

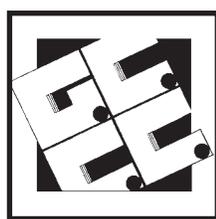


**Academic Catalog 2010-2012**



**Garden City**  
**COMMUNITY COLLEGE**





# 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**

# 2010-2012 ACADEMIC CATALOG

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## CATALOG DISCLAIMER INFORMATION

All contents of this publication are accurate as of July 1, 2010. 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

**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 Cricket Turley, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-7611.

**ADA/EQUAL ACCESS** Garden City Community College is complying 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 Kellee Munoz, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638.

## TITLE IX – NON-DISCRIMINATION/ANTI-HARASSMENT

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. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. Dean of Student Services, coordinates the college's efforts to comply with Title IX. Students concerned about the above should contact Ryan Ruda, Dean of Student Services, 620-276-9597, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Cricket Turley, Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846.

## MESSAGE FROM THE PRESIDENT

Garden City Community College is the senior leader in community college education for Kansas, with a tradition going back to 1919 of preparing men and women from many different backgrounds and ages for success in their lives and their careers.

I am gratified and excited to serving as president of this institution, and I believe our purpose in serving you is important to every member of the faculty and staff, and to the GCCC Board of Trustees.

You might be a recent high school graduate, ready to start your college career. You might be someone returning to the classroom for the first time in many years. Or, you might be a newcomer to this community or our country. You might also be among the many individuals seeking updated skills and knowledge, whether or not you have already completed a certain level of higher education.

Whatever your objectives and past experiences, I want to congratulate you for focusing on GCCC, and let you know that I will be gauging our success on how well you achieve your goals.

The mission of this college is to help each person become a positive contributor to society and the economy, and we will strive to accomplish that by offering:

- Academic advancement
- Job and career preparation
- Essential skills
- Personal enrichment
- Workforce development

GCCC offers these opportunities for each individual who steps onto the campus, logs onto our website, calls on our phone lines, and entrusts his or her future to the learning we provide.

Welcome to Garden City Community College. From here, you can go anywhere.



**Dr. Herbert J. Swender**  
**President**



# General Information

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# 2010-2011 ACADEMIC CALENDAR

August 10						
Su	M	Tu	W	Th	F	Sa
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- August 12 Division/Dept. Day  
Faculty reports
- 13 Inservice
- 16 Orientation/Assessment
- 17 Registration Day/Office Day
- 18 Classes begin
- September 6 LABOR DAY - No classes
- October 14 FALL BREAK- No classes  
Work Day for Faculty  
Mid-term grades due in  
Registrar's Office by 1 p.m.
- 15 FALL BREAK - No classes  
Faculty Holiday
- 18 Classes Resume
- November 15 Spring Enrollment begins for  
currently enrolled students only
- 22 Last day to withdraw from Fall  
Semester classes
- 24 THANKSGIVING BREAK
- 29 Classes Resume  
Spring Enrollment begins  
for all students begins
- 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 1 Summer Enrollment begins  
for all students begins
- 11 Mid-term grades due in  
Registrar's Office by 1 p.m.
- 14 SPRING BREAK begins
- April 6 Enrollment/Advising/Testing Day  
Fall Enrollment begins for  
currently enrolled students only
- 18 Classes Resume  
Last day to withdraw from  
Spring Semester classes
- 22 EASTER BREAK begins - No classes
- 26 Classes resume  
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
- 23 **Summer Session I begins**
- 30 **MEMORIAL DAY - No classes**
- June 10 **Summer Session I ends**
- 13 **Summer Session II begins**
- July 4 **INDEPENDENCE DAY HOLIDAY**  
**No classes**
- 18 **Summer Session III begins**
- 22 **Summer Session II ends**
- 29 **Summer Session III ends**

February 11						
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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.)

## 2011-2012 ACADEMIC CALENDAR

August 11						
Su	M	Tu	W	Th	F	Sa
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September 11						
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October 11						
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November 11						
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December 11						
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January 12						
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August	11	Division/Dept. Day
		Faculty reports
	12	Inservice
	15	Orientation/Assessment
	16	Registration Day/Office Day
	17	Classes begin
September	5	LABOR DAY - No classes
October	13	FALL BREAK- No classes
		Work Day for Faculty
		Midterm grades due in Registrar's Office by 1 p.m.
	14	FALL BREAK - No classes
		Faculty Holiday
	17	Classes Resume
November	14	Spring Enrollment begins for currently enrolled students only
	21	Last day to withdraw from Fall Semester classes
	23	THANKSGIVING BREAK begins
	28	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	2	Registration Week begins
	9	Faculty reports - Inservice
	10	Division/Dept./Office Day
	11	Classes begin
February	20	PRESIDENT'S DAY - No classes
		Faculty/Staff Holiday
March	1	Summer Enrollment begins for ALL students
	9	Mid-term grades due in Registrar's Office by 1 p.m.
	12	SPRING BREAK begins
	19	Classes resume
April	4	Enrollment/Advising/Testing Day
		Fall Enrollment begins for currently enrolled students only
	6	EASTER BREAK begins - No classes
	10	Classes Resume
	16	Last day to withdraw from regular Spring semester classes
	23	Fall Enrollment begins for ALL students
May	12	Commencement
	14-16	Final Exams
	17	Final grades due in Registrar's office by 1 p.m.
		Semester ends
	21	<b>Summer Session I begins</b>
	28	<b>MEMORIAL DAY - No classes</b>
June	8	<b>Summer Session I ends</b>
	11	<b>Summer Session II begins</b>
July	4	<b>INDEPENDENCE DAY HOLIDAY</b>
		<b>No classes</b>
	16	<b>Summer Session III begins</b>
	20	<b>Summer Session II ends</b>
	27	<b>Summer Session III ends</b>

February 12						
Su	M	Tu	W	Th	F	Sa
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March 12						
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April 12						
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June 12						
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July 12						
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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 Philosophy**
- **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, [www.ncahlc.org](http://www.ncahlc.org), 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 Commissions (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 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.
4. Students will have essential computer 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 appropriate knowledge of transfer requirements.
2. Students will have the academic prerequisites sufficient for successful transfer.

## Personal Enrichment

1. Recipients pursuing individual interests will be personally enriched.
2. Community outreach will serve the needs of all citizens.

## Workforce Development

1. Workforce development will be responsive to community economic development needs.

## 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. The college seeks, through available resources, to meet the needs of those it serves.

## PURPOSE

The goal of GCCC is to provide opportunities that encourage development of basic skills, critical thinking, and life experiences that enhance the quality of life. To achieve these goals and to foster student success, the college has developed comprehensive programs which address all of these purposes.

## 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

# ADMISSIONS

## ADMISSIONS POLICIES

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

1. A graduate of a regionally 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 student 18 years or age or older, who has demonstrated the ability to benefit through an assessment approved by the U.S. Department of Education. Please check with the admissions office or financial aid office at GCCC for inquiries regarding approved assessments.

Applicants who do not meet one of the above requirements will be admitted with “special student” status and are considered non-degree seeking students. Students concurrently enrolled in a high school or a home school, who have not yet graduated, may be enrolled with “special student” status under one of the following conditions:

1. A high school sophomore, junior, or senior student with written permission from the high school/home school principal.
2. A student enrolled in a recognized gifted program with written permission from the high school principal.

“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, or the successful completion of the designated “ability to benefit” assessment.

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 Maintenance 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.

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, L.C. Crouch, was hired. Today GCCC is one of 19 Kansas community colleges.

The original 13-building, 63-acre campus at 801 Campus Drive was designed between July, 1965 and January, 1966. In addition, GCCC owns 75 acres east of Campus Drive. That property includes a baseball practice building, football and soccer practice areas, 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.

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 1986, and a residential life addition was built in 1978. The 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 sq. ft. 1.4 million dollar technical teaching laboratory was completed so that GCCC could provide more training for workers in area and national industries. In 2007, the Annex was renamed the Gary E. Jarmer Technical Annex.

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 completed in January, 2004; the Center was renamed the Beth G. Tedrow Student Center.

