Payroll, Depreciation, and Merchandise Inventory.

**Managerial Accounting ACCT-202 3 hours**

Prerequisite: Accounting II. Managerial Accounting is a course designed to give students an opportunity to increase their understanding of the role of accounting as it applies to information requirements for management. Students will gain knowledge in the basics of cost accounting principles and how cost accounting applies to management of an organization. Students will also learn terminology, journalizing, analyzing source documents, and financial statements as they apply to cost systems. Managerial Accounting also includes the study of budgeting for cash, inventory control, and capital expenditures for plant assets. Emphasis is placed on the use of accounting information systems to obtain information required by the managerial functions: planning, controlling, and decision making. Controlling both routine and non-routine operations, policy making, long range planning, evaluating inventory, and determining income are also topics covered by the course. In addition, statement analysis, cash and fund flows, cost behavior, estimation and analysis are also covered. The graphic approach, the high-low method and least squares method, techniques used for fitting a line to data, are covered as well as the preparation of a master budget and supporting budgets. Cost accounting systems studied include the job cost, process cost, and standard cost systems.

**Fundamentals of Tax Preparation II****ACCT-204 2 hours**

Prerequisite: Fundamentals of Tax Preparation I. This course is a continuation of Fundamentals of Tax Preparation I. Students will further develop their skills involving preparation of income tax forms and the many regulations and changes involving the tax code.

**AMA CERTIFICATE IN MANAGEMENT****Finance and Accounting for****Non-financial Managers AMAM-101 1 hour**

This AMA course teaches a student how to read and interpret financial statements; calculate returns on sales, gross margin percentages, and return on assets; get a working knowledge of everyday financial data, terms and tools; and develop business plans and proposed budgets with solid financial facts and analyses.

**First-Line Supervision AMAM-102 1 hour**

This AMA course gives a student the basic skills and techniques needed to handle a supervisory job and get the results management expects.

**A Manager's Guide to Human Behavior****AMAM-103 1 hour**

This AMA course helps a student interact successfully with others: bosses, peers, subordinates, and clients. It presents insights and techniques to inspire employees to higher performance and maximize positive working relationships.

**Communication Skills for Managers****AMAM-104 1 hour**

This AMA course helps a student master the techniques of public speaking, express ideas in writing, understand and use body language, and evaluate listening habits.

**What Managers Do AMAM-105 1 hour**

This AMA course offers a practical skills-building program that concentrates on the functions that most often determine success in management. Students will learn to analyze a job, break it down into its functional components, spot weaknesses and determine the action to correct weaknesses.

**Managing Conflict AMAM-106 1 hour**

This AMA course identifies the strategies, tactics, and insights needed to be firmly in control of tough conflict situations. This is a results-oriented course designed specifically for shirt-sleeve managers.

**How to Build High-Performance Teams****AMAM-107 1 hour**

This AMA course shows how to build and manage teams that live up to their promise of higher productivity and greater problem solving ability. It focuses on the how-to keys of team-building: finding the right team members, empowering them to make decisions, and evaluating their performance.

**Leadership Skills for Managers AMAM-108 1 hour**

This AMA course identifies the what, where, why, when and how of on-the-job leadership. A person can learn to be a leader by understanding what motivates people, by learning how to plan, manage, and communicate effectively, and by developing a consistent personal leadership style that fits both the manager and the work environment.

**Business Writing Skills AMAM-109 1 hour**

This AMA course gives the student guidelines, techniques, and exercises to improve the writing of memos, reports, and proposals that command attention and the desired results. This course focuses on the skills needed every day.

**Getting Assertive** **AMAM-110** **1 hour**

This AMA course gives the student the skills needed to be more assertive, both on the job and in personal life. The tactics and techniques provided will help improve a student's ability to deal with confrontations decisively, yet diplomatically, cope more effectively with stress and tension, say "no" to unfair demands, and more.

**Taking Control with Time Management** **AMAM-111** **1 hour**

This AMA course outlines basic time management strategies for increasing profits, productivity, and chances of career success. The course shows how to calculate a meaningful time audit, the uses of the SMART system for setting personal and career goals, the effective use of delegation, and proven timesaving techniques.

**Understanding Financial Statements** **AMAM-112** **1 hour**

This AMA course provides a non-technical approach to accounting. While the basic mechanics of accounting are fully explained, the emphasis is on showing how to interpret financial information and use this information to make better business decisions. A student will learn how to interpret financial statements, compute depreciation, and calculate cash inflows and outflows.

**Getting More Done Through Delegation** **AMAM-113** **1 hour**

This AMA course helps answer the questions of what to delegate?, how to delegate? and to whom to delegate? This course will show a student how to delegate but still achieve goals while reducing the stress of doing too much.

**Fundamentals of Marketing** **AMAM-114** **1 hour**

This AMA course cuts through the jargon and gets right to the techniques and skills needed to sell products and services at a profit. The course will identify how to target a marketing segment and determine buyer behavior, develop new product strategies and create opportunities for old products, evaluate market research techniques, and gather useful marketing information.

**Fundamentals of Human Resources** **AMAM-115** **1 hour**

This AMA course serves as a guide to the productive management of human resources including ideas, insights, and techniques that a human resources manager can put to use immediately. A student will learn how to develop an effective human resource plan for a company based on the needs of the organization.

**Managing Customer Service** **AMAM-117** **1 hour**

This course helps a student organize and manage a proactive customer-service function. It will help the student develop the skills to turn an organization's customer service function into a profitable and strong marketing tool that is able to determine customer need and satisfaction and handle customer requests.

**How to Read & Interpret Financial Statements** **AMAM-118** **1 hour**

This course explains what information is contained in different financial reports, what analyses users can apply to bring out information, and how to relate information to the overall health of

the business. Topics covered include reading income statements, statements of cash flows from a management perspective, and reading and interpreting balance sheets.

**BUSINESS ADMINISTRATION****Introduction to Business** **BSAD-101** **3 hours**

This business course surveys the marketing, management, finance and production departments of a big business operation as well as the ownership and management of a small business.

**Business Communications** **BSAD-102** **3 hours**

Prerequisite: Completion of English I or Business English and proficiency in typing. This course includes theory, psychology, and practice of business correspondence. Included will be composition of letters, email, reports, and other necessary business documents.

**Business Law I** **BSAD-104** **3 hours**

This course includes the legal environment of business, law of contracts, sales, and law of agency and employment. Emphasis is placed on analysis and problem solving in these areas.

**Business Law II** **BSAD-105** **3 hours**

Prerequisite: Business Law I. This course is a study of partnerships, corporations, debtor and creditor relations, commercial paper, and regulation of business property. Emphasis is placed on analysis and problem solving in these areas.

**Business Machines** **BSAD-106** **2 hours**

This is an electronic calculator course incorporating the touch system and special function keys in solving business problems. Calculators similar to those found in the business office will be used.

**Business Mathematics** **BSAD-107** **3 hours**

Business Mathematics is a one-semester course emphasizing the concepts of mathematics for both business and personal use. Selected topics in financial mathematics are chosen to provide students with an insight into the understanding of business transactions. The development of arithmetic skills and knowledge related to buying and selling merchandise; payroll preparation; and investments and banking are emphasized. Although this course is useful for students who expect to take accounting, it is not a prerequisite or requirement.

**Advertising** **BSAD-120** **3 hours**

This course is a study of modern advertising principles and practices, ethics, selection of media, copy/layout techniques, consumer psychology, applications and occupations. Advertising is studied from the viewpoint of both seller and consumer.

**Insurance** **BSAD-121** **3 hours**

This course includes managing risk for a family and managing risk for a business, and the principal types of insurance available to solve the risk needs. Business Law is desirable but not a prerequisite.

**Management** **BSAD-122** **3 hours**

Fundamental principles and techniques of management of business activities are covered in this course. The course is designed to provide a basic understanding of administrative problems through the study of the functions of management. Organizing, planning, directing, and controlling, the four functions of management, are

studied in detail. The study of management encompasses a great deal of territory, both conceptually and geographically. Therefore, it is important for those being introduced to the field to have reliable guideposts to help them make sense of it all. Five major themes guide the study of management. These themes include an overriding focus on change, an emphasis on skill development, an emphasis on globalization, an emphasis on diversity and an emphasis on ethics.

**Marketing** **BSAD-123** **3 hours**

This course surveys the distribution and flow of goods and services from producers and sellers to consumers and buyers as well as the movement of commodities through various marketing channels. Marketing is the study of the process of creating, distributing, promoting, and pricing goods, services, and ideas to facilitate satisfying exchange relationships with customers in a dynamic environment. Major areas of study involve marketing and its environment, buyer behavior and target market selection, product decisions, distribution decisions, promotion decisions, pricing decisions and the implementation and effect of electronic marketing.

**Salesmanship** **BSAD-124** **3 hours**

Salesmanship is designed to develop an understanding of the principles of modern salesmanship. An unprecedented number of students who have no plans to enter sales professions are being exposed to selling. Therefore students will be provided sound partnering and communication skills that will be useful in a wide range of occupations.

**Retailing** **BSAD-125** **3 hours**

This course examines basic practices used in retailing today. Retail management emphasizes the analysis of practical retail problems.

**Business Field Study I** **BSAD-126** **3 hours**

Prerequisite: Consent of the Business and Information Systems Division Director. This course gives actual work experience at an approved training station under faculty supervision for those students majoring in Business. There are required periodic meetings with the faculty supervisor as well as outside training assignments. A minimum of 15 hours per week in on-the-job employment is required. Normally this course is not transferable. This course is taught by arrangement.

**Business Field Study II** **BSAD-127** **3 hours**

Prerequisite: Consent of the Business and Information Systems Division Director. This course gives actual work experience at an approved training station under faculty supervision for those students majoring in Business. There are required periodic meetings with the faculty supervisor as well as outside training assignments. A minimum of 15 hours per week in on-the-job employment is required. Normally this course is not transferable. This course is taught by arrangement.

**Entrepreneurship** **BSAD-128** **3 hours**

Entrepreneurship presents an analysis of various planning and operational factors involved in the start-up of small businesses. These factors include the study of entrepreneurship and entrepreneurial environments, development of creativity and innovation, assessment of new ventures, examination of legal structures for business organizations, development and importance of a comprehensive business plan, marketing issues for start-ups, sources of

start-up capital, financial understanding needed by entrepreneurs, proprietary property protection, and other relevant contemporary issues. Students are encouraged to apply the material to their own business ownership ambitions.

**Consumer Finance** **BSAD-130** **3 hours**

This course surveys various topics that are of personal value. Personal money management, consumer credit, housing, transportation, food, clothing, insurance, savings, and consumer protection are included. Consumer Finance is a course designed to provide the background for further studies or assist the student as they embark upon a job career. In this course the student is exposed to the definition of Consumer Finance and why it is useful in the many aspects of every day life. In addition the student will study some techniques they can use in setting and obtaining their personal financial goals. The course consists of three hours lecture/recitation per week.

**Money and Banking** **BSAD-131** **3 hours**

This American Institute of Banking (AIB) course emphasizes such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, foreign exchange and their repercussions on the banking industry in affecting yield curves, and the structuring of portfolios.

**Principles of Bank Operation** **BSAD-132** **3 hours**

This American Institute of Banking course provides beginners and newcomers in the banking field a broad overview of the nature of convenience banking activities. The what and why of banking are stressed rather than the how or the specific techniques by which the objectives are reached.

**Business Financial Management** **BSAD-133** **3 hours**

This is a study of the financial management of business. Financial records and regulations for businesses will be discussed.

**Leadership Development** **BSAD-134** **1 hour**

This course provides instruction and hands-on experience in leadership and civic events. It also promotes Business Professionals of America through involvement in local, state, and national activities which develop leadership skills such as communication, decision solving, parliamentary procedures, and teamwork. Membership in Business Professionals of America is required for any student wishing to compete on state and national levels but is not required in order to be in this class.

**eCommerce** **BSAD-135** **3 hours**

This course will explore how fundamental business concepts apply to the world of e-commerce. It covers personal applications such as online banking, retail purchasing, and consumer education as well as business applications such as Internet marketing, advertising, and security. The course will also teach how to build and maintain a commercial Website and provide real-world examples of e-commerce.

**Real Estate** **BSAD-202** **3 hours**

The rights of property ownership, the papers of transfer of those rights, operating a real estate office and selling real estate are covered. Business Law is desirable but not a prerequisite.

**Real Estate Law BSAD-203 3 hours**

The basic laws of real estate in general are studied. Representative areas are present: possessory estates, future interests, co-ownership, rights in the land of another, title to land, landlord-tenant law, fixtures, zoning, eminent domain, lateral and adjacent support, condominiums, cooperatives, and townhouses.

**Personnel Management I BSAD-210 3 hours**

This class helps to develop philosophy and policy considerations that are basic in sound personnel programs with positive and preventive aspects stressed. Discussion is centered on practical application of personnel supervision practices.

**Personnel Management II BSAD-211 3 hours**

Prerequisite: Personnel Management I. Emphasis is placed on the individual and the human nature of the organization. The objective will be to bring the individual and the organization to a better understanding of each other.

**Small Business Management BSAD-212 3 hours**

This course examines the role of small businesses in today's economy which will aid the student in preparation for business ownership and to aid in present ownership of a business. Strategies, objectives, dangers, management, relations, purchases, finances, legalities, locations, facilities, budgets, risk, inventories, laws and regulations of small business ownership are studied.

**Bank Teller Operations I BSAD-213 2 hours**

Bank Teller Operations I is designed for students wanting to embark on a career in the financial industry. This course will include the role of the teller, primary and secondary teller functions, bank security, and customer service. After completing Bank Teller Operations I, students will have many of the skills necessary to be successful in a bank teller career. Bank Teller Operations I is an American Institute of Banking approved course.

**Bank Teller Operations II BSAD-214 1 hour**

Bank Teller Operations II is designed to help newly promoted senior tellers adapt to the demands of senior teller responsibilities. Students will participate in lectures, role play, group and individual activities, and case studies to practice the skill they will need on the job. Students will also be encouraged to add information about their own bank's policies and procedures. After completing Bank Teller Operations II, students will have many of the skills necessary to be successful in a bank teller career. Bank Teller Operations II is an American Institute of Banking approved course.

**The Bank Credit Card Business BSAD215 2 hours**

The Bank Credit Card Business course introduces the student to the dynamics of a widely accepted payment system—the credit card. This AIB approved course covers profitability models for both issuers and acquirers; credit evaluation, application processing, and policy reviews; the role of quality customer service; the collection function and credit card fraud; and laws and regulations governing credit cards.

**Introduction to Mortgage Lending BSAD216 2 hours**

The Introduction to Mortgage Lending course is designed for the entry-level banker involved in mortgage credit as well as other bankers who have a need to know the basics of residential mortgage lending. This AIB approved course covers the basic con-

cepts of mortgage lending, real estate law, stages of the residential lending process, and external relationships that residential lenders have.

**Achieving Customer Service in Banks BSAD117 1 hour**

Banks are recognizing the importance of quality customer service and are expecting more and more from bankers. This course provides not only the "how" of customer service, but the "why" of customer service. The first two sections of the course are devoted to the framework for understanding how customers view banking relationships. The last section addresses the specific skills and techniques that bankers may use to satisfy their customers and build positive relationships. This course is designed for bank employees who serve external retail customers. It is aimed as well at managers of these employees. This is an AIB approved course. Recommended: At least one month of customer-contact experience within a bank.

**Marketing Financial Services BSAD218 3 hours**

This course's purpose is to give bankers with little or no marketing background the information they need to understand the role of marketing in the business of banking. Participants should also be able to build their skills in the marketing field. This is an AIB approved course.

**BUSINESS SYSTEMS, NETWORKING & TELECOMMUNICATIONS****IT Essentials I: PC Hardware & Software (A+)****BSNT103 6 hours**

This course is designed for the student who has basic knowledge and experience with PCs and who might want to pursue a career as a computer service technician. Students not desiring certification may utilize the skills learned in this class to maintain computers and/or networks. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course includes an introduction to networking. Successful completion prepares students with skills to troubleshoot personal computer problems in the areas of PC hardware devices, Windows operating systems, and networking equipment. This course helps students prepare for the CompTIA A+ certification. It is strongly recommended that a student complete the Introduction to Management Information Systems class or have experience with the Windows operating system and a general knowledge of hardware and software.

**Cisco Academy I: Networking Basics****BSNT110 3 hours**

This is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, OSI model and industry standards, network topologies, IP addressing, including subnet masks, networking components, and basic network design. It is strongly recommended that a student complete A+ Hardware and Software and have good keyboarding skills and internet access.

**Cisco Academy II Routers and Routing Basics****BSNT111 3 hours**

This is the second of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, beginning router configurations and routed and routing protocols. Prerequisites: Successful completion of Cisco Academy I.

**Cisco Academy III: Switching Basics and Intermediate Routing****BSNT112 3 hours**

This is the third of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, advanced router configurations, LAN switching theory and VLANs, advanced LAN and LAN switched design, Novell IPX, and threaded case studies. Prerequisites: Successful completion of Cisco Academy I and II.

**Cisco Academy IV: WAN Technologies****BSNT113 3hours**

This is the fourth of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, network troubleshooting, national SCANS skills, and threaded case studies. Prerequisites: Successful completion of Cisco Academy I, II and III.

**Designing a Secure Microsoft Windows 2000 Network****BSNT-150 (MCN-2150) 3 hours**

Prerequisites: Working knowledge of Windows 2000 Directory Services; Completion of BSNT155 (MCN1560), Upgrading Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows 2000; or, completion of BSNT154 (MCN2154), Implementing and Administering Windows 2000 Directory Services; or equivalent knowledge. This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Microsoft® Windows® 2000 technologies.

**Microsoft Windows 2000 Network & Operating System****Essentials BSNT-151 (MCN-2151) 2 hours**

This course is to provide individuals who are new to Microsoft® Windows® 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2000. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-210, Installing, Configuring, and Administering Microsoft Windows 2000 Professional

and Exam 70-215, Installing, Configuring, and Administering Microsoft Windows 2000 Server.

**Supporting a Network Infrastructure using****Microsoft Windows 2000 BSNT-153 (MCN-2153) 3 hours**

Prerequisites: Successful completion of BSNT-152 (MCN-2152), Supporting Windows 2000 Professional and Server, or equivalent skills and knowledge. This course is for new-to-product support professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft® Windows® 2000 Server products. It also provides students with the prerequisite knowledge and skills required for course 2154, Implementing and Administering Microsoft Windows 2000 Directory Services. This course will help the student prepare for the following Microsoft Certified Professional Exam 20-216: Implementing and Administering a Microsoft Windows 2000 Network Infrastructure.

**Implementing and Administering Microsoft Windows 2000****Directory Services BSNT-154 (MCN-2154) 3 hours**

Prerequisites: BSNT-151 (MCN-2151) Microsoft Windows 2000 Network and Operating System Essentials, or equivalent skills and knowledge; and BSNT-152 (MCN-2152), Implementing Microsoft Windows 2000 Professional and Server, or equivalent knowledge and skills. This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows® 2000 Active Directory™ directory services. The course also focuses on implementing Group Policy and performing the Group Policy-related tasks that are required to centrally manage users and computers. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-217, Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure.

**Designing a Microsoft Windows 2000 Network Services****Infrastructure BSNT-157 (MCN-1562) 2 hours**

Prerequisites: BSNT-155 (MCN-1560), Updating Support Skills from Microsoft Windows NT® 4.0 to Microsoft Windows 2000 or BSNT-154 (MCN-2154), Implementing and Administering Windows 2000 Directory Services. This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. Some Microsoft® Windows® 2000 network solutions require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to design an IP routing scheme. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-221, Designing a Microsoft Windows 2000 Network Infrastructure.

**Supporting Microsoft Windows 2000 Professional****BSNT158 3 hours**

This course provides students with the knowledge and skills necessary to install and configure Microsoft® Windows® 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. It also provides students with the prerequisite knowledge and skills required for course 2153, Implementing a Network Infrastructure Using Microsoft Window



2000. This course will help the student prepare for the following Microsoft Certified Professional Exam: 70-210, Installing, Configuring, and Administering Microsoft Windows 2000 Professional.

**Supporting Microsoft Windows 2000 Server**  
**BSNT159 3 hours**

This course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for course 2153, Implementing a Network Infrastructure Using Microsoft Window 2000. This course will help the student prepare for the following Microsoft Certified Professional Exam: 70-215, Installing, Configuring, and Administering Microsoft Windows 2000 Server.

**Managing Microsoft Networks** **BSNT160 3 hours**

Prerequisites: BSNT158, BSNT159, and BSNT157. This course is designed to teach students how to administer, support, and troubleshoot information systems that incorporate Microsoft® Windows® 2000. This course will help the student prepare for Microsoft Certified Professional Exam 70-218.

## COMPUTER SCIENCE

**Keyboarding** **CSCI-100 3 hours**

Keyboarding is designed for students desiring to develop a touch-typing competency on a computer keyboard. Students will learn to operate the standard alpha-numeric keyboard and the 10-key pad using the touch system. Keyboarding will include completion of business documents and the development of speed.

**Introduction to Management Information Systems**  
**CSCI-101 3 hours**

Introduction to Management Information Systems is an introductory class that assists students in learning about computers and how they work. Topics range from how to turn on a computer to how to write a program. These topics include an overview of how computers are used today and how the system unit works with the peripheral units of a computer to produce the desired information. Also addressed are issues on how data is stored, communications and networks, the Internet and the worldwide web, operating systems and system software, and information system development. Security, privacy, and ethics issues as well as multimedia considerations, program development and program languages are also considered. The class includes detailed discussions of computer logic, data flow, number systems, memory, and data representation in memory. The class is taught as both a lecture and hands-on class with extensive use of transparencies, presentation software, interactive laboratory assignments and simulations, and sample devices to illustrate points in class.

**Introduction to Programming** **CSCI-102 3 hours**

This course is recommended for computer science majors. It covers the basic logic required to design and develop good logical computer programs. Course topics include hardware and software configurations as well as the concepts of program logic, top down design, and structured programs. The course may be taken concurrently with Introduction to Management Information Systems. The course will require three hours lecture/demonstration per week.

**Programming in BASIC (Visual)** **CSCI-103 3 hours**

Prerequisite: Introduction to Programming or permission of instructor. This is an entry level programming course in the BASIC language. The class provides students with hands-on experience with a computer system.

**Programming in COBOL** **CSCI-106 3 hours**

Prerequisite: Introduction to Programming or permission of instructor. This is an entry level programming course in the COBOL language. Class is taught hands-on with particular emphasis on the file structure of COBOL that makes it uniquely fitted to the business environment. This course is recommended for students in business and related fields.

**Advanced Programming** **CSCI-107 3 hours**

Prerequisite: One of the entry level programming courses or permission of instructor. This course covers disk file structure, creation, and management. Emphasis is placed on logic methods of data file use. Topics include utility programs, and file types within a specific language. This course may be repeated as computer languages change.

**Programming in C ++** **CSCI-108 3 hours**

This course studies problem solving tools and techniques, program design, and syntax and semantics of programming languages using C. Emphasis is placed on structured programming using the following control structures: sequence, repetition, and selection. Students will be introduced to the C editor, debugger, and compiler.

**Desktop Publishing** **CSCI-109 3 hours**

This beginning course in desktop publishing is a hands-on computer course. Layout, balance, pagination, graphics, fonts, and other desktop elements will be studied. Special techniques within the software used will be explored.

**Introduction to Computer Concepts and Applications**  
**CSCI-110 3 hours**

Prerequisite: Keyboarding. Introduction to Microcomputer Software provides an introduction to the basics of computer usage for Internet, email, word processing, spreadsheet, database, and presentation software programs. This first course provides information to the non-computer user and familiarizes the student with the basics of computer usage. Lecture and hands-on experience are utilized in the class. Successful completion of Introduction to Computer Concepts & Applications will enable the student to continue studying the advanced features of the studied software. This course may be repeated for additional credits as software used will vary.

**Advanced Computer Concepts and Applications**  
**CSCI111 3 hours**

Advanced Computer Concepts and Applications will give the opportunity for the student to extend their basic knowledge of word processing (Word), spreadsheet (Excel), database (Access), and presentation software (PowerPoint) software. This course acquaints students with the proper procedures to create more advanced documents, workbooks, databases, and presentations suitable for course work, professional purposes, and personal use. Students will use the concepts and techniques learned to integrate these applications. The course is a combination of lecture and hands-on. A student will practice the skills developed in the course. This course may be repeated as application software is changed.

**MOS (Microsoft Office Specialist) Word Proficient (version specific) CSCI116 2 hours**

Word is a Microsoft word processing application that enables the student to type reports, letters, newsletters and brochures. Students will learn the basic skills necessary to use Word (version specific). They will design and create documents, tables, reports and insert images.

This course will help the student prepare for the Microsoft Office Specialist Exam Word (version specific) Proficient. Students may retake this course for additional credit as the Word version changes. Prerequisites: Students enrolling in this class should have the following skills: Windows 98, 2000 or XP (2003): Introduction or Transition, or equivalent knowledge.

**MOS (Microsoft Office Specialist) Excel Proficient (version specific) CSCI117 2 hours**

Excel is a Microsoft spreadsheet application that enables you to organize, analyze and manage data. Students will learn the basic skills necessary to use Excel (version specific). They will design and create spreadsheets, tables, formulas, functions, and charts.

This course will help the student prepare for the Microsoft Office Specialist Exam Excel (version specific) Proficient. Students may retake this course for additional credit as the Excel version changes. Prerequisites: Students enrolling in this class should have the following skills: Windows 98, 2000 or XP (2003): Introduction or Transition, or equivalent knowledge.

**MOS (Microsoft Office Specialist) Access Proficient (version specific) CSCI118 1 hour**

Access is a Microsoft database application that enables you to organize and manage database information as well as create your own custom applications. Students will learn the basic skills necessary to use Access (version specific). They will design and create databases, tables, queries, forms, and reports. This course will help the student prepare for the Microsoft Office Specialist Exam Access (version specific) Proficient. Students may retake this course for additional credit as the Access version changes. Prerequisites: Students enrolling in this class should have the following skills Windows 98, 2000 or XP (2003): Introduction or Transition, or equivalent knowledge.

**MOS (Microsoft Office Specialist) PowerPoint Proficient (version specific) CSCI119 1 hour**

PowerPoint is a Microsoft presentation application that enables you to create powerful multimedia presentations. Students will learn the basic skills necessary to use PowerPoint (version specific) Proficient. They will design and create presentations. This course will help the student prepare for the Microsoft Office Specialist Exam PowerPoint (version specific). Students may retake this course for additional credit as the PowerPoint version changes. Prerequisites: Students enrolling in this class should have the following skills: Windows 98, 2000 or XP (2003): Introduction or Transition, or equivalent knowledge.

**Microcomputer Applications I CSCI210 1 hour**

This course provides introductory-intermediate knowledge of current business and industry recognized software for word processing, spreadsheets, database, multimedia and operating systems. This hands-on competency based course offers individualized instruction in an open entry/open exit format with year-round, daytime and evening enrollment available.

**Microcomputer Applications II CSCI211 1 hour**

Prerequisite: Consent of instructor or prior computer software applications course. The course provides advanced instruction in selected software offered in Microcomputer Applications I. This hands-on competency based course offers individualized instruction in an open entry/open exit format with year-round, daytime and evening enrollment available.

**ECONOMICS****Economics: Macro ECON-111 3 hours**

This course is a study of economic problems with emphasis on aggregates. Particular attention will be given to general economic problems, national income accounting, business cycles, money and banking, international economics, and other aspects of our economy as a whole.

**Economics: Micro ECON-112 3 hours**

This course covers theory of demand and supply, productivity and costs, equilibrium of the firm, price determination, pure competition, imperfect competition and monopoly, along with other related economic problems.

**American Economic History ECON-113 3 hours**

This course studies the economic development of this country from the beginning of colonial times to the present day with emphasis on natural resources, transportation, agriculture, industry, commerce, territorial expansion, finance, labor and population growth.

**OFFICE TECHNOLOGY****Records Management OFAD-108 3 hours**

The basic rules of indexing, coding and filing for alphabetic, subject, numeric and other filing systems are studied. Students will also learn how to electronically manipulate data.

**Administrative Procedures & Technology OFAD-109 3 hours**

Prerequisite: Document Formatting or instructor permission. This course consists of blocks of content covering office skills requested by today's employers and skills that are needed by an office professional. The content blocks are:

- 1) The Office Professional
- 2) The Work Environment
- 3) Project & Task Management
- 4) Telecommunications
- 5) Ergonomics
- 6) Records Management
- 7) Formatting Business Documents and Reports
- 8) Mail Processing Procedures
- 9) Travel and Conference Planning
- 10) Planning Your Career
- 11) Leadership and Supervision
- 12) Cases for Online Research

**Administrative Procedures & Technology OFAD-109R 1-3 hours**

Prerequisite: Document Formatting or instructor permission. This course consists of the same blocks of content as OFAD109 but may be taken in an open entry/open exit setting at the convenience of the student. Four modules are equal to one credit hour. All Twelve modules can be taken for three credit hours.

**Word Processing Applications I OFAD-110 3 hours**

Prerequisite: Document Formatting or permission of instructor. This course familiarizes students with various types of word processing equipment. Transcribing machines and computers will be used.

**Word Processing Applications II OFAD-111 2 hours**

Prerequisite: Word Processing Applications I or permission of instructor. This course provides competence with word processing equipment. Advanced skill applications such as merging, shell documents, and math will be addressed.

**Document Formatting OFAD-112 3 hours**

Prerequisite: Keyboarding or one semester of high school typing/keyboarding or demonstrated competency in keyboarding. This course provides continued development of skill in speed and accuracy, keying of the different types of business letters, manuscripts, and business documents.

**Office Technology Internship OFAD-124 3 hours**

Prerequisite: Consent of Certificate Program Director. This course is repeatable. Students receive credit for work experience at an approved training center under faculty supervision. Periodic meetings with faculty supervisor are required. Emphasis is placed on integration and synthesis of office knowledge and on-the-job experience. Fifteen hours per week on the job employment is required.

**Machine Transcription OFAD-203 2 hours**

Prerequisite: Document Formatting or permission of instructor. Students develop the art of keying business documents and correspondence from a recorded media.

**Medical Transcription OFAD-204 2 hours**

Prerequisite: Document Formatting and Medical Terminology or permission of the instructor. This course provides training for medical transcriptionists who wish to work in clinics, hospitals and medical offices. During the course students work with exercises in the following areas of medical transcriptions: history and physical reports, radiology, operations, pathology, discharge summaries, and autopsies.

**Legal Transcription OFAD-205 2 hours**

Prerequisite: Document Formatting and Business Law or permission of the instructor. This course provides training for students who wish to work as transcriptionists in legal and government offices. Students become familiar with terms used in civil, family, probate, real estate and corporate law as well as develop proficiency in the use of a transcribing machine.

**Business English OFAD-206 3 hours**

The course gives the student a complete, comprehensive review in the essentials of Business English including grammar, punctuation, and proofreading. The emphasis is on application of skills.

**Document Production OFAD-207 3 hours**

Prerequisite: Document Formatting or four semesters of high school typing/keyboarding or demonstrated competency. This course is a refinement of machine operation, and emphasis is on development of a high degree of speed and accuracy with keying of business, medical and legal documents.

**Topics in Office Technology OFAD250 1-3 hours**

The office technology program covers a wide-range of topics which can include the areas of legal or medical terminology, various software applications, leadership, time-management, business ethics, etc. Topics in Office Technology will help students gain the skills necessary to successfully enter the work force.

**MANAGEMENT/MARKETING**

**Management/Marketing Internship MIDM-103 3 hours**

Prerequisite: Consent of Program Director. This course is repeatable up to four times for a total of 12 hours credit. This course gives those students in the management and marketing program actual work experience at an approved training site under faculty supervision. Students also explore changes going on in the workplace and how this affects them. Fifteen hours per week on-the-job employment is required.

**Management/Marketing Seminar (DECA) MIDM 125 1 hour**

The course is specifically designed to identify business students, and to provide the coordinator an opportunity to give vocational counseling and individual personal assistance. Special attention will be given to such units of instruction as Delta Epsilon Chi (the collegiate level of DECA) and SIFE, competitive preparation, on-the-job problems, current business practices, and career planning. This class is repeatable up to four times.

**ACCOUNTING, BUSINESS ADMINISTRATION, OR ECONOMICS**

Degree: Associate of Science  
Hours: 35 General Education Requirements  
29 Business core courses

Objective: To provide a transfer program for those seeking a baccalaureate degree in Accounting, Business Administration, or Economics, from a college or university, requiring calculus. Calculus requirements vary among transfer universities.

**Freshman Year**

**First Semester ..... 16 hours**

Course No.	Course Title	Credit
ACCT-102	General Accounting .....	3
ENG-101	English I .....	3
PSYC-101	General Psychology .....	3
MATH-108	College Algebra .....	3
CSCI-103	Intro to Computer Applications & Concepts ..	3
PCDE-101	College Skills Development .....	1

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
ACCT-102	Accounting I .....	3
ENG-102	English II .....	3
	Humanities Elective .....	3
MATH -121	Fundamentals of Calculus .....	3
CSCI-101	Introduction to Management Information Systems .....	3
	Physical Education Elective .....	1

**Sophomore Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
ACCT-102	Accounting II .....	3
SPCH-111	Public Speaking I .....	3
	Business Elective (Business Law) .....	3
ECON-111	Economics: Macro .....	3
	Science w/Lab Elective .....	5

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
ACCT-105	Managerial Accounting .....	3
	Humanities Elective .....	3
ECON-112	Economics: Micro .....	3
	Social Science Elective .....	
POLS-105	(American Government) .....	3
	Business Elective .....	3
	Physical Education Elective .....	1

**Two-year Curriculum Guide Marketing/Management**

**Associate of Science – Management**

**Semester 1 ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
ACCT-102	Accounting I .....	3
BSAD-122	Management .....	3
SPCH-111	Public Speaking I .....	3
	Humanities elective .....	3
	Physical Fitness elective .....	1
PCDE-101	College Skills .....	1

**Semester 2 ..... 16 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
MATH-108	College Algebra .....	3
ACCT-102	Accounting II .....	3
ECON-111	Macro Economics .....	3
BSAD-124	Salesmanship .....	3
	Physical Fitness elective .....	1

**Semester 3 ..... 17 hours**

Course No.	Course Title	Credit
MATH-110	Statistics .....	3
PSYC-101	General Psychology .....	3
	Humanities elective .....	3
	Lab Science .....	5
CSCI-111	Advance Computer Applications .....	3

**Semester 4 ..... 15 hours**

Course No.	Course Title	Credit
ACCT-102	Managerial Accounting .....	3
ECON-112	Micro Economics .....	3
BSAD-104	Business Law .....	3
BSAD-123	Marketing .....	3
MIDM-101	Management/Marketing Internship .....	3

**Associate of Science –Graphic Design**

**(Advertising and Display)**

**Semester 1 ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
JRNL-110	Media in Free Society .....	3
BSAD-122	Management .....	3
SPCH-111	Public Speaking I .....	3
	Humanities elective .....	3
	Physical Fitness elective .....	
PCDE-101	College Skills .....	1

**Semester 2 ..... 16 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
MATH-108	College Algebra .....	3
CSCI-109	Desktop Publishing .....	3
ECON-111	Macro Economics .....	3
ARTS-124	Design .....	3
	Physical Fitness elective .....	1

**Semester 3 ..... 17 hours**

Course No.	Course Title	Credit
MATH-110	Statistics .....	3
PSCY-101	General Psychology .....	3
	Humanities elective .....	3
	Lab Science .....	5
CSCI-111	Advance Computer Applications .....	3

**Semester 4 ..... 15 hours**

Course No.	Course Title	Credit
PHOTO-121	Photography .....	3
ECON-111	Micro Economics .....	3
BSAD-104	Business Law .....	3
BSAD-125	Marketing .....	3
ARTS-127	Layout and Design .....	3

**Associate of Science – Hotel and Restaurant**

**Semester 1 ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
ACCT-102	Accounting I .....	3
BSAD-101	Introduction to Business .....	3
SPCH-111	Public Speaking I .....	3
	Humanities elective .....	3
	Physical Fitness elective .....	1
PCDE-101	College Skills .....	1

**Semester 2 ..... 16 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
MATH-108	College Algebra .....	3
ACCT-102	Accounting II .....	3
ECON-111	Macro Economics .....	3
HMEC-115	Basic Nutrition .....	3
	Physical Fitness elective .....	1

**Semester 3 ..... 17 hours**

Course No.	Course Title	Credit
MATH -110	Statistics .....	3
PSCY-101	General Psychology .....	3
	Humanities elective .....	3
	Lab Science .....	5
BSAD-124	Salesmanship .....	3

**Semester 4 ..... 15 hours**

Course No.	Course Title	Credit
ACCT-105	Managerial Accounting .....	3
ECON-112	Micro Economics .....	3
BSAD-122	Management .....	3
MIDM-222	Entrepreneurship .....	3
MIDM-101	Management/Marketing Internship .....	3

**Associate of Science – Restaurant Administration****Semester 1 ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
ACCT-102	Accounting I .....	3
BSAD-122	Management .....	3
SPCH-111	Public Speaking I .....	3
	Humanities elective .....	3
	Physical Fitness elective .....	1
PCDE-101	College Skills .....	1

**Semester 2 ..... 16 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
MATH-108	College Algebra .....	3
ACCT-103	Accounting II .....	3
ECON-111	Macro Economics .....	3
HMEC-115	Basic Nutrition .....	3
	Physical Fitness elective .....	1

**Semester 3 ..... 17 hours**

Course No.	Course Title	Credit
MATH-110	Statistics .....	3
PSYC-101	General Psychology .....	3
	Humanities elective .....	3
	Lab Science .....	5
BSAD-212	Small Business Management .....	3

**Semester 4 ..... 15 hours**

Course No.	Course Title	Credit
ACCT-202	Managerial Accounting .....	3
ECON-112	Micro Economics .....	3
MIDM-222	Entrepreneurship .....	3
BSAD-123	Marketing .....	3
MIDM-101	Management/Marketing Internship .....	3

**One Year Certificate Office Technology And Specialist****First Semester ..... 16 hours**

Course No.	Course Title	Credit
OFAD-112	Document Formatting .....	3
OFAD-108	Records Management .....	3
OFAD-206	Business English .....	3
OFAD-110	Word Processing Applications I .....	3
ACCT-101 or	General Accounting or Introduction to	
CSCI-110	Computer Concepts & Applications .....	3

PCDE-101	College Skills Development .....	1
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**Second Semester ..... 18 hours**

Course No.	Course Title	Credit
OFAD-207	Document Production .....	3
OFAD-109	Administrative Procedures & Technology .....	3
BSAD-102	Business Communications .....	3
	Business Elective .....	3
OFAD-124	Office Technology Internship .....	3
<b>ACCT-101</b>	<b>General Accounting OR</b>	
CSCI-110	Introduction to Computer Concepts and Applications .....	3

**Two Year – Associates of Applied Science Office Technology  
Freshman Year****First Semester ..... 16 hours**

Course No.	Course Title	Credit
OFAD-112	Document Formatting .....	3
OFAD-108	Records Management .....	3
OFAD-206	Business English* .....	3
ACCT-101	General Accounting .....	3
PSCY-101	General Psychology .....	3
PCDE-101	College Skills Development .....	1

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
OFAD-207	Document Production .....	3
OFAD-109	Administrative Procedures & Technology .....	3
BSAD-102	Business Communications* .....	3
CSCI-110	Intro to Computer Concepts & App .....	3
ACCT-102	Accounting I or Business Elective .....	3
HPER-119	Aerobic Super Circuit .....	1

**Sophomore Year****Third Semester ..... 16 hours**

Course No.	Course Title	Credit
OFAD-110	Word Processing Applications I .....	3
ACCT-103	Accounting II or Business Elective .....	3
CSCI-111	Advanced Computer Applications* .....	3
	Communication or Business Elective .....	3
	Math, Natural & Computer Science .....	3
	Elective or Business Elective	
	Physical Fitness Elective .....	1

**Fourth Semester ..... 16 hours**

Course No.	Course Title	Credit
OFAD-111	Word Processing Applications II .....	2
OFAD-124	Office Technology Internship .....	3
	Business Elective .....	3
OFAD	Machine, Legal or Medical Transcription .....	2
BSAD-106	Business Machines .....	2
	Communication Elective or Business .....	3
	Business Elective .....	1

\*Course that can count as a General Education Elective

**Associate of Science – Pre-Law****Freshman Year****First Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
MATH-108	College Algebra .....	3
PSYC-101	General Psychology .....	3
PCDE-101	College Skills Development .....	1
ACCT-102	Accounting I .....	3
BSAD-101	Intro to Business .....	3
HPER-119	Super Circuit .....	

**Second Semester ..... 18 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
MATH-121 or	Math Elective-recommend	
MATH-110	Fund. of Calculus or Fund. of Statistics .....	3
ECON-111	Macro Economics .....	3
	Humanities Elective .....	3
BSAD-104	Business Law .....	3
	Intro to Microcomputer Software .....	3

**Sophomore Year**

**First Semester ..... 15 hours**

Course No.	Course Title	Credit
	Laboratory Science .....	5
	Social Science Elective- recommend Sociology, American Government, or World Geography	3
HPER-120	Super Circuit II .....	1
ACCT-103	Accounting II .....	3
ECON-112	Micro Economics .....	3

**Second Semester ..... 15 hours**

Course No.	Course Title	Credit
	Intro to MIS .....	3
BSAD-105	Business Law II .....	3
	Humanities Elective .....	3
SPCH-111	Public Speaking I .....	3
	Social Science Elective- recommend Sociology, American Government, or World Geography	3

**Associate of Applied Science - Business Systems, Networking and Technology**

**Freshman Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
BSNT-103	IT Essentials I (A+) .....	6
BSNT-110	CISCO I: Networking Basics .....	3
ENG-101	English I .....	3
PCDE-101	College Skills .....	1
	Physical Education .....	1
	Math, Natural or Computer Science Elective- Recommend MATH105 OR above OR any Science Course OR Computer Science course (CSCI102 or above)	

**Second Semester ..... 17 hours**

Course No.	Course Title	Credit
BSNT-111	CISCO II: Routers & Routing Basics .....	3
BSNT-151	Networking Essentials .....	2
CSCI-102	Introduction to Programming .....	3
	General Psychology .....	3
	Math, natural or Computer Science Elective- Recommend MATH105 OR above OR Any Science Course OR Computer Science course (CSCI102 or above) .....	3
	Communication Elective-Written, Oral or Applied Communication course	
SPCH-113	Recommend Interpersonal Communication ...	3

**Sophomore Year**

**First Semester ..... 15-19 hours**

Course No.	Course Title	Credit
BSNT-112	CISCO III: Switching Basics & Intermediate Routing .....	3
BSNT-158	Windows 2000 Professional .....	3
BSNT-159	Windows 2000 Server .....	3
BSNT-153	Supporting a Network Infrastructure .....	3
	Physical Education elective .....	1
	CSCI103,106 or 108 .....	3-9

**Second Semester ..... 15 hours**

Course No.	Course Title	Credit
BSNT-113	CISCO IV: WAN Technologies .....	3
BSNT-154	Implementing Administering Directory Services .....	3
BSNT-160	Managing Microsoft Networks .....	3
BSNT-150	Designing a Secure Network Infrastructure .....	3
CSCI-107	Advanced Programming .....	3

**Associate of Science-Computer Sciences**

**Freshman Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
MATH-108	College Algebra .....	3
PSCY-101	General Psychology .....	3
HPER-119	Super Circuit I .....	1
PCDE-101	College Skills .....	1
CSCI-110	Intro to Computer Concepts & Applications ..	3
ECON-111	Macro Economics .....	3

**Second Semester ..... 18 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
	Laboratory Science .....	5
	Social Science Elective-recommended Sociology, Am. Government OR World Geography .....	3
	Humanities Elective .....	3
HPER-120	Super Circuit II .....	1
CSCI-101	Intro to MIS .....	3

**Sophomore Year**

**First Semester ..... 15 hours**

Course No.	Course Title	Credit
SPCH-11	Public Speaking I .....	3
	Math or Science Elective-recommend .....	3
<b>MATH-110,121</b>	Statistics OR Fundamentals of Calculus	
CSCI-102	Intro to Programming .....	3
ACCT-102	Accounting I .....	3
ECON-112	Micro Economics .....	3

**Second Semester ..... 15 hours**

Course No.	Course Title	Credit
ACCT-103	Accounting II .....	3
CSCI-103	Programming in Basic .....	3
CSCI-108	Programming in C .....	3
CSCI-106	Programming in COBOL .....	3
	Humanities Elective .....	3

# FINE ARTS

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*Art*

*Dance*

*Drama*

*Music*

*Photography*

**ART**

**Degree: Associate in Arts-38 hours of General Education**

The art program is designed to meet the needs of the transfer students as well as those individuals interested in pursuing studio courses for personal enjoyment and enhancement. The following suggested two-year program provides a broad range of foundational courses for those students interested in pursuing a degree in the studio arts, art education, and commercial art. Individual programs will vary depending on student interest and requirements issued by the four-year transfer institution.