In January of 2005, the Physical Education Building was renamed the Dennis B. Perryman Athletic Complex. Later that same year, construction began on a three-level, two story addition to the south end of the Administration Building. The new Student and Community Service Center was completed in August, 2006. This \$3.12 million project provided a single location for student services, community services, and the adult education programs created in partnership with the City of Garden City, the Southwest Kansas Fire Training Center opened on campus in 2008.

# 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, official GED scores, or "ability to benefit" 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 the nursing, child care and cosmetology programs and for 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 for three years or longer will be required to submit a new Application for Admission. Official transcripts of all college credits earned since last attendance for "degree-seeking" students 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 sophomore, 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 sophomores 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 with official documentation, 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 2.0 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.

## Transfer Credit Policy

Garden City Community College's transfer credit policy, including its appeals process, follows.

### A. For students transferring credit to Garden City Community College

1. Students seeking to transfer credit earned at another college to Garden City Community College must provide an official transcript from the other college to the GCCC Admissions Office. GCCC must receive these transcripts directly from the other college. Students may not submit the transcripts in person. The transcripts must bear the official seal of the other college. Photocopies and facsimiles are not acceptable.
2. The GCCC Records Office will evaluate transcripts based on the program to which GCCC has admitted the student. GCCC will grant transfer credit only to courses that apply to students' programs of study at GCCC, or meet degree requirements.
3. Students who change their major program of study or degree plan at GCCC may request that the Records Office reevaluate their transcripts based on the new program of study.
4. GCCC will generally grant credit only for courses in which students earn a grade of D or higher. GCCC will not grant credit for courses in which students earn lower than a grade of D or which are graded on a pass/fail or credit/no credit basis. GCCC will grant credit for courses in which students earn a grade of D or higher whenever a grade of D is allowed for native GCCC students. A specific class or program, however, may require a higher grade as a prerequisite for a course or as a requirement for admission to the program.
5. GCCC will grant credit either for the equivalent courses at GCCC, if they exist, or for courses within a comparable department at GCCC, if the departments exist. Courses for which no equivalent course exists, but which are acceptable as transfer credit, will be designated with the most appropriate department codes and listed as elective.
6. All grades and credits on an incoming transcript will be included in the evaluation at GCCC and included on the GCCC transcript for computation into the cumulative grade point average.
7. GCCC grants transfer credit only for credit earned at regionally accredited colleges in the United States. Please check the GCCC Catalog for information on accreditation accepted by GCCC. Additionally, GCCC reserves the right to evaluate courses based upon the syllabi and competencies of similar courses instructed at GCCC. If incoming courses do not meet the same competencies and criteria as native courses, equivalency will not be established.

8. GCCC follows the guidelines established by National Association of Credit Evaluation Services (NACES) for credits earned from international institutions.
9. GCCC follows the American Council on Education's (ACE) published recommendations on the transfer of non-accredited institutions, including military and other training programs. These guidelines are published at <http://www.acenet.edu/AM/Template.cfm?Section=CCRS>
10. Students may check with the Records Office within two weeks of receipt of official transcript for a listing of credits transferred.
11. **Appeal Process:** Students who disagree with the transfer credit decisions at GCCC may appeal those decisions as follows. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by GCCC.
  - a. Students first must appeal the transfer credit decision in writing to the Registrar.
  - b. If the disagreement is not resolved with the Registrar, students may appeal in writing to the Dean of Student Services.
  - c. The decision of the Dean of Student Services shall be final and not subject to appeal.

### A. For students transferring credit from Garden City Community College

1. Students seeking to transfer credit earned at Garden City Community College to another college must submit a signed Transcript Request Form to the GCCC Registrar's Office. Transcripts cost \$5.00 each. Signed requests are necessary to send transcripts.
2. The Registrar's Office will send transcripts within three days of receiving the signed request and fee to the college or colleges indicated on the Transcript Request Form. Whenever possible, students should indicate a specific person or office to which the transcripts should be sent.
3. Students who want their transcripts to include certificates and degrees earned must request that those transcripts be sent after the appropriate graduation date for those certificates and degrees.
4. GCCC will not send transcripts for students who have outstanding financial or property obligations to the college. All obligations to the college must be cleared before transcripts will be sent.
5. Transfer credit granted by other colleges will be governed by the policies and procedures of those colleges.

6. Appeal Process: Students who disagree with the transfer credit decisions of other colleges may appeal those decisions as follows.
  - a. Students first must appeal to the transfer credit evaluator at the other college. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by the other college.
  - b. If the disagreement is not resolved with the transfer credit evaluator at the other college, students may consult with the Director of Counseling and Advising at GCCC, who may contact colleagues at the other college to investigate the situation and advocate on students' behalf.

#### B. Initial contact people at Garden City Community College

- Nancy Unruh, Registrar, [nancy.unruh@gcccks.edu](mailto:nancy.unruh@gcccks.edu), (620) 276-9571
- Ryan Ruda, Dean of Student Services, [ryan.ruda@gcccks.edu](mailto:ryan.ruda@gcccks.edu), (620) 276-9597
- Colin Lamb, Director of Counseling and Advising, [colin.lamb@gcccks.edu](mailto:colin.lamb@gcccks.edu), (620) 276-9640

### OUT-OF-STATE STUDENTS

#### Residency Defined

Out-of-state and foreign residence: Persons enrolling in a community college who have not been domiciliary residents of the State of Kansas if they are adults, or, if they are 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 10 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 10 days of notification of reclassification. The payment of tuition **in full** 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. Department of Homeland Security as a college for non-immigrant students.

International students are advised that the college does not provide special language training, and employment opportunities are limited. International students from countries where English is not the official language, must also obtain a TOEFL (Test of English as a Foreign Language) score of at least 500 (paper) or 61 (ibt) for admission to GCCC. Applicants who have scores below 500/61 will be considered on an individual basis. The regular student application for admission is required.

Before a Certificate of Eligibility (Form I-20) will be issued, International students must submit and have the following items on file at GCCC:

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 must be sent, by the student's school(s), directly to the Admissions Office. (Non-English Language transcripts must include certified English translations.)

- 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 61 (ibt).

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

- 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.
- \* 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. Department of Homeland Security 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.
  - \* International students must complete the GCCC Health and Immunization Record and will be **required** to have a Tuberculin Skin Test (PPD) administered by the college health nurse upon arrival at a minimal cost.
  - \* International students must complete the GCCC Health & Immunization Record, which is reviewed by the Student Health Nurse for up-to-date vaccinations and kept on file in the Student Health Office. All International students will be notified of any deficiencies in vaccinations and will be expected to obtain needed vaccinations. All International students will be **required** to show proof of having obtained a Tuberculin Skin Test (PPD) **in the United States within the last year** or obtain one at the Student Health Office for a minimal fee.
  - \* 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
- 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.
  - \* Before applying for an F-1 visa at the US Embassy, an I-901 application must be completed and the \$200 fee must be paid. Information regarding this governmental policy can be found at the following web address: <http://www.ice.gov/sevis/i901/index.htm>.

## 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 have resided in the state of Kansas for at least six months and 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.)

## UNDOCUMENTED IMMIGRANTS AND OTHERS

Effective July 1, 2004, the Kansas Legislature (HB2145) established eligibility regulations for certain undocumented immigrants and others to qualify for paying resident tuition and fees rates, for any enrolled class beginning after that date, under the following conditions:

- the student has attended an accredited Kansas high school for three or more years and
- has either graduated from an accredited Kansas high school or has earned a GED issued in Kansas and
- a. in the case of a person without lawful immigration status: has signed and filed an affidavit with the institution stating that the person or person’s parents have filed an application to legalize such person’s immigration status, or will file such an application as soon as such person is eligible to do so or
  - in the case of a person with a legal, nonpermanent immigration status: has filed with the postsecondary educational institution an affidavit stating that such person has filed an application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so.

\*Kansas has no accreditation standards for home schools; therefore, home-schooled students are not eligible for resident rates under this law.

\*The law has no effect on the eligibility standards or requirements for any type of financial aid.

\*Students who are eligible under HB2145 must contact the Admissions Office to complete the necessary requirements.

## 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 & REGISTRATION

## STUDENT CREDIT HOUR LOAD

The academic year consists of a fall and a spring semester, each 16 weeks in length. One 3-week, one 6-week, and one 2-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, in the Student Handbook and on the College web site.