**Art Education**

Students interested in working toward a major in art are required by the art department to take two studio courses their first semester of study, one 2-D and one 3-D.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ARTS-121	History of World Art .....	3
ARTS-120	Art Appreciation .....	3
ARTS-101	Drawing I .....	3
ARTS-124	Design <b>OR</b> .....	3-6
ARTS-129	Three-Dimensional Design	
ARTS-104	Watercolor I <b>OR</b> .....	3
ARTS-107	Oil Painting I .....	3
ARTS-111	Ceramics I .....	3
ARTS-110	Sculpture I .....	3
Second level studio courses	Art Electives .....	3

**Graphic Design**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ARTS-121	History of World Art .....	3
ARTS-101	Drawing I .....	3
ARTS-124	Design .....	3
ARTS-129	Three Dimensional Design .....	3
ARTS-128	Commercial Design .....	3
PHOT-120	Photography I .....	3
JRNL-111 <b>OR</b>	Publications I .....	1
JRNL-113	(Magazine or Newspaper)	
Second level studio courses	Art Electives .....	3

**Studio Art**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ARTS-101	Drawing I .....	3
ARTS-124	Design .....	3
ARTS-129	Three Dimensional Design .....	3
ARTS-107	Oil Painting I <b>OR</b> .....	3
ARTS-104	Watercolor I .....	3
ARTS-111	Ceramics I .....	3
ARTS-110	Sculpture I .....	3
PHOT-120	Photography I .....	3
	Art Electives (in area of studio emphasis) ..	3-6

**DRAMA**

**Degree: Associate in Arts-38 hours of General Education**

The Department of Theatre Arts and Dance offers the first two years of course work required by Kansas colleges and universities to fulfill the requirements for the Bachelor of Arts and the Bachelor of Fine Arts degrees in theatre, technical theatre, and dance. Opportunities are provided for the involvement of the entire community and student body in cultural and recreational expression as well as educational opportunities in the dramatic arts. Production

is the core of the program, and classroom theory and practice are directed toward that end. The following curriculum programs fulfill general education requirements for an Associate in Arts Degree for students completing a core curriculum in drama and pursuing a course of study in one of three special interest fields. Drama majors should take the following courses during their first semester: Introduction to Theatre and Acting I. They should also consider taking Introduction to Theatre History and Literature I if their schedule permits. Students interested primarily in the technical aspects of theatre, should substitute Stagecraft I for Acting I their first semester.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
DRAM-120	Introduction to Theatre History and Literature I .....	3
DRAM-121	Introduction to Theatre History and Literature II .....	3
DRAM-144	Technical Theatre I .....	1
DRAM-145	Technical Theatre II .....	1
DRAM-246	Technical Theatre III .....	1
DRAM-247	Technical Theatre IV .....	1
DRAM-148	Makeup .....	2
DRAM-111	Acting I .....	3
DRAM-112	Acting II .....	3
DRAM-141	Stagecraft I .....	2
DRAM-142	Stagecraft II .....	2
DRAM-230	Scene Design .....	3
DRAM-149	Introduction to Theatre Costuming .....	2
DRAM-143	Fundamentals of Stage Lighting .....	2
DRAM-231	Fundamentals of Directing .....	3
DRAM-113	Stage Movement .....	2
DRAM-123	Reader's Theatre .....	2
DRAM-251	Community Theatre .....	2
DRAM-232	Creative Dramatics .....	3
DRAM-114	Improvisation .....	3
DRAM-250	Theatre and International Studies .....	4
SPCH-117	Voice and Diction .....	2
SPCH-118	Oral Interpretation .....	3
HPER-145	Jazz Dance .....	1
HPER-122	Musical Theatre .....	3
HPER-149	Choreography .....	2
HPER-148	Dance Production .....	2
HPER-142	Beginning Ballet .....	1

**Related Drama Electives:**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
INPR-103	Electronic Circuits I .....	4
INPR-106	Basic Hydraulics .....	3
INED-111	Electricity I .....	3
INED-112	Electricity II .....	3
INED-106	Wood Production Methods .....	3
INED-107	Machine Woodworking .....	3
INPR-125	Welding I .....	3
INPR-126	Welding II .....	3
HMEC-120	Introduction to Interior Design .....	3
MUSC-100	Applied Music-Voice I .....	1
MUSC-101	Applied Music-Voice II .....	1
MUSC-201	Applied Music-Voice III .....	1
MUSC-202	Applied Music-Voice IV .....	1
HPER-144	Tap Dance .....	1
HPER-143	Modern Rhythms .....	1
HPER-141	Interpretive Dance .....	1
ARTS-104	Watercolor I .....	3
ARTS-101	Drawing I .....	3



**MUSIC****Degree: Associate in Arts-38 hours of General Education**

The music program serves two principal functions: for non-music majors it expands the musical background through participation in ensembles and elective courses; for music majors it provides a solid academic and performance foundation upon which to pursue music as a career.

**Recommended course of study for all Music majors:**

Students seeking a major in music should take the following classes during their first semester of study: Theory of Music I, Aural Skills I, Class Piano, an Applied course in their major area, Ensembles, and Recital Attendance.

Course No.	Course Title	Credit
MUSC-150	Theory of Music I .....	3
MUSC-151	Theory of Music II .....	3
MUSC-250	Theory of Music III .....	3
MUSC-251	Theory of Music IV .....	3
MUSC-152	Aural Skills I .....	2
MUSC-153	Aural Skills II .....	2
MUSC-111	Class Piano I .....	1
MUSC-112	Class Piano II .....	1
MUSC-000	Recital Attendance (4 units) .....	0

**Applied Vocal or Instrumental courses:**

Course No.	Course Title	Credit
MUSC-100	Voice I .....	1
MUSC-101	Voice II .....	1
MUSC-201	Voice III .....	1
MUSC-202	Voice IV .....	1
MUSC-102	Instrumental I .....	1
MUSC-103	Instrumental II .....	1
MUSC-203	Instrumental III .....	1

*(All students on music scholarships are required to pass a keyboard proficiency exam which may necessitate taking Applied Music-Keyboard, regardless of the student's applied major.)*

Course No.	Course Title	Credit
MUSC-104	Keyboard Instruments I .....	1
MUSC-105	Keyboard Instruments II .....	1
MUSC-205	Keyboard Instruments III .....	1
MUSC-206	Keyboard Instruments IV .....	1

**Ensembles, Vocal or Instrumental courses:**

Course No.	Course Title	Credit
MUSC-120	Concert Band I .....	1
MUSC-121	Concert Band II .....	1
MUSC-210	Concert Band III .....	1
MUSC-211	Concert Band IV .....	1
MUSC-130	Choir I .....	1
MUSC-131	Choir II .....	1
MUSC-212	Choir III .....	1
MUSC-213	Choir IV .....	1

*(It is recommended that Instrumental Majors take two(2) semesters of Choir, and that Vocal majors take two(2) semesters of Band.)*

**Recommended Electives:**

Course No.	Course Title	Credit
MUSC-132	Vocal Ensemble I (audition required) .....	1
MUSC-133	Vocal Ensemble II (audition required) .....	1
MUSC-214	Vocal Ensemble III (audition required) .....	1
MUSC-215	Vocal Ensemble IV (audition required) .....	1
MUSC-124	Jazz Ensemble I (audition required) .....	1
MUSC-125	Jazz Ensemble II (audition required) .....	1
MUSC-218	Jazz Ensemble III (audition required) .....	1
MUSC-219	Jazz Ensemble I (audition required) .....	1
MUSC-108	Music History & Appreciation .....	3
MUSC-106	Today's Music .....	3
HIST-101	Survey of Civilization I .....	3
HIST-102	Survey of Civilization II .....	3
ARTS-120	Art Appreciation .....	3
ARTS-121	History of World Art .....	3
LITR-210	Introduction to Literature .....	3
	Any of the Language Courses .....	2-3

**ART****Drawing I\* ARTS-101 3 hours**

This is a beginning course in the fundamentals of drawing. Basic skills and techniques in drawing from life (observation) provide the foundation for this course. The student will be exposed to a variety of drawing media.

**Drawing II\* ARTS-102 3 hours**

Prerequisite: Drawing I. Further exploration with various drawing media will be used to develop individual style and expression in more advanced problems with emphasis on drawing the human figure.

**Watercolor Painting I\* ARTS-104 3 hours**

This course provides an introduction to color theory, composition and basic watercolor techniques. Emphasis is placed on the acquisition of basic skills but with a creative approach to media and subject.

**Watercolor Painting II\* ARTS-105 3 hours**

Prerequisite: Watercolor Painting I. Advanced studies in watercolor techniques in which the fields of creative expression and techniques are explored.

**Oil Painting I\* ARTS-107 3 hours**

This course provides an introduction to color theory, composition, and basic oil painting techniques. Emphasis is placed on the acquisition of basic skills but with a creative approach to media and subject.

**Oil Painting II\* ARTS-108 3 hours**

Prerequisite: Oil Painting I. Advanced studies in painting with exploration into the broad fields of creative expression and techniques are explored.

**Sculpture\* ARTS-110 3 hours**

This basic course gives the techniques and methods of sculpture as applied to various media and materials such as stone, wood, metals, clay and wax.



**Choreography HPER-149 2 hours**

Prerequisites: Beginning Ballet and Modern Rhythms. This course includes exploration and experience in the choreographic techniques of several forms of dance.

**DRAMA****Acting I DRAM-111 3 hours**

Acting I includes the basic techniques of acting, character development, moving on stage, voice study, basic tools of acting, and some history. Acting I is a lecture/lab course with activities included.

**Acting II DRAM-112 3 hours**

Prerequisites: Completion of Acting I or permission of the instructor. The course includes the study of various acting styles, motivation, and script scene analysis and ensemble playing.

**Stage Movement DRAM-113 2 hours**

Stage Movement is the study of movement for theatre including placement, gesture, body emotion and mime. Also included are dialect and related vocal techniques. It is a lecture/lab course.

**Improvisation DRAM-114 3 hours**

This course includes physical, vocal and emotional exercises which are designed to assist the actor in character development and scene study. The course moves from beginning improvisations to advanced problems, including Spolin techniques and methods.

**Introduction to Theatre History and Literature I DRAM-120 3 hours**

This course is the study of theatre as an art form. It covers technical and playwriting developments from the pre-Greek through the Neo-Classical and is a lecture/script-reading class.

**Introduction to Theatre History and Literature II DRAM-121 3 hours**

This course includes the period from mid-19th Century Restoration to the present and looks at technical and writing contributions unique to each period. It is a lecture/script-reading class.

**Musical Theatre DRAM-122 3 hours**

Musical Theatre is a survey course which includes study of the history and styles of American musical theatre. The class is essentially lecture with some activities included.

**Reader's Theatre DRAM-123 2 hours**

The techniques and methods of reader's theatre are covered including choral reading, tempo and rhythm, vocal characterization, staging methods and script preparation. Included is the production of a reader's theatre program for public performance. Lecture is the format with production activities included.

**Stagecraft I DRAM-141 2 hours**

Offered as a requirement of the core curriculum, the course covers the principles of scenery and properties construction, usage of stage equipment and scene shop tools, maintenance, and safety. Classroom theory is transformed into laboratory experience and practice through the construction and decoration of the departmental productions and theatre maintenance. The course is lecture/laboratory oriented.

**Stagecraft II DRAM-142 2 hours**

Prerequisite: Stagecraft I or consent of instructor. This course is a continuation of Stagecraft I, is lecture/lab oriented, and focus is directed to all aspects of technical theatre not included in Stagecraft I. These may include, but are not limited to, audio production, lighting, computer-aided design, costuming, makeup, and specialized scene painting techniques.

**Fundamentals of Stage Lighting DRAM-143 2 hours**

The theory and design of stage lighting and the mechanics of instrument usage and control systems are covered. Lecture is the format with activities included. An individual design project is required and experience in lighting a production is available.

**Makeup DRAM-148 2 hours**

Makeup is the study of equipment and materials used and techniques of application of makeup for the theatre. Facial structure and influencing characteristics are covered in selecting the makeup design. Students will have the opportunity to design makeup for college productions. The class is demonstration with activities included.

**Introduction to Theatre Costuming DRAM-149 2 hours**

Costume styles from periods of theatre history are the basis for this class. Also included are the study of costume selection for various styles, costuming equipment, constructing costumes, building a collection, rental procedures, costume care, and storage. The class is primarily lecture with individual projects.

**Introduction to Theatre DRAM-150 3 hours**

This is a general course designed to acquaint the student with a basic exposure and appreciation of theatre as an art form. The course covers major historical aspects of theatre, including styles and playwriting, and introduction to technical and performance elements. The course work also includes theatre craft projects, attendance of live theatre performances and limited lab time. The course is primarily lecture.

**Scene Design DRAM-230 3 hours**

Prerequisite: Stagecraft II or consent of the instructor. Scene design is a project/lecture-oriented course. Areas covered in the course will be types of theatres and stages, styles of scenery, principles of stage design, designer/director concepts, scenery analysis, aesthetics for the stage, historical architectural and interior styles, ground plans, elevations, section development, perspective watercolor rendering of student designs, and model building.

**Fundamentals of Directing DRAM-231 3 hours**

Prerequisite: Consent of the instructor. Directing is offered to sophomores or by permission of the instructor. Principles of play directing as well as theory and practical applications are covered. Play selection, analysis, casting, characterization, blocking rehearsal, and technical procedures are included. The class is lecture with activities.

**Creative Dramatics DRAM-232 3 hours**

Creative Dramatics covers three approaches to educational theater: production and performance for young audiences and theatre craft projects for preschool through high school which offer practical teaching experience and lesson planning. It is especially appropriate for education as well as drama majors.

**Introduction to Shakespeare DRAM-233 3 hours**

The background of the Renaissance and the life of William Shakespeare are the foundation of this course. Included is the study of four or more exemplary plays. The class is lecture with film and video assists.

**Community Theatre DRAM-251 2 hours**

The actual production of a play is the basis for this class. It is open to any community member with students choosing the technical and/or acting responsibilities. This class is lab only.

**Introduction to Playwriting DRAM-252 3 hours**

This course provides students with the knowledge to correctly analyze and interpret a play script. Playwriting allows students to develop their writing in a non-traditional format that is not usually assessed. While giving students a deeper understanding of fine arts and literature, the course offers a structural style that enhances creativity of written expression.

**Directing Practicum DRAM-253 3 hours**

A continuation of Fundamentals of Directing, Directing Practicum requires each student to select a short play, develop its concept, cast it, and direct it for public performance. The student is also responsible for all production aspects and promotion. The class consists of lectures, questions and answers, and feedback sessions.

**Stage Combat DRAM-254 3 hours**

This is an introductory course designed to instruct the student in the basic techniques, skills, illusions, and vocabulary of armed and unarmed theatrical combat with an emphasis on performer safety.

**Technical Theatre I DRAM-144 1 hour****Technical Theatre II DRAM-145 1 hour****Technical Theatre III DRAM-246 1 hour****Technical Theatre IV DRAM-247 1 hour**

Technical Theatre may be taken for four consecutive semesters for a total of four credit hours. It is required of all theatre/dance students as partial fulfillment of the core curriculum. The focus of the course is on non-performance theatre production and theatre maintenance, operation, and procedures. Assignments include set construction, painting, properties, costuming, lighting, box office, house and stage management, publicity and a host of other assignments. Personal development for a career in theatre is included as the primary focus of Technical Theatre IV. These courses are a non-lecture/practical application oriented program.

**MUSIC****Music History and Appreciation MUSC-108 3 hours**

This course is a historical survey of cultural trends and characteristics from Pre-Christian times to the 20th century. Historical styles are examined to help develop the student's understanding of music and the Arts.

**Today's Music MUSC-106 3 hours**

Today's Music is a survey of American music progressing from historical precedents to contemporary styles. Included are folk, blues, jazz, rock, country and musical comedy styles investigated in relation to social conditions. The elements of music are studied. Aural and visual aids supplement discussions.

**Applied Music**

Applied Music is a private vocal or instrumental study open to all students. The course constitutes one thirty minute lesson per week. Music majors are required to enroll in one credit hour each semester in their principal performing medium. Non-music majors should contact the instructor before enrolling.

**Voice I MUSC-100 1 hour****Voice II MUSC-101 1 hour****Voice III MUSC-201 1 hour****Voice IV MUSC-202 1 hour****Instrument I MUSC-102 1 hour****Instrument II MUSC-103 1 hour****Instrument III MUSC-203 1 hour****Instrument IV MUSC-204 1 hour****Piano and Organ****Keyboard Instruments I MUSC-104 1 hour****Keyboard Instruments II MUSC-105 1 hour****Keyboard Instruments III MUSC-205 1 hour****Keyboard Instruments IV MUSC-206 1 hour****Class Piano I MUSC-111 1 hour**

The course includes the development of basic piano techniques, sight reading, transposition, improvisation, and keyboard harmony. Students are grouped according to ability. Continuing enrollment is required for music majors until the piano proficiency exam has been successfully completed.

**Class Piano II MUSC-112 1 hour**

This course is a continuation of Class Piano I.

**Concert Band I MUSC-120 1 hour****Concert Band II MUSC-121 1 hour****Concert Band III MUSC-210 1 hour****Concert Band IV MUSC-211 1 hour**

Students with high school band experience may participate in pep band and concert band regardless of their scholastic major. As a spirit organization, the band plays at home athletic events. The concert ensemble presents performances each semester featuring traditional and contemporary wind literature.

**Choir I MUSC-130 1 hour****Choir II MUSC-131 1 hour****Choir III MUSC-212 1 hour****Choir IV MUSC-213 1 hour**

Concert Choir is open to all members of the student body by audition and performs in concert two to four times per year.

**Small Ensembles**

Personnel for College Singers, Jazz Ensemble and Chamber Ensembles are selected by audition from all disciplines in the college. Participants must be concurrently enrolled in the corresponding large ensemble.

**Vocal Ensemble I MUSC-132 1 hour****Vocal Ensemble II MUSC-133 1 hour****Vocal Ensemble III MUSC-214 1 hour****Vocal Ensemble IV MUSC-215 1 hour****Jazz Ensemble I MUSC-124 1 hour****Jazz Ensemble II MUSC-125 1 hour****Jazz Ensemble III MUSC-218 1 hour****Jazz Ensemble IV MUSC-219 1 hour**

**Community Chorus**                      **MUSC-134**                      **1 hour**

Community Chorus is open to area musicians and all members of the student body. Each concert is an extended work or a group of smaller settings.

**Theory of Music I**                      **MUSC-150**                      **3 hours**

This is a basic course in the structure of music which relates to the rhythmic, melodic, and harmonic elements of music.

**Theory of Music II**                      **MUSC-151**                      **3 hours**

Prerequisite: Theory of Music I or permission of the instructor. Theory of Music II is sequential to Theory of Music I, emphasizing part writing from a given bass, figured bass, and given melody.

**Theory of Music III**                      **MUSC-250**                      **3 hours**

Prerequisite: Theory of Music II or permission of the instructor. The major thrust is toward facility in employing more advanced harmonic concepts.

**Theory of Music IV**                      **MUSC-251**                      **3 hours**

Prerequisite: Theory of Music III or permission of the instructor. Course emphasis is on advanced harmonic concepts and original composition.

**Aural Skills I**                      **MUSC-152**                      **2 hours**

This is a rhythmic, melodic, and harmonic study which includes dictation and elementary sight singing. It is intended to develop listening skills.

**Aural Skills II**                      **MUSC-153**                      **2 hours**

This course is a continuation of Aural Skills I with emphasis placed on recognition of cadences, chord progressions, two-part dictation, and intermediate and advanced sight singing. It is intended to develop listening skills.

**PHOTOGRAPHY****Photography I**                      **PHOT-120**                      **3 hours**

The course includes taking pictures, developing film, and making contact and projection prints. The students provide their own camera and film.

**Photography II**                      **PHOT-121**                      **3 hours**

Prerequisite: Photography I or consent of instructor. Composition and technique in color and black and white photography are emphasized. Course includes work in photojournalism, portrait, and commercial photography.

**Technical Photography**                      **PHOT-130**                      **3 hours**

Prerequisite: Photography II or consent of instructor. Technical Photography is an advanced exploration of experimental, interpretive, and straight black and white photography.

**Photography Seminar**                      **PHOT-200**                      **1-3 hours**

This course is a study in photography based on the needs of the student. The student will provide a camera and film suitable to the area of study, and the class may be repeated as topics vary.





# HEALTH, PHYSICAL EDUCATION, & RECREATION

*Aerobic Super Circuit*

*Activity Courses*

*Athletic Courses*

*Core Courses*

## HEALTH, PHYSICAL EDUCATION AND RECREATION

In addition to the general education courses required for graduation with the respective associate degrees, the courses listed in the following programs of study are the recommended courses for the successful completion of the degree with a specific emphasis in Health, Physical Education, Recreation and/or Athletic Training. Electives must be chosen to meet requirements for a specific major.

**NOTE:** Two hours of Physical Education activity are required in the general education requirements. Aerobic Super Circuit, Lifetime Fitness or a Physical Education activity course can fulfill this requirement.

### HEALTH, PHYSICAL EDUCATION & RECREATION

#### Freshman Year

##### First Semester ..... 16 hours

Course No.	Course Title	Credit
ENG-101	English I .....	3
BIOL-105	Principles of Biology .....	5
HPER-291	History & Principles of Phys. Ed .....	3
PSYC-101	General Psychology .....	3
HPER-119	Physical Fitness I (Aerobic Super Circuit) .....	1
	Physical Education Activity .....	1

##### Second Semester ..... 16 hours

Course No.	Course Title	Credit
ENG-102	English II .....	3
HPER-106	Health Education .....	3
MATH-108	College Algebra .....	3
EDUC-110	Development Psychology .....	3
HPER-109	First Aid .....	2
	Physical Education Activity .....	2

#### Sophomore Year

##### First Semester ..... 16 hours

Course No.	Course Title	Credit
SPCH-111	Public Speaking I .....	3
	Humanities Elective .....	3
BIOL-211	Anatomy and Physiology .....	5
	History elective .....	3
	Physical Education Elective .....	2

##### Second Semester ..... 16 hours

Course No.	Course Title	Credit
	Literature Elective .....	3
HPER-211	Prevention and Care of Athl. Inj. ....	3
SOCI-102	Sociology .....	3
EDUC-105	Foundations of Education .....	3
EDUC-106	Observation .....	2
	Physical Education Elective .....	2

## ATHLETIC TRAINING

### Freshman Year

#### First Semester ..... 16 hours

Course No.	Course Title	Credit
ENG-101	English I .....	3
PSYC-101	General Psychology .....	3
<b>HPER-291</b>	<b>History and Principles of P.E. ....</b>	<b>3</b>
SPCH-111	Public Speaking I .....	3
HPER-109	First Aid .....	2
	Physical Education Activity .....	2

#### Second Semester ..... 17 hours

Course No.	Course Title	Credit
ENG-102	English II .....	3
SOCI-102	Sociology .....	3
BIOL-105	Principles of Biology .....	5
MATH-108	College Algebra .....	3
HMEC-115	Basic Nutrition .....	3

### Sophomore Year

#### First Semester ..... 17 hours

Course No.	Course Title	Credit
HPER-106	Health Education .....	3
BIOL-211	Anatomy and Physiology I .....	4
HPER-211	Care and Prevention of Athl. Inj. ....	3
	History Elective .....	3
CSCI-102	Introduction to Programming .....	3
HPER-212	Athletic Training Practicum .....	1

#### Second Semester ..... 17 hours

Course No.	Course Title	Credit
PHYS-106	Descriptive Physics .....	3
BIOL-212	Anatomy & Physiology II .....	4
	Computer Language Elective .....	3
EDUC-110	Developmental Psychology .....	3
	Literature Elective .....	3
	Physical Education Activity .....	1

## RECREATION

### Freshman Year

#### First Semester ..... 16 hours

Course No.	Course Title	Credit
ENG-101	English I .....	3
BIOL-105	Principles of Biology .....	5
HPER-291	History & Principles of Phys. Ed .....	3
PSYC-101	General Psychology .....	3
HPER-119	Physical Fitness (Aerobic Super Circuit) .....	1
	Physical Education Activity .....	1

#### Second Semester ..... 16 hours

Course No.	Course Title	Credit
ENG-102	English II .....	3
HPER-106	Health Education .....	3
MATH-108	College Algebra .....	3
HPER-109	First Aid .....	2
HPER-202	Outdoor Recreation .....	3
HPER-121	Lifetime Fitness .....	2



**Sophomore Year****First Semester ..... 16 hours**

Course No.	Course Title	Credit
SPCH-111	Public Speaking I .....	3
HPER-201	Intro. To Community Recreation .....	3
BIOL-211	Anatomy and Physiology .....	5
	History Elective .....	3
HPER-126	Beginning Swimming .....	1
	Physical Education Activity .....	1

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
	Literature Elective .....	3
EDUC-110	Developmental Psychology .....	3
SOCI-102	Sociology .....	3
PHSC-105	General Physical Science .....	5
HPER-133	Individual and Dual Sports .....	1
	Physical Education Elective .....	1

**HEALTH****Freshman Year****First Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	1
BIOL-105	Principles of Biology .....	5
HPER-291	History & Principles of Phys. Ed .....	3
PSYC-101	General Psychology .....	3
HPER-119	Physical Fitness (Aerobic Super Circuit) .....	1
	Physical Education Activity .....	1
HMEC-115	Basic Nutrition .....	3

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
HPER-106	Health Education .....	3
MATH-108	College Algebra .....	3
HPER109	First Aid .....	2
HPER-107	Substance Abuse .....	3
HPER-121	Lifetime Fitness .....	2

**Sophomore Year****First Semester ..... 16 hours**

Course No.	Course Title	Credit
SPCH-111	Public Speaking I .....	3
HMEC-114	Personal Nutrition .....	3
BIOL-211	Anatomy and Physiology I .....	5
	History Elective .....	3
	Physical Education Activity .....	2

**Second Semester ..... 17 hours**

Course No.	Course Title	Credit
	Literature Elective .....	3
EDUC-110	Developmental Psychology .....	3
SOCI-102	General Sociology .....	3
EDUC-105	Foundations of Education .....	3
EDUC-106	Observation .....	2
HPER-211	Prevention & Care of Athletic Injuries .....	3

**AEROBIC SUPER CIRCUIT**

Each course begins with an orientation to concepts in physical fitness and an assessment of each student. The assessment includes a cardiovascular fitness test, flexibility, percent of body fat, strength, pulse, and blood pressure. Each class is an open lab, which can be attended anytime during "open" hours. A physical may be required for individuals with certain medical conditions.

**Physical Fitness I HPER-119 1 hour**

An individualized physical fitness program is developed for the student. The student learns the value of a fitness program through class work in a variety of activities. The program improves muscle tone and body movement through cardiovascular exercise. This is an open lab class with attendance standards for a grade. Students must report to the Super Circuit within the first 10 days of the semester.

**Physical Fitness II HPER-120 1 hour**

This course is a continuation of Physical Fitness I.

**Lifetime Fitness HPER-121 2 hours**

This course is a study of the concepts of adult physical fitness and health. An individualized program is developed from an assessment performed on each student. The class will meet three days per week with one hour of lecture and two hours in a lifetime activity.

**ACTIVITY COURSES****Beginning Tennis HPER-114 1 hour**

The four fundamental strokes are included as well as the knowledge of etiquette and rules of doubles and singles tennis. Two contact hours per week.

**Intermediate Tennis HPER-115 1 hour**

Prerequisite: Beginning Tennis or proficiency. This course consists of improving the four fundamental strokes plus the learning of advanced skills and techniques. Two contact hours per week.

**Advanced Tennis HPER-116 1 hour**

Prerequisite: Intermediate tennis or proficiency. Included are advanced techniques of strategy and racket use for the competitive game of tennis. Two contact hours per week.

**Golf HPER-117 1 hour**

This course includes basic golf skills, with carry-over values for leisure time activity. This course is not designed for the accomplished golfer.

**Bowling HPER-118 1 hour**

This course includes skill techniques, rules and terminology of bowling. A fee is charged for each game bowled. Two contact hours per week.

**Paddleball and Badminton HPER-123 1 hour**

This course includes skill techniques, rules knowledge, strategy, and terminology of paddleball and badminton. Two contact hours per week.

**Racquetball I HPER-124 1 hour**

This course includes skill techniques, rules knowledge, strategy, and terminology of racquetball. Two contact hours per week.

**Racquetball II HPER-125 1 hour**

This course is a continuation of Racquetball I. Two contact hours per week.

**Beginning Swimming HPER-126 1 hour**

This course includes strategies for overcoming fear of the water, & skills of moving through the water, coordinated stroking, entering the water, breath control, staying afloat, changing position, and basic strokes. Two contact hours per week.

**Intermediate Swimming HPER-127 1 hour**

This course includes basic strategies for arm and leg strokes, coordination of arms and legs in four styles of swimming, swimming for endurance, survival skills, and improved ability to enter water. Two contact hours per week.

**Lifesaving and Water Safety HPER-128 1 hour**

Prerequisite: Intermediate swimming or proficiency. This course provides advanced instruction in swimming and the techniques necessary for securing an American Red Cross Water Safety Instructor Certificate. Special emphasis is on methods of teaching and life saving methods (Water Safety Instruction). Two contact hours per week. Two contact hours per week.

**Basketball and Softball HPER-129 1 hour**

This course provides instruction in basketball passing, dribbling, ball handling, and shooting, and softball skills of catching, throwing, fielding, batting, sliding and bunting. Two contact hours per week.

**Fencing and Archery HPER-131 1 hour**

This course provides instruction including basic skills of fencing, and scoring and judging techniques, as well as archery fundamentals and terminology. Two contact hours per week.

**Soccer and Volleyball HPER-132 1 hour**

This course covers skills, techniques, strategy, and rules of both soccer and volleyball. Two contact hours per week.

**Individual and Dual Sports HPER-133 1 hour**

This course studies the development of rules and skills for such sports as ping pong, pool, shuffleboard, and horseshoes. Two contact hours per week.

**Interpretive Dance HPER-141 1 hour**

This course includes the fundamentals of movement and rhythm and their use in creative dance experience. Course also covers basic modern dance techniques and backgrounds. Two contact hours per week.

**Beginning Ballet HPER-142 1 hour**

This course covers basic technique at barre and center floor. Across-the-floor combinations and floor stretches will be included in each class. The course serves as an introduction to ballet and does not require previous dance training or other prerequisite. Two contact hours per week.

**Modern Rhythms HPER-143 1 hour**

This course includes a survey of modern rhythms including routines with stress on posture improvement and coordination. Two contact hours per week.

**Tap Dance HPER-144 1 hour**

This course includes a study of basic steps, techniques and skills involved in tap dancing. Two contact hours per week.

**Jazz Dance HPER-145 1 hour**

This course provides a study of the basic techniques of jazz and show dance, including warm-up, barre work, center work, and basic dance steps. Two contact hours per week.

**Social Dance HPER-146 1 hour**

This course includes instruction and practice in the basic skills and steps involved in the modern ballroom dances of today. Two contact hours per week.

**Folk and Square Dance HPER-147 1 hour**

This course includes folk dancing characteristics of different nations and of American origin. Square dancing and the various formations will be covered. The course provides a study of the skills included in the instruction of dance and the analysis of skill performance involved. Two contact hours per week.

**Dance Production HPER-148 1 hour**

This course includes a study of the fundamentals of movement. Dance Production consists of learning more advanced dance skills and using these skills in a dance program at the end of the semester. Two contact hours per week.

**Choreography HPER-149 2 hours**

This course includes exploration and experience in the choreographic techniques of several forms of dance.

**Rhythmic Aerobics HPER-151 1 hour**

This course involves a fitness program that tones and strengthens all body muscle groups. It is a combination of dancing and exercise that will improve agility, balance, and coordination. Two contact hours per week.

**Jujitsu Defensive Tactics HPER-161 2 hours**

This course studies a system of defense and control techniques based upon well-established principles of hand-to-hand combat; defensive and aggressive physical maneuvers; armed and unarmed opponents; and club maneuvers; achievement of organic development; development of muscular skill; and prevention of injury to the person. Four contact hours per week.

**R.O.P.E.S. HPER-164 1 hour**

R.O.P.E.S. (Reality Oriented Physical Experience Service)  
This unique course provides group challenge, self-confidence, trust and interaction for participants of all ages. It places a high level of expectation within an atmosphere of support and caring. Three levels of situational activities (level one readiness, level two low elements/group initiatives, level three high elements) are designed to promote personal and group responsibility, self-esteem, communication, goal-setting, decision-making, and problem-solving skills. **This course has 30 contact hours.**

**Introduction to Backpacking HPER-165 3 hours**

Areas to be covered in the lecture portion include first aid, food selection and preparation, shelter, clothing, trail and camping practices, equipment selection, map reading, hiking etiquette and environmental concerns.

**Bicycle Camping HPER-166 1 hour**

This course is designed to promote outdoor recreation. Students will spend approximately 36 hours on a bicycle tour during which time they camp out. Students will be expected to provide their own equipment.

**Canoeing HPER-167 1 hour**

This course introduces the student to sound canoeing practices. Safety techniques and basic strokes for controlling the canoe will be learned. Students will practice and develop this knowledge on a canoe trip down approximately a 60-mile section of river. This course should be taken concurrently with River Ecology.

**Camping HPER-168 1 hour**

This course provides the student with the opportunity and challenge of living comfortably in a wilderness environment. Instruction includes trip planning, gear selection, outdoor-living techniques, cooking, camping, etc. The student will have the hands-on opportunity to utilize this knowledge as he/she plans, prepares for, and participates in an extended field trip. This course should be taken concurrently with River Ecology

**Recreational Shooting HPER-171 2 hours**

This course is designed to promote recreational shooting as a lifetime leisure activity and safety with firearms and their related equipment. This course develops the student's ability to handle firearms and their related equipment safely and efficiently. Actual reloading of ammunition and range firing of pistols, rifles, and shotguns will be required of each student. Certain supplies will be furnished. Four contact hours per week.

**Trap Shooting Techniques I HPER-172 1 hour**

This course is designed to teach the fundamentals of Trap Shooting, the correct and safe use of shotguns, and the reloading of shot shells. Emphasis will be placed on safety in both gun handling and shot shell reloading. Students may compete in team shooting with other schools as well as pistol shooting on a Regional and National level. Two contact hours per week.

**Trap Shooting Techniques II HPER-173 1 hour**

This course is a continuation of Trap Shooting Techniques I.

**Trap Shooting Techniques III HPER-274 1 hour**

This course is a continuation of Trap Shooting Techniques II.

**Trap Shooting Techniques IV HPER-275 1 hour**

This course is a continuation of Trap Shooting Techniques III.

**Fundamentals of Weightlifting I HPER-191 1 hour**

This course includes knowledge, understanding, and skill analysis which are involved in the teaching of weight training. Two contact hours per week.

**Fundamentals of Weightlifting II HPER-192 1 hour**

This course is a continuation of Weight Lifting I with a more individualized approach to weightlifting to gain muscular strength and body tone.

**ATHLETIC COURSES****Athletics I HPER-111 1 hour**

This course includes varsity competition in football, basketball, wrestling, rodeo, track, golf, baseball, soccer, cross country, volleyball, trap shooting. This course is taken by arrangement with the coach. Must be on the eligibility roster to obtain credit. The student may earn one credit per sport per season.

**Athletics II HPER-112 1 hour**

This course is a continuation of Athletics I.

**Cheerleading HPER-113 1 hour**

This course emphasizes development of routines, cheers, chants, and skits, all of which contribute to crowd control and collegiate atmosphere. This course is taken by arrangement with the sponsor.

**Cheerleading II HPER-122 1 hour**

This course is a continuation of Cheerleading I.

**CORE COURSES****Health Education HPER-106 3 hours**

This course is designed to give the student a working knowledge of the fundamental principles of healthful living as applied to physical, mental, and community life. Special attention is given to sources of health materials and problems of school hygiene.

**Substance Abuse HPER-107 3 hours**

This course is designed to give the student a foundation for discussion and an understanding of drugs. The course covers some of the psychological, sociological, and biological reasons people use drugs. An emphasis will be placed on those drugs which are most widely used and abused.

**First Aid HPER-109 2 hours**

This course studies the emergency treatment of injuries, wounds, hemorrhage, burns, and poisoning. The course emphasizes the techniques of artificial respiration and emergency bandaging. CPR training will be required.

**Advanced First Aid HPER-110 2 hours**

This course is a continuation of First Aid I for those who require advanced preparation.

**Fundamentals of Coaching Football****HPER-181 2 hours**

Essential fundamentals are given in blocking, tackling, and passing. Offensive and defensive formations are demonstrated. This course includes a complete study in the theoretical aspects of the fundamentals of football.

**Fundamentals of Coaching Basketball****HPER-182 2 hours**

This course studies the fundamentals of floor work, ball handling, passing, shooting, dribbling, etc. Time will be spent on individual and team defense and offense.

**Fundamentals of Coaching Track HPER-183 2 Hours**

This course emphasizes the methods of training for each event in track and field.

**Fundamentals of Coaching Baseball**

**HPER-184      2 hours**

This course studies the essential fundamentals in hitting, fielding, and throwing. The course also includes offensive and defensive strategy pertaining to game situations.

**Fundamentals of Coaching Wrestling**

**HPER 185      2 hours**

This course studies the rules of wrestling and the teaching of basic skills which include: stance, takedowns, pinning combinations, and escapes.

**Fundamentals of Minor Sports      HPER-186      2 hours**

This course includes knowledge, understanding and skill analysis which are involved in the teaching of minor sports.

**Fundamentals of Coaching Women's Basketball**

**HPER-187      2 hours**

This course includes fundamental movements of offense and defense with regard to the coaching and teaching of women's basketball. Specific instruction for coaching and rules interpretation is given.

**Fundamentals of Coaching Volleyball**

**HPER-189      2 hour**

This course is designed to increase the student's knowledge about volleyball, and covers proper skill techniques, rules, offenses, defenses, conditioning and coaching philosophies.

**Introduction to Community Recreation**

**HPER-201      3 hours**

This course covers organization, supervision of playground, interpretation of play and recreational activities and trends with specific stress upon the school and community recreational program. This course studies a broad range of recreational activities for physical education and elementary teaching majors.

**Outdoor Recreation      HPER-202      3 hours**

This course is designed to acquaint the student with outdoor recreation, recreational use of natural resources, and the background of the outdoor movement. Topics include historical topography, ecological, environmental studies and other aspects which introduce outdoor activities to the student.

**Recreation for Special Populations HPER-203      3 hours**

This course provides an introduction to prescribing exercise programs for all populations. Basic techniques for screening and assessing physical fitness and health are covered. Students gain supervised practical experience in the Fitness Center

**Prevention and Care of Athletic Injuries**

**HPER-211      3 hours**

Students learn not only how to care for an injury, but how to keep injuries from occurring. This course involves terminology, nutrition, and practice recognizing and treating specific common injuries.

**Athletic Training Practicum      HPER-212      1 hour**

This course is a supervised clinical application of practical methods in athletic training. A minimum of 300 hours must be spent in the training room. Athletic Training Practicum may be taken by arrangement with the instructor.

**Officiating      HPER-288      2 hours**

This course studies the interpretation of the rules of football, basketball, and all minor sports with attention given to the mechanics of officiating in preparation for coaching and teaching. Actual officiating experience is a part of this course.

**Intramurals      HPER-289      3 hours**

This course studies the organization of intramurals at the elementary, secondary, community college, and university levels. A study of setting up and running tournaments is included. Activities and their rules in intramurals will be presented.

**Psychology of Coaching      HPER-290      3 hours**

This course includes the philosophy of coaching, the coach and his/her personality, the athlete and his/her personality, levels of coaching, communication, team cohesion, motivation, discipline, teaching techniques in athletics, outside influences on athletes, cultural and minority problems, and psychological scouting.

**History and Principles of Physical Education      HPER-291      3 hours**

This course studies the history and development of modern physical education and the underlying principles of school and college physical education programs.

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# HUMANITIES

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*Humanities*

*English*

*English as a Second Language*

*History*

*Mass Communications*

*Languages*

*Literature*

*Philosophy*

*Personal and Career Development*

*Reading*

**HUMANITIES**

Humanities involves those fundamental courses which help to develop a greater understanding, appreciation and enjoyment of the humanistic resources available in our culture.

Even though an individual may not have decided on a field of concentration, it is possible after two years of study in liberal arts to enter any field in the humanities.

**ENGLISH**

Associate in Arts Degree – 38 hours of General Education

The suggested program that follows should satisfy many of the English requirements of baccalaureate-granting institutions. This curriculum is recommended to complete requirements at GCCC and to meet the broadest amount of course work required by Regents' institutions; however, students should check with their advisors to ensure transferability of electives.