## PLACEMENT ASSESSMENT

GCCC students complete a skills assessment to determine their "best fit" course placement. This assessment underscores the college's commitment to the students' 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 because 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 to the Salmans 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. **An 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

- **Full-time**—Students carrying 12 or more semester credit hours.
- **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 with fewer than 32 semester credit hours completed.
- **Sophomore**—Students with at least 32 semester credit hours completed.
- **Non-degree Seeking**—Students not pursuing a degree or certificate from GCCC.
- **Probationary**—Students entering from non-accredited high schools or transferring from non-regionally accredited universities/colleges and have not successfully completed the "ability to benefit" assessment. (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 sixty-four 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 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 Student and Community Services Center. 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 and checking out games/game equipment and other services in the Beth 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 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/home study 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 wishes to modify his/her schedule should immediately go to the Registrar's Office for instructions.

## 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 his or her advisor, obtain the advisor's signature, and return the completed form to the Registrar's Office for processing.

**After the fifth (5<sup>th</sup>) 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 appropriate dean is required before the Registrar's Office will process the Change of Schedule form.

If a class has reached maximum enrollment and the class is "closed", the student is required to obtain the instructor's permission to add the class.

## 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 his or her advisor, obtain the advisor's signature and return the completed and signed form to the Registrar's Office for processing.

**After the fifth (5<sup>th</sup>) 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, if the student is receiving a scholarship from any GCCC organization or team and/or is receiving financial aid and the schedule change results in the student's enrollment dropping below a total of 12 credit hours, the student must also obtain a signature of approval from the coach, organization sponsor and/or Financial Aid Office before turning in 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, students who do not officially drop (withdraw) from a class will receive the grade recorded by the instructor. Students may appeal to the Learning Services Committee to receive a withdraw by following these steps:

- a. The student must notify the Dean of Academics of his or her desire to appeal.
- b. The Dean will give the student an appeal form which must be filled out and returned to the Dean.

- c. The Dean will forward all appeals to the Appeal Committee which will be comprised of three members of the Learning Services Committee.
- d. The Appeal Committee will meet to approve or deny the appeals and will send the forms back to the Dean of Academics who will notify the students of the outcome.
- e. The decision of the Appeal Committee will be considered final. If the request is approved, the student will be withdrawn from the class in question and receive a “W” for the class. If the request is denied, the student will receive the grade for the class that the instructor records.

Students wishing to appeal the last day to withdraw must complete a “Course Withdrawal Appeal Request” form and return it to the Dean of Academics with appropriate documentation **within two weeks** of the last day to withdraw.

### 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 Student and Community Services Center. 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 in which they are still enrolled, and that grade will be recorded on their transcripts. 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 .....	\$43 per credit hour
Student Fees .....	\$23 per credit hour (includes \$6 Technology and \$3 Student Center Fee)

#### OUT-OF-STATE RESIDENCY STATUS

Tuition .....	\$65 per credit hour
Student Fees .....	\$23 per credit hour (includes \$6 Technology and \$3 Student Center Fee)

### \*SPECIAL FEES

Certain courses, classes or programs have various additional laboratories, 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 and on the college website.

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.

### TUITION AWARDS

Tuition scholarships/grant-in-aid awards are limited to a maximum of 16 hours per semester. The tuition awards will pay only the number of hours that the student is enrolled in on the 20th day of classes (certification date).

### 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 within the refund periods outlined below.
- Students who enroll during the early enrollment period and fail to make the required (fee) payment by the publicized date will be dropped from their class(es).
- 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 class after the refund period and simultaneously adds a course, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added course.
- 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 classes 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):

- **12 - 16 Week Classes**  
Students who officially withdraw are entitled to a full refund of tuition and fees through the **third Friday** after the start of the class. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred.
- **8 - 11 Week Classes**  
The 100% refund period for 8-week session is the **second Friday** after the start of the class.
- **6 -7 Week Classes**  
The 100% refund period for a 6-7 week class is **prior** to the **fifth calendar day** after the start of the class.
- **2-5 Week Classes**  
The 100% refund period for a 2-5 week class is **prior** to the **third calendar day** after the start of the class.
- **1 Week Classes**  
The 100% refund period for a 1 week class is **prior** to the start of the class.
- **EduKan Classes**  
For 100% refund period for EduKan classes please refer to [www.edukan.org](http://www.edukan.org) for exact dates.
- **Workshops and Seminar Refunds**  
For Business and Industry Institute (B&I), Continuing Education and Community Services (CECS) classes and American Management Association Extension Institute (AMA) classes, refer to brochures for refund policy and times periods.

## 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 being filed in the Registrar's office in person, by fax or by postmark 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 any documentation of earned degree(s) 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 three different meal plans (19, 15, or 10 meals per week). This amount is subject to change. Students interested in living in the Residence Halls should contact 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 Broncbuster 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). The student's official high school transcript, GED or "ability to benefit" scores, 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/home school, including alternative high schools.
- Be enrolled as a degree or certificate seeking student in an eligible program of study.
- Make satisfactory academic progress toward earning a degree or certificate in an eligible program.

## 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. Eligible students may be paid Year Round Pell up to 200% of their annual award amount for the academic year. To receive any amount over 100% of their annual award, students must be enrolled at least half-time.

- **Academic Competitiveness Grant**

Students who are eligible for Pell Grants could receive additional awards under the Academic Competitiveness Grant Program if they have completed "a rigorous secondary-school program of study." Students should contact the Financial Aid Office for additional information.

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

The FSEOG is available to students who demonstrate exceptional need. Students must be eligible for a 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 Loans**

Stafford Loans at GCCC are low-interest loans made through lenders such as banks, credit unions, or savings and loan 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 at GCCC are borrowed through 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 (16 hours) and book charges. Tuition will be paid only for the number of hours that the student is enrolled in on the 20th day of classes (certification date).

## 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. GCCC will review each student requesting financial assistance from the college to determine if satisfactory academic progress is being met; the review will be based on 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.

Those seeking additional information regarding financial aid/scholarship processes should refer to the Financial Aid & Scholarships Handbook, the College website and/or contact the Financial Aid Office located in the Student and Community Services Center.

# 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, advisors, and administrators will give assistance. 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 Technical Colleges and 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.

The awarded credits for all advanced standing assessments will be entered on the student's transcript with the grade of "CR" when the student has successfully completed 12 GCCC credit hours and has paid the assessed fee.

#### **Advanced Placement (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. Natural Science exams will not satisfy laboratory science requirements. For specific information, contact the counselors (located in the Student and Community Services Center).

#### **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 CLEP, 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 and Dean 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 for military experiences should contact the Registrar, located in the Student and Community Services Center.

Those students who are currently or were previously in the Army/Army National Guard 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. Students in other Military branches must submit their DD214 for evaluation

#### **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.

#### **Career Learning System (CLS) – Finney County, Centers of Excellence**

The Career 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 CLS Center of Excellence and continue in a structured and closely coordinated program that leads to the completion of an Associate of 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 math skills equivalent to Algebra I, Algebra II, and Geometry and communication skills which demonstrate competency for enrollment in English Composition I.
- In programs where mechanical ability is necessary, students may be required to take a mechanical ability test.
- A Center of Excellence application must be completed for some programs through the counseling center at the high school or community college.

- Pre-requisite course work, recommendations, and test results will be considered in the admissions of students into the Center of Excellence.
- Applicants may be required to participate in an interview as part of the application process.
- Applicants will be notified in writing of admission acceptance/denial.

### **Vocational Courses from Kansas Area Technical Colleges/Schools**

1. Kansas community colleges will accept all Kansas Board of Regents approved postsecondary area technical colleges/schools 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 technical college/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 technical colleges/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 Technical Programs**

Credit may be granted for approved technical college/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 completion 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 Student and Community Services Center).

### **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**

### **Attendance Guidelines:**

1. Attendance at Garden City Community College is mandatory.
2. The student is responsible for contacting each of his or her instructors regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences total twice as many clock hours as credit hours in each course.

### **Personal Absence Policy:**

While the GCCC Administration supports individual instructor or departmental attendance policies as stated in the syllabus for each course, the following policy takes precedence over the guidelines stated in Attendance Guideline #3.

### **College-Sponsored Activity Absence policy:**

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.

## **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 the student's GCCC e-mail or 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:

GRADE	GRADE POINTS PER HOUR
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
XF (Failed due to academic dishonesty)	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 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/college 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. Students planning to seek admission to a professional school, i.e., medical, veterinary medicine, physical therapy, etc. should contact potential universities for the specific policy regarding pass/fail and credit by examination acceptances.

## POSTING GRADES

The public posting of grades, either by student name, institutional student identification number, or social security number is a violation of Federal Education Rights and Privacy Act (FERPA) 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; via the internet; or by 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 returned to the Registrar's Office by the instructor. 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 appropriate 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

Academic Probation is a warning that the individual’s performance is below that necessary for satisfactory academic progress. To avoid dismissal, the student’s cumulative GPA must be above the GPA outlined below the semester following being placed on academic probation. Academic Probation is based upon the number of completed hours and cumulative GPA using the following structure:

1. 0-32 hours completed- if cumulative GPA is 1.5 or below then placed on probation
2. 33-48 hours completed—if cumulative GPA is 1.75 or below then placed on probation
3. 49 or more hours completed—if cumulative GPA is below 2.00, then placed on probation

Additionally, students who were enrolled full-time (12 hours or more) during the semester placed on academic probation will be limited to 13 hours of enrollment. This allows for four academic courses and the Academic Recovery course.

Students who were enrolled part time (less than 12 hours) during the semester placed on probation will be limited to 8 hours of enrollment.

Transfer students entering GCCC will follow the same guidelines outlined above.

Exemptions or special considerations will be reviewed by the Academic Review Committee using the appeal process outlined in the “Academic Probation/Dismissal Appeal Process” section. 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.

## ACADEMIC PROBATION/ 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. College transcript(s) must be submitted 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 Probation/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 meet the conditions for academic good standing thereafter.

Students whose appeals of dismissal are denied by the Academic Review Committee may appeal directly to the President of the College or his/her designee. 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. 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 with an earned GPA of at least 2.0 at GCCC.
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 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 whether faxed or sent by mail. 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. This includes all material that is incorporated into the student's cumulative record folder intended for college use or to be available to parties outside the college or school system. The material involved may specifically include, but is not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence tests, 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. No records pertaining to the student shall be removed from the office where the records are maintained.

Students shall have an opportunity for a hearing to challenge the content of their college records to insure 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 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. Electronic Mail Address (E-mail)
  5. Date and place of birth
  6. Major field of study
  7. Classification
  8. Participation in officially recognized college activities
  9. Sports - weight and height of athletic team members
  10. Dates of attendance
  11. Degrees or certificates earned
  12. Awards received
  13. Most recent previous educational institution attended
  14. 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 CONDUCT

All student behavior shall be based upon respect and consideration for the rights of others. Students shall be responsible for knowing, and abiding by, the rules and regulations of the college.

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 the Disciplinary Review Board. Disciplinary action will be initiated when a student's behavior/action is determined to be dangerous to that individual's health/well being, infringement on others' rights, damage to college property, or any other situation which reflects negatively on the college community, programs, organizations, or activities.

The college reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of 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** – Alcoholic beverages and

illegal drugs are prohibited on college property. Possession, distribution or use of alcoholic beverages, 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 well being, 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/operated 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, electronic mail, 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. 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/pistols, pellet guns, etc. The college cooperates 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 or within 50 feet of the doors to the buildings (Garden City Code).

- **Telephone/Long Distance Dishonesty** – Students are not to make personal long distance calls on the college's phone line. Should students need to make personal long distance calls, 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 other's 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 police, 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 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 insure 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

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 Student Services, or his/her designee, an opportunity to testify. Both may bring witnesses to the hearing. Witnesses will be limited to 5 unless prior approval is granted by the Dean of Student Services. Each witness will be afforded a maximum of 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 not be 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. may receive a minimum punishment of 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 expected. 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) may 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 an un-circulated examination or examination questions.

**ACADEMIC DISHONESTY POLICY**

This policy pertains to all GCCC classes and does not affect any action taken by the instructor of the class. The instructor retains the right to take the action he or she deems appropriate to the specific case including but not confined to the following:

- Discussing the violation with the student
- Failing the student for the specific assignment in question
- Failing the student for the class

If the instructor decides to fail the student for the course, the student may receive an XF grade on his or her transcript with the understanding that the X denotes academic dishonesty. The X will remain as a permanent part of the grade on the transcript.

The instructor also has the following options regardless of the actions already taken:

1. The instructor can notify the appropriate dean that academic dishonesty has occurred. The notification will include the following information:
  - a. Name and ID number of the student or students involved
  - b. Proof that academic dishonesty has occurred
  - c. A description of any action already taken by the instructor
2. Once the dean has received this information, he/she will notify the student’s advisor and any sponsors or coaches with whom the student is associated of the breach in academic integrity. **The dean will also notify the student by mail that a second occurrence will result in dismissal from the college.**
3. The dean will maintain a file listing students whose names have been turned in for academic dishonesty.
4. Should the student be dismissed from the college for academic dishonesty, the student retains the right of pursuing an appeal to the decision as described in the college catalog.

**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.

**STUDENT GRIEVANCE 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 problems dealing with other students, college staff and faculty or 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**

**TITLE IX – NON-DISCRIMINATION/ANTI-HARASSMENT**

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. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran’s status, sexual orientation or other factors which

cannot be lawfully considered, to the extent specified by applicable federal and state laws. Dean of Student Services coordinates the college's efforts to comply with Title IX. Students concerned about the above should contact Dean of Student Services, 620-276-9597, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846.

**Discrimination or Harassment** - No student shall engage in discrimination/harassment of another student; no one shall engage in discrimination/harassment of an employee of the college as defined by college policy. All such reports will be investigated in accordance with procedures developed pursuant to Section 106.8 of Title IX, Education Amendments of 1972.

This includes:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
- b) submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting either the instructor or staff member; or
- c) such conduct has the purpose or effect of unreasonably interfering with the instructor, student or staff member's performance or creating an intimidating, hostile or offensive environment.

Persons violating this policy will face student discipline up to and including suspension or expulsion. Any person believing that he or she has been subject to unlawful harassment, as set forth in this policy, should utilize the Discrimination or Harassment Complaint Procedure, as found in the Student Handbook.

### **Unlawful Discrimination or Harassment Complaint Procedure**

Students or prospective students who believe they are the subject of discrimination or harassment prohibited by college policy should take the following steps:

1. The student should feel free to discuss the issue directly with any party participating in or allowing the conduct to occur. Students are assured that retaliation due to such complaints is also strictly prohibited and that if retaliation occurs, then discipline up to and including expulsion or termination will also occur.

2. If the student does not feel comfortable in addressing this issue directly with the offending party or parties or if such discussions do not produce a result acceptable to the student, then the student should make a written complaint as set forth below:

- The written complaint should include a specific identification of the conduct complained of and of the parties involved. The complaint should also include an explanation of why the student believes that the alleged actions or harassment is based on gender, national origin or race, or other impermissible basis. The complaint should be signed and dated.

- Students should file their written complaint with the Dean of Student Services within 30 calendar days of the time the alleged harassment or discrimination took place unless good cause is shown for delay. If the student is not comfortable speaking with the Dean of Student Services,

then the student may submit the complaint to the Director of Human Resources.

3. The person receiving the complaint should proceed under the following guidelines:

- The party receiving the complaint should immediately notify the President of the college of the complaint. Either the Dean of Student Services or the Director of Human Resources will investigate the complaint within five (5) business days of receiving the complaint by discussing the complaint with the complainant and by interviewing any witnesses with relevant information, including but not limited to parties participating in or observing the conduct. The alleged offending party shall be given a copy of the complaint. Further, the alleged offending party may respond either by a signed written response from such alleged offending party or by a written response from the alleged offending party's attorney. Such written response to be considered by the investigators must be received by the investigators not later than seven (7) calendar days after the alleged offending party is given a copy of the complaint. All parties in the investigation are advised that information surrounding the complaint should be kept confidential. Witnesses and alleged offending parties should be advised that retaliation against a complainant is strictly prohibited and may lead to discipline up to and including expulsion or termination.