**Semester 1 ..... 17 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL 101	English I	3
SPCH 111	Public Speaking I	3
HIST 101	Survey of Civilization I	3
PSYC 101	General Psychology	3
PHIL 101	Introduction to Philosophy	3
PCDE 101	College Skills	1
HPER 119	Physical Fitness I: Aerobic Super Circuit I	1

**Semester 2 ..... 16 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL 102	English II	3
MATH 108	College Algebra	3
LITR 253	World Lit & the Human Experience	3
ARTS 120	Art Appreciation or	
MUSC 108	Music History and Appreciation	3
SOCI 102	Introduction to Sociology	3
HPER 120	Physical Fitness: Aerobic Super Circuit II	1

**Semester 3 ..... 17 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL 105	Principles of Biology	5
LITR 210	Introduction to Literature	3
EDUC 105	Foundations of Education	3
PSYC 102	Human Relations	3
LITR 230	Understanding the Old Testament	3

**Semester 4 ..... 15 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
LITR 240	Creative Writing	3
HIST 102	Survey of Civilization II	
HIST 103	American History to 1865 or	
HIST 104	American History Since 1865	3
LANG 1322	Elementary Spanish I	3
LITR 212	English Literature I or	
LITR 213	English Literature II or	
LITR 215	American Literature I or	
LITR 216	American Literature II	3
DRAM 150	Introduction to Drama	3

**HISTORY**

Associate in Arts Degree-38 hours of General Education

The History program meets the needs of the transfer student as well as those individuals interested in pursuing history courses for personal enjoyment and enhancement. The following suggested two-year program provides a broad range of course offerings. Individual programs will vary depending on student needs and interests, and the requirements of the transfer institution.

**Semester 1 ..... 17 hours**

HIST 103	American History to 1865	3
ARTS 121	History of World Art	3
ENGL 101	English I	3
SPCH 111	Public Speaking (Speech I)	3
PSYC 101	Psychology	3
PCDE 101	College Skills	1
HPER 119	Physical Fitness I (Aerobic Super Circuit I)	1

**Semester 2 ..... 16 hours**

HIST 104	American History Since 1865	3
MUSC 108	Music History and Appreciation	3
MATH 108	College Algebra	3
ENGL 102	English II	3
POLS 105	American Government	3
HPER 120	Physical Fitness II (Aerobic Super Circuit II)	1

**Semester 3 ..... 17 hours**

HIST 101	Survey of Civilization I	3
PHSC 105	Physical Science	5
GEOG 101	World Geography	3
LITR 210	Introduction to Literature	3
DRAM 105	Introduction to Theater	3

**Semester 4 ..... 15 hours**

HIST 102	Survey of Civilization II	3
LITR 240	Creative Writing	3
SOCI 102	Sociology	3
EDUC 110	Developmental Psychology (Human Growth and Development)	3
PHIL 101	Introduction to Philosophy	3

**SPEECH**

Associate in Arts Degree- 38 hours of General Education

The speech major program offers a suggested first two years of course work to meet the Bachelor of Arts degree in speech communication at GCCC and should satisfy most requirements for Regent's baccalaureate-institutions. Students should always consult with their advisors to ensure transferability of electives.

**Semester 1 ..... 16 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL 101	English I	3
SPCH 111	Public Speaking I	3
HIST 103	American History to 1865	3
PSYC101	General Psychology	3
PCDE 101	College Skills	1
HPER 119	Physical Fitness I: Aerobic Super Circuit I	1
SPCH 141	Forensics Practicum1	1
SPCH 121	Debate Practicum1	1

<b>Semester 2 ..... 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL 102	English II .....	3
MATH 108	College Algebra .....	3
ARTS 102	Art Appreciation or	
MUSC 108	Music History and Appreciation .....	3
SOCI 102	Introduction to Sociology .....	3
SPCH 142	Forensics Practicum II .....	1
SPCH 122	Debate Practicum II .....	1
SPCH 118	Oral Interpretation .....	3

<b>Semester 3 ..... 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL 105	Principles of Biology .....	5
DRAM 210	Introduction to Drama (Theatre).....	3
LANG 1322	Elementary Spanish I .....	3
SPCH 243	Forensics Practicum III .....	1
SPCH 201	Debate Practicum III .....	1
SPCH 118	Oral Interpretation .....	3
HPER 120	Physical Fitness I: Aerobic Super Circuit II .....	1

<b>Semester 4 ..... 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHSC 105	General Physical Science .....	5
SPCH 113	Interpersonal Communication I .....	3
SPCH 112	Advanced Public Speaking .....	3
PHIL 101	Introduction to Philosophy .....	3
SPCH 123	Argumentation and Debate or	
EDUC 105	Foundation of Education .....	3

## HUMANITIES

### International Humanities Studies HUMA-201 1-8 hours

This course consists of travel and/or study in foreign countries under supervised conditions. The study of cultural objects, localities and/or languages serves as the bulk of instruction. Course work and lectures supplement the studies.

### National Humanities Studies HUMA-202 1-8 hours

This course consists of travel and study in the United States under supervised conditions in any of the humanities disciplines. Study of cultural objects, localities and events serves as the bulk of instruction. Course work and lectures supplement the class. Enrollment for all segments is by special arrangement only. One to eight credits are available and variable contact hours are required, depending on credit accrued.

## ORAL COMMUNICATIONS

Degree: Associate in Arts-38 hours of General Education

The Department of Communications offers the first two years of course work required by Kansas colleges and universities to fulfill the requirements for the Bachelor of Science and Bachelor of Arts degrees in speech communication and journalism. The requirements of the transfer institution should guide a student's choices. The curriculum provides variety and flexibility in meeting a broad range of academic and professional interests in human communications.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
SPCH-111	Public Speaking I .....	3
SPCH-112	Advanced Public Speaking .....	3

SPCH-113	Interpersonal Communications I .....	3
SPCH-117	Voice and Diction .....	3
SPCH-118	Oral Interpretation .....	3
SPCH-141	Forensics I .....	1
SPCH-142	Forensics II .....	1
SPCH-243	Forensics III .....	1
SPCH-244	Forensics IV .....	1

## MASS COMMUNICATIONS

Students seeking a major in journalism as writers should take Reporting I and Media in a Free Society their first semester. Photography majors should take Media in a Free Society and Photography I their first semester, and students interested in majoring in design should take Media in a Free Society and either a design class from the art department or Photoshop. The department also requests that Photography and Design majors take Reporting I.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
JRNL-110	Media in Free Society .....	3
PHOT-120	Photography I .....	3
PHOT-121	Photography II .....	3
JRNL-115	Reporting I or .....	3
SPCH-140	Introduction to Broadcasting .....	3
JRNL-117	News Editing .....	3
JRNL-113	Publications I (Magazine) .....	1
JRNL-114	Publications II (Magazine) .....	1
JRNL-201	Publications III (Magazine) .....	1
JRNL-202	Publications IV (Magazine) .....	1
JRNL-111	Publications I (Newspaper) .....	1
JRNL-112	Publications II (Newspaper) .....	1
JRNL-203	Publications III (Newspaper) .....	1
JRNL-204	Publications IV (Newspaper) .....	1

### Recommended Electives:

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ARTS-128	Commercial Design or .....	3
MIDM-105	Desk Top Publishing	
JRNL-122	Photojournalism .....	3
LITR-240	Creative Writing .....	
PHOT-130	Technical Photography .....	

## Speech or Journalism Education

Individuals who desire to major in Speech or Journalism Education should refer to the Secondary Education program of study listed in the Social Science section. It is recommended that students work closely with their advisors to fulfill the specific requirements of the institution they wish to attend.

## ENGLISH

The composition courses give practice and proficiency in the use of the language, improve perceptive ability and aid in logical reasoning. The ability to write with clarity and precision furnishes the student with a lifetime tool.

All students must take the ASSET or COMPASS test to determine placement in Basic English or English 101. Students scoring below accepted levels in reading will not be allowed to enroll in English 101 until they have successfully completed a developmental reading course.

In addition, all students enrolled in Basic English and English 101 must pass an in-class exit essay before enrolling in the next course in sequence.

**Basic English ENGL-091 3 hours**

This course is the study of fundamentals of the composition process, sentence structure and basic grammar and editing techniques. Students must pass an in-class essay to determine if they have met the minimum competencies in the course syllabus before they can enroll in English 101. (This course does not meet degree requirements.)

**English I ENGL-101 3 hours**

This course applies the writing process in expressive and expository writing. Students refine skills in diction, sentence structure, organization and development of ideas, grammar and mechanics, and critical thinking. Students must pass an in-class exit essay to determine whether they have met minimum competencies outlined in the syllabus before they can enroll in the next course in sequence.

**English II ENGL-102 3 hours**

Prerequisite: English I. The objective of the course is to amplify and apply writing principles learned in English I and to study and apply writing principles related to persuasion/argumentation, research and documentation, and critical analysis of literature. A research paper is required.

**Grammar ENGL-106 1-3 hours**

This course is a study of parts of speech, grammar, sentence structure, and mechanics. It is recommended for English majors and elementary education majors as well as students who would like to improve writing skills.

**ENGLISH AS A SECOND LANGUAGE****Academic Vocabulary in English as a Second Language LANG 205 3 hours**

This ESL course is designed to help students in all levels to increase their knowledge of the form, meaning, use, and pronunciation of dozens of the most common academic vocabulary words. Students will learn how to use a variety of vocabulary learning strategies, prefixes, roots, and suffixes. Students will also have the opportunity to encounter, practice, and review the words in written and spoken exercises. A score of 55-89 on the Michigan Placement Exam is required.

**Intermediate Speaking and Listening in English as a Second Language****Level 5 LANG 221 3 hours**

This ESL course is designed to help intermediate students improve their comprehensibility as speakers and their comprehension as listeners. The course focuses on many of the elements of clear speech, such as: the pronunciation of difficult sounds and sentence and question intonation as well as developing an understanding of how English is spoken to improve listening comprehension. Students will also concentrate on increasing their knowledge of vocabulary and grammar, both of which will improve their speaking and listening. A score of 55-69 on the Michigan Placement Exam is required.

**Intermediate Writing and Reading in English as a Second Language****Level 5 LANG 222 3 hours**

This ESL course is designed to help intermediate students improve their academic writing and reading skills. This course will focus on the development of high quality paragraphs leading to short essays by the end of the semester. Students will study English vocabulary and grammar in addition to developing an understanding of academic writing conventions, styles, audience, purpose, and formality. Students will also read a variety of paragraphs and essays and will begin to become more familiar with text structures and to improve reading comprehension. A score of 55-69 on the Michigan Placement Exam is required.

**Intermediate Grammar in English as a Second Language****Level 5 LANG 223 3 hours**

This ESL course is designed to help intermediate students to improve their knowledge and use of English grammar and to increase their oral comprehension and comprehensibility, as well as their writing skills. Students will learn the parts of speech, and the form, meaning, and use of verbs, adjectives, adverbs, modals, nouns and articles. A score of 55-69 on the Michigan Placement Exam is required.

**High-Intermediate Speaking and Listening in English as a Second Language****Level 6 LANG 231 3 hours**

This ESL course is designed to help upper-intermediate students further improve their comprehensibility as speakers and their comprehension as listeners. This course continues the focus on many of the elements of clear speech, such as: rhythm, word and sentence stress, sentence and question intonation, and the pronunciation of difficult sounds as well as developing an understanding of how English is spoken to further improve listening comprehension. Students will also concentrate on increasing their knowledge of vocabulary and grammar, both of which will improve their speaking and listening. A score of 70-89 on the Michigan Placement Exam is required.

**High-Intermediate Writing and Reading in English as a Second Language****Level 6 LANG 232 3 hours**

This ESL course is designed to help high-intermediate students improve their academic writing and reading skills. This course will review paragraphs before beginning a study of several different essay types. Students will study English vocabulary and grammar in addition to developing a greater understanding of academic writing conventions, styles, audience, purpose, and formality. Students will also read and analyze a variety of essays to become more familiar with text structures and to improve reading comprehension. A score of 70-89 on the Michigan Placement Exam is required.

**High-Intermediate Grammar in English as a Second Language****Level 6 LANG 233 3 hours**

This ESL course is designed to help high-intermediate students to improve their knowledge and use of English grammar and to increase their oral comprehension and comprehensibility, as well as their writing skills. Students will learn the form, meaning, and use of verbs, tag questions, modals, conditionals, adjective clauses, indirect speech, embedded questions, and phrasal verbs. A score of 70-89 on the Michigan Placement Exam is required.





**Elementary Spanish I                      LANG-1322                      3 hours**

This class includes the fundamentals of pronunciation, vocabulary building, practice in understanding and speaking simple phrases of practical value and elementary reading. The course will include some study of Spanish life and custom.

**Elementary Spanish II                      LANG-1331                      3 hours**

Prerequisite: Elementary Spanish I or equivalent skill. This course is the continuation of Elementary Spanish I with further emphasis on understanding and speaking Spanish with reading of ordinary modern prose, including some study of periodicals.

**Spanish for the Bilingual                      LANG-134                      3 hours**

This is a course designed for students who already speak the regional Spanish fluently, but who wish to improve their reading and writing skills. They will become familiar with standard Spanish and increase their vocabulary through reading selections based on Spanish-American history and culture.

**Espanol Avanzado para Estudiantes de Habla Espanola  
LANG-135                      3 hours**

Prerequisite: Spanish for the Bilingual or permission of the instructor. This course is a continuation of Spanish for the Bilingual.

**Elementary Vietnamese I                      LANG-140                      3 hours**

This course introduces the fundamentals of oral and written Vietnamese with particular attention to the tonal nature of spoken Vietnamese and the diacritical markings used to signal intonation in written Vietnamese. Listening to and pronunciation of simple words will lead into more extensive vocabulary development. Basic Vietnamese sentences will be written, stressing correct spelling and proper diacritical markings. There will be limited study of Vietnamese culture.

**Elementary Vietnamese II                      LANG-141                      3 hours**

The prerequisite is satisfactory completion of Elementary Vietnamese I or equivalent skill as determined by the instructor. This is a continuation of the study of the Vietnamese language, building on the pronunciation, spelling and writing skills mastered in Elementary Vietnamese I. Students will continue vocabulary study in order to generate dialogue and conversational skills. Additional study of Vietnamese culture will be stressed.

**Spanish Composition and Conversation  
LANG-201                      3 hours**

The prerequisite is six credits of college Spanish or two years of high school Spanish. This class is a review of Spanish with emphasis on conversation and cultural reading.

**Commercial Spanish                      LANG-202                      3 hours**

The prerequisite is permission of instructor or Spanish Composition and Conversation. This course offers training and practice in effective use of spoken and written Spanish for business purposes.

**LITERATURE**

The literature courses introduce the student to the masters of the written language and furnish material for critical evaluation.

**Introduction to Literature                      LITR-210                      3 hours**

This course includes the study of a wide variety of literary types: the short story, the essay, ancient and modern drama, and the novel.

**English Literature I                      LITR-212                      3 hours**

This course is the study of the historical and literary development of English Literature from Anglo-Saxon origins through the Neo-Classical Period.

**English Literature II                      LITR-213                      3 hours**

This course reviews the historical and literary development of English Literature from the Romantic Era into the twenty-first century.

**American Literature I                      LITR-215                      3 hours**

Prerequisite: English II or consent of the instructor. The course includes a study of writers from the Colonial Period to the Civil War and shows the religious, historical, and social thinking that influenced the literature of the time.

**American Literature II                      LITR-216                      3 hours**

Prerequisite: English II or consent of the instructor. The course begins with Dickinson/Whitman and continues to the present with emphasis on major authors and literary trends.

**Introduction to Short Fiction                      LITR-218                      3 hours**

Prerequisite: English I or consent of the instructor. Examples of short fiction with emphasis on analysis and appreciation of the short novel and short story are studied in this course.

**The West in American Literature                      LITR-219                      3 hours**

This survey course reviews selected regional literature. The course examines major authors through a study of novels, short stories, poetry, and criticism.

**Understanding the Old Testament                      LITR-230                      3 hours**

This course provides a general introduction to Old Testament history and literature designed to acquaint the student with the origins, purposes and religious quality of Old Testament books. Attention is given to the development of the Judeo-Christian tradition.

**Understanding the New Testament                      LITR-231                      3 hours**

This course provides a general introduction to New Testament history and literature designed to acquaint students with the context of political, social, and cultural origins in our society. Attention is given to the development of Judeo-Christian tradition during the Roman period.

**Creative Writing                      LITR-240                      1-3 hours**

Prerequisite: English II or consent of instructor. Students have frequent practical opportunities to develop skills in creative writing through the development, organization, preparation, and composition of various pieces. This course allows students to study imaginative writing with particular emphasis on poetry, the short story, and drama.

**Writers' Workshop                      LITR-241                      1-3 hours**

Prerequisite: English II and/or consent of the instructor. This is an advanced writing course designed for those who are interested in increasing their writing skills with the possibility of publishing their work.

**Identity: Woman** LITR-250 3 hours  
 This humanities course includes a documentary history of American women and their roles and accomplishments, a study of literature by and about women, and a look at the issues and problems that women face today.

**Kansas Literature** LITR-251 3 hours  
 Students will have the opportunity to familiarize themselves with the literature, including fiction, essays, poetry, drama and film of Kansas. This course looks at the state's people, heritage and literary traditions.

**World Literature and the Human Experience** LITR-253 3 hours  
 This course includes a study of literature from different periods, cultures, and regions of world with emphasis on the geographic and historical contexts of the literary texts and on the rich diversity of social orders and human values expressed in literary forms.

## MASS COMMUNICATIONS

**Media In Free Society** JRNL-110 3 hours  
 This course is designed to provide students with a comprehensive understanding of the field of mass communication and its various applications in contemporary society. The course includes an overview of the field and a discussion of the mass media industries and the consequences of media messages on individuals, society, and culture.

**Reporting I** JRNL-115 3 hours  
 Prerequisite: English I or consent of the instructor. This course is designed to provide students with first-hand experience in newsgathering and reporting techniques. Students will have the opportunity to explore research materials, interview news sources, write various types of stories, handle press releases, and write under deadline pressure. Other topics include libel and online reporting.

**News Editing** JRNL-117 3 hours  
 This course introduces students to the basics of editing with an emphasis on copy editing for a daily newspaper. Students will explore copy editing, news judgment, headline writing, photo editing, publication layout and design, and legal and ethical issues. They also learn to catch and correct mistakes in grammar.

**Publications I (Magazine)** JRNL-111 1 hour  
**Publications II (Magazine)** JRNL-112 1 hour  
**Publications III (Magazine)** JRNL-201 1 hour  
**Publications IV (Magazine)** JRNL-202 1 hour

Prerequisite: At least one semester of high school journalism or permission of the instructor. Publications (Magazine) may be taken four semesters. Practical work will be offered in layout, design, writing, editing, and photography on Breakaway, the college magazine.

**Publications I (Newspaper)** JRNL-113 1 hour  
**Publications II (Newspaper)** JRNL-114 1 hour  
**Publications III (Newspaper)** JRNL-203 1 hour  
**Publications IV (Newspaper)** JRNL-204 1 hour

Publications (Newspaper) may be taken four semesters. Practical work is offered in layout, design, writing, editing, advertising, business practice, and photography on the student newspaper. The course may be taken by arrangement with approval of the instructor.

**Photojournalism** JRNL-122 3 hours  
 Prerequisite: Photography I. This course is a study of ways to cover the news photographically. The course will include history, modern trends, and class assignments typical of a working journalist.

**Public Speaking I** SPCH-111 3 hours  
 This course includes the study of the fundamentals of communication and the composition, organization, and delivery of original speeches. Five-to-seven speeches are required throughout the semester. This course meets the speech requirement for transfer programs and is performance based with appropriate assignments included.

**Advanced Public Speaking** SPCH-112 3 hours  
 Prerequisite: Public Speaking I. The course includes detailed work in public speaking, such as advanced work in extemporaneous and impromptu style speaking, oratory, and argumentation. Special occasion speeches are covered. Lecture with practical experience comprise instruction.

**Interpersonal Communications I** SPCH-113 3 hours  
 Interpersonal Communications includes the study of communication theory and its application to interpersonal relations. The development of insight, skills and knowledge in the process of group interaction are the basis for the course. The class transfers to some four-year institutions as a communications/speech requirement. The class is experiential in the lecture mode.

**Voice and Diction** SPCH-117 2 hours  
 This class is designed to help students improve their speaking voices and to develop accuracy and refinement in diction. Study includes the International Phonetic Alphabet, dialects and accents.

**Oral Interpretation** SPCH-118 3 hours  
 Oral Interpretation covers reading from the printed page of selected portions of stories, plays, nonfictional prose, and lyric and dramatic poetry for different objectives such as to inform, impress, entertain, and convince. This course is excellent for any speech or drama major and is primarily lecture with practical application in performance.

**Debate Practicum I** SPCH-121 1 hour  
**Debate Practicum II** SPCH-122 1 hour  
**Debate Practicum III** SPCH-201 1 hour  
**Debate Practicum IV** SPCH-202 1 hour

This course may be taken each semester for a total of four semesters. It is the examination of advanced argumentation theory as related to the current debate topic. Participation on the collegiate debate squad is required, and it is a lab format requiring a minimum of three hours of class time per week.

**Argumentation and Debate** SPCH-123 3 hours  
 Argumentation and Debate is designed for the student desiring theory and practices of argumentation and formal academic debate. The class is required for, but not limited to, members of the collegiate debate squad. The course is essentially lecture with practical experiential application and meets three hours per week.

<b>Forensics Practicum I</b>	<b>SPCH-141</b>	<b>1 hour</b>
<b>Forensics Practicum II</b>	<b>SPCH-142</b>	<b>1 hour</b>
<b>Forensics Practicum III</b>	<b>SPCH-243</b>	<b>1 hour</b>
<b>Forensics Practicum IV</b>	<b>SPCH-244</b>	<b>1 hour</b>

Forensics Practicum may be taken each of four semesters and includes the practical study of the selection and presentation of forensics competition materials. Students select and prepare materials for presentation to the general public, area schools, and possible competition.

## PHILOSOPHY

Philosophy is critical reflection on the justification of basic human beliefs and analysis of how these beliefs are expressed. It involves the rational, methodological, and systematic consideration of those topics that are of central concern to human beings.

### Introduction to Philosophy **PHIL-101 3 hours**

This course introduces students to some of the major themes and thinkers of Western Philosophy. Areas covered include knowledge, ethics, religious beliefs, and political theory. The class is structured to develop student ability to read and write critically using the methods of philosophical analysis.

### Elementary Ethics **PHIL-102 3 hours**

This course is an historical and topical overview of philosophical ethics. It examines some of the most important ethical theories and thinkers. Topics studied include the nature and rationale of ethical theories and the application of these theories to contemporary ethical issues.

### Logic: An Introduction to Clear Thinking **PHIL-103 3 hours**

This course is concerned with the nature of rational thought and the practice of critical thinking. It includes an overview of forms of persuasive reasoning and examines many misleading practices found in everyday life.

### Leadership Development **PHIL-104 3 hours**

This course is designed for individuals who are interested in exploring the various philosophies of leadership and draws its examples from classic literature and film. This course is designed to integrate theoretical concepts with the reality of application within group exercise and discussion. Although the course's concepts are applicable to any group situation, they are especially relevant when the participants are volunteers. Although this class has been certified by Phi Theta Kappa, the national honor society for community colleges, students do not have to be a member of PTK to enroll.

## PERSONAL AND CAREER DEVELOPMENT

### College Skills Development **PCDE-101 1 hours**

This course increases the student's opportunities for success in college by helping the student obtain skills necessary to reach his/her educational objectives. Topics include time management, test-taking, communication skills, study techniques, critical thinking skills, library use, and personal issues that face many college students. *This course is required of all full-time degree-seeking students who have completed fewer than twenty (20) credit hours at the time of enrollment.*

### Career Orientation **PCDE-103 3 hours**

This course makes education practical and functional. A personalized plan brings aptitude and interest together in career awareness, exploration, values clarification, worker traits, self-appraisal and preparation for a career.

### Career Problems & Crises **PCDE-105 2 hours**

This course presents overview of problems and crises in a career: communication, work behavior, priorities, money management, divorce, stress, time management, alcoholism, health, authority and leadership are discussed.

### Assertiveness Training **PCDE-107 1 hour**

This course assists supervisory personnel with development of a positive, assertive manner to more effectively handle supervisory responsibilities.

### Lead Challenge **PCDE-108 1 hour**

This course provides groups of individuals a challenge that builds self-confidence, trust and interaction for participants of all ages. It is a unique approach to education and places a high level of expectation with an atmosphere of support & caring. This course consists of three levels of situational activities that are designed to promote leadership, trust, personal and group responsibility, self-esteem, communication, goal-setting, decision-making and problem-solving skills. The facilitator, based on group goals, capabilities and progress, will determine the low/high challenge elements.

## READING

### Development Reading **READ-091 5 hours**

This course is designed for students who score 49-80 on the reading portion of the COMPASS test. An individualized program of competencies for reading basics is featured. This course does not meet degree requirements. Prerequisite: Grade Level Equivalency of 4.0 or better determined by a standardized test. Students must demonstrate that they can read at 7.0 grade level as determined by a standardized test before they can enroll in English I.

### Reading Improvement I **READ-092 3 hours**

This course is designed for students who score 49 or below on the reading portion of the COMPASS test. An individualized program of competencies for reading basics is featured. Does not meet degree requirements. Prerequisite: Grade Level Equivalency of 4.0 or better determined by a standardized test. Students must demonstrate that they can read at 7.0 grade level as determined by a standardized test before they can enroll in English I.

### College Reading **READ-093 3 hours**

College Reading is for students who score from 50-80 on the reading portion of the COMPASS test. Emphasis is higher-order thinking and efficient reading skills at the college level with application to college and life skills success. Prerequisite: Grade Level Equivalency of 7.0 or better determined by a standardized test. This course does not meet degree requirements.

### Accelerated Reading **READ-101 2 hours**

Accelerated Reading offers preliminary instruction in various techniques of rapid reading. Self-pacing through timed readings, with regular checks of comprehension levels to insure that increased reading speed is meaningful and beneficial.

# NURSING & ALLIED HEALTH

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*Nursing*

*Practical Nursing*

*Allied Health*

*Emergency Medical  
Services Technology*

## NURSING

The Associate Degree Nursing Program prepares a person for entry into professional nursing. The practice of nursing covers a wide range of activities that may be viewed on a continuum, beginning with simple nursing tasks, progressing through increasingly complex responsibilities, and culminating in critical decision making activities. Upon graduation, the graduate is prepared to function in various health care settings in three interrelated roles: provider of care; manager of care; and member of the profession.

An Associate of Applied Science Degree is granted upon completion of the program, and the graduate is eligible to take the National Council Licensure Examination for licensure as a Registered Nurse (RN). The legal qualifications for applying for RN licensure in Kansas are as follows:

1. Graduated from a high school accredited by the appropriate legal accrediting agency or has obtained the equivalent of a high school education as determined by the Kansas State Department of Education;
2. Successfully completed the basic professional curriculum in an accredited school of professional nursing and holds evidence of graduation therefrom;
3. Satisfactorily rehabilitated if the applicant has ever been convicted of anything other than a moving traffic violation, unless the crime is as stated below. "to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, ... shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto." (From: Kansas Nurse Practice Act: Laws and Administrative Regulations. Topeka, KS. Kansas State Board of Nursing, 1997. Sections 65-1115 & 65-1120.)

In accordance with the Kansas Articulation Plan for Nursing Education, the graduate is also eligible to articulate into a bachelor of science in nursing program.

The Garden City Community College Nursing Program is accredited by the Kansas State Board of Nursing and the National League for Nursing Accrediting Commission, Inc. (NLNAC). The NLNAC can be contacted for information about the program at: NLNAC; 350 Hudson Street; New York, New York 10014; telephone # (800) 669-9656, ext. 153.

### Admission Requirements

To assist students seeking admission to nursing they are advised to obtain from the Department of Nursing a copy of the Admission Requirements and Guidelines used in counseling applicants.

Copies of the following college admission requirements must be on file in the Nursing Department:

1. Application to the College.
2. High school transcript and/or GED certificate.
3. College transcripts (if any).
4. COMPASS Placement Test

In addition to meeting the above requirements, the student must complete and have on file in the Nursing Department:

1. Application to Nursing.
2. Evidence of nurse aide certification.

3. Evidence of completion of high school chemistry or one semester of college chemistry with a C or better.
4. Completion of a program of study with the Director, and an advising interview with a nursing faculty member.
5. Documentation of a 12th grade reading level on the Nelson Denny assessment.

After the above are on file, the applicants will be reviewed for admission. The number of students selected annually depends on:

1. Available local facilities for clinical experience.
2. Number of qualified faculty.
3. Number of qualified applicants completing admission requirements.

Clinical experiences are obtained in the Garden City area. Students must provide transportation to and from the college, the hospital, and other agencies.

### Advanced Standing

The Garden City Community College Nursing Program follows the Kansas Articulation Plan for Nursing Education. Qualified licensed practical nurses and transfer students from other programs must meet the admission requirements for the college and the Nursing Department. LPN applicants must complete a two credit hour transition course prior to entering Nursing III.

## NURSING

### Freshman Year

**First Semester ..... 18 hours**

Course No.	Course Title	Credit
NURS-107	Nursing I .....	7
PCDE-101	College Skills Development .....	1
BIOL-211	Anatomy and Physiology I .....	4
PSYC-101	General Psychology .....	3
SPCH-113	Interpersonal Comm. I .....	3

**Second Semester ..... 18 hours**

Course No.	Course Title	Credit
NURS-108	Nursing II .....	10
BIOL-212	Anatomy and Physiology II .....	4
EDUC-110	Human Growth and Develop. ....	3
HPER-119	PE .....	1

**Summer ..... 5 hours**

Course No.	Course Title	Credit
BIOL-213	Microbiology .....	5

### Sophomore Year

**First Semester ..... 14 hours**

Course No.	Course Title	Credit
NURS-209	Nursing III .....	10
ENGL-101	English I .....	3
HPER	PE .....	1

**Second Semester ..... 15 hours**

Course No.	Course Title	Credit
NURS-210	Nursing IV .....	12
SOCI-102	Sociology .....	3

**Basic Life Support for Health Care Providers**  
**NURS-106 1/2 hour**

This course is designed to provide initial certification or recertification for individuals employed in health care settings. The course includes information on risk factors, heart and lung function, heart disease, and symptoms/ signals that indicate action. The student learns CPR and foreign body airway management.

**Nursing I** **NURS-107 7 hours**

Prerequisite: high school or college chemistry. Knowledge basic to nursing practice and to nursing as a profession is provided as a foundation for all subsequent nursing courses. Scientific foundations of nursing practice are drawn from the physical, biological and social sciences. Basic nursing concepts and principles are introduced and developed. The nursing process is used to organize nursing content around the basic human needs.

**Nursing II** **NURS-108 10 hours**

Prerequisites: a minimum grade of C in Nursing I, Anatomy and Physiology I, Interpersonal Communications, General Psychology, and College Skills Development. The development of fundamental nursing knowledge and principles is continued through utilization of the nursing process. Nursing is approached with an understanding of meeting basic human needs when an individual experiences an emotional crisis event, a regulatory or homeostatic problem and/or an alteration in functioning of a body system.

**LPN Transition Course** **NURS-110 2 hours**

This course is designed to facilitate the transition of articulating LPN students into the associate degree nursing program. The course introduces the student to the philosophies and objectives of associate degree nursing, the College, and the Nursing Department. Testing of content areas from Nursing I and II is utilized to aide the student and faculty in identifying individual knowledge needs, and to direct the development of learning strategies to meet identified needs. Students are oriented to the clinical learning facilities and the college campus.

**Nursing III** **NURS-209 10 hours**

Prerequisites: a minimum grade of C in Nursing II, Anatomy and Physiology II, Microbiology, and Human Growth and Development. The approach to nursing is continued through an understanding of meeting basic human needs when an individual experiences an emotional crisis event, a regulatory or homeostatic problem and/or an alteration in functioning of a body system. Emphasis is placed on nursing care utilizing the nursing process requiring a higher level of assessment, decision making, and technical skills. Opportunities are provided to develop ability in setting priorities while giving care to a small number of acute and chronic clients of all age groups. Students will begin to differentiate the functions and responsibilities of the members of the health team.

**Nursing IV** **NURS-210 12 hours**

Prerequisite: a minimum grade of C in Nursing III and English Composition I. Nursing content includes knowledge of critical aspects of neurological, pediatric, cardiovascular, respiratory and endocrine problems. Learning opportunities are provided to develop ability in setting priorities while giving care to an increased number of acute, chronic and critical clients of all age groups. Professional attributes and managerial skills are further developed.

**Special Topics in Nursing** **NURS-253 1-3 hours**

This course provides information on health care systems and the impact of those systems on health care workers and the community. The emphasis is on timely issues, topics and methods for integrating the information into their professional roles.

**PRACTICAL NURSING**

The Practical Nursing Program prepares an individual for entry into the healthcare system as a Licensed Practical Nurse. This 10 month program covers a wide range of activities that may be viewed on a continuum, beginning with simple nursing tasks, progressing through increasingly complex responsibilities. Upon completion, the graduates will have a strong clinical base and will have developed the skills necessary to function in various health care settings in three interrelated roles: provider of care, manager of care, and a member of the profession.

Upon completion of the program, students will be awarded a certificate. The graduate is eligible to take the National Council Licensure Examination for licensure as a Licensed Practical Nurse (LPN). The legal qualifications for applying for LPN licensure in Kansas are as follows:

1. Graduated from a high school accredited by the appropriate legal accrediting agency or has obtained the equivalent of a high school education as determined by the Kansas State Department of Education;
2. Successfully completed the basic curriculum in an approved school of practical nursing and hold evidence of completion there from;
3. Satisfactorily rehabilitated if the applicant has ever been convicted of anything other than a moving traffic violation, unless the crime is as stated below. "to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed practical nurse...shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto." (From: Kansas Nurse Practice Act: Laws and Administrative Regulations. Topeka, KS. Kansas State Board of Nursing, 1997. Sections 65-1115 & 65-1120.)

In accordance with the Kansas Articulation Plan for Nursing Education, the graduate is also eligible to articulate into an associate of science in nursing program.

The Garden City Community College Practical Nursing program is approved by the Kansas State Board of Nursing.

**Admission Requirements**

Students seeking admission to nursing are advised to obtain from the Department of Nursing a copy of the Admission Requirements and Guidelines used in counseling applicants.

Copies of the following college admission requirements must be on file in the Nursing Department:

1. Application for admission to the College
2. High school transcript or GED scores.
3. COMPASS Placement Test, if applicable.
4. College transcript, if applicable.

In addition to meeting the above requirements, the student must complete and have on file in the Nursing Department:

1. Application to Practical Nursing.
2. A Nelson-Denny reading score at the 11th grade level or higher.
3. Evidence of completion of Anatomy & Physiology, General Psychology, Interpersonal Communication and Developmental Psychology with a "C" or better.
4. Nurse Aide Certification.
5. Personal Interview with the nursing director and a nursing faculty member.

Application will be reviewed for admission only when all scholastic credentials have been received. The number of students selected annually depends on:

1. Available local facilities for clinical experience.
2. The number of qualified faculty.
3. The number of qualified applicants completing admissions requirements.

Once accepted into the Practical Nursing Program students will also need:

1. Medical examination including a positive rubella titer and a negative TB skin test or chest x-ray.
2. Current CPR certification by the American Heart Association.

Clinical experiences are obtained in the Garden City area. Students must provide transportation to and from the college, the hospital and other area agencies.

**PRACTICAL NURSING**

<b>First Session</b> .....	<b>12 hours</b>
<b>Course No.</b>	<b>Course Title</b>
NURS 253	Special Topics in Nursing .....
PNRS 100	Fundamental of Nursing .....
PNRS 104	Pharmacology .....
PNRS 101	Practical Nursing I .....
PNRS 105	Gerontology .....

<b>Second Session</b> .....	<b>8 hours</b>
<b>Course No.</b>	<b>Course Title</b>
PNRS 102	Practical Nursing II .....

<b>Third Session</b> .....	<b>5 hours</b>
<b>Course No.</b>	<b>Course Title</b>
PNRS 103	Practical Nursing III .....

**Fundamental of Nursing PNRS 100 3 hours**

This course introduces the student to the scope of practice for the practical nurse. It includes a historical overview, ethical and legal issues, health care delivery systems, health and wellness, nursing process, assessment, therapeutic communication and cultural awareness. Basic nurse aide skills are validated, and new skills are developed. Practical applications of knowledge and skills are provided in a clinical setting.

**Pharmacology PNRS 104 2 hours**

Pharmacology introduces the student to medication classifications, dosages, calculations and administration techniques through both theory and lab experiences. The main focus is on various

factors about pharmacokinetics, drug groups, and specific drugs from each group.

**Practical Nursing I PNRS 101 5 hours**

This course introduces the practical nurse to the provision of care for patients across the life span with acute and chronic disorders of the musculoskeletal, hematological, neurological, and lymphatic systems. Special considerations for the surgical, pediatric and cancer patient are also introduced. The content is focused on utilizing the nursing process to direct clinical decision making in providing nursing care.

**Gerontology PNRS 105 1 hour**

This course introduces the practical nursing student to the theories and concepts of aging, the physiological and psychosocial changes and problems associated with the aging process, and the appropriate nursing interventions. It will include assessments, ethical and legal issues, and health care practices.

**Practical Nursing II PNRS 102 8 hours**

This course is the second course in the Practical Nursing series. It continues to introduce the practical nursing student to providing nursing care to patients across the life span with acute and chronic health disorders. Content areas focus on cardio and peripheral vascular, respiratory, gastrointestinal systems, liver, biliary, gall-bladder, pancreas, renal and urinary systems, reproduction and care of the pregnant patient and neonate. The nursing process is utilized to present content and to facilitate clinical decision making.

**Practical Nursing III PNRS 103 5 hours**

This course is the last course in the Practical Nursing Series. It completes the content on providing nursing care to patients across the life span with acute and chronic health care needs in the sensory, immune, integument, endocrine systems and mental health nursing. Students employ the nursing process to make clinical decisions. Content and capstone clinical practice are provided to assist the student to transition into vocational nursing.

**ALLIED HEALTH**

**Geriatric Aide Assistant HELR-102 5 hours**

The course is designed to prepare the geriatric aide for employment in a Kansas nursing home or hospital. Course work includes basic knowledge and skills necessary to help meet the psychosocial, physical and environmental needs of the geriatric resident. It includes both class and clinical experience. The geriatric aide is prepared to give care to residents in a nursing home under the supervision of a registered nurse, licensed practical nurse or physician. The course will qualify the student to take the Kansas Department of Health and Environment Geriatric Aide Certification Examination. State certification is necessary for employment in nursing homes in Kansas.

**Medical Terminology EMIC-104 3 hours**

This course is the study of Greek and Latin word parts (prefixes, suffixes and word roots), spelling, pronunciation, and accurate application of various medical terms related to nursing and other health care fields.



**Nursing Home Medication Aide HELR-103 5 hours**

Prerequisites: A valid geriatric aide certificate for Kansas nursing homes and evidence of an eighth-grade reading level. The course includes basic knowledge and skills necessary for an aide to prepare and administer medications under the supervision of a registered nurse or licensed practical nurse in a nursing home. It includes both class and clinical experiences. The course will qualify the student to take the Kansas State Department of Education Certification Examination for medication aide. State certification is necessary for employment in nursing homes in Kansas.

**Home Health Aide HELR-107 2 hours**

Prerequisites: A valid geriatric aide certificate for Kansas nursing homes and evidence of an eighth-grade reading level. The course is designed to prepare the paraprofessional for employment in a home health agency. Course work includes basic knowledge and adaptation of skills to help meet the psychosocial, physical and environmental needs of an individual or family in their home. The home health aide is prepared to give patient care under the supervision of a registered nurse, licensed practical nurse or physician. The course will qualify the student to take the Kansas Department of Health and Environment Home Health Aide Certification Examination. State certification is necessary for employment of aides in Kansas home health agencies.

**Activity Director HELR-108 3 hours**

Prerequisites: A valid geriatric aide certificate from Kansas and evidence of an eighth-grade reading level. This course prepares the nurse aide to work as an activity director in long term care facilities by introducing the student to the role, function and performance skills of an activity director. Course content includes exploration of the philosophy of long term care, the aging process, and planning and evaluating individual and group activities. At the completion of the course, the student will be eligible to have this certification added to their nurse aide registry.

**Social Service Designee HELR-109 3 hours**

Prerequisites: A valid geriatric aide certificate from Kansas and evidence of an eighth grade reading level. This course is designed to prepare the nurse aide to work as a social service designee in a long term care agency. Content areas include the philosophy of long term care, social work, the aging process, development of resident care plans, and the utilization of social services. At the completion of this course, the student is eligible to have this certification added to their nurse aide registry.

**Paraprofessional Health-Team Seminar HELR-110 1/2-3 hours**

The course is designed to provide supplemental and/or refresher programs in all areas of hospital, adult care home, medical record assistant and paramedical specialties.

**Rehabilitative Aide HELR-111 2 hours**

Prerequisite: Evidence of an eighth-grade reading level. This course prepares the student to assist residents in long term care to attain their maximum potential for self care. Content areas focus on the philosophy of rehabilitation and techniques that treat and train residents to achieve independence. The course is endorsed by the Kansas Chapter of the American Physical Therapy Association. The student, upon successful completion, will receive a certificate to work as a Rehabilitative Aide under the guidance of a Registered Physical Therapist.

**EMERGENCY MEDICAL SERVICES TECHNOLOGY**

This series of courses prepares the student to practice in the following areas: First Responder, Emergency Medical Technician (EMT-B), Emergency Medical Technician-Intermediate (EMT-I), and Mobile Intensive Care Technician Paramedic (MICT/P). Emergency Medical Services is an emerging profession that provides the individual an opportunity to practice at basic levels of emergency care, e.g. extrication, stabilization of the sick and injured to the advanced level of a Mobile Intensive Care Technician (MICT/Paramedic), administering medications and endotracheal intubation.

The successful completion of the courses First Responder, Emergency Medical Technician, and Emergency Medical Technician-Intermediate allows the graduate to sit for the State Certification Examination presented by the Board of EMS.

The successful completion of the EMT-I course prepares the student for State Certification. Completion of the First Responder EMT-B & MICT programs prepare the student for the National Registry Exam.

Students completing the MICT/Paramedic program are awarded an Associate of Applied Science (AAS) degree. However, students may opt to complete either an Associate of Arts (AA) or an Associate of Science (AS) Degree.

**Admission Requirements**

To be considered for acceptance into an Emergency Medical Services Technology course or program, the student must have the following completed:

1. Application to the College
2. Application to the desired course of study
3. Copy of high school transcript, GED and all college transcripts on file in the department
4. Completion of COMPASS and Nelson Denny testing
5. Interview with Program Coordinator

**Prerequisites for the following courses/programs****First Responder**

1. Be eighteen (18) years of age at the time of registry examination.

**Emergency Medical technician Basic (EMT-B)**

1. Be eighteen (18) years of age at the time of registry examination.

**Emergency Medical Technician Intermediate (EMT-I)**

1. Completion of EMT-B with a "C" or better
2. Certification as an EMT-B in the state of Kansas
3. Be eighteen (18) years of age at the time of registry examination.

**Mobile Intensive Care Technician (Paramedic/MICT)**

1. Completion of EMT-B with a "C" or better
2. Certification as an EMT-B in the state of Kansas
3. Be eighteen (18) years of age at the time of registry examination.
4. Successful completion a "C" or better, of College Chemistry, English I and Anatomy and Physiology I and II.

**Emergency Medical Technician (EMT-B)**

**EMRG-101 12 hours**

This basic course in emergency medical care includes lectures, videos, and practical application. Students who complete this course will have the ability to offer emergency care to victims of medical crisis or traumatic injury. Successful completion of this course allows the student to take the National Registry Exam.

**Medical Terminology EMIC-104 3 hours**

This course includes the study of prefixes, suffixes, root words and vocabulary including pronunciation, meaning and spelling related to areas of nursing and medical sciences. It is designed to enhance the knowledge and comprehension of nursing and medical terms for the paraprofessional health worker and others employed in nursing homes, hospitals, doctors' offices, medical records, etc.

**First Responder EMIC-107 4 hours**

This course is designed to provide instruction in initial emergency care. Students are taught methods of primary stabilization of the sick and injured. This course is taught according to the objectives presented by the Board of EMS and allows the student to acquire information, skills, and attitudes necessary for state certification as a First Responder.

**Emergency Medical Technician-Intermediate (EMT-I)**

**EMIC-110 4 hours**

Prerequisite: Certification as an EMT in Kansas. This course is designed to prepare certified EMT's in intravenous procedures. The course includes information on drugs and solutions, and provides clinical opportunities for the students to obtain the skills necessary to initiate intravenous therapy. The successful completion of this program allows the student to sit for the certification exam presented by the Board of EMS for the State of Kansas.

**MOBILE INTENSIVE CARE TECHNICIAN (MICT/Paramedic)**

**Semester 1 ..... 14 hours**

Course No.	Course Title	Credit
CHEM-108	*Chemistry .....	5
BIOL-211	*Anatomy & Physiology I .....	4
SPCH-113	Interpersonal Communication .....	3
PCDE-101	College Skills Development .....	1
HPER-119	Physical Education .....	1

**Semester 2 ..... 14 hours**

Course No.	Course Title	Credit
BIOL-212	*Anatomy & Physiology II .....	4
PSYC-101	General Psychology .....	3
ENGL-101	*English I .....	3
SOCI-102	Sociology .....	3
HPER-120	Physical Education .....	1

**Semester 3 ..... 16 hours**

Course No.	Course Title	Credit
EMIC-204	Advanced Medical Terminology .....	3
EMIC-207	Medical Emergencies .....	6
EMIC-105	Cardiology .....	4
EMIC-106	Pharmacology .....	3

**Semester 4 ..... 14 hours**

Course No.	Course Title	Credit
EMIC-208	Trauma .....	2
EMIC-209	Clinical Rotations .....	2

**Semester 5 ..... 12 hours**

Course No.	Course Title	Credit
EMIC-210	Field Internship .....	12

\* Must be completed prior to starting first MICT/Paramedic course

**Cardiology EMIC-105 4 hours**

Prerequisites: Anatomy and Physiology (6-8 credit hours), college chemistry, or permission of instructor. The course includes cardiac anatomy, cardiopulmonary physiology, physiological monitoring, medications and electrolytes and their effect on the EKG, pathophysiology of specific acute and chronic disease processes that affect the electrical and mechanical activities of the heart, electrophysiology of the heart, atrial, junctional and ventricular dysrhythmias and studies of disorders of rates and rhythms (introduces the student to rhythm strip reading and nursing implications). The course expands to include blood gas interpretations, alveolar ventilation, auscultation and ACLS certification.

**Pharmacology EMIC-106 3 hours**

Prerequisites: Anatomy and Physiology (6-8 credit hours), college chemistry, or permission of instructor. This course is an introduction to drugs that may be given by an MICT in the management of the acutely ill. The course includes information on the physiological effects, clinical use, desired effects, side effects, and precautions and contraindications of drugs used in acute care with an emphasis on cardiovascular drugs.

**Advanced Medical Terminology EMIC-204 3 hours**

Prerequisite: Medical Terminology. This course expands the information learned in Medical Terminology EMIC-104. Increased skills in utilizing terminology for documentation and communication are developed through direct application to printed material, discussion and record keeping.

**Medical Emergencies EMIC-207 6 hours**

Prerequisites: Anatomy and Physiology(6-8 credit hours), college chemistry, or permission of instructor. Emergency situations such as anaphylactic shock, drug poisoning, childbirth, seizures, cerebrovascular accidents, etc., are presented with regard to pathophysiology of the disorder and advanced clinical management. Practical sessions will be provided as applicable to the emergency situation presented.

**Trauma EMIC-208 2 hours**

Prerequisites: Anatomy and Physiology (6-8 credit hours), college chemistry, or permission of instructor. This course provides the student with assessment and treatment skills utilized in emergency situations. Fractures, wounds, hemorrhage, and blunt trauma to the body will be discussed with regard to mechanism of the injury, anticipated as well as overt injuries, and clinical management. Laboratory sessions for practical application will be provided.

**Clinical Rotation**                      **EMIC-209**                      **12 hours**

Prerequisite: Completion of didactic portion of program. This module provides hands-on patient contact and practice of technical skills. Experience, supervised by physicians, nurses, and certified MICTs, is provided in the delivery room, emergency room, operating room, pediatrics, psychiatric ward, intensive care unit, and respiratory therapy. Overall clinical supervision is provided by the course coordinator who also arranges for the students to participate in special activities. Evaluations will be made by nursing and EMS personnel with whom the students work.

**Field Internship**                      **EMIC-210**                      **12 hours**

Prerequisite: Completion of clinical rotation. This module will primarily be supervised by certified MICTs who will do an evaluation on each student. This internship will be on a rotational basis similar to the clinical rotations, and students will be required to spend at least 24 hours per week on call with a first response vehicle. Two fully equipped Type I vehicles will be available 24 hours a day for this portion of the training program





# SCIENCE

*Life Science*

*Chemistry*

*Physical Science*

*Physics*

*Electronics*

*Engineering*

**SCIENCE**

All programs outlined in the Science Division meet the requirements for an Associate in Science degree except those noted as non-degree programs.

In addition to the general education courses required for graduation, the courses listed in the following programs of study are the recommended courses for the successful completion of the identified degree or certificate program.

**BIOLOGICAL SCIENCE**

It is recommended that careful consideration be given to science requirements of four-year institutions so that a satisfactory transfer can be made. A good background in chemistry is essential to the understanding of biology and should begin the first semester. Consultation with members of the Science Division is recommended so that a program of courses will be planned to meet specific needs.

**Freshman Year**

**First Semester ..... 18 Hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
CHEM-109	College Chemistry I .....	5
MATH-108	College Algebra .....	3
MATH-109	Plane Trigonometry or	
MATH-110	Fundamentals of Statistics .....	3
	Physical Education elective .....	1
	Social Science elective .....	3

**Second Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
CHEM-110	Chemistry II and Qualitative Analysis .....	5
BIOL-105, 206	Principles of Biology (or Botany) .....	5
	Physical Education Elective .....	1
	Social Science or Humanities Elective .....	3

**Sophomore Year**

**First Semester ..... 16 hours**

Course No.	Course Title	Credit
PHYS-205	General Physics I .....	5
PSYC-101	General Psychology .....	3
BIOL-203	Microbiology .....	5
LITR-215	American Literature I .....	3

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
BIOL-205	General Zoology .....	5
CHEM-206	Organic Chemistry I .....	5
SPCH-111	Public Speaking OR	
SPCH-113	Interpersonal Communication I .....	3
	Social Science or Humanities Elective .....	3

**FORESTRY, RANGE MANAGEMENT, CONSERVATION OF NATURAL RESOURCES**

This program prepares freshmen and sophomore students majoring in one of the above areas to enter a four-year college or university. Consultation of the four-year college or university catalog is recommended in addition to the assistance of an advisor to ensure that requirements are met.

**Freshman Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
CHEM-109	College Chemistry I .....	5
MATH-108	College Algebra .....	3
MATH-109	Plane Trigonometry or	
MATH-110	Fundamentals of Statistics .....	3
ECON-111	Economics Macro .....	3

**Second Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
CHEM-110	Chemistry II & Qualitative Analysis .....	5
AGRO-103	Soils .....	4
BIOL-206	General Botany .....	5

**Sophomore Year**

**First Semester ..... 16 hours**

Course No.	Course Title	Credit
PHYS-205	General Physics I .....	5
AGRO-102	Range Management .....	3
SPCH-111	Public Speaking I or	
SPCH-113	Interpersonal Communications I .....	3
	Social Science elective .....	3
	Physical Education Electives .....	2

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
CHEM-206	Organic Chemistry .....	5
BIOL-205	General Zoology .....	5
	Social Science elective .....	3
	Humanities Elective .....	3

**FISHERIES & WILDLIFE BIOLOGY**

**Freshman Year**

**First Semester ..... 16 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
CHEM-109	College Chemistry I .....	5
BIOL-105	Principles of Biology .....	5
MATH-108	College Algebra .....	3

**Second Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
CHEM-110	College Chemistry II & Qualitative Analysis .....	5
SPCH-111	Public Speaking I or	
SPCH-113	Interpersonal Communications .....	3
PSYC-101	General Psychology .....	3
MATH-109	Plane Trigonometry or	
MATH-110	Fundamentals of Statistics .....	3

**Sophomore Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
	Literature Elective .....	3
PHYS-205	General Physics I .....	5
BIOL-213	Microbiology .....	5
SOCI-102	Sociology .....	3
	Physical Education elective .....	1

<b>Second Semester</b> .....	<b>17 hours</b>
<b>Course No.</b> <b>Course Title</b> .....	<b>Credit</b>
PHYS-206    General Physics II .....	5
CHEM-206    Organic Chemistry I .....	5
ECON-111    Economics: Macro .....	3
Humanities elective .....	3
Physical Education Elective .....	1

**PHYSICAL THERAPY**

Physical therapy concerns the restoration of function and the prevention of disability following disease, injury or loss of a body part. A license is required to practice. A degree or certificate from an approved school of physical therapy and the ability to pass the State Board Examination are requirements to receive a license.

**Freshman Year**

<b>First Semester</b> .....	<b>15 hours</b>
<b>Course No.</b> <b>Course Title</b> .....	<b>Credit</b>
ENG-101    English I .....	3
CHEM-109    College Chemistry I .....	5
MATH-108    College Algebra .....	3
PSYC-101    General Psychology .....	3
Physical Education elective .....	1

**Second Semester** .....

<b>Course No.</b> <b>Course Title</b> .....	<b>Credit</b>
ENG-102    English II .....	3
CHEM-110    College Chemistry II or	
BIOL-105    Principles of Biology .....	5
SPCH-111    Public Speaking I .....	3
Humanities elective .....	3
MATH-109    Plane Trigonometry .....	3

**Sophomore Year**

<b>First Semester</b> .....	<b>17 hours</b>
<b>Course No.</b> <b>Course Title</b> .....	<b>Credit</b>
Literature elective .....	3
ECON-111    Economics or	
POLS-105    American Government .....	3
BIOL-213    Microbiology or	
BIOL-211    Anatomy and Physiology I .....	5
PHYS-205    General Physics I	
Physical Education Elective .....	1

**Second Semester** .....

<b>Course No.</b> <b>Course Title</b> .....	<b>Credit</b>
Literature Elective .....	3
BIOL-205    General Zoology .....	5
EDUC-110    Developmental Psychology .....	3
SOCI-105    Sociology .....	3
Humanities Elective .....	3

**RESPIRATORY THERAPY (Non-Degree Program)**

This program prepares students for beginning practice in the respiratory therapy profession. Respiratory therapy graduates must earn accreditation by the Commission on Accreditation of Allied Health Education Programs to practice in this profession. Some programs consist of two years of course work and provide certification as a respiratory therapy technician, but currently Garden City Community College does **not** offer the clinical component required for certification. Some programs at selected four-year colleges offer the B.S. degree with certification in respiratory therapy.

Students who wish to major in respiratory therapy or in respiratory therapy technician areas may complete some foundation course work at Garden City Community College. Depending upon their degree goals, students will need to transfer to either another two-year college or a four-year college which offers the clinical component required to achieve certification.

**Freshman year**

<b>Course No.</b> <b>Course Title</b> .....	<b>Credit</b>
<b>First Semester</b> .....	<b>15 hours</b>
ENG-101    English I .....	3
PHYS-205    General Physics I .....	5
BIOL-211    Anatomy and Physiology I .....	4
<b>MATH-208</b> College Algebra .....	3

**Second Semester** .....

<b>Course No.</b> <b>Course Title</b> .....	<b>Credit</b>
SPCH-111    Public Speaking I .....	3
BIOL-212    Anatomy and Physiology II .....	4
CHEM-105    General Chemistry or	
CHEM-108    Chemistry for Health Services .....	5
PSYC-101    General Psychology .....	3
<b>SOCI-105</b> Sociology .....	3

**RADIOLOGIC TECHNOLOGY (X-Ray Technology) (Non-Degree Program)**

Radiologic technology involves the use of radiant energy in the field of medicine to assist physicians in the diagnosis and treatment of diseases. The primary function of radiological technologists is to operate x-ray equipment under the general direction of a physician. Preparatory courses in mathematics, chemistry, physics and biology will better prepare students for training in radiologic technology. To complete professional requirements, students enrolled in the program must complete one additional year at an approved school of x-ray technology as outlined by the American Society of Radiological Technologists in conjunction with the American College of Radiology and the American Medical Association.

**Freshman Year**

<b>First Semester</b> .....	<b>17 hours</b>
<b>Course No.</b> <b>Course Title</b> .....	<b>Credit</b>
BIOL-105    Principles of Biology .....	5
ENG-101    English I .....	3
BIOL-211    Anatomy & Physiology I .....	4
SPCH-111    Public Speaking I OR	
SPCH-113    Interpersonal Communications .....	3
<b>EMIC-104</b> Medical Terminology .....	3

**Second Semester** .....

<b>Course No.</b> <b>Course Title</b> .....	<b>Credit</b>
PSYC-101    General Psychology .....	3
ENG-102    English II .....	3
BIOL-213    Anatomy & Physiology II .....	4
MATH-208    College Algebra .....	3
Introduction to Microcomputer Software .....	3

*Recommended Electives:*

<b>Course No.</b> <b>Course Title</b> .....	<b>Credit</b>
PHYS-106    Descriptive Physics .....	3
CHEM-105    General Chemistry .....	3
SOCI-105    Sociology .....	3

**MEDICAL TECHNOLOGY**

Medical technologists perform tests which aid in the diagnosis and treatment of diseases. These tests include laboratory procedures used in diagnostic microbiology, immunology, hematology, blood banking, urinalysis and chemistry. Medical technologists work in medical laboratories in hospitals, clinics, public health agencies and in research laboratories. Admission requires enrollment in the four-year degree program leading to a baccalaureate degree. The baccalaureate program must include mathematics, at least 18 hours in chemistry, and at least 16 hours in life science, including courses in bacteriology and immunology. Three years of college work followed by a twelve-month internship program leads to a Bachelor of Science degree in medical technology.

**Freshman Year**

**First Semester ..... 18 hours**

Course No.	Course Title	Credit
CHEM-109	College Chemistry I .....	5
ENG-101	English I .....	3
MATH-108	College Algebra .....	3
BIOL-105	Principles of Biology .....	5
	Physical Education Elective .....	2

**Second Semester ..... 17 hours**

Course No.	Course Title	Credit
CHEM-110	College Chemistry II & Qualitative Analysis ..	5
ENG-102	English II .....	3
	Humanities Elective .....	3
SPCH-111	Public Speaking I .....	3
PSYC-101	General Psychology .....	3

**Sophomore Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
CHEM-206	Organic Chemistry I .....	5
BIOL-213	Microbiology .....	5
BIOL-211	Anatomy and Physiology I .....	4
	Humanities elective .....	3

**Second Semester ..... 15-17 hours**

Course No.	Course Title	Credit
CHEM-207	Organic Chemistry II .....	5
EDUC-110	Development Psychology .....	3
BIOL-212	Anatomy and Physiology II .....	4
BIOL-205	General Zoology or	
PHYS-106	Descriptive Physics .....	5-3

**DENTAL HYGIENE**

Dental hygienists are the only dental auxiliaries who provide service directly to the patient and are required to obtain a license to practice. The dental hygiene curriculum includes basic sciences, dental sciences and liberal arts. The associate degree or certification program qualifies a hygienist for clinical practice. The level of training required for leadership positions in teaching and public health school requires applicants to take a Dental Hygiene Aptitude Test before admission. Careful consideration should be given to the respective school's admission requirements.

**Freshman Year**

**First Semester ..... 15 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
PSYC-101	General Psychology .....	3
CHEM-105	General Chemistry .....	5
SPCH-111	Public Speaking I .....	3
	Physical Education Elective .....	1

**Second Semester ..... 15 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
MATH-108	College Algebra .....	3
	Humanities electives .....	5
HMEC115	Basic Nutrition .....	3
	Physical Education elective .....	1

**Sophomore Year**

**First Semester ..... 16 hours**

Course No.	Course Title	Credit
BIOL-213	Microbiology .....	5
EDUC-105	Foundations of Education .....	3
	Humanities elective .....	3
EDUC-110	Developmental Psychology .....	3
HPER-109	First Aid .....	2

**Second Semester ..... 17 hours**

Course No.	Course Title	Credit
BIOL-211	Anatomy and Physiology I .....	5
HPER-106	Health Education .....	3
SOCI-105	Sociology .....	3
	General studies elective .....	6

**MEDICINE/DENTISTRY/OSTEOPATHY/  
OPTOMETRY**

The course of study leading to admission to a school of medicine requires four years. A Bachelor's degree from an accredited college is ordinarily a prerequisite for admission to a school of medicine.

Schools of Dentistry require prescribed preparation in the sciences as well as general education. Although the entrance requirements to various professional schools are generally of the same character, it is wise to place emphasis upon the sciences as early as possible.

Careful consideration of the academic requirements of transfer institutions is necessary for continued success.

**Freshman Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
CHEM-109	College Chemistry I .....	5
MATH-122	Calculus and Analytical Geometry I .....	5
SPCH-11	Public Speaking I .....	3
	Physical Education elective .....	1

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
CHEM110	College Chemistry II & Qualitative Analysis ..	5
	General Studies elective .....	3
BIOL-205	General Zoology .....	5



**Sophomore Year****First Semester ..... 17 hours**

Course No.	Course Title	Credit
PHYS-205	General Physics I .....	5
CHEM-206	Organic Chemistry I .....	5
PSYC-101	General Psychology .....	3
	Humanities elective .....	3
	Physical Education electives .....	1

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
PHYS-206	General Physics II .....	5
CHEM-207	Organic Chemistry II .....	5
	General Studies electives .....	6

*Recommended Electives:*

Course No.	Course Title	Credit
BIOL-211	Anatomy & Physiology I .....	4
<b>BIOL-212</b>	Anatomy & Physiology II .....	4

**CHIROPRACTIC**

Entrance to most chiropractic schools requires 90 hours of college credit. Completion of requirements for the Associate in Science Degree with the following courses should meet requirements at some schools. Most states require a bachelor's degree before entrance to chiropractic school in order to practice in that state. Careful consideration/consultation should be given to the respective chiropractic school's admission requirements.

**Freshman Year****First Semester ..... 16 hours**

Course No.	Course Title	Credit
MATH-108	College Algebra or above .....	3
BIOL-105	Principles of Biology .....	5
CHEM-109	College Chemistry I .....	5
ENG-101	English I .....	3

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
BIOL-211	Anatomy & Physiology I .....	4
<b>CHEM-110</b>	College Chemistry II & Qualitative Analysis ..	5
ENG-102	English II .....	3
	Gen. Stud./Humanities Elective .....	3
	Physical Education Elective .....	1

**Sophomore Year****Course No. Course Title Credit****First Semester ..... 17 hours**

BIOL-212	Anatomy and Physiology II .....	4
PHYS-205	General Physics I .....	5
CHEM-206	Organic Chemistry I .....	5
PSYC-101	General Psychology .....	3

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
PHYS-206	General Physics II .....	5
CHEM-207	Organic Chemistry II .....	5
	Humanities Elective .....	6

**PHARMACY**

Careful consideration/consultation should be given to the respective pharmacy school's admission requirements. Students are required to take the Pharmacy College Admission Test (PCAT). A

license is required to practice pharmacy. State Boards of Pharmacy grant licenses to students who successfully pass board examinations. In all states, eligibility to take board examinations requires graduation from an accredited school of pharmacy and completion of required experiential training.

**Freshman Year****First Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
CHEM-109	College Chemistry I .....	5
MATH-121	Fundamentals of Calculus .....	3
	General Studies electives .....	6

**Second Semester ..... 18 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
CHEM-110	College Chemistry II and Qualitative Analysis	5
BIOL-105	Principles of Biology .....	5
	General Studies elective .....	3
	Physical Education Elective .....	2

**Sophomore Year****First Semester ..... 16 hours**

Course No.	Course Title	Credit
BIOL-213	Microbiology .....	5
CHEM-206	Organic Chemistry I .....	5
	General Studies elective .....	6

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
CHEM-207	Organic Chemistry II .....	5
BIOL-210	Anatomy and Physiology .....	5
SPCH-111	Public Speaking I .....	3
	General Studies elective .....	3

**MORTUARY SCIENCE (Non-Degree Program)**

A student interested in becoming a licensed mortician in Kansas may take 60 college credit hours at the college followed by 30 hour at a mortuary school approved by the Kansas State Board of Embalming.

It is also possible to take up to 32 hours at Garden City Community College and then transfer to an approved college which offers a two-year program in Mortuary Science. Should the latter route be followed, courses which will transfer to a mortuary science college include the following:

**Freshman Year****First Semester ..... 16 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
CHEM-108	Chemistry for Health Services .....	5
BIOL-105	Principles of Biology .....	5
<b>PSYC-101</b>	General Psychology .....	3

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
BIOL-210	Anatomy & Physiology .....	5
BIOL-213	Microbiology .....	5
ACCT-101	General Accounting .....	3

**VETERINARY MEDICINE**

The veterinary medicine curriculum is a professional program seven years in length. It is possible to obtain the first two years at Garden City Community College. In addition to the general education courses, the following are courses may be needed.

**Freshman Year**

**First Semester ..... 18 hours**

Course No.	Course Title	Credit
AGRI-100	Agriculture in Our Society .....	1
CHEM-109	College Chemistry I .....	5
ENG-101	English I .....	3
BIOL-105	Principles of Biology .....	5
ANSI-102	Principles of Animal Science .....	3
ANSI-103	Animal Science & Industry Lab .....	1

**Second Semester ..... 17 hours**

Course No.	Course Title	Credit
ANSI-106	Dairy-Poultry Production .....	3
CHEM-110	College Chemistry II & Qualitative Analysis ..	5
ENG-102	English II .....	3
	Social Science Elective .....	3
<b>SPCH-111</b>	Public Speaking I .....	3

**Sophomore Year**

**First Semester ..... 18 hours**

Course No.	Course Title	Credit
PHYS-205	General Physics I .....	5
ANSI-107	Animal Nutrition .....	3
BIOL-213	Microbiology .....	5
	Humanities elective .....	3
	Physical Education elective .....	2

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
PHYS-206	General Physics II .....	5
PSYC-101	General Psychology .....	3
	Humanities elective .....	3
<b>CHEM-206</b>	Organic Chemistry I .....	5

**CHEMISTRY**

**Freshman Year**

**First Semester ..... 18 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
CHEM-109	College Chemistry I .....	5
MATH-122	Calculus & Analytical Geometry I .....	5
PSYC-101	General Psychology .....	3
	Physical Education elective .....	2

**Second Semester ..... 19 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
CHEM-110	College Chemistry II & Qualitative Analysis ..	5
MATH-205	Calculus & Analytical Geometry II .....	5
	Humanities elective .....	3
SPCH-111	Public Speaking I .....	3

**Sophomore Year**

**First Semester ..... 18 hours**

Course No.	Course Title	Credit
MATH-205	Calculus & Analytical Geometry III .....	5
PHYS-207	Engineering Physics I .....	5
CHEM-206	Organic Chemistry I .....	5
	Humanities elective .....	3

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
MATH-206	Differential Equations .....	3
PHYS-208	Engineering Physics II .....	5
CHEM-207	Organic Chemistry II .....	5
	Social Science elective .....	3

**PHYSICS**

**Freshman Year**

**First Semester ..... 17**

Course No.	Course Title	Credit
ENG-101	English I .....	3
CHEM-109	College Chemistry I .....	5
MATH-122	Calculus & Analytical Geometry I .....	5
PSYC-101	General Psychology .....	3
	Physical Education elective .....	1

**Second Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
CHEM-109	College Chemistry II & Qualitative Analysis ..	5
MATH-123	Calculus & Analytical Geometry II .....	5
SPCH-111	Public Speaking I .....	3
	Physical Education elective .....	1

**Sophomore Year**

**First Semester ..... 16 hours**

Course No.	Course Title	Credit
PHYS-207	Engineering Physics I .....	5
MATH-205	Calculus & Analytical Geometry III .....	5
ECON-111	Economics: Macro .....	3
	Humanities elective .....	3

**Second Semester ..... 14 hours**

Course No.	Course Title	Credit
PHYS-206	Engineering Physics II .....	5
MATH-206	Differential Equations .....	3
	Social Science elective .....	3
	Humanities elective .....	3

**PHYSICAL SCIENCE**

This curriculum is designed especially for those students who wish to pursue a degree in General Physical Science and not necessarily obtain a major in chemistry or physics.

**Freshman Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
CHEM-109	College Chemistry I .....	5
MATH-122	Calculus & Analytical Geometry I .....	5
	Humanities elective .....	3
	Physical Education elective .....	1

**Second Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
CHEM-110	College Chemistry II & Qualitative Analysis ..	5
MATH-123	Calculus & Analytical Geometry II .....	5
SPCH-111	Public Speaking .....	3
	Physical Education elective .....	1

**Sophomore Year****First Semester ..... 17 hours**

Course No.	Course Title	Credit
PHYS-207	Engineering Physics I .....	5
PSYC-101	General Psychology .....	3
	Humanities elective .....	3
	General Education elective .....	6

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
BIOL-105	Principles of Biology .....	5
PHYS-208	Engineering Physics II .....	5
	Social Science elective .....	3
	Science elective .....	3

**ARCHITECTURE (Non-Degree Program)**

Students interested in architecture must decide whether they desire architectural engineering, building construction, or design architecture. Those interested in the first two options should follow the pre-engineering curriculum.

The design architecture program at most universities requires five academic years. The first year may be taken at the community college, after which the student is advised to transfer to a university.

Course No.	Course Title	Credit
ENGL-101	English I .....	3
ENGL-102	English II .....	3
MATH-108	College Algebra .....	3
MATH-120	PreCalculus <b>OR</b> .....	3
MATH-121	Fundamentals of Calculus .....	3
PHYS-205	General Physics I .....	5
SPCH-111	Public Speaking I .....	3
HIST-101	Survey of Civilization I .....	3
SOCI-102	Sociology .....	3
PSYC-101	General Psychology .....	3
PHIL-101	Introduction to Philosophy .....	3
ARTS-121	History of World Art .....	3
ECON-111	Economics: Macro .....	3
GEOG-101	World Geography .....	3
ARTS-101,	Suggested electives .....	9
ARTS-104, ARTS-129, DRAFT-104		

**ENGINEERING TECHNOLOGY**

Engineering Technology programs emphasize a broad understanding of science, social sciences, and mathematics coupled with practical experience in applying that knowledge to the solution of a variety of common engineering problems. This course of study is appropriate for students interested in careers involving routine design, production or construction management and facilities operations and maintenance. The Engineering Technology program represents approximately one half of the requirements for a Bachelors Degree in Civil, Electrical, or Mechanical Engineering Technology.

Although most Engineering Technology degree programs require less mathematics and physics than engineering programs, the requirement for demonstrated capability in applied problem solving is as demanding as the engineering program's emphasis on demonstrated proficiency in understanding and use of theory.

**Freshman Year****First Semester ..... 16 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
CHEM-105	General Chemistry .....	5
MATH-108	College Algebra .....	3
ENGR-105	Engineering Drawing I .....	3
	Physical Education Elective .....	2

**Second Semester ..... 18 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
MATH-109	Plane Trigonometry .....	3
CSCI-101	Introduction to Management Info. Systems ....	3
SPCH-111	Public Speaking I .....	3
	Humanities elective .....	3
	Social Science elective .....	3

**Sophomore Year****First Semester ..... 17 hours**

Course No.	Course Title	Credit
PHYS-205	General Physics I .....	5
CSCI-102	Introduction to Programming .....	3
ECON-111	Economics: Macro .....	3
MATH 121	Fundamentals of Calculus .....	3
	Humanities elective .....	3

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
PHYS-206	General Physics II .....	5
CSCI-107	Advanced Programming .....	3
BSAD-101	Introduction to Business .....	2
	Social Science elective .....	3
	Technical elective .....	3

**ENGINEERING .....**

Course selection for engineering should be in keeping with the transfer university curricular requirements. College Algebra and Trigonometry will not be counted toward a degree in any Kansas engineering school. The lack of a high school background in mathematics and chemistry will make it necessary to allow more time to meet engineering requirements. Requirements for graduation vary widely within an engineering curriculum not only concerning Social Science and Humanities electives, but also concerning some of the technical courses listed below. Courses should be selected only after consulting the advisor.

**Freshman Year****First Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
MATH-122	Calculus & Analytical Geometry I .....	5
CHEM-105	College Chemistry I .....	5
ENGR-105	Engineering Drawing I .....	3
	Physical Education elective .....	1

<b>Second Semester ..... 19 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENG-102	English II .....	3
MATH-123	Calculus & Analytical Geometry II .....	5
CHEM-110	College Chemistry II & Qualitative Analysis ..	5
	Social Science elective .....	3
ENGR-106	Engineering Drawing II .....	3

**Sophomore Year**

<b>First Semester ..... 19 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-207	Engineering Physics I .....	5
MATH-205	Calculus & Analytical Geometry III .....	5
ECON-112	Economics: Micro .....	3
SPCH-111	Public Speaking I .....	3
	Humanities elective .....	3

<b>Second Semester ..... 18 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-208	Engineering Physics II .....	5
MATH-206	Differential Equations .....	3
ENGR-205	Statics I .....	3
	Social Science elective .....	3
	Humanities elective .....	3
	Physical Education elective .....	1

**LIFE SCIENCE**

**Principles of Biology BIOL-105 5 hours**

Prerequisite: None; however, a chemistry course is recommended. This is an introductory course dealing with the nature of life. Course concepts include simply chemistry, cells, cell processes, DNA processes, inheritance, plants, animals, ecology, reproduction and development. The course is general enough for non-majors seeking a lab science and rigorous enough for science majors. Three hours lecture/four hours laboratory per week. (Fall/Spring/Summer)

**Principles of Wildlife Management BIOL-106 3 hours**

This is a basic course in wildlife management. The history of conservation in the United States will be considered. Basic concepts of modern wildlife management and management of urban and suburban wildlife will be covered. Ecological relationships between wildlife and their physical environment will be a primary area for study. Wildlife management techniques and materials for sustaining various species of wildlife, with special emphasis on administration and laws pertaining to this field of work, will be considered. Field trips may be scheduled, depending on class size and interest. (On demand).

**River Ecology BIOL-107 4 hours**

This course is designed to provide a field biology experience by total immersion in the natural environment. An understanding of the broad concepts of the field of ecology will be developed by a study of the interactions of the various flora and fauna of the Ozarks. This understanding will occur as the student canoes and camps along a 60-mile section of the river. This course is a combination of laboratory and lecture as the students encounter various points of interest throughout the trip. However, it does not satisfy the laboratory science requirement in general education. This course should be taken concurrently with the Canoeing and Camping courses (Summer).

**Introduction to Ecology BIOL-109 5 hours**

Prerequisite: Principles of Biology or consent of the instructor. This course introduces the broad concepts of ecology including the ecosystem, habitat and ecological niche, biochemical cycles, food chains, trophic structures and ecological pyramids. Population and community ecology concepts are considered with a general application of ecological concepts to environmental conditions. Laboratory work predominately involves field observations with some indoor evaluation of data involved. The course is designed for forestry, wildlife, fisheries, biology and other major fields of study that deal with environmental conditions. Three hours lecture/four hours laboratory per week (offered Fall-odd year).

**Special Topics in Science BIOL-110 1-2 hours**

This course is taught by arrangement. One or two hours of credit is given for special problems in any mathematics or science field and is carried out under the supervision of an instructor. This course may be repeated.

**General Zoology BIOL-205 5 hours**

Prerequisite: Principles of Biology or consent of the instructor. This course offers the study of the basic concepts of animal biology, beginning with the chemical and physical nature of protoplasm and continuing through the principles of molecular and cellular biology, the animal anatomy and physiology, genetics and evolution of the animal kingdom and a survey of animal taxonomy. Three hours lecture/four hours laboratory per week. (Spring)

**General Botany BIOL-206 5 hours**

Prerequisite: Principles of Biology or consent of the instructor. This course surveys the plant kingdom, emphasizing molecular and cellular concepts as related to plants and the morphology and physiology, systematics, heredity and evolution of representatives of the major plant groups from bacteria to the angiosperms. Three hours lecture/four hours laboratory per week. (Fall-even year)

**Anatomy and Physiology BIOL-210 5 hours**

This course is an elementary study of the functions and structure of the human body, including general principles of the mechanisms of nutrition. This course is designed for education majors and general education students, but is not recommended for students in health-related fields. Three hours lecture/four hours laboratory per week. (Fall/Spring)

**Anatomy and Physiology I BIOL-211 4 hours**

Prerequisite: None; however, Chemistry for Health Services and Principles of Biology are highly recommended. The structure and function of cells and tissues and the skeletal, muscular and nervous systems comprise the course content. Special attention is given to controls and integration of the erect and moving body. A human cadaver is used to supplement instruction in this course designed primarily for students in health-related fields. Three hours lecture/two hours laboratory per week. (Fall/Spring/Summer)

**Anatomy and Physiology II**      **BIOL-212**      **4 hours**

Prerequisite: Anatomy and Physiology I or consent of the instructor. This course is a continuation of Anatomy and Physiology I. The structures and functions of the respiratory, cardiovascular, digestive, urinary, reproductive and endocrine systems are studied in this course. Attention is given to maintaining the metabolism of the body and the fluid, electrolyte and acid-base balance of the healthy body. A human cadaver is used to supplement instruction in this course. Three hours lecture/two hours laboratory per week. (Fall/Spring/Summer)

**Microbiology**      **BIOL-213**      **5 hours**

Prerequisite: Principles of Biology and one semester of Chemistry. This course is designed to meet the needs of students entering medically related field or other areas requiring a basic understanding of microorganisms. Course concepts include chemistry, cells, metabolism, DNA, DNA processes and genomics, classification of prokaryotes, survey of microorganisms, viruses (sub-cellular entities), the immune system, drugs, and diseases affecting humans. Characteristics of microorganisms (primarily bacteria, but also Archaea, protozoans and fungi and helminthes) are studied. Laboratory work predominately involves the testing of physical and metabolic traits of bacteria that leads to the identification of an unknown. Three hours of lecture/four and 1/2 hours of laboratory per week. (Fall/Spring/Summer)

**CHEMISTRY****General Chemistry**      **CHEM-105**      **5 hours**

Prerequisites: Student must score between 47-65 on the math COMPASS test. This course is the study of the general principles of chemistry to provide general information about the elements, atomic structure and laboratory methods for the liberal arts student who does not expect to major in science or related fields. Students should not take this course and Inorganic Chemistry I unless a more thorough background is desired; in which case, not more than five hours of credit toward a chemistry degree will be granted. Three hours lecture/three hours laboratory per week. (Spring)

**Chemistry for Health Services**      **CHEM-108**      **5 hours**

Prerequisites: Student must score between 47-65 on the math compass test. This course in general chemistry is designed primarily for first-year students in various health-related programs. Emphasis is placed on practical aspects of inorganic chemistry, organic chemistry and biochemistry. Theoretical topics are dealt with only as an aid to understanding human body processes. Three hours lecture/four hours laboratory per week. (Fall/Spring/Summer)

**College Chemistry I**      **CHEM-109**      **5 hours**

Prerequisite: High school chemistry and advanced algebra or concurrent enrollment in College Algebra. (Score on math assest test or department pretest) This course is the study of atomic structure with an emphasis on electronic configurations and their effect on chemical properties. The three phases of matter are studied through problem-solving methods. Three hours lecture/four hours laboratory per week. (Fall)

**College Chemistry II and Qualitative Analysis****CHEM-110**      **5 hours**

Prerequisite: College Chemistry I. This course is a continuation of College Chemistry I with emphasis on various types of chemical equilibrium, chemical kinetics, thermodynamics, electrochemistry, nuclear chemistry and an introduction to organic chemistry. Approximately one-fourth of laboratory work is spent in qualitative analysis. Three hours lecture/four hours laboratory per week. (Spring)

**Organic Chemistry I**      **CHEM-206**      **5 hours**

Prerequisite: College Chemistry II. This course is an in-depth study of organic chemistry with emphasis on nomenclature, molecular structures and common chemical reaction mechanisms. Three hours lecture/six hours laboratory per week. (Fall)

**Organic Chemistry II**      **CHEM-207**      **5 hours**

Prerequisite: Organic Chemistry I. This course is a continuation of Organic Chemistry I and is devoted to the chemistry of the major functional groups, IR and NMR Spectroscopy, carbohydrates and biochemical topics. Three hours lecture/six hours laboratory per week. (Spring)

**PHYSICAL SCIENCE****Current Topics in Science**      **PHSC-101**      **1-3 hours**

This course is designed to give students a non-laboratory course in science to gain familiarity with some of the current ideas in science that are likely to be discussed in popular and scientific publications.

**General Physical Science**      **PHSC-105**      **5 hours**

Prerequisite: Beginning Algebra or one year of high school algebra would be very helpful. This course is a general survey of the physical world in which astronomy, chemistry, geology, meteorology and physics are considered. Fundamental principles have been selected from the individual disciplines to supply the student with a broad and basic background. Emphasis is placed on these topics as an integral part of the environment. Practical aspects are stressed on numerous field trips. This course is designed for liberal arts, education and general studies students. Three hours lecture/three hours laboratory per week. (Fall/Spring)

**Descriptive Astronomy**      **PHSC-106**      **3 hours**

A background in basic algebra will be useful but is not required. This course is a largely qualitative study of the sun and planets, stars and galaxies and a survey of what is known and how it is known. Extensive use will be made of audio-visual materials in class. Occasional telescopic observation sessions will be held. Three hours lecture per week. (Fall)

**Understanding Weather**      **PHSC-110**      **3 hours**

The objective of this course is to acquaint students with the basic physical laws affecting atmospheric phenomena, to study the methodology of forecast meteorology as it applies to agriculture and aviation, to examine causes of climatic variation and to study cases of severe weather. This course is also designed to develop an appreciation for the impact of man on climate and climate on man. (Spring)

**Physical Geology**                      **PHSC-205**                      **5 hours**

This course concerns the formation, occurrence and structure of minerals and rocks, actions of streams, oceans, glaciers and the formation and modification of the landscape through mountain building, volcanism and earthquakes. Three hours lecture/four hours laboratory per week. (Spring)

**Descriptive Physics**                      **PHYS-106**                      **3 hours**

Prerequisite: One year of high school algebra. This course serves as a three-hour elective science course for non-science majors. It also enables students not pursuing a degree in science to learn the basic concepts of physics without the need for a high proficiency in mathematics. Areas of study include mechanics, temperature and heat, waves and sound, electricity and magnetism, light and atomic and nuclear physics. Three hours lecture per week. (Fall, on demand)

**General Physics I**                      **PHYS-205**                      **5 hours**

Prerequisite: College Algebra or the consent of the instructor. This course is a conceptually-oriented study of the field of basic physics with emphasis on understanding concepts and problem solving. Areas of study include motion in one and two dimensions, energy and momentum, gravity, rotation, fluid dynamics, thermodynamics, and mechanical waves. Three hours lecture/four hours laboratory per week. (Fall)

**General Physics II**                      **PHYS-206**                      **5 hours**

Prerequisite: General Physics I. This course is a continuation of the study of basic physics begun in General Physics I. Areas of study include electricity and magnetism, light and optics, relativity, quantum mechanics, and atomic and nuclear physics. Three hours lecture/three hours laboratory per week. (Spring)

**Engineering Physics I**                      **PHYS-207**                      **5 hours**

Prerequisite: Calculus and Analytical Geometry I. Topics studied include mechanics and thermodynamics. This is a required course for pre-engineering and science majors in the field of chemistry, physics, mathematics and geology. Three hours lecture/four hours laboratory per week. (Fall)

**Engineering Physics II**                      **PHYS-208**                      **5 hours**

Prerequisite: Engineering Physics I. Topics studied include mechanical waves, electricity and magnetism, and light. Three hours lecture/four hours laboratory per week. (Spring)

**ELECTRONICS****Electronic Circuits I**                      **ELEC-120**                      **3 hours**

This is a beginning course in direct current and alternating current theory. Topics covered are direct current and alternating current sources, series and parallel circuits, magnetism, inductance and capacitance and resistance in alternating current circuits.

**ENGINEERING****Engineering Concepts**                      **ENGR-100**                      **2 hours**

This course is an introduction to engineering and engineering design. Problem-solving techniques are emphasized. Types of problems encountered in various engineering fields are explored. Information on types of job opportunities available is provided to acquaint the undecided students with these fields. (On demand)

**Engineering Drawing I**                      **ENGR-105**                      **3 hours**

The scope of the course includes the relation of graphics to modern industry, orthographic projection, size, description, instrumental drawing, lettering, blueprint reading, drafting tools and techniques, pictorial drawing and geometric construction. Two hours lecture/two hours lab per week.

**Engineering Drawing II**                      **ENGR-106**                      **3 hours**

Prerequisite: Engineering Drawing I is required. This course covers machine drawing, sketches of machine parts, preparation of working drawings, detailing of machines from sketches, notes, assembly drawings and introduction to computer aided drafting. Two hours lecture/two hours lab per week.

**Statics I**                      **ENGR-205**                      **3 hours**

Offered upon demand. Prerequisites: Engineering Physics I and Calculus and Analytical Geometry I are required. Composition and resolution of forces, equilibrium of force systems, applications and laws of statics to engineering problems in structures, cables and machine elements, centers of gravity and moments of inertia are covered in this course.