Immediate intervention and steps will be taken to prevent continuation of acts of discrimination or harassment that might substantially interfere with the educational process or in situations where there is evidence of retaliation.

The investigator will conclude the investigation and submit a report the findings to the President within 30 calendar days of receipt of the complaint.

If it is determined that harassment or discrimination in violation of the college's policy has occurred, the Dean of Student Services or the Human Resources Director will recommend to the President that appropriate disciplinary action be taken. The appropriate action will depend on the following factors: (i) The severity, frequency and pervasiveness of the conduct; (ii) Prior complaints made by the complainant; (iii) Prior complaints made against the respondent; (iv) The quality of the evidence (first-hand knowledge, credible corroboration etc.).

If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, preventative action may be taken. The Dean of Student Services or the Human Resources Director will meet with the complainant and the respondent separately to notify them of the findings of the investigation. As a result of this meeting, the complainant and the respondent may submit statements to the investigator challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the investigator in which the findings of the investigation are discussed.

The investigator will review any statements submitted by the complainant or respondent, and prepare a recommendation of action to be taken, if any. A written recommendation will then be submitted to the President.

The President shall review the investigator's recommenda-

tion and shall, if warranted, take disciplinary action or recommend disciplinary action as otherwise provided in college policies, up to and including the expulsion or termination of any person violating the policies. The president's decision on the recommendations of the investigator as contained in the written report shall be in writing. A copy of the president's report of action to be taken or recommended and the report of the investigators will be provided to the alleged offending party and the complainant within 10 working days after the president receives the report of the investigator(s). Any appeal by the alleged offending party of the decision of the president shall be made under the student grievance policy or the employee grievance policy if an employee is involved, and if demotion, suspension without pay, or termination for cause is recommended.

Any form of retaliation taken because of the filing of a complaint is prohibited.

Appeal of any discipline taken by the college can be had pursuant to the policies as provided for herein and as set forth by the Board of Trustees.

The timelines set forth in this policy are implemented in order to ensure that allegations are investigated and concluded in a timely fashion so that any ongoing conduct can be immediately halted and immediate discipline taken, if warranted. The complainant may, however, agree to an extension of time, and the failure to comply with all time limits shall not invalidate a complaint or investigation or discipline.

All particulars of any complaint shall be kept confidential to the extent possible during and after investigation. Particulars of the complaint shall only be released to others to the extent necessary to fully investigate the complaint or if such information is compelled by law to be disclosed.

The college's commitment to eradication of any sort of illegal discriminatory conduct includes prohibiting actions taken in retaliation for complaining of violations of college policy. Retaliation includes taking any action that may have any impact on the terms or conditions of employment or education including, but not limited to, lowering grades, increasing discipline or assignment, demotion, changes in pay or hours, and detrimental changes in job duties or functioning, if such conduct is taken because of the individual's filing of a complaint under this policy, whether or not such complaint is determined to be valid. Such retaliation is strictly prohibited by law and by this policy and shall lead to discipline up to and including termination or expulsion. Any person believing that retaliation has taken or is taking place should immediately follow the steps set forth above for investigation and resolution of complaints.

### **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, 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 education

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 ACCOMMODATIONS**

The College seeks to provide all students with a quality education and equal educational opportunities. 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. Requested changes shall not be granted if they require alteration of essential elements of the program or directly related licensing requirements, or would result in undue financial or administrative burdens.

### **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, the Athletic Director's office or on the college website under Campus Safety and Security.

### **Graduation Rate**

The four-year completion or graduation rate for students who entered Garden City Community College fall 2003, 2004 and 2005 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 36%. The persistence rate accounted for 70% of the four-year cohort groups. (2009-10 Graduation Rate Survey)

**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 Dean of Student Services Office located in the Student and Community Services Center.

## 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, 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: Director of Human Resources, 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 is complying 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 Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, (620) 276-9638 located in the Student and Community Services Center. Accommodations forms are available in the Accommodations Office.

# STUDENT ASSISTANCE & 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 with students and student organizations to provide meaningful activity programs and also to implement the vision of the college in assisting 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, the

Financial Aid Offices, Counseling and Advising, the TRiO Programs - Student Support Services (SSS), and the Admissions and the Records Offices are located in the Student and Community Services Center. The College Health Nurse, Activities Coordinator, and Residential Life Offices are located in the Beth Tedrow Student Center. The Assessment and Testing Center is located in the Saffell Library.

**SALMANS ADVISING CENTER**

The Salmans Advising Center is also located in Student and Community Services Center. The 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 insure the opportunity for student success.

**ACCOMMODATION SERVICES**

The Accommodation Office is committed to assisting individuals with disabilities achieve their educational goals by providing appropriate accommodations and services based on individual, documented need. The Accommodations Office is responsible for coordinating services for GCCC students who have a documented disability. Services are provided to enrolled students on an individual basis and with respect to confidentiality. The Accommodations Office encourages independence and self-advocacy among the students this program assists. The Office of Accommodations is part of the Counseling and Advising Center located in the Student and Community Service Center (SCSC). The Coordinator's phone number is 620-276-9638. Internet e-mail address: kellee.munoz@gcccks.edu.

**ASSESSMENT AND TESTING PROGRAM**

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 as well as reading courses before advancing to the required college level courses. See Placement Assessment, page 13.

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 obtain further information from the **Mary Jo Williams Assessment Center** located in the Saffell Library. Other group or individual testing is also administered through the Center. Test scores are interpreted to students in group or individual sessions.

## BOOKS/SUPPLIES

College textbooks may be purchased in the Broncbuster Bookstore located in the Beth 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 at the end of each semester.

## BUSTERWEB

BusterWeb is the online access to student academic information, including class schedules, grades, and unofficial transcripts. To access BusterWeb go to the GCCC website ([www.gcccks.edu](http://www.gcccks.edu)), select current students and then BusterWeb.

## 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, and escorts. This is a short list of services campus police offer.

## 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 to five who are toilet trained. The program is planned for care as parents attend classes, attend to their jobs, or study. The Center is open Monday through Friday, 7:30 a.m. to 5:00 p.m. For enrollment or further information, contact the director in the Penka Building, Room 137, (620) 276-9506.

## COMPREHENSIVE LEARNING CENTER

The Mary Jo Williams Comprehensive Learning Center (CLC) exists to assess, support and enhance the academic achievement of those it serves. 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 students wishing help in study skills, reading, math, writing, science, English as a Second Language, and most other curriculum areas.

The CLC offers all levels of learning assistance through multiple learning activities:

- 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 CLC has many computers for use in word processing, course tutorials, web-based research or email. Students and instructors also find this a convenient place to use audio and video course supplements, programmed texts, and other special instructional materials. The CLC is located within Saffell Library and observes the same service hours as the library.

## 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 Resources Center, located in the Student and Community Services Center, has many resources available. Students who are undecided about the career they would like to pursue may benefit from using the Career Resource Center. The Career 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 his/her self, 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 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 Friday.

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 by a vending machine in the Center. For information on other services 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 Student Health Nurse and on the college website ([www.gcccks.edu](http://www.gcccks.edu)) listed under Student Health.

## ON-CAMPUS HOUSING

On-campus living facilities for 304 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 availability.

## RESIDENCE HALL APPLICATION

Applications for the Residence Halls for students are available upon request from the Residential Life Office or on-line at [www.gcccks.edu](http://www.gcccks.edu) under Future Students.

## 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 maintained in the Residential Life Office when the residence halls are filled to capacity. 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 or the Residential Life office) for hours of operation, meal prices and plans available.

## THOMAS F. SAFFELL LIBRARY

Saffell Library is located at the center of campus and maintains a collection and facilities to support the varied curricula offered by GCCC. With its networked subscription resources, Saffell Library provides access to thousands of periodical citations and full-text journals. Coupled with these valuable electronic databases are subscriptions to over 100 print periodicals. The book collection of 32,000+ titles is arranged in open stacks for convenient use and browsing. The on-line public access catalog (OPAC) provides expedient searching for books by author, title, subject and/or keyword.