**Electronics I**                      **INPR-102**                      **3 hours**

This course covers DC electronics including basic electron theory, magnetism, basic physical laws, resistance, simple electronic instruments and series and parallel circuit analysis. Circuits are constructed during laboratory exercises and tested to emphasize concepts.

**Electronics II**                      **INPR-117**                      **3 hours**

Prerequisite: Electronics I or consent of instructor. This course is a continuation of Electronics I and introduces AC circuit concepts of inductance and capacitance in circuit analysis. The course also covers reactance, impedance, power in AC circuits and transformer analysis. Introductory solid state device concepts are presented for power supply analysis. Circuits are constructed and tested during laboratory exercises to emphasize concepts.

# MATHEMATICS

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*Mathematics*

## MATHEMATICS

In addition to the general education courses required for graduation with the respective associate degrees, the courses listed in the following program of study are recommended for the successful completion of the degree with an emphasis in Mathematics.

### Associate of Science or Associate of Arts Degree

Students planning to major in mathematics who have excellent grades in at least four units of high school mathematics (including two units of high school algebra, geometry, and trigonometry) and who have shown satisfactory proficiency on a recognized placement examination should complete the following course of study. Students who initially place below MATH-122 must satisfactorily complete the required prerequisite courses.

Course No.	Course Title	Credit
MATH-122	Calculus & Analytical Geometry I .....	5
MATH-123	Calculus & Analytical Geometry II .....	5
MATH-205	Calculus & Analytical Geometry III .....	5
MATH-206	Differential Equations .....	3

*Optional, but highly recommended:*

Course No.	Course Title	Credit
MATH-110	Fundamentals of Statistics .....	3
CHEM-109	College Chemistry I .....	5
CHEM-110	College Chemistry II .....	5
PHYS-207	Engineering Physics I .....	5
PHYS-208	Engineering Physics II .....	5
ECON-111	Economics: Macro .....	3
	A computer programming course .....	3-5

### Beginning Algebra MATH-006 3 hours

Prerequisite: College Math with a grade of C or better or a qualifying score on the placement exam. This is a developmental course in beginning algebra intended to provide an entry course into algebra. Beginning Algebra is the first in a sequence of two developmental algebra courses, the second course being Intermediate Algebra. Beginning Algebra includes the study of signed numbers, solving equations and inequalities, simplifying exponents, manipulating and factoring polynomials, and applying problem-solving skills. Offered Fall, Spring, and Summer.

### Computations I MATH-101 3 hours

This course provides nursing students with the math skills necessary to understand and calculate dosages that are required for a practicing nurse. The first part of the course offers a review of basic math operations including fractions and proportions. The last part of the course deals with the dosage calculations for oral, parenteral, and IV administration. Offered Fall Only.

### College Math MATH-105 3 hours

The emphasis of this course is on the understanding and demonstrated competency of computational math skills. This refresher course includes concepts and problem-solving skills with whole numbers, fractions, decimals, proportion, percents, metrics, and integer arithmetic. Offered Fall, Spring, and Summer.

### Intermediate Algebra MATH-107 3 hours

Prerequisite: Beginning Algebra with a grade of C or better or a qualifying score on the placement exam. Intermediate Algebra is the second in a sequence of two courses in preparation to take College Algebra or Topics in Contemporary Mathematics. This course further develops the concepts initiated in Beginning Algebra and completes the developmental algebra sequence. Intermediate Algebra also includes the study of systems of linear equations, functions, rationals exponents and radicals, operations with polynomials, advanced factoring techniques, solving quadratic equations, rational expressions, and appropriate application problems. Offered Fall, Spring, and Summer.

### College Algebra MATH-108 3 hours

Prerequisite: Intermediate Algebra with a grade of C or better or a qualifying score on the placement exam. This course is a foundation course for advanced study in mathematics, business, and the sciences. It requires adequate mastery of basic algebraic manipulations. This course is a survey of topics including functions and their graphs, polynomials and rational functions, logarithms and exponential functions and systems of equations. Students are required to use appropriate technology. Offered Fall, Spring, and Summer.

### Topics in Contemporary Mathematics

#### MATH-108A 3-5 hours

Prerequisite: Intermediate Algebra with a C or better or an appropriate placement score. For non-calculus bound students only. This course will serve as a prerequisite for Fundamentals of Statistics, but it will not satisfy the prerequisite for any calculus course. The course will provide students with an opportunity to gain an understanding of mathematics and mathematical processes. There will be no emphasis on remediation of arithmetic or algebraic manipulative skills. Areas of study shall be selected from numeration systems, sets and logic, functions and graphs, personal finance, probability and statistics, and geometry and measurement.

### Plane Trigonometry MATH-109 3 hours

Prerequisite: College Algebra with a grade of C or better or a qualifying score on the placement exam. This course is the study of trigonometric functions including the evaluation of trigonometric functions, the manipulation of identities, the graphs of trigonometric functions, the solutions of triangles and trigonometric equations. This course may be taken concurrently with MATH-120 Precalculus (Offered Fall).

### Fundamentals of Statistics MATH-110 3 hours

Prerequisite: College Algebra with a grade of C or better or a qualifying score on the placement exam. This course is the study of the methods in mathematics used for statistical decision making. It includes a basic introduction to descriptive and inferential statistics. Some applications to biology, business, industry and psychology are covered. The objectives of the course include the applications of statistical inference to contemporary problem solving. Offered Fall and Spring.



**Precalculus with Trigonometry MATH-111 5 hours**

Prerequisite: College Algebra with a grade of C or better or a qualifying score on the placement exam. This is an advanced course in algebra and trigonometry for students who are preparing to take Calculus and Analytical Geometry I. Some knowledge of basic trigonometry is recommended, but not mandatory. Major topics include vectors, systems of linear equations and inequalities, matrices and determinants, summation notation and properties, arithmetic and geometric sequences. Mathematical modeling is integrated throughout the course. There will be brief but thorough review of polynomial, rational, exponential and logarithmic functions. This course covers trigonometric functions, identities and equations.

**Precalculus MATH-120 3 hours**

Prerequisite: College Algebra with a grade of C or better or a qualifying score on the placement exam. This is an advanced course in algebra for students preparing for Calculus and Analytical Geometry I. Major topics include vectors, systems of linear equations and inequalities, matrices and determinants, summation notation and properties, arithmetic and geometric sequences. Mathematical modeling is integrated throughout the course. There will be brief but thorough review of polynomial, rational, exponential and logarithmic functions. Offered Fall.

**Fundamentals of Calculus MATH-121 3 hours**

Prerequisite: College Algebra with a grade of B or better, or Precalculus with a grade of C or better, or a qualifying score on the placement exam. This is a course designed to provide students in biology, business, economics, psychology and sociology with the special concepts and techniques of calculus which have important uses in their respective fields and which are needed for subsequent calculus-based courses in probability and statistics. Topics, emphasis, pace and applications are somewhat different than in Calculus and Analytical Geometry I. This course is not generally recommended to majors in mathematics or the physical sciences. Offered Spring only.

**Calculus and Analytical Geometry I****MATH-122 5 hours**

Prerequisite: Plane Trigonometry (or high school equivalent) and Precalculus with a grade of C or better or a qualifying score on the placement exam. The topics include differentiation and integration of algebraic and transcendental functions and applications of differentiation and integration. Offered Fall and Spring.

**Calculus and Analytical Geometry II****MATH-123 5 hours**

Prerequisite: Calculus and Analytical Geometry I with a grade of C or better or equivalent. This course is a continuation of Calculus and Analytical Geometry I. Topics include areas; work, fluid pressure, and centroid problems; formal integration and application; infinite series; parametric and polar equations. Offered Spring only.

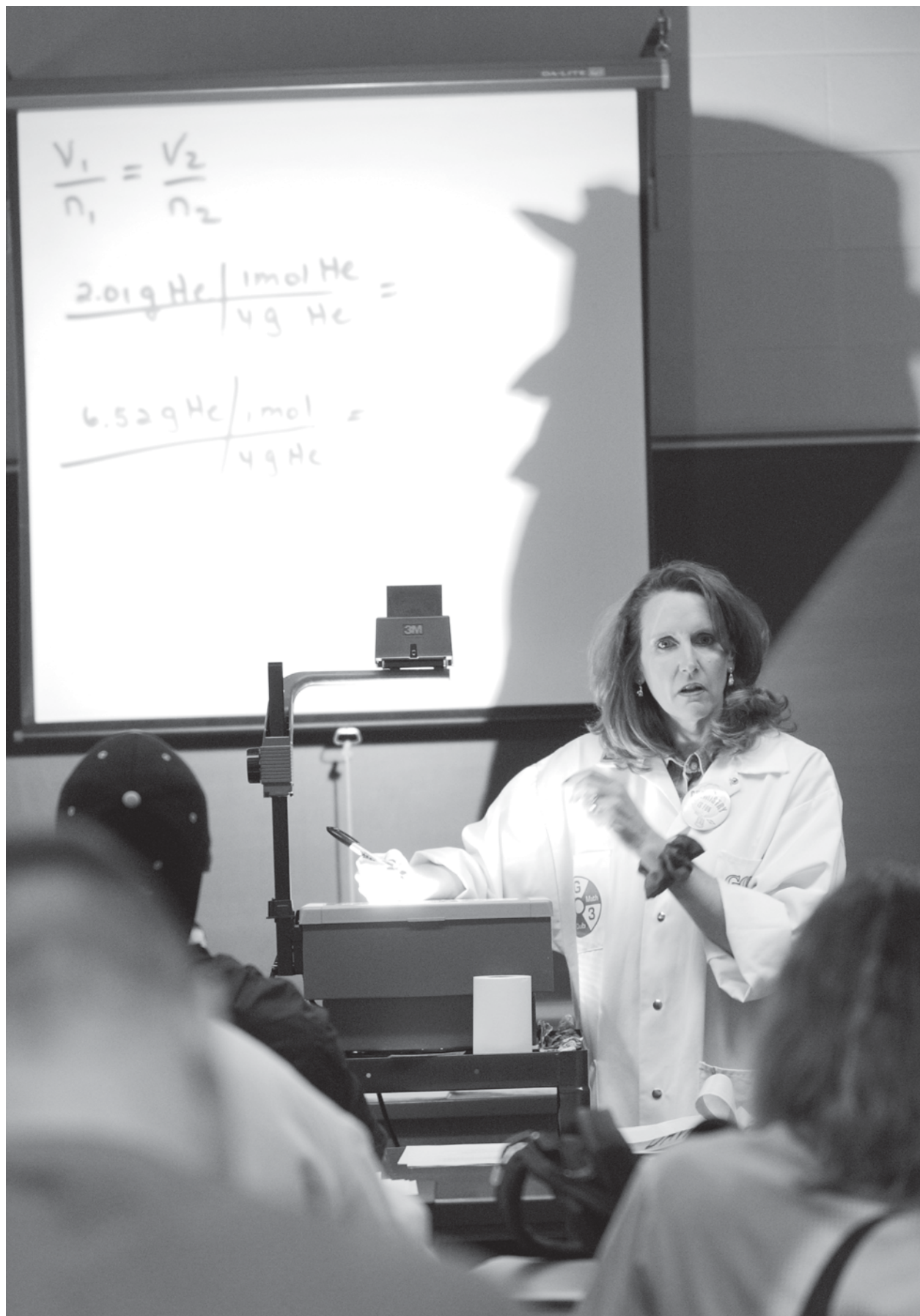
**Calculus and Analytical Geometry III****MATH-205 5 hours**

Prerequisite: Calculus and Analytical Geometry II with a grade of C or better. This course is a continuation of Calculus and Analytical Geometry II. Topics discussed will be vectors, solid analytic geometry, functions of two or more independent variables, vector-valued functions, and multiple integration. Offered Fall only.

**Differential Equations****MATH-206 3 hours**

Prerequisite: Calculus and Analytical Geometry III with a grade of C or better. This is a first course in ordinary differential equations. Topics include techniques for solving differential equations and the basic ideas and theory behind these techniques. Offered Spring only.





# SOCIAL SCIENCE

*Education*

*Early Childhood Education*

*Special Education*

*Geography*

*Political Science*

*Living Arts & Sciences/  
Home Economics*

*Psychology*

*Addiction Counselor Training*

*Sociology*

**SOCIAL SCIENCE**

Each discipline in the Social Science Division provides a particular point of view as the division promotes student outcomes. The outcomes lead to an understanding of human nature, an appreciation of the cultural determinants of western civilization, participation in the function of government, an awareness of the interaction of social institutions and the development of skills and attitudes conducive to successful productivity in society.

The division offers courses which are supportive courses for the professional programs of the college.

**EDUCATION**

The education curriculum provides the first two years of the state-prescribed professional education courses and related general education courses that will lead to the bachelor's degree with state certification for teaching at the early childhood, elementary, or secondary level. See the education department for more information.

**TEACHING CERTIFICATE**

General and professional education requirements for early childhood, elementary, middle school and secondary school teaching are defined in the Licensure Regulations of the State Department of Education. Classes should be selected to provide a basis for degree requirements for the school granting the baccalaureate degree.

In addition to the core courses required for graduation, the courses listed in the following programs of study are recommended for the successful completion of the identified degree program. Students should contact transfer institutions regarding their requirements. The Kansas State Board of Education requires that pre-service teachers pass the Pre-Professional Skills Test (PPST) for licensure. It is recommended by transfer institutions that the test be taken upon completion of MATH-108. The PPST test is offered at GCCC three times a year and is now available online. Students should see their advisor or the education department for more information.

**CHILD CARE PROGRAM**

Associate in Applied Science - 18 hours of General Education Degree

The Child Care Program at Garden City Community College is designed for those who wish to prepare for teaching careers in day care centers, preschools, Head Start programs or other group programs for young children. One year of study in this program will prepare a person for employment in a child care center. The two-year program and additional work experience with preschool children will prepare the student for the responsibilities of directing or teaching in a preschool situation. The usual program could be selected from the following in addition to the 18 hour core of General Education. Close consultation with the Early Childhood Department recommended.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PSYC-101	General Psychology .....	3
SOCI-102	Introduction to Sociology .....	3
ECHD-101 & 103	Child Dev. I & II .....	3
ECHD-102 & 104	Observation Practicum .....	1
HMEC-115	Basic Nutrition .....	3

ECHD-110	Creative Experiences for Young Children .....	3
EDUC-110	Developmental Psychology .....	3
ECHD-105	Early Childhood Education (with lab) .....	4
HMEC-110	Meal Planning .....	4
SPED-205	Survey of Young Children with Special Needs .....	3
HPER-109	First Aid .....	2
EDUC-104	Education for Parenthood .....	3
EDUC-107	Children's Literature .....	3
EDUC-105	Foundations of Education .....	3
EDUC-1063	Observation .....	2
ECHD-109	Child Guidance & Management .....	3
ECHD-108	Child Care Administration .....	3
SOCI-113	Marriage & Family .....	3
EDUC-112	Story Telling Field Study .....	1
SOCI-104	Introduction to Human Sexuality .....	3

**NANNY PROGRAM**

Associate in Applied Science-18 hours of General Education Degree

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PSYC-101	General Psychology .....	3
SOCI-102	Introduction to Sociology .....	3
ECHD-110	Creative Experiences for Young Children .....	3
ECHD-101 & 103	Child Dev. I & II .....	6
ECHD-102 & 104	Observation Practicum .....	2
HPER-109	First Aid .....	2
ECHD-109	Child Guidance & Management .....	3
ECHD-106	Infant Development .....	3
EDUC-110	Developmental Psychology .....	3
HMEC-110	Meal Planning .....	4
EDUC-104	Education for Parenthood .....	3
SOCI-113	Marriage & Family .....	3
SPED-205	Survey of Young Children with Special Needs .....	3
HMEC-115	Basic Nutrition .....	3
EDUC-107	Children's Literature .....	3
EDUC-112	Story Telling Field Study .....	1
SOCI-104	Introduction to Human Sexuality .....	3

**CHILD CARE OR NANNY PROGRAM-TWO YEAR PROGRAM (APPLIED SCIENCE)**

**Freshman Year**

**First Semester ..... 15 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENG-101	English I .....	3
ECHD-101	Child Development I .....	3
ECHD-102	Observation Practicum .....	1
SPCH-111	Public Speaking I or	
SPCH-113	Interpersonal Communication .....	3
	Physical Education Elective .....	1
SOCI-113	Marriage & Family .....	3
PCDE-101	College Skills .....	1

<b>Second Semester ..... 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-105	College Math .....	3
ECHD-110	Creative Experiences .....	3
EDUC-110	Developmental Psychology .....	3
ECHD-103	Child Development II .....	3
ECHD-10104	Observation Practicum .....	1
	Physical Education Elective .....	1
PSYC-101	General Psychology .....	3

**Sophomore Year**

<b>First Semester ..... 16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
SOCI-102	Intro to Sociology .....	3
ECHD-108	Child Care Administration .....	3
EDUC-107	Children's Literature .....	3
ECHD-106	Infant Development .....	3
ECHD-105	Early Child Education .....	4

<b>Second Semester ..... 17-19 hours</b>		
HMEC-115	Basic Nutrition .....	3
HPER-109	First Aid .....	2
ECHD-109	Child Guidance & Management .....	3
	Humanities, Music, Art, Drama elective .....	3
	Any Science elective .....	3 to 5
CSCI-110	Intro to Computer Concepts and Applications .....	3

**EARLY CHILDHOOD EDUCATION**

Associate in Science-35 hours of General Education Degree

The Early Childhood Education Curriculum provides courses for students majoring in early childhood education and/or elementary education with an emphasis in teaching young children. Courses should be selected by the student to enable efficient transfer to the college or university granting the degree in elementary education.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
SOCI-102	Introduction to Sociology .....	3
ECHD-101 & 103	Child Dev. I & II .....	3
ECHD-102 & 104	Observation Practicum .....	1
ECHD-110	Creative Experiences for Young Children .....	3
EDUC-110	Developmental Psychology .....	3
EDUC-105	Foundations of Education .....	3
EDUC-106	Observation .....	2
POLS-105	American Government .....	3
EDUC-107	Children's Literature .....	3
EDUC-112	Story Telling Field Study .....	1
ECHD-105	Early Childhood Education (with lab) .....	4
MATH-110	Fundamentals of Statistics .....	3

**EARLY CHILDHOOD EDUCATION-  
TRANSFERABLE****Freshman Year**

<b>First Semester ..... 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENG-101	English I .....	3
ECHD-101	Child Development I .....	3

ECHD-102	Observation Practicum .....	1
BIOL-105	Principles of Biology .....	5
	Physical Education Elective .....	1
PSYC-101	General Psychology .....	3
PCDE-101	College Skills .....	1

<b>Second Semester ..... 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENG-102	English II .....	3
ECHD-103	Child Development II .....	3
ECHD-104	Obsrvation Practicum .....	1
SPCH-111	Public Speaking I .....	3
EDUC-110	Developmental Psychology .....	3
	Physical Education Elective .....	1
ECHD-109	Child Guidance & Management .....	3

**Sophomore**

<b>First Semester ..... 16-18 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHSC-105	General Physical Science .....	5
LITR-210	Intro to Literature .....	3
ECHD-105	Early Childhood Education .....	4
SOCI-102	Introduction to Sociology .....	3
CSCI-110	Intro to Computer Concepts & Applications .....	3

**Second Semester ..... 15 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
POLS-105	American Government .....	3
MATH-108	College Algebra .....	3
	Art or Music Appreciation or Intro to Theatre ...	3
EDUC-107	Children's Literature .....	3
ECHD-106	Infant Development .....	3

**SPECIAL EDUCATION**

Associate in Science-35 hours of General Education Degree

This program of study is designed for education majors with special education as a field of concentration. Classes should be selected to provide a basis for degree requirements from the school granting the baccalaureate degree.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
SOCI-102	Introduction to Sociology .....	3
EDUC-110	Developmental Psychology .....	3
EDUC-105	Foundations of Education .....	3
EDUC-1063	Observation .....	1-3
SPED-205	Survey of Young Children with Special Needs .....	3
ECHD-101 & 103	Child Dev. I & II .....	3
ECHD-102 & 104	Observation Practicum .....	1
EDUC-107	Children's Literature .....	3
EDUC-112	Story Telling Field Study .....	1
HMEC-115	Basic Nutrition .....	3
MATH-110	Fundamentals of Statistics .....	3
EDUC-113	Issues in Education .....	1-3

**Freshman Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
SOCI-102	Introduction to Sociology .....	3
MATH-108	College Algebra .....	3
PCDE-101	College Skills .....	1
	Humanities elective .....	3
	Physical Education Elective .....	1
<b>CSCI-110</b>	Intro to Computer Concepts & Applications .....	3

**Second Semester ..... 15 hours**

Course No.	Course Title	Credit
ENGL-102	English II .....	3
PSYC-101	General Psychology .....	3
BIOL-105	Principles of Biology .....	5
EDUC-110	Developmental Psychology .....	3
	Physical Education Elective .....	1

**Sophomore Year**

**First Semester ..... 16 hours**

Course No.	Course Title	Credit
PHSC-105	General Physical Science .....	5
EDUC-105	Foundations of Education .....	3
EDUC-106	Observation .....	2
	Humanities Elective .....	3
SPCH-111	Public Speaking I .....	3

**Second Semester ..... 18 hours**

Course No.	Course Title	Credit
LITR-210	Introduction to Literature .....	3
	Humanities Elective (History or Philosophy) .....	3
EDUC-107	Children's Literature .....	3
	Art or Music Appreciation or Theater .....	3
GEOG-101	World Geography .....	3
SPED-205	Survey of Young Child with Special Needs ...	3

\*\*\*See academic advisor for specific classes needed to transfer to your college of choice.

**ELEMENTARY EDUCATION**

Associate in Science-35 hours of General Education Degree

This program is designed to outline typical classes that students should take when majoring in elementary education. Courses should be selected to enable the student to efficiently transfer to a specific college or university granting the degree in elementary education.

Course No.	Course Title	Credit
PSYC-101	General Psychology .....	3
SOCI-102	*Introduction to Sociology .....	3
ECHD-101 & 103	Child Dev. I & II .....	3
ECHD-102 & 104	Observation Practicum .....	1
ECHD-110	Creative Experiences for Young Children .....	3
EDUC-110	*Developmental Psychology .....	3
EDUC-105	*Foundations of Education .....	3
EDUC-106	*Observation .....	1-3
EDUC-107	*Children's Literature .....	3
EDUC-112	Story Telling Field Study .....	1
ECHD-105	Early Childhood Education (with lab) .....	4
SOCI-113	*Marriage and Family .....	3

SPED-205	*Survey of the Young Child with Special Needs .....	3
GEOG-101	*World Geography .....	3
MATH-110	*Fundamentals of Statistics .....	3
EDUC-113	Issues in Education .....	1-3
SOCI-104	Human Sexuality .....	3
ARTS-121	*History of World Art <b>OR</b> .....	3
ARTS-120	*Art Appreciation .....	
MUSC-108	* Music Appreciation .....	3
HIST-101	Survey of Civilization I <b>OR</b> .....	3
HIST-102	*Survey of Civilization II <b>OR</b> .....	3
HIST-103	American History to 1865 <b>OR</b> .....	3
HIST-104	American History since 1865 .....	3
CSCI-1103C	*Intro to Computer Concepts & Applications .....	3
LITR-210	*Intro to Literature I .....	3
LITR-253	World Literature and Human Experience .....	3
PHIL-103	*Logic: Intro to Clear Thinking <b>OR</b> .....	3
PHIL-101	Intro to Philosophy .....	3
POLS-105	*American Government .....	3
ECON-111	*Economics: Macro .....	3
ECON-112	Economics: Micro .....	
HPER-106	Health Education .....	3
DRAM150	*Intro to Theatre .....	3
SOCI105	*Anthropology .....	3
LITR230 or 231	Old or New Testament .....	3

\*Classes that are highly transferable, as required by 4 year university education programs. Check with specific university requirements.

**Freshman Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
SOCI-102	Introduction to Sociology .....	3
MATH-108	College Algebra .....	3
PCDE-101	College Skills Development .....	1
	History elective .....	3
	Physical Education Elective .....	1
CSCI-110	Intro to Computer Concepts & Applications ...	3

**Second Semester ..... 15 hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
PSYC-101	General Psychology .....	3
BIOL-105	Principles of Biology .....	5
EDUC-110	Developmental Psychology .....	3
	Physical Education Elective .....	1

**Sophomore Year**

**First Semester ..... 16 hours**

Course No.	Course Title	Credit
PHSC-105	General Physical Science .....	5
EDUC-105	Foundations of Education .....	3
EDUC-106	Observation .....	2
	Humanities <b>OR</b> Social Science Elective .....	3
SPCH-111	Public Speaking I .....	3

<b>Second Semester ..... 18 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
LITR-210	Introduction to Literature .....	3
	Humanities Elective (History or Philosophy) .....	3
EDUC-107	Children's Literature .....	3
	Art or Music Appreciation or Theater .....	3
GEOG-101	World Geography .....	3
	Humanities or Social Science Elective .....	3

\*\*\*See academic advisor for specific classes needed to transfer to your college of choice.

## SECONDARY EDUCATION

Associate in Science-35 hours of General Education Degree

This program of study is designed for secondary education majors. Classes should be chosen with priority given to the major teaching field and to fulfill a basis for degree requirements from the school granting the baccalaureate degree.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
SOCI-102	Introduction to Sociology .....	3
EDUC-110	Developmental Psychology .....	3
EDUC-105	Foundations of Education .....	3
EDUC-1063	Observation .....	1-3
GEOG-101	World Geography .....	3
POLS-105	American Government .....	3
SOCI-104	Human Sexuality .....	3
SOCI-113	Marriage and Family .....	3
MATH-110	Fundamentals of Statistics .....	3
EDUC-103	Issues in Education .....	1-3
ARTS-121	History of World Art <b>OR</b> .....	3
ARTS-120	Art Appreciation .....	3
MUSC-108	Music Appreciation .....	3
HIST-101	Survey of Civilization I <b>OR</b> .....	3
HIST-102	Survey of Civilization II <b>OR</b> .....	3
HIST-103	American History to 1865 <b>OR</b> .....	3
HIST-104	American History Since 1865 .....	3
CSCI-1103C	Intro to Micro Computer Software .....	3
LITR-210	Intro to Literature I <b>OR</b> .....	3
	World Literature and .....	
LITR-253	Human Experience or .....	
LITR-216	American Literature .....	
PHIL-103	Logic: Intro to Clear Thinking <b>OR</b> .....	3
PHIL-101	Intro to Philosophy .....	3
ECON-111	Economics: Macro .....	3
ECON-112	Economics: Micro .....	3
HPER-106	Health Education .....	3

## Freshman Year

<b>First Semester ..... 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENG-101	English I .....	3
SOCI-102	Introduction to Sociology .....	3
MATH-108	College Algebra .....	3
PCDE-101	College Skills Development .....	1
	History elective .....	3
	Physical Education Elective .....	1
CSCI-110	Intro to Computer Concepts & Applications ..	3

<b>Second Semester ..... 15 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENG-102	English II .....	3
PSYC-101	General Psychology .....	3
BIOL-105	Principles of Biology .....	5
EDUC-110	Developmental Psychology .....	3
	Physical Education Elective .....	1

## Sophomore Year

<b>First Semester ..... 16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHSC-105	General Physical Science .....	5
EDUC-105	Foundations of Education .....	3
EDUC-106	Observation .....	2
	Humanities or Social Science Elective .....	3
SPCH-111	Public Speaking I .....	3

<b>Second Semester ..... 18 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
LITR-210	Introduction to Literature .....	3
	Humanities Elective (History or Philosophy elective) .....	3
SOCI-104	Human Sexuality .....	3
	Art or Music Appreciation or Theater .....	3
GEOG-101	World Geography .....	3
	Humanities or Social Science Elective .....	3

\*\*\*See academic advisor for specific classes needed to transfer to your college of choice.

## LIVING ARTS AND SCIENCE (Home Economics)

Associate in Science-35 hours General Education Degree

The Living Arts and Sciences curriculum helps prepare the student for various professions in or related to home economics; provides appropriate elective and required classes for students majoring in other areas; and stimulates through Living Arts and Sciences classes the positive application of the arts and sciences in real life situations. A variety of curriculum modifications can be made to transfer the student efficiently to the degree granting college or university. Possible degree areas in Living Arts and Sciences are:

- Apparel Design
- Fashion Merchandising
- Interior Design
- Interior Merchandising
- Dietetics
- Hotel and Restaurant Management
- Nutrition and Exercise Science
- Family & Consumer Science and Mass Communication
- Family & Consumer Science and Extension
- Family & Consumer Science and Teaching
- Family & Consumer Science and Business

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PSYC-101	General Psychology .....	3
SOCI-102	Introduction to Sociology .....	3
HMEC-110	Meal Planning .....	4
HMEC-103	Pattern Study & Garment Construction .....	3
HMEC-202	Tailoring .....	3
HMEC-104	Advanced Pattern Study & Garment Construction .....	3
ECHD-101 & 103	Child Dev. I & II .....	3

ECHD-102 & 104	Observation Practicum .....	1
EDUC-110	Developmental Psychology .....	3
HMEC-115	Basic Nutrition .....	3
HMEC-120	Interior Design .....	3
CHEM-105	General Chemistry .....	5
SOCI-104	Human Sexuality .....	3
SOCI-113	Marriage and Family .....	3
HMEC-116	Preschool Nutrition .....	2
HMEC-117	Preschool Nutrition Practicum .....	1
HMEC-114	Personal Nutrition .....	2
EDUC-104	Education for Parenthood .....	3
ECHD-109	Child Guidance & Management .....	3
HMEC-210	Fashion Merchandising Internship .....	2-3
HMEC-212	Interior Merchandising Internship .....	2-3

**LIVING ARTS & SCIENCES**

**Freshman Year**

**First Semester .....** 17 hours

Course No.	Course Title	Credit
ENG-101	English I .....	3
SPCH-111	Public Speaking I .....	3
MATH-108	College Algebra .....	3
PSYC-101	General Psychology .....	3
SOCI-104	Human Sexuality .....	3
	Physical Education Elective .....	1
PCDE-101	College Skills .....	1

**Second Semester .....** 17 hours

Course No.	Course Title	Credit
ENG-102	English II .....	3
SOCI-102	Introduction to Sociology .....	3
BIOL-10	Principles of Biology .....	5
SOCI-113	Marriage and Family .....	3
HMEC-103	Pattern Study & Garment Construction .....	3

**Sophomore Year**

**First Semester .....** 15 hours

Course No.	Course Title	Credit
	History or Political Science Elective .....	3
CHEM-105	General Chemistry .....	5
ARTS-124	Design .....	3
ECON-111	Macro Economics .....	3
	Physical Education Elective .....	1

**Second Semester .....** 17 hours

Course No.	Course Title	Credit
<b>ARTS-120</b>	<b>Art Appreciation .....</b>	<b>3</b>
EDUC-110	Developmental Psychology .....	3
LITR-210	Intro to Literature .....	3
CHEM-206	Organic Chemistry I .....	5
<b>HMEC-115</b>	<b>Basic Nutrition .....</b>	<b>3</b>

**FASHION MERCHANDISING**

**Freshman Year**

**First Semester .....** 18 hours

Course No.	Course Title	Credit
ENG-101	English I .....	3
SPCH-111	Public Speaking I .....	3
PSYC-101	General Psychology .....	3
CSCI-210	Intro to Computer Concepts & Applications ..	3
BSAD-101	Intro to Business .....	2
PCDE-101	College Skills Development .....	1
	History elective .....	3

**Second Semester .....** 18 hours

Course No.	Course Title	Credit
ENG-102	English II .....	3
HMEC-103	Pattern Study & Garment Construction .....	3
BIOL-105	Principles of Biology .....	5
BSAD-124	Salesmanship .....	3
ARTS-124	Design .....	3
	Physical Education Elective .....	1

**Sophomore Year**

**First Semester .....** 17 hours

Course No.	Course Title	Credit
MATH-108	College Algebra .....	3
ECON-111	Macro Economics .....	3
BSAD-120	Advertising .....	3
EDUC-110	Developmental Psychology .....	3
MIDM-103	Management/Marketing Internship .....	3
MIDM-125	Management Marketing Seminar .....	1
	Physical Education Elective .....	1

**Second Semester .....** 17 hours

Course No.	Course Title	Credit
CHEM-105	General Chemistry .....	5
ARTS-120	Art Appreciation .....	3
SOCI-102	Introduction to Sociology .....	3
MIDM-103	Management/Marketing Internship .....	3
<b>HMEC-104</b>	<b>Advanced Pattern Study &amp; Garment Construction .....</b>	<b>3</b>

**INTERIOR MERCHANDISING**

**Freshman Year**

**First Semester .....** 17 hours

Course No.	Course Title	Credit
ENG-101	English I .....	3
PSYC-101	General Psychology .....	3
ARTS-124,101	Design or Drawing I .....	3
HMEC-120	Interior Design .....	3
BSAD-101	Intro to Business .....	3
	Physical Education Elective .....	1
PCDE-101	College Skills .....	1

**Second Semester .....** 18 hours

Course No.	Course Title	Credit
ENG-102	English II .....	3
SOCI-102	Introduction to Sociology .....	3
	History elective .....	3
BSAD-124	Salesmanship .....	3
SPCH-111	Public Speaking I .....	3
	Life Science elective .....	3



**Sophomore Year****First Semester ..... 16 hours**

Course No.	Course Title	Credit
MATH-108	College Algebra .....	3
HMEC-103	Pattern Study & Garment Construction .....	3
BSAD-120	Advertising .....	3
EDUC-110	Developmental Psychology .....	3
BSAD-103	Management/Marketing Internship .....	3
BSAD-125	Management Marketing Seminar .....	1

**Second Semester ..... 15 hours**

Course No.	Course Title	Credit
CHEM-105	General Chemistry .....	5
ARTS-120	Art Appreciation .....	3
	Computer Elective .....	3
MIDM103	Management/Marketing Internship .....	3
	Physical Education Elective .....	1

**INTERIOR DESIGN****Freshman Year****First Semester ..... 16 Hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
PSYC-101	General Psychology .....	3
HIST-101	Survey of Civilization I .....	3
CSCI-210	Intro to Computer Concepts & Applications ..	3
EDUC-110	Developmental Psychology or	
SOCI-113	Marriage & Family .....	3
PCDE-101	College Skills .....	1

**Second Semester ..... 16 Hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
SOCI-102	Introduction to Sociology .....	3
ARTS-121	History of World Art .....	3
	Life Science elective .....	3
MATH-108	College Algebra .....	3
	Physical Education Elective .....	1

**Sophomore Year****First Semester ..... 15 Hours**

Course No.	Course Title	Credit
PHSC-105	General Physical Science .....	5
ARTS-101	Drawing I .....	3
ARTS-104	Water Color .....	3
HMEC-103	Pattern Study and Garment Construction .....	3
	Physical Education Elective .....	1

**Second Semester ..... 18 Hours**

Course No.	Course Title	Credit
MATH-110	Fundamentals of Statistics .....	3
ARTS-111	Ceramics .....	3
SPCH-111	Public Speaking I .....	3
ECON-111	Macro Economics .....	3
ARTS-120	Art Appreciation .....	3
DRFT-104	Computer Aided Drafting I .....	3

**APPAREL DESIGN****Freshman Year****First Semester ..... 16 Hours**

Course No.	Course Title	Credit
ENG-101	English I .....	3
PSYC-101	General Psychology .....	3
HIST-101	Survey of Civilization I .....	3
CSCI-110	Intro to Computer Concepts & Applications .....	3
EDUC-110	Developmental Psychology or	
SOCI-113	Marriage & Family .....	3
PCDE-101	College Skills .....	1

**Second Semester ..... 16 Hours**

Course No.	Course Title	Credit
ENG-102	English II .....	3
SOCI-102	Introduction to Sociology .....	3
ARTS-121	History of World Art .....	3
	Life Science elective .....	3
MATH-108	College Algebra .....	3
	Physical Education Elective .....	1

**Sophomore Year****First Semester ..... 16 Hours**

Course No.	Course Title	Credit
CHEM-105	General Chemistry .....	5
ARTS-101	Drawing I .....	3
ACCT-1-1	General Accounting .....	3
HMEC-103	Pattern Study and Garment Construction .....	3
	Physical Education Elective .....	1
CSCI-210	Microcomputer Applications I- Spreadsheet-Excel .....	1

**Second Semester ..... 18 Hours**

Course No.	Course Title	Credit
MATH-110	Fundamentals of Statistics .....	3
ECON-111	Economics: Macro .....	3
SPCH-111	Public Speaking I .....	3
HMEC-104	Advanced Pattern Study .....	3
ARTS-120	Art Appreciation .....	3
ARTS-124	Design .....	3

**PSYCHOLOGY****Associate in Arts-38 hours General Education Degree**

Course No.	Course Title	Credit
PSYC-101	General Psychology .....	3
SOCI-102	Introduction to Sociology .....	3
EDUC-110	Developmental Psychology .....	3
PSYC-103	Psychology of Adjustment .....	3
PSYC-107	Field Study .....	3
PSYC-104	Social Psychology .....	3
PSYC-202	Introduction to Gerontology .....	3
PSYC-201	Abnormal Psychology .....	3
PSYC-203	Issues in Psychology .....	1-3
PSYC-204	Cognitive Psychology .....	3

Psychology majors are provided the following guidelines.

**Freshman Year**

<b>First Semester</b> .....	<b>16 hours</b>
ENG-101	English I ..... 3
PSYC-101	General Psychology ..... 3
BIOL-105	Principles of Biology ..... 5
	Physical Education Elective ..... 1
MATH-108	College Algebra ..... 3
PCDE-101	College Skills Development ..... 1

**Second Semester** .....

ENG-102	English II ..... 3
SOCI-102	Introduction to Sociology ..... 3
	American or World History Elective ..... 3
	Physical Science Elective ..... 5
EDUC-110	Developmental Psychology ..... 3

**Sophomore Year**

**First Semester** .....

LITR-210	Intro to Literature ..... 3
POLS-105	American Government ..... 3
PSYC-102	Human Relations ..... 3
PSYC-104	Social Psychology ..... 3
	Humanities Elective ..... 3
	Psychology Elective ..... 3

**Second Semester** .....

	Humanities Electives ..... 3
ECON-111	Macro Economics ..... 3
PHIL-101	Introduction to Philosophy ..... 3
PSYC-201	Abnormal Psychology ..... 3
SPCH-11	Public Speaking I ..... 3
	Physical Education Elective ..... 1

**ADDICTION COUNSELING TRAINING PROGRAM**

**Associate in Arts-38 hours General Education Degree**

The two-year Addiction Counselor Training Program leads to an Associate in Arts or an Associate in Science degree. It is designed to prepare graduates for the process of certification prepared by the Kansas Association of Addiction Professionals. The comprehensive curriculum includes general education, theoretical and applied principles of counseling, chemical dependency courses and clinical experiences in various treatment programs. The program provides an in-depth understanding of the incidence, theories of causation, physiology and psychosocial factors associated with substance abuse. Emphasis is placed upon developing self-awareness, professional counseling skills, ethics, and knowledge which increases the employment potential of the Addiction Counselor Training Program graduate.

Course No.	Course Title	Credit
ADDC-100	Introduction to Alcohol and Other Drug Abuse ..... 3	3
ADDC-101	Introduction to Counseling ..... 3	3
ADDC-200	Group Counseling/ Self-Help Groups ..... 3	3
ADDC201	Procedures in Client-Record Management ..... 3	3
ADDC-203	Counseling Special Populations For Addictions ..... 3	3

ADDC-103	Field Practicum I (60 clock hours = 1 cr. hr.) ..... 1-3	1-3
ADDC-204	Field Practicum II (60 clock hours = 1 cr. hr.) ..... 1-3	1-3
ADDC-205	Addictions Counseling: Pharmacology and Medical High Risk Issues ..... 1-2	1-2
SOCI-112	Living in a Multicultural Society ..... 3	3

**SOCIAL WELFARE**

**Associate in Science-35 hours General Education Degree**

Course No.	Course Title	Credit
PSYC-101	General Psychology ..... 3	3
SOCI-102	Introduction to Sociology ..... 3	3
CRIM-101	Introduction to Administration of Justice OR	
EDUC-110	Developmental Psychology ..... 3	3
SOCI-113	Marriage & Family ..... 2	2
HPER-109	First Aid ..... 3	3
PSYC-202	Introduction to Gerontology ..... 3	3
PSYC-103	Psychology of Adjustment ..... 3	3
POLS-105	American Government ..... 3	3
PSYC-104	Social Psychology ..... 3	3
BIOL-210	Anatomy and Physiology ..... 3	3
HMEC-115	Basic Nutrition ..... 3	3
SPED-205	Survey of Young Children with Special Needs ..... 3	3
SOCI-104	Human Sexuality ..... 3	3
SOCI-205	Field Study in Social Science ..... 1-3	1-3

**SOCIAL WELFARE**

**Freshman Year**

**First Semester** .....

ENG-101	English I ..... 3	3
SOCI-102	Introduction to Sociology ..... 3	3
SPCH-111	Public Speaking I ..... 3	3
PHSC-105	General Physical Science ..... 5	5
PCDE-101	College Skills Development ..... 1	1
	Physical Education Elective ..... 1	1

**Second Semester** .....

ENG-102	English II ..... 3	3
EDUC-110	Developmental Psychology ..... 3	3
SOCI-204	Social Problems ..... 3	3
MATH-108	College Algebra ..... 3	3
PSYC-101	General Psychology ..... 3	3
	Physical Education Elective ..... 1	1

**Sophomore Year**

**First Semester** .....

BIOL-210	Anatomy and Physiology ..... 5	5
HIST-103	American History to 1865 ..... 3	3
MATH-110	Fundamentals of Statistics ..... 3	3
LANG1322	Elementary Spanish I ..... 3	3
PSYC-104	Social Psychology ..... 3	3

**Second Semester** .....

LANG-1331	Elementary Spanish II ..... 3	3
PSYC-201	Abnormal Psychology ..... 3	3
PHIL-101	Introduction to Philosophy ..... 3	3
SOCI-113	Marriage and Family ..... 3	3
PSYC-103	Psychology of Adjustment ..... 3	3

**ADDICTION/COUNSELOR TRAINING****Introduction to Alcohol and Other Drug Abuse****ADDC-100 3 hours**

This course provides a study of theories of cause and an overview of treatment and intervention methods. The impact of abuse in economic, legal, social, and criminal areas is presented. Consequences to health and pharmacological concepts, and the effects of abuse on behavioral and psycho-social areas are discussed. Students will develop a foundation of basic knowledge in the area of alcohol and drug addiction that will enhance their ability to enter and advance in the field of Alcohol and Drug Dependency Counseling.

**Introduction to Counseling** **ADDC-101 3 hours**

This course introduces the historical and theoretical aspects of the counseling profession. The role, functions and responsibilities of the counselor and practical aspects of interviewing are discussed. Issues such as ethical and legal standards will be included, and emphasis will be placed on understanding the cognitive and affective elements necessary to establish professional helping relationships with clients. Students will gain a basic understanding and knowledge of the historical and theoretical approaches used in counseling, be introduced to the basic techniques that are most often used within a counseling session, and understand the Counseling Profession's Code of Ethics.

**Addiction Counselor Training Field Practicum I****ADDC-103 3 hours**

Prerequisites: ADDC100, 101, 200, 201. This course offers a supervised experience in an approved alcohol and/or drug abuse agency. For each hour of credit, 60 clock hours working in the treatment setting are required. This practicum provides training in the areas of evaluation, primary treatment, alcohol/drug education programs, and work with families. Students will gain the necessary academic and practical working experience background needed to successfully counsel an addicted client. This course consists of three credit hours and 180 clock hours and is taught by arrangement.

**Addiction Counselor Training Field Practicum II****ADDC-204 3 hours**

Prerequisites: ADDC103. This course is a continuation of Field Practicum I. The student participates in the core functions as applied at an approved agency. The student is also expected to evaluate the practicum experience, academic preparation, and agency function. This practicum provides training in the areas of evaluation, primary treatment, alcohol/drug education programs, and work with families. Students will gain the necessary academic and practical working experience background needed to successfully counsel an addicted client. For each hour of credit, 60 clock hours working in the treatment setting are required. This course consists of three credit hours and 180 clock hours, and is taught by arrangement. One clock hour of face-to-face supervision on campus is required for each 18 hours of practicum work.

**Group Counseling and Self-Help Groups****ADDC-200 3 hours**

Prerequisite: Introduction to Counseling or permission of instructor. This course is a study of the various approaches that are most applicable to group counseling of the addicted population. Emphasis will be placed on developing skills for effective group facilitators. The course also includes a close look at the background, history and components of Chemical Dependency Self-Help groups. Students will learn the group process, the techniques

and skills most often used in Group Counseling, the theoretical approaches used in Group Counseling, and be introduced to the Self-Help Group process.

**Procedures In Client-Record Management****ADDC-201 3 hours**

Prerequisites: Introduction to Alcohol and Other Drug Abuse - and Introduction to Counseling. This course introduces several formats for presentation of evaluation data and includes an emphasis on the basic paperwork required in an addition treatment setting. An overview of the most commonly used assessment instruments and psychological tests will also be included. Students will learn the uses of assessment instrument in the addiction counseling treatment setting, be provided a comprehensive introductory study of the formats, report writing, and other client-documentation used in the treatment setting, and gain an understanding of the core functions used in alcohol and other drug treatment programs.

**Counseling Special Populations for Addictions****ADDC-203 3 hours**

Prerequisite: Introduction to Counseling. This course provides an in-depth study of addiction counseling issues and trends as they specifically relate to the following populations: adolescents, women and other minorities. Students will learn information needed to develop treatment plans for special population clients and learn skills and techniques that will ensure effective and appropriate counseling of special populations.

**Addictions Counseling: Pharmacology and****Medical High Risk Issues** **ADDC-205 1-2 hours**

This course provides a basic understanding of the pharmacological effects of alcohol and drug usage based upon the main drugs of abuse. Also covered in the course will be the medical issues related to the short term and chronic usage of alcohol and other mood altering substances.

**EDUCATION**

Students of education should understand the basic elements of the public school curriculum, develop an understanding of childhood development, and have a knowledge of their national heritage. Emphasis is given to the continuance of study and growth by teachers through continued personal study and wholesome personal living.

**Education for Parenthood** **EDUC-104 1-3 hours**

This course provides the student with a systematic approach in the study of parent-child relationships. This approach will be based upon an understanding of developmental theory. The course is intended to aid individuals who work with both parents and their children as well as for those who are or will be parents of children. Course content emphasizes information rather than advice.

**Foundations of Education** **EDUC-105 3 hours**

Co-requisite: Developmental Psychology or permission of instructor. This course acquaints students with the American public school system. It examines various motivations for teaching, timely information on salaries, and employment opportunities. Instruction focuses on the philosophy of education, the history of American education and the dynamics of school life including curriculum content, social issues that affect education, how schools are governed, controlled and financed, legal and ethical issues that face teachers, what a new teacher can expect, and professionalism. This course should be taken concurrently with Observation.

**Observation EDUC-106 1,2 or 3 hours**

Prerequisite: Foundations of Education or taken concurrently with Foundations of Education. Observation is done in the local school district classrooms. Teaching procedures and classroom management are studied.

**Children's Literature EDUC-107 3 hours**

This course provides the student with a systematic approach to the study of literature available for children. The student will become knowledgeable about the relationship between a child's development and the selection of appropriate literature for children. The student will have the opportunity to read, discuss and evaluate a wide variety of children's literature and be confronted with issues affecting literature for children.

**Developmental Psychology EDUC-110 3 hours**

This course provides a study of the development of the individual from birth to maturity including physical, social, sexual, emotional, intellectual and linguistic development. This is a suggested course for teacher training, psychology majors, social work, and health related professions.

**Storytelling EDUC-112 1 hour**

Co-requisite: Children's Literature. This course develops critical skills necessary in relating literature and story in the organization of today's classroom. Emphasis is also placed on skills and strategies necessary to choose appropriate age level activities and materials for elementary use. This course requires participation in weekly instruction and practice sessions for the first five hours of class meeting. After the first five sessions, field-based experience will fulfill the class requirements.

**Issues in Education EDUC-113 1, 2, or 3 hours**

This course promotes relevant applications of educational issues to the student preparing to teach and to the already practicing teacher. The course will investigate timely issues such as conflict resolution, cooperative learning, critical thinking, PPST preparation, classroom behavior management, whole language, and other subject matters. Issues in Education may be repeated with different titles.

**EARLY CHILDHOOD EDUCATION****Child Development I & II ECHD-101 and 103 3 hours each**

This is an introductory study of the principles of growth and development of children from conception to six years of age in the home as well as in group situations. Emphasis is placed upon the integration of insights related to the physical, emotional, social cognitive, and language development of these children. Concurrent enrollment in Observation Practicum is suggested.

**Observation Practicum ECHD-102 and 104 1 hour each**

Co-requisite: Child Development I and II. This course provides an opportunity to observe Preschool children, with emphasis upon the observation of children within a group. Consideration is given to the recording of behaviors indicative of physical, emotional, social, and cognitive growth and development.

**Early Childhood Education ECHD-105 4 hours**

This course acquaints the student with important educational theories related to young child during early years of development. It will give the student practice in educational techniques under the supervision of a qualified educator with an early childhood class-

room or developmental kindergarten. The student will evaluate educational practices and theories. This course prepares students for more difficult studies in the early childhood field.

**Child Care Administration ECHD-108 3 hours**

This course provides the guideline necessary for management and operation of a child care program. It emphasizes the concepts necessary for establishing a child care program, licensing, state rules and regulations, types of child care programs, planning a program, staffing, program management, budgets and funding, parent involvement, food service, and other operational considerations. This course is beneficial for anyone interested in working in, owning, or operating a child care program of various types.

**Child Guidance and Management ECHD-109 3 hours**

This course acquaints students with theory, skills and techniques related to the guidance and direction of children's behavior.

**Creative Experiences for Young Children ECHD-110 3 hours**

This course emphasizes activities which promote creative expression in children during their early childhood years. Content areas covered includes blocks, language arts, fine arts, creative dramatics, science and mathematics, movement, outdoor play, social studies, sand and water play, and woodworking.

**SPECIAL EDUCATION****Basic Manual Communication I SPED-120 3 hours**

This course attempts to eliminate the language barrier between deaf and hearing people by preparing the student to communicate with deaf people, to understand the psychological problems associated with deafness, and to become aware of schools, equipment, and technical advances for the deaf. Basic signing skills are taught.

**Basic Manual Communication II SPED125 3 hours**

The Basic Manual Communication II class will increase vocabulary. The course outline will prepare the students for the Basic Manual Communication 3 course and will familiarize the students with body position and classifiers to develop characterization.

**Basic Manual Communication III SPED130 3 hours**

The Basic Manual Communication III class will increase vocabulary. The course outline will begin to prepare the student for the Educational Interpreter. Familiarity of interpreting process will be gained through presentations in front of the class.

**Interpreter Mentorship Program SPED150 3 hours**

This course is to provide the student with an extensive learning experience in Interpreter Mentoring. The student will be exposed to all sign languages used in the area. Also, the student will be involved in classroom interpreting, and pullout sessions. Upon completion of this course the student will also begin to understand the roles, responsibilities and guidelines of an Educational Interpreter.

**Observation SPED1511 3 hours**

On site visits will be made by the student to a classroom where a deaf or hard of hearing student is present. The student will observe classroom and/or pullout sessions. Professionalism, punctuality, and willingness to learn during these observations will be assessed. Observations will be analyzed through written summaries.

**Fundamentals of Interpreting SPED160 3 hours**

This course is designed to allow the students to view educational interpreter videos. The students will then enhance their skill by individually interpreting classroom materials such as videos and books.

**Principles of Paraprofessionalism SPED-121 1-3 hours**

This introductory course provides a general orientation to the school systems and the definitions and roles of member of the school program. Major emphasis is placed on the roles and duties of the instructional paraprofessional. Also included is an overview of exceptionalities as well as legal and ethical issues concerning the handicapped, particularly in relation to the paraprofessional.

**Survey of Young Children with Special Needs SPED-205 3 hours**

This course provides basic information in identifying and understanding children with health and handicapping conditions from birth through age eight. Content includes the importance of early intervention, parent reaction, specific conditions and their causes, and appropriate curriculum goals.

**Paraprofessional Workshop SPED-209 1-3 hours**

These workshops target paraprofessionals in special education and general education to upgrade paraprofessional skills, usually co-sponsored with Kansas State Department of Education and Special Education Administration. Workshop titles will vary depending on the particular subject under study. Paraprofessional Workshop may be repeated with different titles.

**GEOGRAPHY****World Geography GEOG-101 3 hours**

This course provides an introduction to world regional geography. It includes the study of the earth with reference to its physical features, human and environmental systems, and regional and global relationships.

**POLITICAL SCIENCE****Introduction to Political Science POLS-104 3 hours**

This course provides an analysis of the nature of political science, the essential elements of modern government, and the central factors and issues formative to political functioning in the twentieth century.

**American Government POLS-105 3 hours**

This course gives attention to the constitutional principles and organization of the national government. Special emphasis is given to the development of the constitution, the organization of three branches of the federal government, the protection of civil rights and the role of political parties.

**Local & State Government POLS-106 3 hours**

This course provides a study of state, county and city governments, with special emphasis on the government of Kansas. Some attention will be given to current local government problems.

**Current Political Issues POLS-108 3 hours**

This course examines the content, development, conflicts and consequences of major public policies and personalities. This class reviews the most significant events, trends, and issues with an emphasis upon fact finding and interpretation of current events.

**LIVING ARTS & SCIENCES/HOME ECONOMICS****Pattern Study and Garment Construction HMEC-103 3 hours**

This course deals with the selection and fitting of commercial patterns, development of construction techniques relating to various fabrics, use and care of construction equipment, and the development of criteria for evaluating the quality of clothing construction.

**Advanced Pattern Study and Garment Construction HMEC-104 3 hours**

Prerequisite: Pattern Study and Garment Construction. This course is a continuation of the study of the selection and fitting of commercial patterns with emphasis upon more advanced construction techniques, allowing the student opportunity to gain additional skills in sewing construction.

**Meal Planning HMEC-110 4 hours**

This course is the study of food products, food preparation techniques, meal service and meal management techniques as applied to family meal patterns within the American culture. Laboratory experiences will integrate food preparation techniques that emphasize meeting nutritional requirements and increasing the palatability of such food, considering the economic factors involved in the resource management of time, money and energy.

**Personal/Nutrition HMEC-114 2 hours**

This course will provide the student with accurate information pertaining to nutrition, weight control, exercise and physical fitness. Opportunities will be arranged for the student to modify, practice, and evaluate behavior changes related to diet, exercise and a healthy lifestyle.

**Basic Nutrition HMEC-115 3 hours**

This course is the study of nutritional requirements with emphasis on developing judgment in the selection of foods. The course will also include the study of specific nutritional requirements for special groups of individuals in order to maintain life and health.

**Interior Design HMEC-120 3 hours**

This course studies the selection and the design of interiors based upon a knowledge of the elements and principles of design. The course covers information on design, life spaces in the home, fabrics, floor coverings, furniture selection, furniture arrangement, accessories and the exterior of the home.

**Tailoring HMEC-202 3 hours**

Prerequisite: Advanced Pattern Study and Garment Construction. This course studies tailoring techniques. Basic tailoring techniques will be applied in the construction of a coat or suit using a commercial pattern.

**Fashion Merchandising Internship I HMEC-210 3 hours**

Prerequisite: Consent of instructor. This course gives the student credit for work experience in an approved training situation and under instructional supervision. Students are encouraged to secure part-time employment in the field of fashion merchandising. Credit demands a minimum of 10-to-15 hours a week of on-the-job training by arrangement.

**Interior Merchandising Internship I****HMEC-212 2-3 hours**

Prerequisite: Consent of instructor. This course gives the student credit for work experience in an approved training situation and under instructional supervision. Students are encouraged to secure part-time employment in the field of interior merchandising. A minimum of 10 to 15 hours a week on-the-job training by arrangement is required.

**Creative Use of Leisure Time (Home Crafts)****HMEC-220 3 hours**

This course studies and applies various techniques used in the creation of craft projects that can be done in the home. Projects will be selected in order to acquaint the student with a broad field of creative expression.

**Seminar in Food Processing HMEC-271 3 hours**

The course covers various types of food processing and preservation. Subjects to be included are freezing, canning, dehydration, nutrient density, safety, sanitation, and food palatability.

**PSYCHOLOGY****General Psychology PSYC-101 3 hours**

This course presents an overview of psychology, including the study of the brain and behavior, states of consciousness, motivation and emotion, sensation and perception, learning, principles, memory and thought, human interaction, human development, theories of personality, disturbance and treatment. Reading and writing skills commensurate with eligibility for concurrent enrollment in English I is strongly recommended.

**Human Relations PSYC-102 3 hours**

The course provides an overview of human behavior, giving attention to motivation, interpersonal relations, group dynamics and group behavior. Consideration is given to employment practices, vocational and industrial efficiency, advertising and mental health services. Class is also taught competency based.

**Psychology of Adjustment PSYC-103 3 hours**

This course provides students with a framework for making the connection between psychological research and its practical application to everyday life. Students are taught methods for promoting better mental health for themselves as well as a framework for understanding the challenges fo adjustments others face.

**Social Psychology PSYC-104 3 hours**

Prerequisite: General Psychology. This course presents the study of the social behavior and the social consciousness of the individual, especially those interests and tendencies that develop from the community life of people.

**Field Study in Psychology PSYC-107 1-3 hours**

Prerequisite: consent of instructor. This course provides supervised experience in a field setting implementing theory and skill in helping relationships in social settings.

**Abnormal Psychology PSYC-201 3 hours**

Prerequisite: General Psychology. This course introduces the study of behavior pathologies, with emphasis on the social, cultural and legal outcomes of behaviors which depart from social norms and expectation in the community.

**Introduction to Gerontology PSYC-202 3 hours**

This course acquaints students with the psychological, sociological and physiological aspects of the aging process, with the issues and problems of aging, societal responses to the aging and to better understand aging as a normal and positive component of the life process.

**Issues in Psychology PSYC-203 1-3 hours**

This course promotes relevant applications of psychology to the activities of work, family, relationships, and personal understanding by investigating timely issues and focusing on the integration of the acquired knowledge into everyday experience. Issues in Psychology may be repeated with different titles.

**Cognitive Psychology PSYC-204 3 hours**

Prerequisite: General Psychology or permission of the instructor. This course provides a comprehensive examination of the mental processes and emotional factors which influence human behavior. Emphasis will be placed on the clinical application of this information, and will utilize cognitive theories, neuro-psychological research, and clinical findings.

**SOCIOLOGY**

Sociology courses provide instruction designed to assist students in deepening their understanding of social relations and the social context of their lives.

**Introduction to Sociology SOCI-102 3 hours**

This course introduces the study of the social lives of people. It combines theory and application in the study of family, government, deviance, collective behavior, and other topics. Reading and writing skills commensurate with eligibility for concurrent enrollment in English I is strongly recommended.

**Human Sexuality SOCI-104 3 hours**

This course provides a comprehensive introduction to the biological, psychosocial, behavioral and cultural aspects of sexuality in a way that is personally meaningful to students.

**Introduction to Anthropology SOCI-105 3 hours**

This course is an introductory course in cultural anthropology dealing with basic concepts in the social and technological studies of cultures throughout the world. Emphasis is placed on the application of learned principles and concepts and the study of past and present cultural development, diffusion and relationships.

**Anthropology Lab SOCI-106 1 hour**

This course provides supervised anthropological field work experience that may take a variety of forms, ranging from participant observation to tool making, to field digging and excavation. Conditions of field work are strictly controlled. This course cannot be taken without credit in or concurrent enrollment in Introduction to Anthropology.

**Living In A Multicultural Society SOCI-112 3 hours**

This course provides valuable information for anyone living in our multicultural society, particularly teachers, law enforcement personnel, health care workers, social service providers, and others who work with multi-ethnic populations.

**Marriage and Family                      SOCI-113                      3 hours**

This course strives to bring together knowledge about individuals as they function as family members. Relationships between the family and how they relate to the rest of society's institutions will be discussed. The parenting curriculum, "Preparing For The Drug Free Years," will be incorporated into the material presented.

**Social Problems                              SOCI-204                      3 hours**

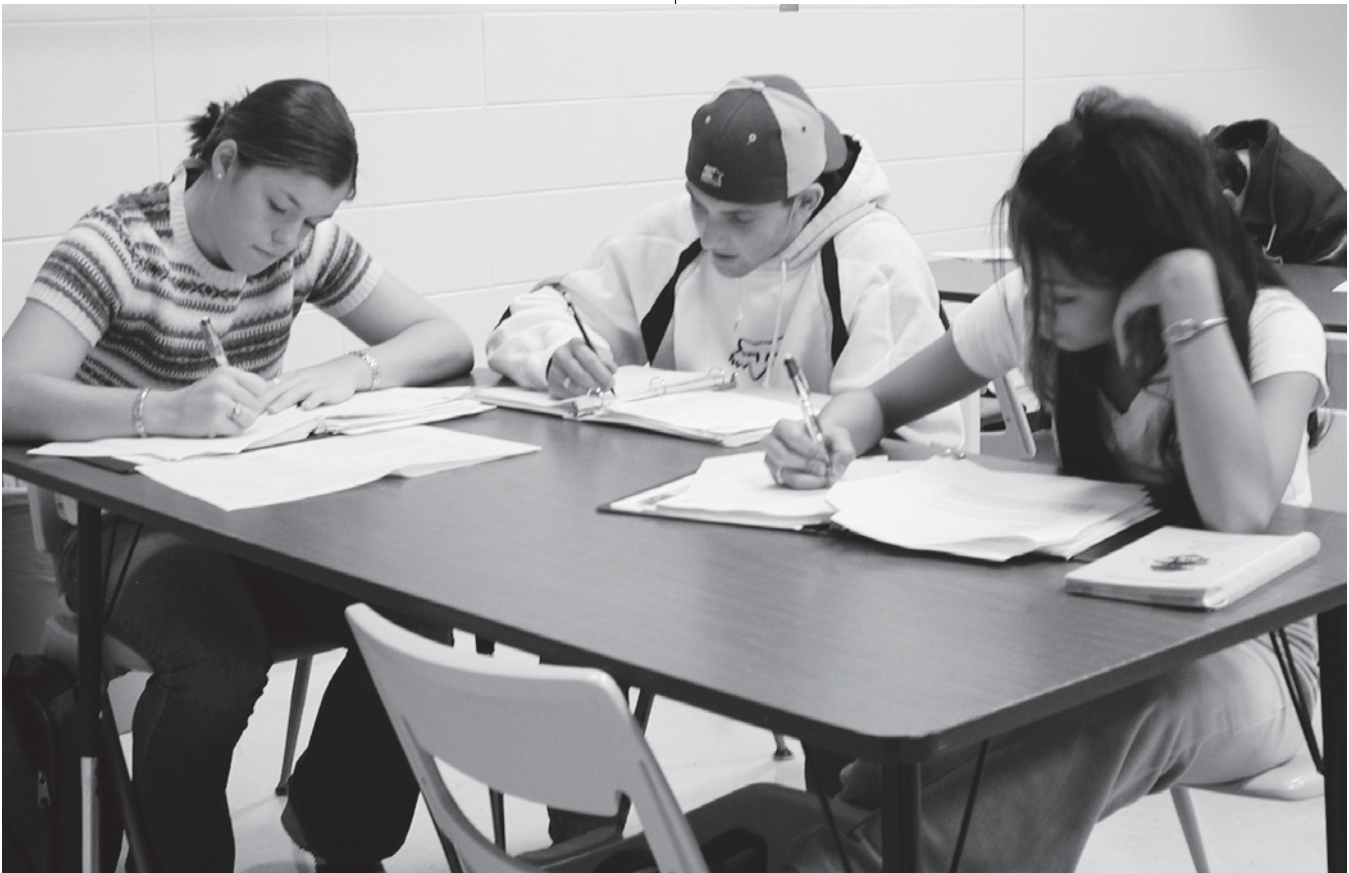
This course delves into problems of personal and social disorganization, such as adolescence, juvenile delinquency, crime, mental illness, unemployment and family instability, methods of prevention and treatment.

**Field Study in Social Science                      SOCI-205                      3 hours**

Prerequisite: consent of instructor. This course provides supervised experience in a field setting implementing theory and skill in helping relationships in social settings.

**Criminology                                      SOCI215/CRIM205                      3 hours**

Prerequisite: Introduction to Administration of Justice or permission of instructor. The criminal law and its processes, the nature and extent of crime, theories of crime causation, crime topologies, and the criminal justice system will be studied.







# TECHNICAL EDUCATION

## *Agriculture/Agri-Economics*

*Agronomy*

*Automotive Technology*

*Cosmetology*

- *Manicurist*

*Aviation*

*Computer Engineering Technology*

*Drafting*

*Industrial Production Technology*

- *Electical Enginnering Technician*
- *Automation (Robotics)*
- *Industrial Ammonia Refrigeration*
- *Industrial Production Technology*

*Mechanical Engineering Technology*

*Environmental Engineering Technology*

*Welding Technology*

*Public Safety*

- *Law Enforcement & Criminal Justice*
- *Fire Science*

*Ag Equipment Technology*

*(John Deere Ag. Tech)*

*Animal Science*

- *Meat/Food Technology*
- *Meat Science*
- *Veterinary Medicine*

## TECHNICAL PROGRAMS

The job future potential is promising for those who attain sophisticated skills, from literacy and technology to communication and teamwork, as well as to critical thinking. To gain these necessary skills, education beyond high school is required.

No matter what a student's goal – upgrading skills to meet changing technology or preparing to enter the workforce – Garden City Community College offers an effective balance of theoretical education with real-world applied learning. Faculty advisors help each student develop a plan to achieve a certificate, an Associate in Applied Science or Associate of Science degree, or investigate new career opportunities.

Each technical education program at Garden City Community College is subject to approval by the Kansas Board of Regents. All programs operate with regular input from an active industry advisory committee that meets frequently to insure currency in curriculum and technology. Many programs also maintain a close working relationship with industry partners who support them through curriculum development, paid internship, and generous donations of state-of-the-art equipment.

## AGRICULTURE

The Agricultural program is structured to allow flexibility in choices of programs that will best suit a student's particular interests and goals. A student may select options in the Transfer Agriculture programs that will lead to an Associate in Science degree and ultimately to a Bachelor of Science Degree in Agriculture. On the other hand, a student may select options that are occupationally oriented and require only one to two years of coursework. Two years of such coursework may lead to an Associate of Applied Science Degree.

## TRANSFER AGRICULTURE

### Associate in Science-35 hours General Education Degree

The following options suggest courses of study that will enhance transfer to four-year universities. The student should obtain a catalog of the university he/she plans to attend, and, with the help of an advisor, develop a more specific program designed to meet his/her needs.

Students who are planning to transfer to a four-year university after attending GCCC should plan to meet all the general education and elective requirements for the Associate in Science degree. General education requirements are rather specific, but electives in major areas allow students to select courses which fit their interest area.

Agriculture students majoring in Agronomy, Animal Science, Agri-business, Agriculture Economics, Agriculture Education, or any other four year major should work toward the Associate in Science degree. Consult your advisor for course transferability.

Course No.	Course Title	Credit
ENGL-101	English I .....	3
ENGL-102	English II .....	3
SPCH-111	Speech .....	3
MATH-108	College Algebra .....	3
CHEM-105	General Chemistry .....	3
BIOL-105	Biology .....	3
PSYC-101	General Psychology .....	3
ECON-111	Macro Economics .....	3

## Suggested Agriculture Electives

ANSI-102	Principles of Animal Science .....	3
ANSI-103	Animal Science & Ind. Lab .....	1
AGRO-101	Crops .....	4
AGRI-100	Ag in our Society .....	1
AGEC-100	Intro to Ag Economics .....	3
ANSI-101	Animal Diseases and Health .....	3
ANSI-105	Cow-Calf Operations .....	3
AGME-111	Electricity .....	3
ANSI-107	Livestock Feeding .....	3
ANSI-106	Dairy Poultry Production .....	3
AGRO-103	Soils .....	4
AGEC-102	Farm Management and Acct. ....	3
AGRO-102	Range Management .....	3
ANSI-104	Commercial Feedlot Oper. ....	1
ANSI-108	Livestock Selection .....	2
MEAT-105	Meat and Carcass Evaluation .....	3
MEAT-113	Principle of Meat Evaluation .....	3
MEAT-112	Classification, Grading and Selection of Meats .....	3
ACCT-101	General Accounting .....	3
CSCI-210	Microcomputer Applications .....	1-3

## AGRONOMY/AGRI-BUSINESS

### Freshman Year

**First Semester** ..... 15 hours

Course No.	Course Title	Credit
AGRI-100	Agriculture In Our Society .....	1
AGRO-101	Crops and Crops Lab .....	4
	Agriculture Elective .....	3
	Math Elective .....	3
	Communications Elective .....	3
PCDE-101	College Skills Development .....	1

**Second Semester** ..... 18 hours

Course No.	Course Title	Credit
AGEC-100	Introduction to Agriculture Economics .....	3
	Agriculture Elective .....	3
	Social Science Elective .....	3
	Science Elective .....	5
	Physical Fitness Elective .....	1
	Communications Elective .....	3

### Sophomore Year

**First Semester** ..... 16 hours

Course No.	Course Title	Credit
	Agriculture Elective .....	3
	Agriculture Elective .....	3
	Humanities and Fine Arts Elective .....	3
	Communications Elective .....	3
	Physical Fitness Elective .....	1
	Social Science Elective .....	3

**Second Semester** ..... 15 hours

Course No.	Course Title	Credit
	Agriculture Elective .....	3
	Agriculture Elective .....	3
	Agriculture Elective .....	3
	Humanities and Fine Arts Elective .....	3
	Mathematics or Science Elective .....	3

**TECHNICAL AGRICULTURE**

**Farm and Ranch Management, Feedlot Technology**

**Production Agriculture** (Emphasis can be Agronomy, Animal Science, Agribusiness or General)

Students who have no plans to seek a four-year degree can pursue the Associate in Applied Science degree. This option will be helpful for graduates who intend to seek employment in agricultural businesses or in production agriculture. Students who complete this degree will not meet the articulation agreement for transfer to a four-year university.

**Associate in Applied Science-18 hours General Education Degree**

Course No.	Course Title	Credit
ANSI-102	Principles of Animal Science .....	3
ANSI-103	Animal Science and Ind. Lab .....	1
AGRO-101	Crops .....	4
AGRI-100	Ag in Our Society .....	1
AGEC-100	Intro to Ag Economics .....	3
ANSI-101	Animal Health and Diseases .....	3
ANSI-105	Cow-Calf Operations .....	3
INED-111	Electricity .....	3
ANSI-107	Animal Nutrition .....	3
ANSI-106	Dairy and Poultry Production .....	3
ANSI-111	Farm Animal Reproduction .....	3
AGRO-103	Soils .....	4
AGEC-102	Farm Management .....	3
AGRO-102	Range Management .....	3
ANSI-104	Comm. Feedlot Operations .....	1
ANSI-108	Livestock Selection .....	2
ANSI-109	Livestock Judging .....	2
MEAT-105	Meat and Carcass Evaluation .....	3
MEAT-112	Classification, Grading and Selection of Meats .....	3
ANSI-140	Horse Science .....	3
ANSI-141	Horsemanship .....	1
INPR-142	Shielded Metal Arc/Oxy Fuel Cutting .....	3
INPR-141	GMAW/FCAW .....	3
CSCI-210	Microcomputer Applications .....	1-3
ACCT-101	General Accounting .....	3
AGEC-103	Marketing and Hedging .....	3
MEAT-103	Introduction to Food Service .....	3
MEAT-104	Principles of Meat Science .....	3

**FARM & RANCH MANAGEMENT**

**Freshman Year**

**First Semester .....** 12 hours

Course No.	Course Title	Credit
AGEC-102	Farm Management and Accounting .....	3
AGRI-100	Agriculture In Our Society .....	1
AGRO-101	Crops and Crops Lab .....	4
	Communications Elective .....	3
PCDE-101	College Skills Development .....	1

**Second Semester .....** 15 hours

Course No.	Course Title	Credit
AGEC-100	Introduction to Agriculture Economics .....	3
ACCT-101	General Accounting .....	3
	Agriculture Elective .....	3
	Mathematics or Science Elective .....	3
	Physical Fitness Elective .....	1
	Communications Elective .....	3

Third Semester 4 hours

Course No.	Course Title	Credit
AGRI-121	Agricultural Internship .....	4

**Sophomore Year**

**First Semester .....** 17hours

Course No.	Course Title	Credit
AGEC-103	Futures Marketing and Hedging .....	3
ANSI-102	Principles of Animal Science .....	3
ANSI-103	Principles of Animal Science Lab .....	1
	Agriculture Elective .....	3
	Computer Science Elective .....	3
	Physical Fitness Elective .....	1
	Social Science / Humanities / Fine Arts Elective .....	3

**Second Semester .....** 6 hours

Course No.	Course Title	Credit
BSAD-124	Salesmanship .....	3
ECON-111	Economics: Macro .....	3
	Agriculture Elective .....	3
	Agriculture Elective .....	4
	Mathematics or Science Elective .....	3

**PRODUCTION AGRICULTURE**

**Freshman Year**

**First Semester .....** 12 hours

Course No.	Course Title	Credit
AGEC-102	Farm Management and Accounting .....	3
AGRI-100	Agriculture In Our Society .....	1
AGRO-101	Crops and Crops Lab .....	4
	Communications Elective .....	3
PCDE-101	College Skills Development .....	1

**Second Semester .....** 15 hours

Course No.	Course Title	Credit
AGRO-105	Fertilizers .....	3
	Agriculture Elective .....	3
	Computer Science Elective .....	3
	Mathematics or Science Elective .....	3
	Physical Fitness Elective .....	1
	Communications Elective .....	3

**Third Semester .....** 4 hours

Course No.	Course Title	Credit
AGRI-121	Agricultural Internship .....	4

**Sophomore Year**

**First Semester .....** 17hours

Course No.	Course Title	Credit
AGRO-102	Range Management .....	3
ANSI-102	Principles of Animal Science .....	3
ANSI-103	Principles of Animal Science Lab .....	1
	Agriculture Elective .....	3
AGRO-109	Pesticides .....	3
	Physical Fitness Elective .....	1
	Social Science / Humanities / Fine Arts Elective .....	3

<b>Second Semester ..... 16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
	Agriculture Elective .....	3
	Agriculture Elective .....	3
	Agriculture Elective .....	3
AGRO-103	Soils and Soils Lab .....	4
	Mathematics or Science Elective .....	3

**PRE-VETERINARY MEDICINE**

The veterinary medicine curriculum is a professional program of seven years in length. Three years of restricted course work required before application can be made to the School of Veterinary Medicine at Kansas State University. It is possible to obtain the first two years at GCCC by taking the following courses:

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
AGRI-100	Agriculture in our Society .....	1
ANSI-102	Principles of Animal Science .....	3
ANSI-103	Animal Science and Ind. Lab .....	1
ANSI-101	Animal Diseases and Health .....	3
ANSI-107	Animal Nutrition .....	3
CHEM-109	College Chemistry I .....	5
CHEM-110	College Chemistry II & Qualitative Analysis .....	5
BIOL-105	Principles of Biology .....	5
BIOL-213	Microbiology .....	5
PHYS-205	General Physics I .....	5
PHYS-206	General Physics II .....	5
CHEM-206	Organic Chemistry I .....	5
ENGL-101	English I .....	3
ENGL-102	English II .....	3
SPCH-111	Public Speaking I .....	3
PSYC-101	General Psychology .....	3

**PRE-VETERINARY MEDICINE**

**Freshman Year**

**First Semester ..... 17 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
AGRI-100	Agriculture In Our Society .....	1
ENG-101	English I .....	3
ANSI-102	Principles of Animal Science .....	3
ANSI-103	Animal Science and Industry Lab .....	1
CHEM-109	College Chemistry I .....	5
SPCH-111	Public Speaking I .....	3
PCDE-101	College Skills Development .....	1

**Second Semester ..... 17 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-205	Physics I .....	5
PSYC-101	General Psychology .....	3
	Social Science Elective .....	3
BIOL-105	Principles of Biology .....	5
	Physical Fitness Elective .....	1

**Sophomore Year**

**First Semester ..... 16 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-107	Animal Nutrition .....	3
	Math Elective .....	3
	Humanities and Fine Arts Elective .....	3
BIOL-213	Microbiology .....	5
	Physical Fitness Elective .....	1
	Social Science Elective .....	3

**Second Semester ..... 19 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-101	Animal Diseases and Health .....	3
CHEM-110	College Chemistry II & Qualitative Analysis .....	5
PHYS-206	General Physics II .....	5
	Humanities and Fine Arts Elective .....	3
	Mathematics or Science Elective .....	3

**AG PRODUCTS AND PROCESSING**

**Animal Science, Meat Science, Food Technology**

Students may combine meat and food science courses with other agriculture electives to create a meat and food science curriculum. These courses can be included in either the Associate in Science degree or the Associate in Applied Science degree course requirements.

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MEAT-105	Meat and Carcass Evaluation .....	3
MEAT-113	Principles of Meat Evaluation .....	3
MEAT-112	Classification, Grading and Selection of Meats .....	3
MEAT-103	Introduction of Food Science .....	3
MEAT-104	Principles of Meat Science .....	3

**ANIMAL SCIENCE**

**Freshman Year**

**First Semester ..... 15 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-102	Principles of Animal Science .....	3
ANSI-103	Animal Science & Industry Lab .....	1
AGRI-100	Agriculture in Our Society .....	1
PSYC-101	General Psychology .....	3
ENG-101	English I .....	3
MATH-108	College Algebra .....	3
PCDE-101	College Skills Development .....	1

**Second Semester ..... 19 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-105	Commercial Cow-Calf Operations .....	3
ANSI-104	Commercial Feedlot Operations .....	1
ENG-102	English II .....	3
	Science Elective .....	5
	Physical Fitness Elective .....	1
ANSI-108	Livestock Selection or	
MEAT-105	Meat & Carcass Evaluation .....	3
	Humanities & Fine Arts Elective .....	3

**Sophomore Year**

**First Semester ..... 16 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-107	Animal Nutrition .....	3
ANSI-111	Farm Animal Reproduction .....	3
SPCH-111	Public Speaking I .....	3
	Social Science Elective .....	3
	Physical Fitness Elective .....	1
	Agriculture Elective .....	3

<b>Second Semester ..... 16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-101	Animal Health & Diseases .....	3
ANSI-108	Livestock Selection .....	2
	Science Elective .....	5
	Agriculture Elective .....	3
	Humanities & Fine Arts Elective .....	3

**MEAT/FOOD SCIENCE OPTION**

**Freshman Year**

<b>First Semester ..... 15 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
AGRI-100	Agriculture In Our Society .....	1
ANSI-102	Principles of Animal Science .....	4
ANSI-103	Animal Science and Industry Lab .....	3
MEAT-105	Meat and Carcass Evaluation .....	3
	Communications Elective .....	3
PCDE-101	College Skills Development .....	1

<b>Second Semester ..... 18 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MEAT-112	Classification, Grading & Selection of Meats	3
MEAT-104	Principles of Meat Science .....	3
	Social Science Elective .....	3
	Science Elective .....	5
	Physical Fitness Elective .....	1
	Communications Elective .....	3

**Sophomore Year**

<b>First Semester ..... 16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MEAT-113	Principles of Meat Evaluation .....	3
	Math Elective .....	3
	Humanities and Fine Arts Elective .....	3
	Communications Elective .....	3
	Physical Fitness Elective .....	1
	Social Science Elective .....	3

<b>Second Semester ..... 15 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MEAT-103	Introduction to Food Science .....	3
	Agriculture Elective .....	3
	Agriculture Elective .....	3
	Humanities and Fine Arts Elective .....	3
	Mathematics or Science Elective .....	3

**AGRICULTURAL EQUIPMENT TECHNOLOGY (JOHN DEERE AG TECH)**

This is a two year Associate in Applied Science degree program designed to educate technicians for employment in John Deere dealerships. A minimum of 64 credit hours is required.

**Associate in Applied Science-18 hours General Education Degree**

**Freshman Year**

<b>First Semester ..... 18 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
INED-130	Safety Codes (OSHA) .....	1

JDAT-103	Agricultural Hydraulics .....	3
JDAT-102	Tractor Power Trains .....	3
JDAT-101	Tillage and Planting Systems .....	1
JDAT-112	Information Management Systems .....	2
JDAT-110	Mathematical Processes for Technicians .....	3
PHYS-106	Descriptive Physics .....	3
	Physical Education/Health .....	1
PCDE-101	College Skills Development .....	1

<b>Second Semester ..... 14 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
JDAT-107	Dealer Internship I .....	3
CSCI-210	Microcomputer Applications .....	1
JDAT-104	John Deere Agricultural Electrical Systems .....	4
JDAT-109	Harvesting Equipment .....	3
JDAT-106	John Deere Consumer Products and Systems .....	3

<b>Third Semester ..... 10 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CSCI-210	Microcomputer Applications .....	1
JDAT-105	John Deere Air Quality Sys. ....	2
JDAT-201	Diagnosis of Agricultural Sys. ....	3
JDAT-111	Applied Communications .....	3
	Physical Education/Health .....	1

**Sophomore Year**

<b>First Semester ..... 3 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
JDAT-108	Dealer Internship II .....	3

<b>Second Semester ..... 19 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
	Electives .....	6
BSAD-124	Salesmanship .....	3
JDAT-202	John Deere Engine Systems .....	3
JDAT-203	Agricultural Fuel Systems and Performance .....	3
INPR-141	Shielded Metal Arc/Oxy Fuel Cutting .....	3
CSCI-210	Microcomputer Applications .....	1

**AUTOMOTIVE TECHNOLOGY**

**Associate in Applied Science-18 hours General Education Degree**

Automotive Technology is a program of study employing modern techniques and methods used in today's automotive industry. Satisfactory completion of the program should equip the student for employment in the automotive field.

**Major Specialization and Related Courses ..... 45 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
AUTO-100	Small Gasoline Engines I .....	3
AUTO-101	Preventive Maint. for Autos .....	3
AUTO-102	Auto Mechanics I .....	3
AUTO-103	Engine Repair .....	3
AUTO-104	Manual Drive-Trains and Axles .....	3
AUTO-105	Automotive Electricity & Electronics .....	3
AUTO-106	Engine Performance I .....	3
AUTO-107	Brakes .....	3

AUTO-108	Engine Performance II .....	3
AUTO-109	Heating and Air Conditioning .....	3
AUTO-110	Engine Performance III .....	3
AUTO-111	Automatic Transmissions & Transaxles .....	3
AUTO-112	Suspension & Steering .....	3
AUTO-113	Internship I .....	3
AUTO-114	Internship II .....	3

**Associate of Applied Science Degree \***

**Suggested Course Sequence**

**Freshman Year**

**First Semester ..... 18 hours**

Course No.	Course Title	Credit
	Automotive Electricity and Electronics .....	5
AUTO-105	Brakes .....	5
PCDE-101	College Skills Development .....	1
	Physical Fitness Elective .....	1
	Mathematics Elective .....	3
	Communications Elective .....	3

**Second Semester ..... 18 hours**

Course No.	Course Title	Credit
AUTO-106	Engine Performance 1 .....	5
AUTO-104	Manual Drive Trains & Axles .....	5
AUTO-103	Engine Repair .....	5
	Communications Elective .....	3

**Third Semester ..... 3 hours**

Course No.	Course Title	Credit
AUTO-113	Internship I .....	3

**Sophomore Year**

**First Semester ..... 16 hours**

Course No.	Course Title	Credit
AUTO-108	Engine Performance II .....	5
AUTO-112	Suspension & Steering .....	5
	Mathematics or Science Elective .....	3
	Social Science Elective .....	3

**Second Semester ..... 16 hours**

Course No.	Course Title	Credit
AUTO-110	Engine Performance III .....	5
AUTO-111	Automatic Transmissions & Transaxles .....	5
AUTO-109	Heating & Air Conditioning .....	5
	Physical fitness Elective .....	1

**Third Semester(optional) ..... 3 hours**

Course No.	Course Title	Credit
AUTO-114	Internship II .....	3

\*Students who are seeking an Associate of Science degree with the goal of transferring to a Baccalaureate program should work with one of the automotive technology instructors to design a plan of study.

**COSMETOLOGY**

The purpose of this program is to provide education for men and women interested in preparing themselves for employment in the field of cosmetology and to prepare for the State Board examinations.

The cosmetology program covers approximately 39 weeks (1500 hours) of intensive training. Those enrolling in the program

can expect to obtain a certificate after successfully completing the course. The certificate is a qualification for taking the state cosmetology examination to obtain a license. After 320 hours of schooling have been completed, the cosmetology student has an opportunity to book appointments with clients the same as in a regular salon. Those attending the School of Cosmetology may choose to attend college during an additional school year and earn an Associate in Applied Science Degree.

**General Education Requirements:**

**College Skills Development ..... 1 hour**

State Board of Cosmetology Examination - License

**65-1905.** Examination; qualifications or applicants; temporary permit.

(a) All examinations held or conducted by the board shall be in accordance with rules and regulations adopted by the board. The examination shall include practical demonstration and written and oral tests.

(b) Each applicant for examination shall:

- (1) Be at least 17 years of age and a graduate of an accredited high school, or equivalent thereof;
- (2) Submit to the board a certified copy of the applicant's birth certificate;
- (3) Submit to the board a certificate from a person licensed to practice medicine and surgery under the laws of any state showing that the applicant is free from contagious and infectious diseases; and
- (4) Have served as an apprentice for the period of time provided by K.S.A. 1983 Supp. 65-1912.