The library staff offers formal and informal instruction for using information resources effectively, efficiently and ethically. Study facilities include study tables, individual study carrels, rooms for individual and group study, and comfortable lounge chairs and couches for general

reading. There are over 40 public computer terminals for use in web-based research, word processing and email. Also located in the building are the **Mary Jo Williams Comprehensive Learning Center** and the **Mary Jo Williams Assessment Center**. For library hours and additional information please refer to the website [www.gcccks.edu/library/saffell/](http://www.gcccks.edu/library/saffell/)

## BETH G. TEDROW STUDENT CENTER

The Beth 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; and the Southwest Kansas Regional Prevention Center. Additional meeting rooms, the Endowment Room, the Bill Kinney Room, and the Broncbuster room, are available and may be scheduled for campus and community group 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, video games, etc. In addition to the indoor attractions, basketball, sand volleyball, the first hole of the 18-hole Frisbee golf course, and horseshoes 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 questions that they may have. All degree-seeking students having completed fewer than 20 credit hours upon their initial enrollment 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 Resources Center located in the Student and Community Services Center. Students seeking employment can receive assistance in learning about avail-

able 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, the Broncbuster Athletic Association, and state and federal government funded programs. The aid consists of scholarships, grants, loans and work study opportunities. 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 grant-in-aid is available in the Financial Aid Office, also located in the Student and Community Services Center.

## **SERVICE MEMBERS OPPORTUNITY COLLEGE**

Garden City Community College is a designated member of Servicemembers Opportunity Colleges (SOC), a group of approximately 400 colleges and universities providing voluntary postsecondary 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 is a set of federally funded college opportunity programs that motivate and support students from populations who do not routinely have the opportunity to pursue college degrees. Over 850,000 low income, first generation students and students with disabilities-from sixth grade through college graduation-are served by more than 2,800 programs nationally. TRiO programs provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention. TRiO programs provide direct support services to students, and relevant training for college personnel.

The TRiO programs were the first national college access and retention programs to address the serious social and cultural barriers to education in America. TRiO began as a part of President Lyndon B. Johnson's War on Poverty. The Educational Opportunity Act of 1964 established an experimental program known as Upward Bound. Then, in 1965, the Higher Education Act created a Talent Search. Finally, another program, Special Services for Disadvantaged Students (later known as Student Support Services), was launched in 1968. Together, this "trio" of federally funded programs encouraged access to higher education for low-income students. By 1998, TRiO programs had become a vital pipeline to opportunity serving traditional students, displaced workers, and veterans. The original three programs had grown to eight, adding Educational Opportunity Centers in 1972, Training Program for Federal TRiO programs in 1976, the Ronald E. McNair Post-Baccalaureate Achievement Program in 1986, Upward Bound Math/Science in 1990, and the TRiO Dissemination Partnership in 1998. The GCCC TRiO/Student Support Services Program was established in 1993. The GCCC TRiO/ Educational Talent Search program began serving students in 1998.

## **TRiO/Educational Talent Search (ETS)**

Educational Talent Search (ETS) is a free program sponsored by Garden City Community College through a grant from the U.S. Department of Education. Through early intervention, this program is designed to encourage first generation and/or low income students, grades 6th through 12th, to remain in school, graduate from high school and to pursue post secondary education. ETS targets students living in Finney County which includes USD 457 and USD 363.

Each student completes a personal success plan identifying goals, barriers and strategies for success. Based on these students goals and needs, a variety of services are offered including: tutoring; test preparation (ACT, Compass, etc.); skill improvement workshops: (reading, math, writing, grammar, public speaking, study skills, life skills). For seniors, assistance with college admission applications, FAFSA/ Financial Aid/ Scholarship applications as well as campus visits are offered. Enrichment activities such as technology workshops in Photo Editing, Media Editing, and Website Design are available. Parent workshops are also offered. A mentoring program has been established to provide support to students in high school.

ETS students participate in monthly community service projects as well as national contests in website design, media, and photo-essay. Leadership opportunities are also offered.

If you know of a Garden City or Holcomb student who is currently in 6th grade through 12th grade who has the desire and the academic ability to attend college, please have them contact Educational Talent Search at 620-276-9515 or stop by our office on the lower level of the SCSC Building.

The ETS program is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2009, the Department provides \$238,134 (95%) and GCCC provides \$11,907 (5%) of the funds to operate the ETS project. ETS serves 650 students each year.

## **TRiO/Student Support Services**

The Student Support Services (SSS) Project works with SSS participants to assist them in increasing their grade point average, continuing to attend classes from one semester to the next semester, graduating from GCCC, and transferring to a 4 year college. The SSS Project also works to foster an institutional climate at GCCC which is supportive of success for students who are from low income backgrounds, first generation college students and students with disabilities.

SSS Participants are provided with academic, career, personal, transfer, and financial aid/budgeting counseling. The SSS participant works with the SSS staff to develop a Personal Success Plan for each semester to assure the student has a viable plan to meet their academic and personal goals. SSS Participants are provided with the opportunity to participate in cultural activities both on and off campus. SSS participants can select a four year university to visit in Kansas. Campus visits assist SSS participants to make plans to transfer to a four year school to complete a Bachelors degree. SSS has a textbook loan program for participants. SSS also provides basic school supplies to assure success in the participants course work. SSS tutors and paraprofessionals are available to assist participants to succeed in

their coursework. Award recognition events are held twice a year to celebrate SSS Participants success and achievements. Social events are held throughout the year to help foster relationships between SSS participants and GCCC Faculty and Staff. If you are a student from a low income or first generation background or student with a disability, please contact 620-275-3268 for additional information about becoming a participant in Student Support Services. Our offices are located on the first floor of the Student and Community Services Center.

The SSS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2010, the Department of Education provides 89% and GCCC provides 11%. SSS serves two hundred participants each year.

### **VETERAN'S SERVICE**

Programs of educational benefit to veterans and war orphans are coordinated through the Kansas Commission on Veterans' Affairs. The college is approved for veteran training. Both full-time and part-time benefits are available. 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, 4-year 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 works to promote and fund art-related activities.

### **ASSOCIATION OF NURSING STUDENTS**

This is the official organization for students in the nursing and pre-nursing courses. The association acts as an information group, stimulates interest in the profession and promotes participation in campus and community projects. ANS is also active in sponsoring an annual pinning ceremony in conjunction with GCCC graduation.

### **ATHLETICS**

The college sponsors intercollegiate participation in football, baseball, basketball, cross country, track and field, soccer, and rodeo for men, and volleyball, basketball, rodeo, soccer, softball, cross country and 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 Bronbuster Band plays for all home football and basketball games. The band, with the other college musical organizations, makes an annual tour of Southwest Kansas high schools in the spring.

### **BLACK STUDENT UNION**

The Black Student Union (BSU) club promotes the unity, excellence and success of black students. The club also provides activities to assist the campus community in understanding African American culture and 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.

### **CHEER/YELL LEADERS**

This group consists of a maximum of 10 female cheer and 10 male yell leaders. Tryouts or auditions are held in the spring to fill the team for the next year. The leaders attend summer camp and cheer for football, volleyball, and men's and women's basketball games.

### **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**

Students interested in all phases of theater may join the organization. Members sponsor several annual functions 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.

**CREATIVE WRITING CLUB**

The Creative Writing Club welcomes students with an enthusiasm for writing good writing – plays, poems, short-short stories, and creative non-fiction pieces. The club offers writers the opportunity to form a trusted, talented community that will critique and give feedback for members’ works in-progress. The club is also in promoting the annual GCCC Cape Verbum, a campus wide literary anthology.

**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**

The Hispanic American Leadership Organization (HALO) 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. Membership is open to any student.

**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 basketball, dodge ball, sand volleyball, wallyball, volleyball, basketball, flag football, racquetball, softball, tennis, ultimate Frisbee, etc. Student interest may provide for additional activities.

**KANSAS STUDENT NATIONAL EDUCATION ASSOCIATION**

KSNEA 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.

**LECTURE SERIES**

The student 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 provides not only theological and religious sessions, but also social activities. The organization also has several service projects throughout the year and interested members attend the KCCSC (Kansas Catholic College Student Convention).

**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.

**PRACTICAL NURSING STUDENT ASSOCIATION**

The association is comprised of students who are enrolled in the practical nursing education courses leading to licensing as a practical 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, and act as activities stimulator both social and educational for present and future nurses.

**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 science/math curriculum are welcome to participate in this organization. Highlights include such activities as films, speakers, and discussions in science/math fields.

**SILHOUETTE**

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

**S.O.L.D. O.U.T.**

SOLD OUT is a student-led Bible study and worship group, whose membership is open to all students. Members of the organization help strengthen one another’s faith while reaching out into the community.

**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.

### **STUDENTS IN FREE ENTERPRISE (SIFE)**

SIFE students apply classroom experiences to develop and implement educational outreach programs that teach the principles of free enterprise. This organization is open to any students who wish to better themselves, their communities and countries.

### **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**

### **GCCC ADULT LEARNING CENTER**

#### **PURPOSE**

The mission of the ALC, located in the basement of the Student and Community Services Center, is to extend the resources of the college to nontraditional students in the community and surrounding area. Students deserve developmental options including English as a Second Language (ESL) instruction, Adult Basic Education/General Educational Development (ABE/GED), and family literacy opportunities. The ALC is a key resource for enriching the quality of life, promoting economic development, and strengthening the future of our communities. The ALC provides convenient and nontraditional instructional delivery systems which adapt to the schedules of working adults.

#### **LOCATIONS**

The ALC offers classes at two locations, one on campus, located in the Student and Community Services Center (276-7600) and one at the East Garden Village, Lot #466 (275-0221). Both locations allow a variety of basic educational opportunities to the public.

#### **PROGRAMS**

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

The Adult Basic Education program is provided in conjunction with the Kansas Board of Regents. 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, days and evenings.

##### **General Education Development (GED)**

GCCC is an official testing center of the General Education 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 and Spanish. For more information contact the Assessment Center at 276-9654.

Upon successful completion of the GED test, the Kansas Board of Regents 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 the Student and Community Services Center and at the East Garden Village classroom. Intermediate levels are conducted mornings and evenings on the GCCC campus.

##### **Project Destiny**

Project Destiny is a Kansas High School Equivalency Program, better known as HEP, for migrant and seasonal workers where students can earn a high school diploma or equivalent, prepare for college, technical school or other post-secondary education or enter a chosen career or enlist in the U.S. military. Classes are available in English and Spanish. They are offered in Garden City, Scott City, Lakin, Syracuse and Ulysses.

To qualify, students must be 16 years or older, demonstrated a reading level of 7th grade or higher and be willing to graduate in 6-months. For more information, contact Itzel Rodriguez at 620-275-3284.

## **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. Assessment, 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. Students may call 1-800-658-1696 and ask for the Office of Continuing Education 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.

## CONTINUING EDUCATION AND COMMUNITY SERVICES

The Continuing Education and Community Services Division offers participants classes, workshops, seminars, 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.

## 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. 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. Innovative services enable 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 620-276-9532.

## 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 gained full accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools in the spring of 2002. It was 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.

# 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 degree seeking 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 39-42.

*\*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

## 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 credit hours after graduation from high school and prior to their initial enrollment at GCCC.

## 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.

The Dean of Academics, in cooperation with the Accommodations Coordinator for students with disabilities and the department through which the requirement is fulfilled, will determine the appropriate modification or substitution.

## 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 purchased by the College. The student will need to go to the Broncbuster 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, from the student's advisor and also on the College 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 in 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\*
  - Theatre\*
  - 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. Students can refer to the Application for Graduation and Graduation Exercises sections for additional information.







# ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE

## Requirements

The Associate in General Studies degree 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 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.

Students will follow the guidelines of the catalog in effect at initial enrollment, provided they remain continuously enrolled. If a semester is skipped, student will follow guidelines of catalog in effect when they returned.

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

**I. COMMUNICATIONS 6 Hours**

_____	ENGL	101	English I	3
And one additional course:				
_____	SPCH	111	Public Speaking	3
_____	SPCH	113	Interpersonal Comm	3

**II. MATHEMATICS and NATURAL SCIENCES 6 Hours**

Minimum one mathematics course:

1. _____	MATH	105	College Math	3
_____	MATH	107R	Intermediate Algebra w/Rev	4
_____	MATH	107	Intermediate Algebra	3
_____	MATH	108	College Algebra	3
_____	MATH	109	Plane Trigonometry	3
_____	MATH	110	Fund of Statistics	3
_____	MATH	_____	_____	_____

Minimum one science course:

2. _____	BIOL	105	Principle of Biology	5
_____	BIOL	109	Intro to Ecology	5
_____	BIOL	205	General Zoology	5
_____	BIOL	206	General Botany	5
_____	BIOL	210	Anatomy & Physiology	5
_____	BIOL	211	Anatomy & Physiol I	4
_____	BIOL	213	Microbiology	5
_____	CHEM	105	General Chemistry	5
_____	CHEM	108	Chem for Health Servs	5
_____	CHEM	109	College Chemistry I	5
_____	PHSC	105	General Physical Sci	5
_____	PHSC	106	Descriptive Astronomy	3
_____	PHSC	110	Understanding Weather	3
_____	PHSC	120	Intro to Forensic Science	3
_____	PHSC	205	Physical Geology	3
_____	PHSC	205	Physical Geology	5
_____	PHYS	106	Descriptive Physics	3
_____	PHYS	205	General Physics I	5
_____	PHYS	207	Engineering Physics I	5

**III. SOCIAL SCIENCES 6 Hours**

No more than one course per area:

1. _____	ECON	111	Economics: Macro	3
_____	ECON	112	Economics: Micro	3
2. _____	GEOG	101	World Geography	3
3. _____	POLS	104	Intro to Political Science	3
_____	POLS	105	American Government	3
4. _____	PSYC	101	General Psychology	3
_____	PSYC	104	Social Psychology	3
_____	PSYC	201	Abnormal Psychology	3
5. _____	SOCI	102	Intro to Sociology	3
_____	SOCI	104	Human Sexuality	3
_____	SOCI	105	Intro to Anthropology	3
_____	SOCI	113	Sociology of Families	3
_____	SOCI	204	Social Problems	3

**IV. HUMANITIES and FINE ARTS 6 Hours**

No more than one course per area:

1. _____	ARTS	120	Art Appreciation	3
_____	ARTS	121	History of World Art	3
2. _____	DRAM	120	Intro Dram Hist & Lit I	3
_____	DRAM	150	Intro to Theatre	3
3. _____	HIST	101	Survey of Civilization I	3
_____	HIST	102	Survey of Civilization II	3

_____	HIST	103	Amer History to 1865	3
_____	HIST	104	Amer Hist Since 1865	3
4. _____	LITR	210	Intro to Literature	3
_____	LITR	212	English Literature I	3
_____	LITR	213	English Literature II	3
_____	LITR	215	Amer Literature I	3
_____	LITR	216	Amer Literature II	3
_____	LITR	230	Unders Old Testament	3
_____	LITR	231	Unders New Testament	3
_____	LITR	250	Identity: Woman	3
_____	LITR	253	World Literature & Hum	3
5. _____	MUSC	106	Today's Music	3
_____	MUSC	108	Music History & Apprec	3
6. _____	PHIL	101	Intro to Philosophy	3
_____	PHIL	102	Elementary Ethics	3
_____	PHIL	103	Logic: Intro Clear Thinking	3

**V. ADDITIONAL GENERAL ED (from Sections I-IV) 9 Hours**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**VI. PHYSICAL FITNESS 2 Hours**

Excludes athletic participation courses:

_____	HPER	119	Physical Fitness I	1
_____	HPER	120	Physical Fitness II	1
_____	HPER	121	Lifetime Fitness	2
_____	HPER	_____	_____	1
_____	HPER	_____	_____	1
_____	HPER	_____	_____	2

**VII. PERSONAL and CAREER DEVELOPMENT 1 Hour**

Can be waived upon initial enrollment if student has completed 20 hours since high school graduation:

_____	PCDE	101	College Skills Development	1
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**VIII. ELECTIVES OR MAJOR COURSES 28 Hours**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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**IX. OTHER**