(c) Any person making application who apparently possesses the necessary qualifications to take an examination provided herein, may be issued a temporary permit by the board to practice cosmetology until the next regular examination conducted by the board.

**65-1912.** Apprentice License: practice as apprentice required prior to licensure as cosmetologist, instructor or manicurist; charge for services of apprentice.

(a) Any persons desiring to practice as an apprentice shall be required to pay to the board the fee required pursuant to K.S.A. 65-1904 and amendments thereto and obtain a apprentice license allowing a person to practice in a licensed school shall be submitted to the board not more than 15 days after the persons' enrollments in the school.

(b)

- (1) An applicant for examination and licensure as a cosmetologist shall be required to have practiced as an apprentice in a licensed school for not less than 1,500 clock hours.
- (2) An applicant for examination and licensure as a manicurist shall be required to have practiced as an apprentice in a licensed school of cosmetology or manicuring for not less than 350 clock hours or in a licensed beauty shop for not less than 700 clock hours.
- (3) An applicant for examination and licensure as a cosmetology instructor shall be licensed as a cosmetologist for one year and apprentice in a licensed school of cosmetology for not less than 300 clock hours.

**Equipment Required for Each Student**

Each student shall be equipped with hair cutting equipment, a manicuring set, combs, hair brushes, a shampoo cape, washable uniforms, a notebook and an approved textbook covering all phases of cosmetology.

Each student in manicure training shall be equipped with all instruments and supplies necessary to perform all phases of onychology, sculptured nails and nail building. Each student shall have washable uniforms, a notebook, and an approved textbook covering all phases of manicuring.

**School Curriculum**

There is one enrollment in the Cosmetology program each year, with enrollment in August.

Each school of cosmetology shall provide a course of training for the profession of cosmetologist and manicurist. Classes shall be scheduled for no more than eight hours per day nor more than five days per week. The course of study shall include, as a minimum, the following:

**Cosmetology Training ..... 44 cr. hr. (1,500 clock hours)**  
**To meet Kansas licensure requirements, students must complete practical services as listed below:**

<i>Minimum Number</i>	
Shampooing .....	100
Facial massage .....	25
Eyebrow arch .....	25
Scalp treatments .....	40
Onychology and Sculptured nails .....	40
Hand and arm massage .....	5
Permanent waving (croquignoles) .....	25
Hair Straightening (chemical or thermal) .....	10
Hair Shaping:	
Razor .....	40
Scissors .....	25
Wet Waving and Hairdressing:	
Wet waving .....	75
Comb-outs .....	75
Hair tinting .....	30
Hair bleaching .....	10
Eyebrow and eyelash dye .....	10
Color rinses:	
Temporary .....	15
Semi-permanent .....	25

Additionally, students must complete the following **clock hours** of instruction, demonstration, and testing on specified topics:

Lectures and instruction on sanitation, sterilization, care and treatment of skin, scalp and equipment .....	150
Written and oral tests .....	75
Theory and demonstration .....	300
Salesmanship, business training and laws relating to cosmetology .....	150

**Manicurist Training ..... 10 cr. hrs. (350 clock hours)**

Clock hours of manicurist training include:

Manicuring, sculptured nails, pedicuring and all methods of caring for nails; hand and arm massage .....	250 clock hours
Sanitation, sterilization and care of equipment. Salesmanship, business training and laws relating to manicuring, written and oral tests .....	100 clock hours

**Additionally**, manicure students must complete a minimum of 80 practical services including: manicuring, sculptured nails, pedicuring and all methods of caring for nails; hand and arm massage.

Each school of cosmetology shall meet the requirements of paragraphs (b) (1), (2), and (3) of the regulation. Each school of manicuring shall meet the requirements of paragraph (b) (3).

**Examination Subjects**

Each applicant for licensing as a manicurist shall be required to satisfactorily pass a written examination of knowledge in the following areas: onychology, sculptured nails, pedicuring, hand and arm massage; sanitation, sterilization and care of equipment; business training and laws relating to manicuring; and safety measures. In addition, each applicant shall demonstrate an ability to properly give a manicure, including hand and arm massage and sculptured nails.

**AVIATION**

Aviation courses are offered to assist students in obtaining primary or advanced certification. Aviation courses are offered as electives which will apply to any degree requirements. Aviation courses are special interest courses at GCCC and are not considered as an aviation program. Ground school courses are offered to help students prepare for the FAA written exams.

**ENGINEERING TECHNOLOGY**

The Engineering Technologist is often the liaison between the engineer and production. They implement the engineering design. Students interested in a field of study in engineering technology should plan on a minimum of two years of study. However, the reality of a rapidly changing technical environment nearly dictates that any student of a technical area plan on learning for a lifetime of work. The following options may be used by students in this area of study.

**Technician Options:**

- Option 1. Two years or more at Garden City Community College and then to work.
- Option 2. One year, two years, or more at Garden City Community College then transfer into an advanced technical program leading to certification or a Bachelors degree.
- Option 3. Part-time day and evening school while working in field of study.

The following curriculums are a planning guide for attaining employment skills in the designated areas. Those listed as providing an Associate in Science degree are meant to show a transfer possibility to a Bachelor degree program.

**COMPUTER ENGINEERING TECHNOLOGY**

**Degree: Associate in Science-18 hours of General Education**

This program is designed to provide a basic understanding of the areas of digital computer technology. The major emphasis in upper division courses is on hardware aspects, but through a course in computer science the student has an opportunity to become proficient with programming aspects as well. Graduates with a B.S. degree will find initial employment with emphasis on immediate application such as production process development, process design, technical sales and service.

**Communications:**

Course No.	Course Title	Credit
ENGL-101	English I .....	3
ENGL-102	English II .....	3
SPCH-111	Public Speaking I .....	3

**Natural Science:**

Course No.	Course Title	Credit
CHEM-109	College Chemistry I .....	5
PHYS-205	General Physics I .....	5
PHYS-206	General Physics II .....	5

**Mathematics:**

Course No.	Course Title	Credit
MATH-108	College Algebra .....	3
MATH-109	Plane Trigonometry .....	3
MATH-120	Precalculus .....	5
MATH-122	Calculus and Analytical Geometry I .....	5

**Engineering Technology:**

Course No.	Course Title	Credit
DRFT-180	Robotics .....	3
CSCI-102	Intro to Programming .....	3
INPR-102	Electronics I .....	3
INPR-117	Electronics II .....	3
CSCI-103	BASIC Programming .....	3
DRFT-104	Computer Aided Drafting I .....	3
INPR-118	Digital Logic/Circuits I .....	3

**Technical Electives:**

Course No.	Course Title	Credit
CSCI-108	C Programming .....	3
INPR-103	Electronic Circuits Systems I .....	3-4

**DRAFTING TECHNOLOGY**

Drafting courses are offered as electives to assist students wishing to enhance their Computer Aided Drafting skills for the purpose of career advancement or to prepare for additional post-secondary education.

**INDUSTRIAL PRODUCTION TECHNOLOGY**

**Associate in Applied Science - 18 hours General Education**

The core of this program is the study of maintenance, hydraulics, pneumatics, electricity, electronics, instrumentation, programmable logic controls (PLCs), motor controls, and industrial ammonia refrigeration, and their application to industry. Strong emphasis is given to providing relevant workplace knowledge and skills needed to operate, maintain and integrate automation equipment and control systems used in the processing and manufacturing industry. In addition to specific technical skills, workplace skills

such as teaching people to work in teams, problem solving and critical thinking skills are incorporated into the curriculum.

The program is offered in two formats, one in an **alternative format** of short duration intensive courses and the other in the **traditional format** of college semesters. Individuals seeking the Associate in Applied Science degree have the opportunity to obtain their degree not only through the traditional courses but also through the alternative courses.

Because of industry demand for training that is tailored to their needs, the bulk of courses offered are in an **alternative format**, consisting of classes "customized" in both content and time. They are most often provided in a short-term, intensive delivery from one day (6-8 hours) to five days (40-45 hours) duration. Current and prospective industrial clients are encouraged to contact the college for the latest offerings or to inform the college of their needs.

The **traditional format** offers course work in college semesters and may be part of the Industrial Technology Center of Excellence. In consultation with an advisor, students may select electives from specialized and related contextual courses in either of the formats, which best fit their interests and goals. Degree requirements are not less than 64 credit hours distributed as follows in a planned course of study. Hours listed are minimum for specialization and general education courses.

**Industrial Production Technology Electives**

Course No.	Course Title	Credit
INPR-100*	Manufacturing Principles & Processes .....	3
INPR-170*	Basic Pneumatics .....	3
INPR-160*	Basic Hydraulics .....	3
INED-111*	Electricity I .....	3
INED-112*	Electricity II .....	3
INPR-102*	Electronics I .....	3
INPR-117*	Electronics II .....	3
INPR-140*	Industrial Maintenance I .....	3

\*Core classes for Industrial Technology Center of Excellence

INPR-161	Advanced Hydraulics .....	3
INPR-162	Electro-Hydraulics .....	3
INPR-141	Shielded Metal Arc/Oxy Fuel Cutting	
INPR-142	GMAW/FCAW .....	3
INPR-143	GTAW/TIG .....	3
INPR-118	Digital Logic/Circuits I .....	3
INPR-119	Digital Logic/Circuits II .....	3
INPR-190	Programmable Logic Controls .....	3
INPR-2101-2103	Seminar in Industrial	

- Production Technology ..... 1-3
- Basic Electrical Motor Controls
- AC Variable Frequency Drives
- Advanced Electrical Motor Controls
- Advanced PLC Programming
- Industrial Sensors
- Industrial Ammonia Refrig. Operator I & II
- Technician I for Ammonia Refrigeration Systems
- PSM/RMP
- Emergency Services
- Train the Trainer
- Hazmat Tech 24 hour Refresher
- On-Scene Incident Command
- Boiler I

Please inquire at 620-276-9520. Other industry-related topics available on request.



**ELECTRICAL ENGINEERING TECHNICIAN****Associate in Applied Science-18 hours General Education Degree**

This is an electrical program employing techniques and methods used in residential, commercial and industrial construction and will follow the national electrical code. Students who plan to work toward a journeyman and master's licensing should contact the local electrical board in the city they plan to license under in order to follow their procedure for licensing.

Course No.	Course Title	Credit
INED-111	Electricity I .....	3
INED-112	Electricity II .....	3
INED-113	Electricity III .....	3
INED-114	Electricity IV .....	3
INPR-102	Electronics I .....	3
INPR-117	Electronics II .....	3
INPR-118	Digital Logic/Circuits I .....	3
INPR-118	Electro-Pneumatic .....	3
INPR-162	Electro-Hydraulics .....	3
INPR-2103	Basic Electrical Motor Controls .....	3
INPR-2103	Basic Programmable Logic Controls .....	3
DRFT-104	Computer Aided Drafting .....	3
INPR-190	Programmable Logic Controls .....	3
INPR-2103	Journeyman Prep .....	3
INPR-170	Basic Pneumatics .....	3
INPR0162	Basic Hydraulics .....	3
DRFT-180	Robotics .....	3
INPR-141	Shielded Metal Arc/Oxy Fuel Cutting	

**MECHANICAL ENGINEERING TECHNOLOGY****Associate in Science-35 hours General Education Degree**

Continued industrial growth has resulted in an increasing need for technically trained personnel. Over one million technical jobs are currently unfilled in this country. The mechanical engineering technologist, a vital member of the engineering team, applies practical approaches to problems in many technical areas. Graduates may expect to be employed in component and system design, product testing and development, manufacturing, technical sales and services in a variety of industrial settings such as aerospace, chemical, electrical power, farm machinery and electronics.

**Communications**

Course No.	Course Title	Credit
ENGL-101	English I .....	3
ENGL-102	English II .....	3
SPCH-111	Public Speaking I .....	3

**Natural Science**

Course No.	Course Title	Credit
CHEM-109	College Chemistry I .....	5
PHYS-205	General Physics I .....	5
PHYS-206	General Physics II .....	5

**Mathematics**

Course No.	Course Title	Credit
MATH-108	College Algebra .....	3
MATH-109	Plane Trigonometry .....	3
MATH-120	Precalculus .....	3
MATH-122	Calculus and Analytical Geometry I .....	5

**Engineering Technology**

Course No.	Course Title	Credit
ENGR-105	Engineering Drawing I .....	3
INPR-140	Industrial Maintenance I .....	3
CSCI-102	Intro to Programming .....	3
DRFT-104	Computer Aided Drafting I .....	3
INPR-160	Basic Hydraulics <b>OR</b>	
INPR-170	Pneumatics .....	3

**Technical Electives**

Course No.	Course Title	Credit
INPR-141	Shielded Metal Arc/Oxy Fuel Cutting .....	3
CSCI-103	BASIC Programming .....	3
ECON-111	Economics: Macro .....	3
INED-111	Electricity I .....	3
INPR-100	Manufacturing Processes .....	3

**ENVIRONMENTAL ENGINEERING TECHNOLOGY****Associate in Science-35 hours of General Education Degree**

Concern about environmental quality has resulted in a significant increase in the number of trained personnel needed to implement pollution prevention and control activities. This is the first two years of a four-year program designed to train people to meet this need. Graduates of a four-year program could expect to find employment opportunities that include inspection and field monitoring to assure compliance with pollution standards, assisting engineers in the design, construction, inspection and maintenance of facilities to handle water supplies, sanitary wastes, storm runoff, etc., performing chemical and biological laboratory tests incidental to the protection and restoration of the environment.

**Communications**

Course No.	Course Title	Credit
ENGL-101	English I .....	3
ENGL-102	English II .....	3
SPCH-111	Public Speaking I .....	3

**Natural Science**

Course No.	Course Title	Credit
CHEM-109	College Chemistry I .....	5
CHEM-110	College Chemistry II .....	5
CHEM-205	Organic Chemistry I .....	5
PHYS-205	General Physics I .....	5
BIOL-105	Principles of Biology .....	5

**Mathematics**

Course No.	Course Title	Credit
MATH-108	College Algebra .....	3
MATH-109	Plane Trigonometry .....	3
MATH-120	Precalculus .....	3
MATH-122	Calculus and Analytical Geometry I .....	5

**Engineering Technology**

Course No.	Course Title	Credit
DRFT-104	Computer Aided Drafting I .....	3
CSCI-102	Intro to Programming .....	3

**Technical Electives**

Course No.	Course Title	Credit
PHOT-120	Photography I .....	3
CSCI-103	Basic Programming .....	3
INED-111	Electricity I .....	3

**WELDING TECHNOLOGY****One-year program**

Objective: to educate a student to earn industry-based certification and to enter into the welding industry with sufficient skill and knowledge to successfully handle most welding techniques and jobs.

Course No.	Course Title	Credit
INPR-141	Shielded Metal Arc/Oxy Fuel Cutting .....	3
INPR-142	GMAW/FCAW .....	3
INPR-143	GTAW/TIG .....	3
INPR-144	Special Projects .....	3
INPR-146	Special Topics .....	1-3
DRFT-104	Computer Aided Drafting I .....	3
JDAT-110	Math Processes for Technicians .....	3
PHYS-106	Descriptive Physics .....	3
JDAT-111	Applied Communications .....	3

**Welding A.A.S. Degree Program- 64 Credit Hours**

Objective: to educate a student to earn a 2-year degree, achieve industry-based certification and to enter into the welding industry with sufficient skill and knowledge to successfully handle most welding techniques and jobs.

**Required General Education, HPER and PCDE Courses****Suggested General Education Courses**

Course No.	Course Title	Credit
JDAT-110	Math Processes for Technicians .....	3
JDAT-111	Applied Communications .....	3
SPCH-113	Interpersonal Communications .....	3
ECON-111	Economics: Macro .....	3
PHYS-106	Descriptive Physics .....	3
PCDE-101	College Skills Development .....	1
	Physical Education/Health .....	2

**Major Specialization and Related Areas****Required Technology Courses**

INPR-141	Shielded Metal Arc/Oxy Fuel Cutting .....	3
INPR-142	GMAW/FCAW .....	3
INPR-143	GTAW/TIG .....	3
INPR-144	Welding-Special Projects .....	3
INPR-145	Welding Internship .....	1-6
INED-111	Electricity I .....	3
	Computer Aided Drafting I .....	3
INPR-160	Basic Hydraulics .....	3
INPR-170	Basic Pneumatics .....	3
INPR-140	Industrial Maintenance I .....	3

**Suggested Technology Electives \*\***

DRFT-204	Computer Aided Drafting II .....	3
INED-112	Electricity II .....	3
INPR-102	Electronics I .....	3
CSCI-103	Introduction to Computer Applications .....	3
INPR-146	Special Topics in Welding .....	3

\*\*The number of technology electives needed to complete the degree program will vary depending upon the number of Welding Internship credit hours.

**DEPARTMENT OF PUBLIC SAFETY / CRIMINAL JUSTICE & FIRE SCIENCE**

Public Safety positions are numerous and the educational requirement continues to be, for many agencies, a requirement for either entry positions and/or for advancement. Career fields in criminal justice, law enforcement and fire science have become even more relevant today as homeland security issues have risen to the forefront.

The GCCC Department of Public Safety program (DPS) has been in existence since 1969 and has grown tremendously over the years. The DPS philosophy and practice of combining hands-on instruction with appropriate theory provides program graduates with the abilities to perform as well as understand various functions and processes of the public safety field.

Rapidly improving salaries and benefits have also increased the visibility of this career field, although financial gain is rarely the reason students choose this field. Motivations for entering this field are more readily reflected in personal goals of keeping country, communities and families safe as well as finding a career field that is challenging and exciting.

**Team-T (Tactical Emergency and Management Training) and Team-TC (Tactical and Emergency and Management Training for Civilians)**

The DPS / Criminal Justice & Fire Science program has also integrated a first-of-its kind program to provide continuity and teaming among the various public service entities.

Team-T and Team-TC classes are open to current students and working professionals in the field. Team-T incorporates dispatch training, defensive driving and critical decision making concepts, bringing together those components in the community who work together when emergency (natural and man-made) situations occur. The program utilizes dispatch simulators, emergency vehicle operation driving simulators and Range 3000 (a critical decision-making simulator.) Team-TC classes currently involve training TTC-Take Action instructors who then take the program back to their communities. This program is also currently being expanded.

**Criminal Justice (General)****ASSOCIATE OF SCIENCE Degree (Transfer)****GENERAL INFORMATION:**

1. To complete an Associate of Science (Transfer) Degree program, you must complete the required general hours and the required Criminal Justice hours for a total minimum credit hours of 64.
2. The Department of Public Safety recommends that you take 6-9 credit hours of Criminal Justice classes each semester and 6-9 credit hours of required general studies classes each semester to successfully complete the degree program in a timely manner.
3. This transfer program is designed to meet most Criminal Justice transfer programs; however, because universities and colleges across the country ARE NOT necessarily uniform, this department highly recommends that you contact the college(s) you are considering transfer to for a college catalog.
4. Criminal Justice majors at GCCC have additional special requirements for entrance into the program. Contact the Department of Public Safety / Criminal Justice for more information.

**ASSOCIATE OF SCIENCE Degree  
(Transfer) for Criminal Justice General**

Note Criminal Justice classes must be taken in sequence AND in the semesters listed below. To be a Criminal Justice major, you will need to have a DPS Criminal Justice Advisor.

**Freshman Year**

**First Semester ..... 16 hours**

Course No.	Course Title	Credit
CRIM-101	Intro to Administration of Justice .....	3
CRIM-108	Administration of Juvenile Justice .....	3
PSDE-101	College Skills Development .....	1
ENGL-101	English I .....	3
HPER -161	Defensive Tactics/Jujitsu .....	2
	Criminal Justice Elective .....	3
CRIM 2001	Strategic Team Building I .....	1

**Second Semester ..... 18 hours**

Course No.	Course Title	Credit
PSYC 101	General Psychology .....	3
CRIM -226	CJ Computer Apps .....	3
CRIM -111	Criminal Investigation I .....	3
ENGL -102	English II .....	3
MATH -108	College Algebra .....	3
CRIM -219	Sex Crimes .....	3

**Third Semester ..... 15 hours**

Course No.	Course Title	Credit
<b>CRIM-213</b>	Problems in Criminal Justice .....	4

**Sophomore Year**

**First Semester ..... 15hours**

Course No.	Course Title	Credit
SPCH -111	Public Speaking I .....	3
CRIM-103	Criminal Law .....	3
	Science Elective (Lab) .....	5
CRIM- 212	Criminal Investigation II .....	3
CRIM -2001	Strategic Team Building II .....	1

**Second Semester ..... 15 hours**

Course No.	Course Title	Credit
	Humanities Elective (History, Literature, Music, Art) .....	3
SOCH102,	Introduction to Sociology or	
POLS-105	American Government .....	3
	Humanities Elective (History, Literature, Music, Art) .....	3
	Science Elective (3-5) .....	3
	Criminal Justice Elective .....	3

**LAW ENFORCEMENT .....**

**Freshman Year**

**First Semester ..... 17 hours**

Course No.	Course Title	Credit
CRIM-101	Intro to Administration of Justice .....	3
ENGL-101	English I .....	3
PSDE-101	College Skills Development .....	1
SPCH-111	Public Speaking I .....	3
HPER-161	Defensive Tactics/Jujitsu .....	2
	Criminal Justice Elective .....	3
CRIM-121	Police Firearms I .....	1
CRIM-2001	Strategic Team Building I .....	1

**Second Semester ..... 18 hours**

Course No.	Course Title	Credit
CRIM-111	Criminal Investigation I .....	3
CRIM-226	Criminal Justice Computer Applications .....	3
MATH 105	College Math or above .....	3
PSYC-101	General Psychology .....	3
CRIM-216	Sex Crimes .....	3
CRIM-2001	Team-T: EVOC I .....	1
CRIM-2001	Team-T: EVOC II .....	1
CRIM-2001	Team-T: Dispatch I .....	1

**Sophomore Year**

**First Semester ..... 18 hours**

Course No.	Course Title	Credit
CRIM-103	Criminal Law .....	3
CRIM-212	Criminal Investigation II .....	3
PHIL-102	Elementary Ethics .....	3
CRIM-223	Police Firearms III .....	1
CRIM-2002	Handcuffing .....	2
CRIM-2001	Rappelling 1-3 .....	3
CRIM-2001	Criminal Justice Conditioning I .....	1
CRIM-2001	Baton .....	1
CRIM-2001	Team-T: Dispatch II .....	1
CRIM-2001	Strategic Team Building II .....	1

**Second Semester ..... 20 hours**

Course No.	Course Title	Credit
CRIM-106	Supervised Police Training .....	4
CRIM-104	Traffic Accident Investigation .....	3
CRIM -102	Law Enforcement Operations & Procedures ..	3
CRIM-2002	SWAT .....	4
CRIM-231	Critical Decision Making .....	1
CRIM-2001	Criminal Justice Conditioning II .....	1
CRIM -110	Criminal Procedure .....	3
CRIM-2001	Tactical Firearms .....	1

**CLET Certification**

**First Semester - CLET ..... 11hours**

Course No.	Course Title	Credit
CRIM-2001	Police Biking Techniques .....	1
CRIM-2001	Team-T: Level I & II .....	2
CRIM-2001	Reverse Ride-a-long .....	3
CRIM-213	Problems in Criminal Justice .....	4
CRIM-2001	Team-T: Command Spanish for Law Enforcement Officers .....	1

**FIRE SCIENCE**

The Fire Science Technology program offers an A.A.S. degree and is designed to prepare students for employment in fire service, in either the public or private sector, as well as meet the continuing education needs of professional fire fighters.

The program offers coursework in fire prevention, fire control techniques, emergency medical services, and rescue techniques. The curriculum aligns with National Firefighters Professional Association standards and includes state and locally identified training needs such as Hazmat, Driver Operator and EMT training. Instruction emphasizes hands-on training to assure that graduates will not only know the theory but be able to use it.

**FIRE SCIENCE**

**Freshman Year**

**First Semester ..... 20 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-101	Fire Fighter I .....	4
EMIC-104	Medical Terminology .....	3
EMRG-101	EMTB* (1 semester) .....	12
CRIM-2001	Strategic Team Building I .....	1

**Second Semester ..... 15 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-102	Fire Fighter II .....	4
ENGL-101	English I .....	3
PSYC-101	General Psychology .....	3
HPER-161	Defensive Tactics/Jujitsu .....	2
PCDE-101	College Skills Development .....	1
FIRE-103	Technical Rescue I .....	2

**Sophomore Year**

**First Semester ..... 19 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-201	Haz Mat Technician .....	8
CRIM-2001	EVOG .....	1
CRIM-2001	High Angle Rescue .....	3
FIRE-104	Incident Management .....	3
SPCH -111	Public Speaking I .....	3
CRIM-2001	Strategic Team Building II .....	1

**Second Semester ..... 10 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-202	Driver Operator .....	4
CRIM-2001	Instructor I (Teaching Concepts) .....	1
FIRE-203	Technical Rescue II .....	2
MATH-105	College Math .....	3

**Third Semester ..... 4 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CRIM-213	Problems in Criminal Justice (Internship) .....	4

**Highly Recommended Additional Courses ..... 7 hours**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
	Dive I (Certification) .....	3
	Dive II (Rescue) .....	3
CRIM-2001	Criminal Justice Conditioning .....	1

**Tactical Emergency & Management Team Training  
TEAM-T**

TEAM-T is a comprehensive communications training program for integrated team training. Students learn communication, decision-making, and teaming responses required to successfully meet the demands of an emergency call from the moment it is received by the dispatcher to the point that the emergency response operation is complete.

The program was designed through partnerships and cooperation between the Garden City Community College Criminal Justice Department and Southwest Kansas Public safety agencies including Finney County Sheriff's Department, Garden City Police Department, Ford County Sheriff's Department, Kearny County Sheriff's Department, Garden City Fire Department, Finney County EMS and other agencies.

Criminal Justice students should work with their advisor to enroll in Team-T courses.

**AGRICULTURAL EQUIPMENT TECHNOLOGY**

**Note:** All of the classes in this program have the prerequisite of a John Deere dealer sponsor and completion of the previous course in the series of systems courses. Permission of the instructor is required to overrule any deviation from these prerequisites.

**Tillage and Planting Systems JDAT 101 3 hours**

This course is designed to orient the Ag Tech student to the equipment sold by John Deere dealers in the region that prepare and plant the crops. General adjustment procedures will be introduced with focus on the preliminary adjustments made at the dealership. Emphasis will be placed on the requirements of the equipment in question when that equipment is interfaced with the systems on the tractors that provide the power. This includes the hydraulic and electronic interfaces as well as the needs of the AMS or Precision Farming systems.

**Tractor Powertrains JDAT 102, 122, 212 3 hours**

This series of three courses encompasses the transmission of mechanical power from the engine or other power source to the load. The course of study will follow from simple to complex and will generally consist of collar shift, synchronized, powershift, electronic controlled shift, and infinitely variable transmissions (IVT). Emphasis will be placed on theory of operation, diagnosis of failures and repair procedures. JDAT 212 introduces the theory of operation of Engines Systems as found in Deere equipment.

**Agricultural Hydraulics JDAT 103, 123, 213 3 hours**

Basic hydraulic principles – flow, pressure, and restriction (load) will be covered. These principles will then be applied to John Deere hydraulic systems. Basic hydraulic components – radial piston pumps, axial piston pumps, external and internal gear pumps, selective control valves and pilot controlled valves will be introduced. Basic hydraulic diagnostics will be infused with the theory of the components listed. The electronic interface will be introduced in Electrical Systems and theory further developed in the Hydraulics systems series.

**John Deere Agricultural Electrical Systems  
JDAT 104, 124, 214 4 hours  
JDAT 104 4 hours  
JDAT 124, 214 3 hours**

The basic characteristics of electricity, voltage, current flow and resistance, and the nature of these characteristics in typical DC electrical circuits, and the theory of operation of alternators, starters, and ignition systems will be included. The control and application of accessory circuits such as lighting and HVAC will follow. The use of ISO schematics in the diagnosis of John Deere mobile electrical systems will be emphasized. The ISO diagrams, diagnostic and repair procedures, and the CCD, CanBus, and controller systems will be studied, tested and programmed if allowed. Emphasis will be placed on how the electronic systems interface with the operator, hydraulic, powertrains and fuel systems. John Deere certification in Electrical and Electronic circuits is included.

**John Deere Air Quality Systems JDAT 105 2 hours**

The basics of air conditioning will be studied and repair and diagnostic procedures practiced. Cooling, heating, and filtering systems will be studied, and repair procedures will be practiced. The electronic interface with the vehicle communications system will be introduced.

**Consumer Products JDAT 106 3 hours**

This course covers the function, adjustment, and repair of various Consumer and Commercial Equipment (C and CE) marketed by John Deere Company. Systems include mowing, ground engagement, and residue handling equipment. Components unique to the C and CE equipment in the hydraulic, electrical, and powertrains systems may be incorporated.

**Dealer Internship I & II JDAT 107, 108 3 hours**

This course offers a supervised work experience needed to make courses taught on campus meaningful and useful. Students will practice the skills and use the knowledge acquired in class and in the lab.

**Harvesting Systems JDAT 109 3 hours**

Theory of combine operation and thrashing concepts, operation of forage harvesters, and hay equipment will be studied and, when possible, demonstrated. Adjustment and repair procedures will be outlined, studied, and practiced. The applications of the hydraulics and powertrain systems will be covered. Field demonstrations will be utilized when possible.

**Mathematical Processes for Technicians****JDAT 110 3 hours**

This course provides a review of arithmetic operations, problem-solving techniques, estimating, and linear algebra problems. Emphasis is on application of these skills to technical areas including electricity, building trades, industrial technology, health occupations, business and marketing, as well as agriculture and technology. Content may be oriented to specific technical areas to meet student needs.

**Information Management Systems****JDAT 112 3 hours**

The information management systems in use in the dealership service departments, including the technical manuals, owner's manuals, Service Information Bulletins, Dealer Technical Assistance Center (DTAC), Service Advisor, and the Electronic Parts Catalog are introduced. The students will use each of the systems to familiarize themselves with the system and then be able to use them in the course of the Ag Tech program and at the dealership. The course includes an introduction to the financial reports that are pertinent to the service department at the dealership.

**Applied Communication JDAT 111 3 hours**

This course is the study of basic writing and oral skill for the vocational – technical student as these skills apply to the workplace.

**Diagnosis of Agricultural Systems JDAT 201 3 hours**

Using the basics of hydraulics and electrical systems and knowledge of the operation of their components as tools, the student will diagnose various failures in the John Deere systems available. An emphasis will be placed on the procedures outlined in the technical manual and how the basic rules of force, low, and resistance apply to those procedures. The more difficult failures such as low voltage, intermittent problems, and application problems will be studied.

**John Deere Engine Systems JDAT 202 3 hours**

Disassembly and repair of JD diesel engines will be covered. Cylinder head, valve train, piston and crankshaft, and lubrication

systems will be studied on the basis of wear, repair, and failure prevention. A review of the basic diesel cycle will be included with emphasis on its use in the diagnostic procedures.

**Agricultural Fuel Systems & Performance****JDAT 203 3 hours**

Gas and diesel fuel systems will be studied and theory of operation of diesel injection pumps will be covered. Testing and repair of injectors will be covered. Electronic governors and electronic fuel injection will be introduced. EPA regulations and emissions rules will be introduced. Diagnosis using the Service Advisor system will be practiced. Tractor performance and those factors that affect performance will be studied and demonstrated if possible. This includes use of performance data, ballasting, and proper adjustment of implements. Those factors that a customer considers when judging the performance of a tractor or engine will be discussed.

**ANIMAL SCIENCE****Animal Diseases and Health ANSI-101 3 hours**

This course is a study of diseases that affect farm animals including prevention, treatment, symptoms and medicines.

**Principles of Animal Science ANSI-102 3 hours**

This course studies the basic principles of animal agriculture including health, reproduction, genetics, nutrition, marketing, economics, meats and systems of production. It is recommended this class be taken concurrently with Animal Science and Industry Lab.

**Animal Science and Industry Lab ANSI-103 1 hour**

This course includes field trips and laboratory exercises to observe livestock related operations and activities. Animal Science and Industry Lab includes the study of feedlots, farm production operations, meat processing, digestive systems, reproductive systems and marketing operations. This course is to be taken concurrently with Principles of Animal Science.

**Commercial Feedlot Operations ANSI-104 1 hour**

This course is a study of the principles, philosophy and organization of the commercial feedlot industry. Commercial Feedlot Operations includes the economics of cattle feeding, marketing methods and management concerns.

**Cow-Calf Operations ANSI-105 2-3 hours**

This course is a study of cow and calf operations in Kansas with emphasis on performance, selection, methods of productions, management problems and techniques, forage utilization and economic situations of cow-calf enterprises.

**Dairy and Poultry Production ANSI-106 3 hours**

This introductory course in dairying and poultry husbandry emphasizes management, breeds, production testing, diseases, sanitation, feeding and facilities.

**Animal Nutrition (Livestock Feeding) ANSI-107 3 hours**

This course includes the selection and preparation of feeds and the study of the digestive system and process of nutrition, the nutritional requirements and theory of practical economy for the maintenance growth and finishing of all classes of farm animals.

**Livestock Selection ANSI-108 2 hours**

This course is a study of livestock selection and evaluation including carcass analysis, breeding animal evaluation and estimation of market animal carcass traits.

**Livestock Judging ANSI-109 2 hours**

This course is an advanced study of meat animal evaluation with emphasis on competition preparation.

**Swine Production ANSI-110 3 hours**

This course is a study of the principles of swine production in the areas of breeding, nutrition, health, marketing and management.

**Farm Animal Reproduction ANSI-111 3 hours**

This course is a study of the concepts, history and principles of farm animal breeding and reproduction.

**Special Topics in Livestock Management ANSI-120 1-3 hours**

This course includes special problems in livestock management, feeding and feedlot mechanization, or meat animal evaluation.

**Horse Science ANSI-140 3 hours**

This course is a study of the care and management of the different types and breeds of horses including evolution, selection, breeding, feeding, and health.

**Horsemanship ANSI-141 1 hour**

This course studies selection, grooming and feeding of pleasure horses and selection and care of riding equipment. Mounted sessions include trail riding and show arena. Student must have own horse or access to one.

**Rodeo Techniques I, II, III, IV**

This course is open to members of the student body with the consent of the instructor. A complete study in theory and fundamentals of rodeo will be undertaken with emphasis placed upon the methods of training for each event.

Rodeo Techniques I ANSI-142 1 hour

Rodeo Techniques II ANSI-143 1 hour

Rodeo Techniques III ANSI-144 1 hour

Rodeo Techniques IV ANSI-145 1 hour

**AGRONOMY****Crops AGRO-101 4 hours**

This course is a study of the principles of the production of economic plants, including morphology, taxonomy, physiology, ecology, propagation, preservation, storage and utilization. Three hours recitation- lecture and two hours laboratory per week.

**Range Management AGRO-102 3 hours**

Prerequisite: Botany or consent of instructor. This course studies field identification of range plants and types, recognition of their value and ecological requirements, grazing and capacity survey methods and field examination of better management practices.

**Soils AGRO-103 4 hours**

Prerequisite: General Chemistry or consent of instructor. This course studies fundamental principles underlying formation, fertility and management of soils. Three hours recitation-lecture and two hours lab per week.

**Fertilizers AGRO-105 3 hours**

This course provides a study of the management of plant nutrients in agronomic systems for economic response and environmental protection, diagnosis of nutrient availability and prediction of crop response to fertilizers as well as interactions between nutrient response and properties of soil.

**Pesticides AGRO-109 3 hours**

This course provides a study of the purpose, use, and safe handling of pesticides as well as an extensive study of the different types of pesticides available. Also addressed will be the incorporation of best management practices that will aid in productivity of production systems and protect our natural resources.

**Special Topics In Crops Management****AGRO-120 1-3 hours**

This course will provide a variable credit course designed to meet the needs of students who are currently involved in production agriculture as well as students who are taking courses to prepare them to enter the field of production agriculture. The course will provide the learner with new and most current information relating to the management of crop production concepts and activities.

**AGRI-ECONOMICS****Introduction to Agricultural Economics****AGEC-100 3 hours**

This course studies the contribution of the agricultural sector to the national economy. Introduction to Agricultural Economics covers production and consumption, supply and demand elasticities, marketing and budgeting of agricultural products and enterprises.

**Farm Management & Accounting AGECE-102 3 hours**

This course studies the functions and activities of management in the organization and control of farm and ranch resources. Activities of management emphasized are taxes, land and capital acquisition, labor management, and estate planning. An accounting background is helpful but not required.

**Futures Marketing and Hedging AGECE-103 3 hours**

This course covers the basic mechanics of the commodity futures markets. Fundamental analysis and technical analysis are studied as they relate to the speculator and the hedger.

**Farm Management for Practitioners****AGECE-105 3 hours**

The primary activity of a farm manager is making decisions. Through the steps of the decision making process, the farm manager must be able to use economic principles, budgeting procedures and information systems as the roots from which he/she can draw conclusions. This course will present learning activities which will help the participant understand these principles. Exercises and teaching activities are designed to mold the characteristics needed in present and future farm and ranch managers.

**GENERAL AGRICULTURE****Agriculture In Our Society AGRI-100 1 hour**

This is an orientation course with emphasis on agriculture and agribusiness with career and vocational opportunities being explored.

**Agriculture Internship**

<b>(Spring)</b>	<b>AGRI-120</b>	<b>2 or 4 hours</b>
<b>(Summer)</b>	<b>AGRI-121</b>	<b>2 or 4 hours</b>
<b>(Fall)</b>	<b>AGRI-122</b>	<b>2 or 4 hours</b>

As a supervised work experience in an agricultural operation, this course may be a part of these programs of study:

Feedlot Technology  
Agricultural Mechanics  
Meat Animal Evaluation  
Production Agriculture  
Sales and Services

Students may choose their areas of greatest interest or specialization.

Agriculture Internship involves the students in employee-employer-instructor relationships. A diary of daily activities with a summary will be required. The student, employer and instructor will meet to determine and plan specific educational objectives to be accomplished during the field study period. Prior and related course work with departmental consent is required.

**MEAT/FOOD TECHNOLOGY****Introduction to Food Science**      **MEAT-103**      **3 hours**

This course provides an introduction and survey of the relationships between food raw materials and their methods of manufacturing, distribution and consumption. Introduction to Food Science will deal with various kinds of foods and the problems associated with preservation, processing and wholesomeness.

**Principles of Meat Science**      **MEAT-104**      **3 hours**

This course is a study of muscle, organ and carcass composition and the processing required to produce wholesome meat products. Principles of Meat Science will include the fundamentals of dressing, curing, grading, specialty product manufacturing and by-product utilization.

**Meat and Carcass Evaluation**      **MEAT-105**      **3 hours**

This course is a study of beef carcass yield and quality grades, pork carcass grades and lamb carcass grades. Meat and Carcass Evaluation will involve a study of the factors used to determine grades and how those factors are determined. Evaluation of whole-sale cuts will also be included.

**Classification, Grading and Selection of Meats**  
**MEAT-112**      **3 hours**

This course includes advanced grading of beef, pork and ham carcasses with special emphasis on correlation of grading factors with USDA. This course provides preparation for meat judging team. Six hours recitation/lab per week. Requires consent of instructor.

**Principles of Meat Evaluation**      **MEAT-113**      **3 hours**

This course includes the evaluation and grading of beef, pork and lamb carcasses and whole sale cuts. This course provides advanced preparation for meat judging team. Six hours recitation/lab per week. Requires consent of instructor.

**INDUSTRIAL EDUCATION****Wood Production Methods**      **INED-106**      **3 hours**

(Beginning Woodworking) This course stresses safety in wood-working and the use and care of tools, materials and the process of woodwork in industry. Wood Production Methods involves the production, construction and finishing processes.

**Machine Woodworking**      **INED-107**      **3 hours**

This course includes the use of power woodworking machines in the wood related industries, their care and maintenance, construction of projects.

**Electricity I**      **INED-111**      **3 hours**

This course covers basic elements of electricity and wiring procedures including elementary DC circuit and network analysis. Emphasis is placed on residential wiring requirements and techniques. The National Electrical Code (NEC) (R) is used.

**Electricity II**      **INED-112**      **3 hours**

Prerequisite: Electricity I or consent of instructor. This course is continuation of Electricity I. This course covers additional aspects of residential wiring, including loads and service calculations. The National Electrical Code is used extensively.

**Electricity III**      **INED-113**      **3 hours**

Prerequisite: Electricity II or consent of instructor. This course covers AC electricity including inductance, capacitance, reactance, apparent and true power and impedance. It includes basic AC circuit and power factor analysis, as well as an introduction to three phase AC, transformer practices, installation sizing and analysis.

**Electricity IV**      **INED-114**      **3 hours**

Prerequisite: Electricity III or consent of instructor. This course includes meters, motor theory, generator theory, applicable NEC reference, conduits, boxes, special appliances, overcurrent protection, hazardous locations, and special wiring applications.

**Upholstery**      **INED-120**      **3 hours**

The history of upholstery, the use of tools, machines, supplies and equipment, and operations required in upholstery are included in this course.

**Safety Codes (OSHA)**      **INED-130**      **2 hours**

This is a study of causes and prevention of accidents in shop and industry. Codes and government regulations may be reviewed. Two hours lecture per week. May be offered as seminar or work-shop.

**Projects**      **INED-150**      **2 hours**

Prerequisite: permission of instructor. This course is designed to fill the needs of students wanting additional special training or experimentation with certain processes, techniques or materials in industry. This course may be repeated.

**Field Study I**      **INED-151**      **4-6 hours****Field Study II**      **INED-152**      **4-6 hours****Field Study III**      **INED-153**      **4-6 hours**

The student will choose the area of specialization of greatest interest to him or her. This course involves the students in an employee-employer-instructor relationship. A diary of daily activities with a summary will be required. The student is responsible for securing work, the nature and extent of which may qualify for four-to-six credit hours. Department consent is required.

**DRAFTING****Computer Aided Drafting I DRFT-104 3 hours**

Prerequisite: Engineering Drawing I. This course studies forms of computer graphics, identifying component parts of CAD system and how to use menu options. Definition and operation of CAD 2-Dimensional system using basic input and output modes, coordinate types and geometric entities to create 2-D drawings are included.

**Computer Aided Drafting II DRFT-204 3 hours**

Prerequisite: Computer Aided Drafting I. This course in computer aided drafting is designed to expand the student's understanding and knowledge of the geometric aspects of computer graphics, two and three-dimensional homogeneous transformations, hidden line and surface removal, mesh modeling, menu modifications, applications, and current topics related to computer aided drafting.

**Engineering Drawing I ENGR-105 3 hours**

This course is a study of shape and size description of objects. Orthographic drawing and various pictorial drawing methods will be employed. Use of the equipment, reproduction methods, dimension techniques and lettering will be taught.

**Engineering Drawing II ENGR-106 3 hours**

Prerequisite: Engineering Drawing I is required. This course covers machine drawing, sketches of machine parts, preparation of working drawings, detailing of machines from sketches, notes, assembly drawings and introduction to computer aided drafting. Two hours lecture/two hours lab per week.

**Robotics DRFT-180 3 hours**

This is an applied course in the fundamentals and applications of industrial robots. Topics include microprocessors, computer vision, drive systems, sensors, gripper design, safety, economics, design for assembly, flexible manufacturing systems, and case studies. A major emphasis is placed on a term project involving an actual industrial problem.

**INDUSTRIAL PRODUCTION TECHNOLOGY****Manufacturing Principles & Processes****INPR-100 3 hours**

This course is a hands-on study of the manufacturing process. Concepts are introduced through a student project involving product planning; material selection and procurement; material processing; and product marketing and distribution. Safety, tools, materials and processes are emphasized.

**Electronics I INPR-102 3 hours**

This course covers DC electronics including basic electron theory, magnetism, basic physical laws, resistance, simple electronic instruments and series and parallel circuit analysis. Circuits are constructed during laboratory exercises and tested to emphasize concepts.

**Electronics II INPR117 3 hours**

Prerequisite: Electronics I or consent of instructor. This course is a continuation of Electronics I and introduces AC circuit concepts of inductance and capacitance in circuit analysis. The course also covers reactance, impedance, power in AC circuits and transformer analysis. Introductory solid state device concepts are presented for power supply analysis. Circuits are constructed and tested during laboratory exercises to emphasize concepts.

**Electronic Circuits Systems I INPR-103 4 hours**

Prerequisite: Electronics II or consent of instructor. This course is a study of the design and function of different electronic circuits. Troubleshooting of these circuits is also emphasized.

**Digital Logic/Circuits I INPR-118 3 hours**

Prerequisite: Electronics II or consent of instructor. This course studies digital techniques, binary and decimal number systems and codes, components of digital circuits, logic gates, integrated circuit families, and an introduction to Boolean algebra as applied to logic operations. Students build and test circuits.

**Digital Logic/Circuits II INPR-119 3 hours**

Prerequisite: Digital Logic/Circuits I or consent of instructor. This course is a continuation of Digital Logic/Circuits I. This course covers Boolean algebra and circuit minimization techniques, circuit implementations of counters, registers, memory, combinational logic circuits, troubleshooting and more. Students build and test circuits.

**Shielded Metal Arc Welding (stick) &****Oxy Fuel Cutting (torch) INPR-141 3 hours**

This course covers the study of Shielded Metal Arc Welding and Oxy Fuel Cutting (SMAW/OFC). It includes technical information based on AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course will be hand tailored to students of all skill levels from beginning and intermediate to advanced students who wish to work toward SMAW certification.

**Gas Metal Arc Welding and Flux Core Arc Welding****(GMAW/FCAW) INPR-142 3 hours**

Formerly known as MIG

This course covers the study of Gas Metal Arc Welding and Flux Core Arc Welding (GMAW/FCAW). It includes technical information based on AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course will be hand tailored to students of all skill levels from beginning and intermediate to advanced students who wish to work toward GMAW/FCAW certification.

**Gas Tungsten Arc Welding (GTAW/TIG)****INPR-143 3 hours**

This course covers the study of Gas Tungsten Arc Welding (GTAW/TIG). It includes technical information based on AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course will be hand tailored to students of all skill levels from beginning and intermediate to advanced students who wish to work toward GTAW certification.

**Special Projects INPR-144 3 hours**

Prerequisite: Completion of one Welding course and consent of the instructor. This course covers a variety of special projects mutually agreed upon by the instructor and student. It includes technical information as well as teacher demonstration and hands on application by the student. This course will be hand tailored to students of intermediate to advanced skill. Students may use this course to finalize preparation for the AWS Entry Level Welder certification or to work on project construction.



**Special Topics                      INPR-146                      3 hours**

Prerequisite: Completion of one Welding course and consent of the instructor. This course will cover the study of a variety of special welding topics and may be delivered in a variety of settings. It will include technical information based on AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course will be hand tailored to students of all skill levels from beginning and intermediate to advanced students who wish to work toward AWS certification.

**Welding Internship                      INPR-145                      1-6 hours**

This course is a supervised work-study program in which students will work under the supervision of an employer and the college instructor. Although the student will be gainfully employed, he/she will be in a learning environment to obtain the skills necessary for employment in industries that require welding skills. The student will learn workplace skills in addition to the skills needed for the job. Internships provide the actual hands-on application to an educational curriculum. The learning objectives will be coordinated between the student and the supervising instructor. A journal of education activities will be maintained, and student progress will be monitored.

**Industrial Maintenance I                      INPR-140                      3 hours**

Hands-on exposure is provided to the most basic elements of rotating machinery. Safety, laws on motion and properties of materials are reviewed. Bearing, shaft couplings and alignment and vibrations analysis are covered with emphasis on conditions analysis and trouble-shooting.

**Basic Hydraulics                      INPR-160                      3 hours**

This course is the study of hydraulic (oil) system components and circuits. Students draw circuits using ISO symbology, select components that provide functions required by a given circuit problem, and build working circuits. Safety, pressure-force and flow relationships, metering for actuator speed control, actuator holding and positioning and filtration are emphasized.

**Advanced Hydraulics                      INPR-161                      3 hours**

Prerequisite: Basic Hydraulics or consent of instructor. Students are introduced to additional hydraulic components and their circuit applications. These components include flow dividers, priority valves, motor controls, piloted pressure relief valves, sequence valves, counter balance valves, and accumulators. Students design and build circuits common in industrial and mobile applications.

**Electro-Hydraulics                      INPR-162                      3 hours**

Prerequisite: Basic Hydraulics or consent of instructor. This course introduces the use of electric controls in conjunction with the hydraulic circuits studied in Basic Hydraulics classes.

**Basic Pneumatics                      INPR-170                      3 hours**

This course includes the study of pneumatic (air) system components and circuits. Students draw circuits using ISO symbology, select components that provide functions required by a given circuit problem and build working circuits. Memory/pilot control, logic control, speed control, timing, sequencing and coordinated motion are emphasized.

**Advanced Pneumatics                      INPR-171                      3 hours**

Prerequisite: Basic Pneumatics or consent of instructor. Advanced Pneumatics continues the study of pneumatic circuits including their design and application to industrial processes. Emphasis is shifted to coordinated motion controls and logic needed to operate the pneumatic systems. Stop and emergency stop procedures are also emphasized.

**Electro-Pneumatics                      INPR-172                      3 hours**

Prerequisite: Basic Pneumatics or consent of instructor. Electro-Pneumatics introduces the use of electrical controls in conjunction with pneumatic circuits studied in Basic Pneumatics class.

**Programmable Logic Controls                      INPR-190                      3 hours**

Prerequisite: Electro-Pneumatics or consent of instructor. This course introduces the use of Programmable Logic Controls (PLCs) in industrial processes. Pneumatic circuits are used to illustrate the application of the PLC. Students are introduced to ladder programming by constructing circuits, preparing the PLC program, and testing circuits.

**Computer Integrated Manufacturing and Processing I  
INPR-191                      3 hours**

Prerequisite: Programmable Logic Controls. This course introduces students to the integrated control of automated processing, manufacturing, packaging and handling machinery in manufacturing processes. Different industrial modules are provided for students to program and operate with a PLC. Each module is then integrated into a coordinated industrial process.

**Statistical Process Control                      INPR-201                      3 hours**

Prerequisite: Consent of instructor. This course provides training in use of statistical methods to evaluate business/industrial processes for improvement of product or service quality. This course will be offered for any business/industry desiring to implement total quality management concepts as related to process flow, data collection/analysis, charting and evaluation of process capability.

**Seminar in Industrial Production Technology  
INPR-210                      1-3 hours**

Prerequisite: Consent of instructor. This seminar will provide training on new and advanced equipment and processes of current significance to industry.

**AUTOMOTIVE TECHNOLOGY****Small Gasoline Engines                      AUTO-100                      3 hours**

This course studies principles and function of two and four cycle one-cylinder internal combustion engines. Carburetion, lubrication, electrical, cooling systems, maintenance, repair and overhaul will be explained.

**Preventive Maintenance                      AUTO-101                      3 hours**

Prerequisite: Small Gasoline Engines or consent of instructor. This course covers a general overall view of the basic systems in an automobile. The objective is to acquaint the student with the basic systems that are common to today's automotive vehicles; to develop a proficiency in the use and care of hand tools and shop equipment; to understand and practice safety procedures; to demonstrate general operation of each system and the care and light maintenance of these systems.

**Automotive Mechanics I                      AUTO-102                      3 hours**

Prerequisite: Preventive Maintenance or consent of instructor. This course is a continuation of Preventive Maintenance. Automotive Mechanics I covers a general overall view of the basic systems in an automobile. The objectives are to acquaint the student with the basic systems that are common to today's automotive vehicles; to develop a proficiency in the use and care of hand tools and shop equipment; to understand and practice safety procedures; to demonstrate general operation of each system and the care and light maintenance of these systems.

**Engine Repair                                      AUTO-103                      3 hours**

Prerequisite: Small Gasoline Engines, Automotive Mechanics I or consent of instructor. This course provides a study of the operation, problem diagnosis and repair of the multi-cylinder internal combustion engine. Theory of operation, problem analysis and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest engine designs.

**Manual Drive Trains and Axles                      AUTO-104                      3 hours**

Prerequisite: Automotive Mechanics I or consent of instructor. This course is a study of the operation, diagnosis and repair of automotive manual power trains to include RWD transmissions and FWD transaxles, propeller shafts and CVs, clutches and RWD differential assemblies. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures along with appropriate repair methods will be addressed. Emphasis will be on the latest designs.

**Automotive Electricity and Electronics****AUTO-105                      3 hours**

Prerequisites: Automotive I, or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive electrical systems. Included are starting, charging and ignition systems as well as chassis electrical systems. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures along with appropriate repair methods will be addressed. Emphasis will be on the latest system designs.

**Engine Performance I                                      AUTO-106                      3 hours**

Prerequisite: Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis, and repair of automotive computer-controlled electronic systems. Included are computer system operation and design, electronic ignition and engine control systems as well as chassis electronics. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures along with appropriate repairs methods will be addressed. Emphasis will be on the latest designs.

**Brakes    AUTO-107                      3 hours**

Prerequisites: Automotive Mechanics I, Automotive Electricity and Electronics or consent of instructor. This course is a study of the operation, problem diagnosis and repair of automotive brakes systems to include conventional, power boost and ABS brakes systems. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of

proper test equipment, special tools and diagnostic procedures along with appropriate repair methods will be addressed. Emphasis will be on the latest designs.

**Engine Performance II                                      AUTO-108                      3 hours**

Prerequisite: Engine Performance I or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive computer controlled electronic fuel delivery and emission systems. Included are computer system operation and design, computer-controlled carburetor, throttle body and multi-port fuel injection as well as emission control systems. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures along with appropriate repair methods will be addressed. Emphasis will be on the latest fuel delivery systems.

**Heating and Air Conditioning                      AUTO-109                      3 hours**

Prerequisite: Automotive Mechanics I, Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive climate control systems. System units to be studied are heating/ventilating system, evaporator, condenser, receiver drier/accumulator and various compressor designs. Both thermostatic expansion valve and fixed orifice system will be studied. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures along with appropriate repair methods will be addressed. Emphasis will be on the latest system designs.

**Engine Performance III                                      AUTO-110                      3 hours**

Prerequisite: Engine Performance II or consent of instructor. Computer controlled engine tune-up and driveability concerns will be addressed. Theory and a systematic approach to diagnosis of vehicle driveability and exhaust emission concerns will be covered in lab work. This course allows for all previously studied engine performance theories to be applied in specially designed laboratory projects. Use of proper test equipment, special tools and diagnostic procedures along with appropriate repair methods will be addressed. Emphasis will be on the latest computerized engine control systems.

**Automatic Transmissions and Transaxles****AUTO-111                      3 hours**

Prerequisites: Automotive Mechanics I, Manual Drive Trains and Axles, Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive automatic transmissions to include RWD and FWD vehicles. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and procedures along with appropriate repair methods will be addressed. Emphasis will be on the latest transmission designs.

**Suspension & Steering**                      **AUTO-112**                      **3 hours**

Prerequisites: Automotive Mechanics I, Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive suspension and steering systems. This course covers the evolution of steering and suspension systems as well as steering geometry. Both two-and-four wheel alignment will be explained as well as hands-on use of computerized four-wheel alignment measuring system. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of special tools and diagnostic procedures along with appropriate repair methods will be addressed. Emphasis will be on the latest designs.

**Internship I**                                      **AUTO-113**                      **3 hours**

Prerequisite: Dealership/ Independent Shop sponsor and Engine Repair, Manual Drive Trains and Axles, Engineer Performance I, Brakes, Suspension & Steering or consent of instructor. This course offers the supervised work experience necessary to make the courses taught on campus meaningful and useful. Students will practice the skills and knowledge acquired in classroom and laboratory projects in actual on-the-job situations.

**Internship II**                                      **AUTO-114**                      **3 hours**

Prerequisite: Dealership or Independent Shop sponsorship and Internship I, Engine Performance II and III, Heating and Air Conditioning, consent of instructor. This course offers the supervised work experience necessary to make the courses taught on campus meaningful and useful. Students will practice the skills and knowledge acquired in classroom and laboratory projects in actual on-the-job situations.

**AVIATION****Private Pilot Ground School**                      **AVIA-101**                      **4 hours**

This course is designed to prepare the student for the FAA written exam. Subjects include airplane systems, weather, navigation, regulations, safety, communications and airport layouts. This course includes a minimum of 60 hours lecture and recitation.

**Instrument Ground School**                      **AVIA-107**                      **3 hours**

This course is a study of the instruments, aircraft systems, publications, weather reports, navigation and other topics in preparation for the FAA written exam. This course includes a minimum of 45 hours of lecture and recitation.

**COSMETOLOGY****Cosmetology I**                                      **COSM-111**                      **11 cr. hrs.**

The student begins a study of the art and theory of shampooing, rinsing, hair shaping, hair structure, hair coloring, waving, chemical relaxing and hair pressing. A study of nails and manicuring is followed by facial massage, complete facial makeup and the removal of superfluous hair and the use of electrolysis. Hair styling and a study of the skin and scalp is undertaken.

**Cosmetology II**                                      **COSM-112**                      **11 cr. hrs.**

This is a continuation of Cosmetology I and a study of scalp disorders and treatments, bacteriology, anatomy, electricity and light therapy, basic chemistry and cosmetic chemistry. The law governing schools and salons is examined. The student will begin applying the practices learned on the patrons in the salon laboratory.

**Cosmetology III**                                      **COSM-113**                      **11 cr. hrs.**

This course is a continuation of Cosmetology II. The student should take the 1000 hour examination during this portion of the program. The examination will cover professional practices, life science, physical sciences, hair designing, business training and laws relating to cosmetology. Safety measures and oral tests may also be given.

**Cosmetology IV**                                      **COSM-114**                      **11 cr. hrs.**

After successfully completing the 1000 hours written examination, the daily period assigned to theory shall be devoted to developing skills that will lead to productive employment in cosmetology. Oral and demonstration examinations shall be given upon the completion of the 1500 hour course of study.

**Manicurist (350 hours)**                                      **COSM-109**                      **10 cr. hrs.**

Manicurist training includes manicuring, sculptured nails, pedicuring and all methods of caring for nails, hand and arm massage, sanitation, sterilization and care of equipment. Salesmanship, business training and laws relating to manicuring, and preparation for the written and oral tests are presented.

**Cosmetology Seminar**                                      **COSM-200**                      **1-5 cr. hrs.**

Lectures, demonstrations, hairstyling, business management for salon operators, personnel management, new trends in hair styling, public relations are subjects for seminars. This course is for licensed cosmetologists only and is not part of the licensure program.

**Cosmetology Instructor**                                      **COSM-209**                      **9 hours**

Prerequisite: Must be a licensed cosmetologist with a minimum of one year on the job experience. Training includes lectures and demonstrations that will prepare a cosmetologist to become an instructor of cosmetology. Examinations shall be given upon the completion of the 300-hour course of study.

**CRIMINAL JUSTICE****Defensive Tactics/Jujitsu**                                      **CRIM-100**                      **2 hours**

This course studies a system of defense and control techniques based upon established principles of hand-to-hand combat. Defensive and aggressive physical maneuvers, armed and unarmed opponents, club maneuvers, achievement of organic development, development of muscular skill, prevention of injury to the person will be studied.

**Introduction to the Administration of Justice**  
**CRIM-101**                      **3 hours**

This course includes an introduction to the philosophy and history of law enforcement, constitutional limitations, function and jurisdiction of agencies, survey of procedures from arrest to release, an attempt to evaluate the system's effectiveness, and orientation on careers in the field. Introduction to the Administration of Justice examines the role of law enforcement and criminal justice in contemporary American society.

**Law Enforcement Operations and Procedures**  
**CRIM-102 3 hours**

Prerequisite: Criminal Investigation I. This introductory course surveys the organizational structure of criminal justice enforcement agencies and gives limited attention to the purposes, functions, departmental relationships and community effectiveness of the various specialized areas of enforcement operations. This course deals primarily with basic functions and tactics such as patrol procedures, crime scene techniques, etc.

**Criminal Law** **CRIM-103 3 hours**

Prerequisite: Introduction to Administration of Justice. This course studies the history, scope and nature of law; parties to crime; classification of offenses; act and intent; capacity to commit crime and defenses; arrest, search and seizure. This course includes the study of elements of major criminal statutes. Criminal Law is an integrated study of Kansas Criminal Code.

**Traffic Accident Investigation** **CRIM-104 3 hours**

Prerequisite: Law Enforcement Operations and Procedures. This course includes a study of enforcement problems created by modern vehicular movement; traffic regulations, control and enforcement; the roles of engineering and education in the traffic picture; traffic accident investigation; statistics as applied to selective enforcement.

**Supervised Police Training** **CRIM-106 4 hours**

Prerequisite: Department consent. This course will be conducted under the direct supervision of the instructors in the department. The students will be assigned in patrol cars and placed in the community to participate in simulated police operations including various phases of police administration, records keeping, patrol traffic, criminal investigation, accident investigation, obtaining arrest and search warrants, testifying in court and the handling of juvenile offenders.

**Law Enforcement in the Community**  
**CRIM-107 3 hours**

This course will introduce the criminal justice student to what is perhaps the most significant effort to identify, label, and implement a new organization strategy for the police component: Community Policing. This course will detail the evolution of community policing, new organizational strategies, the broadening of the police mission, decentralizing of police services, the new breed of law enforcement officer, and new ideas in dealing with the drug problem facing our society.

**Administration of Juvenile Justice** **CRIM-108 3 hours**

Prerequisite: Introduction to Administration of Justice. This course includes a survey of delinquency related factors and modern measures for treatment and prevention, law pertaining to juveniles, juvenile court procedures, court-ordered detention, organization, function and jurisdiction of juvenile agencies. Detention and processing by law enforcement agencies will be studied. The Kansas Juvenile Code is incorporated into the curriculum.

**Security Administration** **CRIM-109 3 hours**

This course may be taught in three sessions. A student may enroll in any or all of the separate sessions. Composite description: Organization and management of governmental, proprietary and industrial security systems, external and internal loss control, fire control, employee identification, television and other mechanical and scientific aids, security and safety surveys, government security procedure where government interests are involved.

Sessions include: (1) Overview of the public and private security and safety field with greater concentration on proprietary and industrial security and safety; (2) Governmental security: legal basis, governmental programs, physical security, information security, personnel security, security classifications; (3) Proprietary security with emphasis on retail security systems and procedures, internal loss, external loss, fraud, prevention.

**Criminal Procedures** **CRIM-110 3 hours**

Prerequisite: Criminal Law. This course studies statutory and judicial provisions governing the processing of persons and evidence in criminal matters. Criminal Procedures deals with jurisdiction, use of force, search and seizure, evidence, warrants, arrest, rights and privileges, inquests, and indictments, preliminary examination, arraignment, pleas and motions, bail, trial, appeal interrogations and confessions. This course includes an integrated study of Kansas Criminal Procedure.

**Criminal Investigation I** **CRIM-111 3 hours**

Prerequisite: Introduction to Administration of Justice. This course examines the methods, techniques, tools and precepts employed by the modern criminal investigator including the identity and nature of evidence, its preservation and effective use. Police report writing and crime scene investigation is emphasized.

**Introduction to Corrections** **CRIM-114 3 hours**

This course includes an overview of correctional theory, institutions, systems, programs and agencies, including adult prisons, juvenile facilities, jails, probation, parole and community involvement.

**Police Administration** **CRIM-116 3 hours**

Prerequisite: Introduction to Administration of Justice. This course studies police organization and management from the perspective of the chief administrator. Principles of organization and leadership will be studied along with the function and interaction of organizational components. Administration of line, staff and auxiliary divisions and subordinate functions, policy formulation and executive responsibilities will be included.

**Police Report Writing** **CRIM-120 3 hours**

This course is designed for Criminal Justice majors and in-service personnel. Emphasis will be placed on effective interviewing, notetaking, analyzing and organizing notes, and writing police reports. Kansas Statutes and common law enforcement reporting forms will be utilized. The application of word processing and data based management is incorporated.

**Police Firearms I** **CRIM-121 1 hour**

Prerequisite: Consent of department. This course is a basic combat firearms course for Criminal Justice majors and in-service law enforcement officers. Emphasis is placed on the .38 and/or .357 caliber revolver, weapon safety, maintenance, selection and maintenance of leather gear and shooting basics.

**Strategic Team Building**      **CRIM-200**      **1-3 hours**

This course provides group challenge, self-confidence, trust and interaction for participants of all ages. Strategic Team Building is an approach to education and recreation and places a high level of expectation within an atmosphere of support and caring. Three levels of situational activities (level one: readiness; level two: low elements/group initiatives; level three: high elements) are designed to promote personal and group responsibility, self-esteem, communication, goal-setting, decision making, and problem-solving skills.

**Criminology**      **CRIM-205**      **3 hours**

Prerequisite: Introduction to Administration of Justice. Crime as a form of deviant behavior, nature and extent of crime, past and present theories, evaluation of prevention, control and treatment programs will be studied.

**Criminal Investigation II**      **CRIM-212**      **3 hours**

Prerequisite: Introduction to Administration of Justice or consent of the department. Scientific aids available to law enforcement officers, including forensic chemistry, physics and microanalysis, will be studied. Investigative procedures from crime scene through laboratory analysis to court presentations will be presented.

**Problems in Criminal Justice**      **CRIM-213**      **4 hours**

Prerequisite: Consent of department. This course includes a study of law enforcement principles, practices and administrative methods required for effective results in contemporary society. Management problems are approached from the point of view of the command personnel and the chief administrator. Problems in Criminal Justice deals with all areas of line, staff and auxiliary functions as well as the mission and organizational structure of modern law enforcement. In-depth study of an assigned topic is required.

**Crime Prevention**      **CRIM-217**      **3 hours**

Prerequisite: Introduction to Administration of Justice or consent of department. Crime prevention involves analyzing criminal attack methods and designing specific actions within the environments of potential victims to reduce criminal opportunities and manage crime risks. The strategies of crime prevention basically are to stimulate appropriate crime prevention attitudes and behavior on the part of individuals and groups and to work toward physical environment changes which promote crime prevention.

**Sex Crimes**      **CRIM-219**      **3 hours**

Prerequisite: Consent of department. This course includes an analysis of sexually motivated crimes and their application to the Criminal Justice process. Psychological, physical, investigative and legal aspects relating to the prevention, investigation and prosecution will be explored. Major emphasis will be placed on sexual assault, incest, and sexually motivated homicides, as well as other areas of sexual deviancy which result in criminal actions.

**Police Firearms II**      **CRIM-222**      **1 hour**

Prerequisites: Firearms I and consent of department. This course is an advanced combat firearms course for Criminal Justice majors and in-service law enforcement officers. Emphasis is placed on skill development with a service revolver, utilizing the various combat stances and positions.

**Police Firearms III (Semi-Automatics)****CRIM-223**      **1 hour**

Prerequisites: Firearms I and consent of department. This course is an advanced combat firearms course for Criminal Justice majors and in-service officers. Emphasis will be placed on the S & W 4506 semi-automatic pistol, including weapon familiarization, safety, maintenance, and shooting basics utilizing a variety of combat courses. A review of legal responsibility to weapon use in law enforcement will be given. The use of cover, multiple targets and shoot/don't shoot decision making will be included.

**Criminal Justice Computer Applications****CRIM-226**      **3 hours**

Prerequisite: Basic computer knowledge. This course studies the utilization and implications of the computer and software to the criminal justice professional with emphasis placed on the use and integration of word processing, electronic database, electronic spreadsheets and other types of software. Direct applications to specific problems including report writing, criminal investigations, traffic accident investigation, police administration, institutional administration, recordkeeping and communications will be emphasized.

**Correctional Law****CRIM-227**      **3 hours**

Prerequisite: Introduction to Corrections. This course includes an in-depth study of the constitutional rights of prisoners including historical approaches to current court decisions and the effect on the inmate, officials and the public. Issues including cruel and unusual punishments, right to privacy, freedom of religion, and overcrowding will be covered.

**Juvenile Corrections****CRIM-228**      **3 hours**

Prerequisite: Administration of Juvenile Justice. This course includes an in-depth study of correctional programs directed at the violent and non-violent juvenile offender including a review of historical approaches to a review of current community programs and offender institutionalization. Issues relating to the reintegration of the juvenile offender back into the community will be addressed with special consideration given to specific problems.

**Community Corrections****CRIM-229**      **3 hours**

Prerequisite: Introduction to Corrections. This course studies treatment, management and supervision of correctional clients in the community including persons released on probation, parole, and/or sentenced to serve time in local programs. This course will begin with the role of the court service worker/probation officer and continue through the court release of the client to the community.

**Institutional Management and Administration****CRIM-230**      **3 hours**

Prerequisite: Introduction to Corrections. This course includes an in-depth study of the management and administration of modern correction facilities including adult prison, juvenile facilities, jails and community corrections facilities. Issues relating to the management and administration of employees, records and budgeting as well as supervision of inmates including current rehabilitation and education programs, security, classification and inmate management systems will be studied.

**Critical Decision Making in Criminal Justice**  
**CRIM-231 1 hour**

Prerequisite: Consent of instructor. This course is an advanced decision-making and combat firearms course for Criminal Justice majors and in-service officers. The use of cover, multiple targets and "shoot—don't shoot" decision making and utilization of proper weapons will be emphasized.

**Forensic Computer Investigations I CRIM-244 3 hours**

Prerequisite: Consent of instructor. This course provides an introduction to forensic computer investigations, a relatively new branch of the forensic sciences dedicated to the analysis of the computer as it relates to criminal activity and evidence. This course is designed to introduce the student to the operational functioning of computer technology including its use in tracking and analyzing information to improve the detection of criminal activity, case solvability factors, and the powerful abilities of computer to rapidly analyze raw data. The basic operation of the computer, including DOS, Windows based machines and the use of the Internet as an information tool, will be an integral part of this course. The handling and treatment of computer related evidence will also be emphasized.

**Forensic Criminalistics I CRIM-255 4 hours**

Prerequisite: Consent of instructor. This course provides an introduction to criminalistics, a branch of the forensic sciences dedicated to the analysis of criminal evidence. Traditional laboratory techniques will be blended with new technologies including computerization, digital photography, DNA, and others to provide students with state-of-the-art approaches to evidentiary challenges.

**Police Science Seminar CRIM-2001, 2002, 2003 1-3 hours**

This course includes a series of seminars in the field of criminal justice. Police Science Seminar addresses new techniques and innovations in the field in the search for solutions of criminal problems. This course may be repeated as topics vary.

**FIRE SCIENCE**

**Firefighter I FIRE-101 3 hours**

The course covers technical/special operations relating to fire ground operations and prevention activities. The prime objective of this course is to train fire fighters on safety and how avoid problems on and off the fire ground. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises including safety, fire behavior, building construction, protective clothing and SCBA, team skill performances, and operating as a part of a team.

**Firefighter II FIRE-102 3 hours**

The course covers technical/special operations relating to fire ground operations and prevention activities. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises in various fire ground operations including implementing the incident management system; construction materials and building collapse; rescue and extrication and special rescue; hose tools and appliances; ignitable liquid and flammable gas control; foam fire streams. They will also understand hydrant flow and operability; fire detection, alarm and suppression systems; fire cause and origin; radio communication and incident reports; and pre-incident survey.

**Technical Rescue I FIRE-103 3 hours**

Technical Rescue instructs student in how to identify and establish levels of functional capability for safely and effectively conducting operations at technical rescue incidents. Students will learn how to assess a technical rescue hazard within the response area, to identify the level of operational capability, and to establish operational criteria. Analysis of operational capability includes hazard analysis, risk assessment, training level of personnel, availability of internal and external resources, effects of weather, and other difficult conditions.

**Incident Materials FIRE-104 3 hours**

This course is designed to be applicable to all incidents ranging from single unit incidents lasting a few minutes to complex incidents involving several agencies lasting for days or weeks.

**Hazardous Materials Technician FIRE-201 8 hours**

The course is designed to train personnel to respond to and mitigate an incident involving hazardous materials. Course participants should be knowledgeable in the recognition and identification of hazardous materials, the U.S. Department of Transportation hazardous materials classes, and the use of breathing apparatus and turnout gear. This course covers the study of chemical characteristics and reactions related to storage, transportation, handling hazardous materials, i.e., flammable solids, oxidizing and corrosive materials, and radioactive compounds. Emphasis is on emergency situations and fire fighting and control.

**Fire Apparatus Driver/Operator FIRE-202 3 hours**

This course is designed to educate driver/operators who are responsible for operating apparatus equipped with fire pumps in their local fire departments. It includes an overview of the qualities and skills needed by a driver/operator; safe driving techniques; types of pumping apparatus as well as providing information for troubleshooting during pumping operations; and procedure and inspection forms.

**Technical Rescue II FIRE-203 3 hours**

This course covers technical/special operations. Incidents that meet these criteria range from the very simple to extremely complex. Technical rescue incidents are often extremely dangerous for rescue personnel. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises in various rescue disciplines including structural collapse, rope rescue, confined space, vehicle and machinery extrication, water emergencies, trench and excavation incidents, as well as wilderness search and rescue.

**Fire Instructor I FIRE-204 3 hours**

This course prepares students for the student practical exam that is based on the NFPA 1041 Standard for Fire Service Instruction Professional Qualifications. Students who achieve a minimum of 70% on the exam will receive national certification to become Fire Service Instructors. This course will provide a student with the basic knowledge and skills to deliver instruction effectively from a prepared lesson plan including operating instructional aids, using evaluation instruments, adopting lesson plans to maximize student learning, organizing the learning environment and maintaining records.

**Fire Investigation I**

**FIRE-205 3 hours**

This course teaches the investigation of all fires of suspicious origin to determine cause of the fire. Students will learn to identify causes such as lightning, electrical, gas, etc. to determine if arson might be involved.

**Fire Investigation II**

**FIRE-206 3 hours**

This course provides an in-depth study of causes and origin involved in fires and fire investigation. This course is a continuation of FIRE-205.



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Ammonia Emergency Response Trainer/  
Refrigeration Engineer Technician Association Trainer

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 M.A., Fort Hays State University

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 M.D., University of Kansas

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 M.A., New Mexico Highland University

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 A.S., Garden City Community College  
 B.G.S., Emporia State University  
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William R. Hammond, Dean of Administrative Services  
 B.S.E., Missouri Western State College  
 M.Div., Midwestern Baptist Theological Seminary

## Professional Staff

Renee H. Harbin, Business & Information Systems Instructor  
B.B.A., Oklahoma Panhandle State University  
M.S., Emporia State University

Nancy J. Harness, Director of Finney County Community Learning Center  
B.S.E., Kansas University  
M.S.E., Kansas Newman College

Jimmy W. Hash, Agriculture Instructor/Rodeo Coach  
A.S., Murray State College  
B.S., Oklahoma Panhandle State University

L. Scott Hawks, HPER Instructor/Assistant Football Coach  
B.S., Idaho State University  
M.S., Fort Hays State University

Tiffany Heit, Graphic Designer/Web Page Designer  
A.A., Garden City Community College  
B.F.A., Kansas State University

Ryan Hellenthal, HPER Instructor/Assistant Men's Basketball Coach  
B.S., University of Illinois at Chicago

Shelia M. Hendershot, Education Instructor  
A.S., Garden City Community College  
B.S., Emporia State University  
M.S., Fort Hays State University

Brian L. Hill, HPER Instructor/Assistant Football Coach  
A.S., Garden City Community College  
B.S., Emporia State University

Linda M. Hill, Assistant Director-Admissions  
A.S., Garden City Community College  
B.S., Friends University

Linda P. Holmquist, Coordinator-Finney County Career Learning Systems  
B.S., Iowa State University  
M.E., Iowa State University

Mia Horn, Cosmetology Instructor

Mark S. Jarmer, History & Speech Instructor/Forensics Coach  
A.D., Garden City Community College  
B.A., Arizona State University

Marla J. Jarmer, English & Drama Instructor/Forensics Coach  
B.A., Arizona State University

David L. Kinder, Art Instructor  
B.A., Bethany College  
B.A.E., Wichita State University  
M.F.A., Wichita State University

Carolyn S. Klassen, Vocal Music Assistant Director/Music Instructor  
B.M.E., Tabor College  
M.M., Emporia State University

Kent M. Kolbeck, Coordinator/Instructor-John Deere Ag Tech  
B.A., Saint Mary of the Plains College  
M.S., Fort Hays State University

Vicki L. Krehbiel, Bryan Education Center Director  
B.A., Fort Hays State University

Stephen G. Kucharik, English Instructor  
B.A., University of Northern Colorado  
M.A., Fort Hays State University

Colin D. Lamb, Director-Student Support Services  
A.A., Garden City Community College  
B.S.W., Washburn University  
M.S.W., Washburn University

Winsom Lamb, Social Science Instructor  
B.S.W., Washburn University

Barbara A. Larson, Reading Instructor  
B.A., Midland Lutheran College  
M.A., Murray State College

Robert K. Larson, Football Coach  
B.S., Colorado State University  
M.S., Western Illinois University

Jordan Jayre Lee, Admissions Representative  
A.A. Garden City Community College  
B.S. Kansas State University

Terry J. Lee, Science Instructor  
A.D., Garden City Community College  
B.A., Bethany College  
M.S., Kansas State University

LaStacia R. Leonard, Nursing Instructor  
B.S.N., University of Kansas  
M.S.N., University of Kansas

Daniel W. Linton, Division Director/Instructor-Industrial Production  
Licensed Master Electrician

Martha A. Lisk, Student Support Services Educational Support Advisor  
B.A., Colorado State University  
M.A., University of Northern Colorado

Conception L. Magana, Division Director/Instructor-Humanities  
B.A., Fort Hays State University  
M.A., University of New Mexico  
Ph.D., University of Kansas

## Professional Staff

Winona Ellen Mai, Nursing Instructor A.D., Cottey College B.S.N., University of Kansas M.S., Kansas State University M.S.N., University of Missouri	Arthur G. Nonhof, Science Instructor B.A., Southwestern College M.S., Fort Hays State University
Deanna D. Mann, Title III Student Tracking Specialist/ Institutional Research B.S., Emporia State University	Janice L. Nunn, College Health Nurse A.A.S., Garden City Community College
Emily R. Martin, Student Activities Coordinator B.S., Friends University M.B.A., Kansas State University	Ramona M. Ortiz, Upward Bound Enrichment Coordinator/ Advisor A.G.S, Garden City Community College B.S., Friends University
James McAllister, Director of Bands B.M.E., Shenandoah University M.M., University of Delaware	Alan G. Oswald, Assistant Director-Small Business Development Center A.S., Garden City Community College B.S., Kansas State University
Brian McCallum, 3D Art Instructor B.F.A., Kansas State University M.F.A., Kansas State University	Mary L. Pendergraft, Nursing Instructor B.S.N., Wichita State University M.S., Kansas State University
Doyle D. McGraw, HPER Instructor B.S., Saint Mary of the Plains College M.A., United States Sports Academy	Martha A. Perkins, Student Support Services Counseling Coordinator B.A., Northeastern State University M.S., Fort Hays State University
Shelley F. Meier, Reading & Education Instructor A.S., Garden City Community College B.S.E., Southwestern Oklahoma State University M.E., Southwestern Oklahoma State University	Cherilyn K. Perryman, Division Director/Instructor- Mathematics A.A., Dawson Community College B.S., Mary College M.S., Fort Hays State University
Doris M. Meng, English Instructor B.A., Saint Mary of the Plains College M.S., Fort Hays State University	Dennis B. Perryman, Athletic Director/HPER Division Director A.A., Mesa Junior College B.A., University of Wyoming M.A., University of Wyoming
Bruce E. Millershaski, Agriculture & Mathematics Instructor A.D., Garden City Community College B.S., Kansas State University	Kurt D. Peterson, Education Talent Search Educational Advisor B.A., North Park College
Paula Moisiso, Coordinator-Community Services	Patricia W. Pfenninger, Cosmetology Instructor
Linda M. Morgan, Criminal Justice Instructor/TEL Competition Coach A.D., Garden City Community College B.S., Central Missouri State University M.S., Central Missouri State University	Steven R. Quakenbush, Director-Information Services/ Publications A.D., Garden City Community College B.A., Fort Hays State University
Dana Nanninga, Counselor & Student Support Services Advisor B.S.W., University of Kansas M.A., University of Denver M.S.W., University of Denver	Deborah D. Robinson, Division Director/Business & Information Systems Instructor B.S., Northwest Missouri State University M.M.I.S., Friends University
Martin E. Neff, Motor Control/Automation Instructor B.S., Kansas State University M.S., Colorado State University	Karen L. Roth, English Instructor B.S., Kansas State University M.S., Kansas State University M.A., Fort Hays State University

## Professional Staff

Ryan J. Ruda, Director of Counseling/Advising  
B.S., Fort Hays State University  
M.S., Fort Hays State University

Jack B. Rutherford, Director-Physical Plant

Richard L. Sabath, HPER Instructor/Baseball Coach  
A.A., Barton County Community College  
B.S., Fort Hays State University  
M.S., University of Kansas

Jeff A. Sanders, Sports Information Coordinator/Volleyball Coach  
A.S., Garden City Community College

John H. Sanders, Social Science Instructor  
B.A., Adams State College  
M.A., Adams State College

John A. Schafer, Biological Science Instructor  
B.S., Colorado State University  
M.S., Fort Hays State University

Tim B. Schaffner, HPER Instructor/Assistant Football Coach  
B.A., Westmar College  
B.S., Northwest Missouri State University  
M.S.E., Northwest Missouri State University

Frankey R. Schmidt, Director-Education Talent Search & Upward Bound Programs  
A.A., Dodge City Community College  
B.A., Saint Mary of the Plains College  
M.S., Fort Hays State University

Roger W. Schmidt, John Deere Agriculture Technology Instructor  
A.A., Hutchinson Community College  
B.S., Pittsburg State University

Craig A. Schoenberger, Automotive Instructor

Barbara Schultz, HPER Instructor/Dance/Cheerleading Coach

Ann Seba, EMST Coordinator/Instructor  
A.A.S., Colby Community College

Joseph W. Slobko, Social Science Instructor  
B.A., University of Northern Colorado  
M.A., Western State College

David E. Smith, Public Safety Instructor

Lydia L. Smith, Print Shop Manager  
A.S., Garden City Community College  
B.A., Wichita State University

Elizabeth Sosa, Director-Comprehensive Learning Center  
A.S., Garden City Community College  
B.G.S., Fort Hays State University

Bruce L. Spiller, Instrumental Music Director/Instructor  
B.S., Kansas State University  
M.M.E., Wichita State University

Itzel D. Stewart, Title III Transition Coordinator  
A.S., Garden City Community College  
B.S., Friends University  
M.S., Friends University

Judith A. Stubblefield, Mathematics Instructor  
B.A., University of Northern Colorado  
M.A.T., Fort Hays State University

Robert E. Stubblefield, Computer Coordinator  
B.S., Wayland Baptist College  
M.S., Texas Tech University

Ryan Swanson, HPER Instructor/Men's Basketball Coach  
A.A., Hutchinson Community College  
B.S., Kansas State University

Cheryl A. Sweley, Coordinator-Even Start  
B.S., Kansas State University

Clayton N. Tatro, Dean-Learning Services  
B.S., Pittsburg State University  
M.S., Pittsburg State University

Beth E. Tedrow, Dean-Student Services  
A.A., Garden City Junior College  
B.S., University of Kansas  
M.S., Fort Hays State University

Philip M. Terpstra, Mathematics Instructor/Softball Coach  
A.S., Northwestern College  
B.S., Cadron State College  
M.S., Fort Hays State University

Gregory H. Thomas, Social Science Instructor  
B.A., Central State University  
M.S., Angelo State University  
Ph.D., University of Oklahoma

Tessy Thykuttathil, Educational Talent Search Educational Advisor  
B.S., Kansas Newman College

Leroy W. Tiberghien, Jr., Speech Instructor  
A.A., Joplin Junior College  
B.S., Pittsburg State University  
M.S., Pittsburg State University

## Professional Staff

Victor A. Trilli, Assistant Athletic Director  
 A.A., Sheridan College  
 B.S., Midwestern State University  
 M.S., Midwestern State University

Richard L. Turner, Computer Science Instructor  
 B.S., Oklahoma State University  
 D.D.S., Creighton University

Nancy L. Unruh, Registrar  
 A.D., Garden City Community College  
 B.S., Kansas State University

William H. Utz, Director-Library Services  
 B.A., Northwestern University  
 J.D., Northwestern University School of Law  
 M.L.S., University of Missouri

Cindalea L. Vagher, Fiscal Operations Manager

Patricia E. Veasart, Director-Small Business Development  
 Center  
 A.A., Cloud County Community College  
 B.S., Friends University  
 M.S., Friends University

Brian J. Viel, Business & Information Systems Instructor  
 A.A., Fort Scott Community College  
 B.S., Wichita State University  
 M.S., Pittsburg State University  
 Ed.S., Pittsburg State University

Larry D. Walker, English Instructor  
 B.A., Fort Hays State University  
 M.A., Fort Hays State University

James White, HPER Instructor, Track & Field Coach  
 A.S., Colby Community College  
 B.S., Stephen F. Austin State University

Judy J. Whitehill, Division Director/Instructor-Social Science  
 B.S., Colorado State University  
 M.S., Kansas State University

Dee A. Wigner, Director-Human Resources/Payroll  
 A.S., Garden City Community College  
 B.S., Saint Mary of the Plains College  
 M.S.M., Friends University

Mary A. Wilson, Director-Computer Services  
 B.S., Kansas State University  
 M.S., Emporia State University

Wippering, Marvin, Ammonia Refrigeration Instructor

J. Clayton Wright, Vocal Music Director/Instructor  
 B.M., University of Southern California  
 M. M. E., University of Southern California

Laura R. York, Journalism Instructor/Student Publications  
 Advisor  
 B.A., Saint Mary of the Plains

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