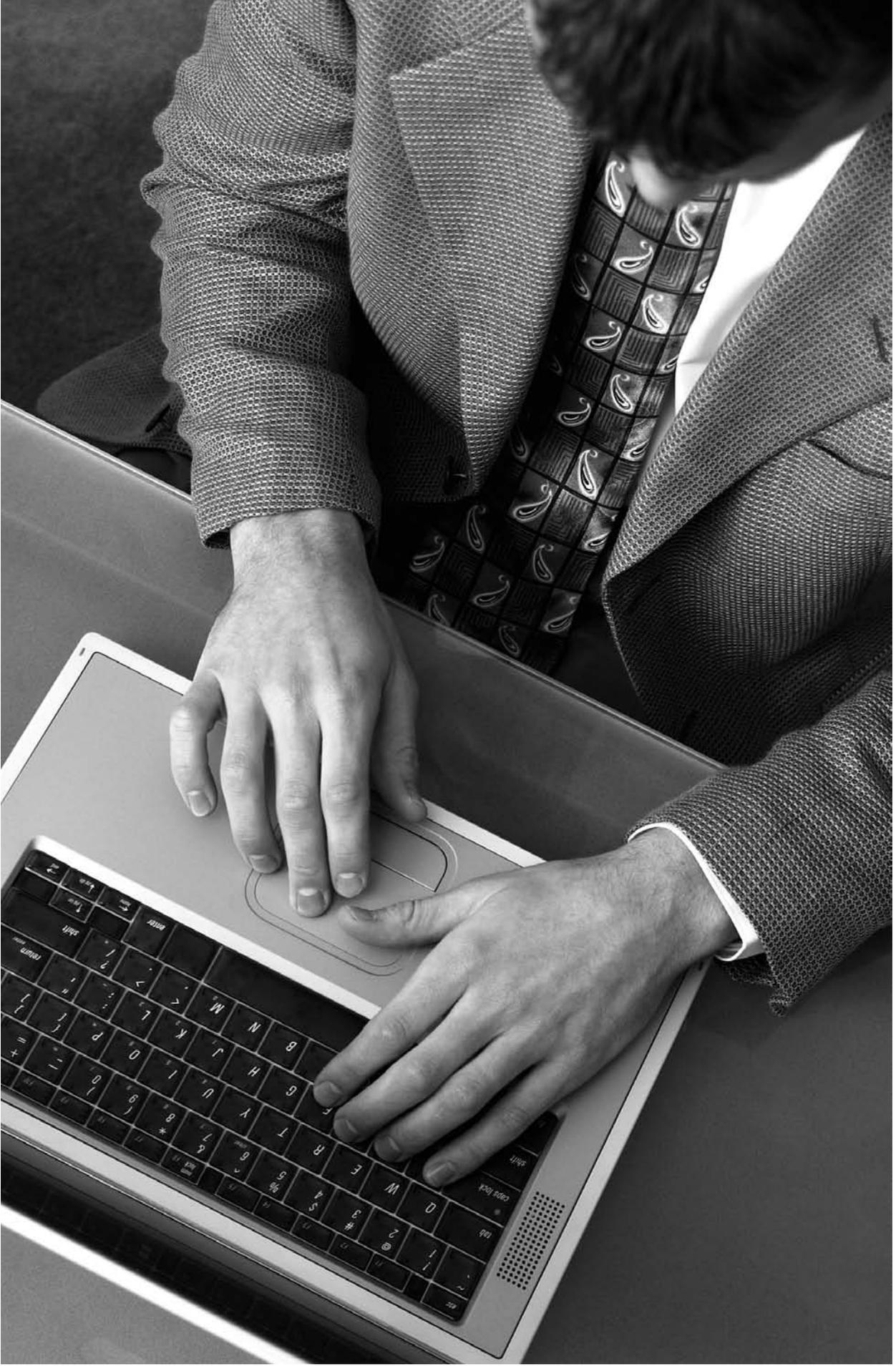
1. Outcomes assessment examination required for degree completion.
2. Sixteen (16) semester hours must be completed at GCCC.
3. Developmental courses do *not* count as earned hours for graduation. (ENGL-090, ENGL-091, MATH-006, READ-091, READ-092, READ-093)
4. Economics will *not* fulfill Section III for Business majors.

**X. DISTRIBUTION OF CREDIT HOURS**

Required General Education:	36 Hrs / Total General Ed Hrs	_____
Additional Courses Needed:	28 Hrs / Major or Elective Hrs	_____
Minimum Graduation:	64 Hrs / Total Hrs	_____







# BUSINESS & INFORMATION SYSTEMS

- **Accounting**
- **American Management Association Certification**
- **Business Administration**
- **Business Systems, Networking & Telecommunications**
- **Computer Science**
- **Management/Marketing**



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.

# BUSINESS & INFORMATION SYSTEMS

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.

Two 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, College DECA and Students In Free Enterprise are national student organizations dedicated to advancing students' skills in business and in community involvement.

**College 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.

Accounting/Business/Computer majors must enroll in a minimum of six (6) credit hours of business courses each semester and must have a business advisor. If a student cannot be enrolled in business courses, they will be assigned a General Education major. Students will be changed to a business major through their business advisor as they enroll in business courses. Dual advising is possible.

GCCC offers several 2+2 degrees in business with Fort Hays State University. Upon completion of the Associate of Science in Business/Accounting, a student can obtain a Bachelor of Business Administration in the following areas:

- Accounting\*
- Business Communication
- Business Education
- Hospitality Management
- Human Resource Management
- Management
- Marketing

\*Accounting majors can work toward a concentration in PUBLIC ACCOUNTING at Fort Hays State University, which will allow them to sit for the CPA exam upon completion.

## AS DEGREE ACCOUNTING

**General education requirements 35 hours**

**PLUS**

ACCT-101	Accounting Basics.....	3
CSCI-1103	Intro to Computer Applications.....	3
ECON-111	Principles of Econ - Macro.....	3
ACCT-102	Accounting I.....	3
ECON-112	Principles of Econ - Micro.....	3
ACCT-103	Accounting II.....	3
BSAD-102	Business Communication.....	3
BSAD-1153	Workplace Skills.....	3
BSAD-104	Business Law I.....	3
ACCT-202	Managerial Accounting.....	3

## AS DEGREE BUSINESS ADMINISTRATION

**General education requirements 35 hours**

**PLUS**

BSAD-101	Introduction to Business.....	3
CSCI-110	Introduction to Computer Applications.....	3
ECON-111	Principles of Economics-Macro.....	3
ECON-112	Principles of Economics-Micro.....	3
BSAD-104	Business Law I.....	3
ACCT-102	Accounting I.....	3
ACCT-103	Accounting II.....	3
	Additional Business Courses.....	9

**AS DEGREE BUSINESS EDUCATION**

**GENERAL BUSINESS CONCENTRATION**

**General education requirements 35 hours**

**PLUS**

BSAD-101	Introduction to Business .....	3
ACCT-102	Accounting I .....	3
ACCT-103	Accounting II .....	3
ECON-111	Economics: Macro .....	3
ECON-112	Economics: Micro .....	3
CSCI-1103	Introduction to Computer Concepts and Applications .....	3
EDUC-110	Developmental Psychology .....	3
EDUC-105	Foundations of Education .....	3
	Additional Business Courses .....	6

**AS DEGREE PRE-LAW**

**BUSINESS CONCENTRATION**

**General education requirements 35 hours**

**PLUS**

BSAD-101	Introduction to Business .....	3
ECON-111	Economics: Macro .....	3
ECON-112	Economics: Micro .....	3
BSAD-104	Business Law I .....	3
ACCT-102	Accounting I .....	3
ACCT-103	Accounting II .....	3
CSCI-1103	Introduction to Computer Concepts and Applications or	3
CSCI-111	Advanced Concepts and Applications .....	3
	Additional Business or Social Science Courses .....	9

**AAS DEGREE PRE RESTAURANT ADMINISTRATION (Food Service Management)**

**General education requirements 18 hours**

**PLUS**

ACCT-102	Accounting I .....	3
ACCT-103	Accounting II .....	3
BSAD-101	Introduction to Business .....	3
BSAD-104	Business Law I .....	3
BSAD-122	Management .....	3
BSAD-123	Marketing .....	3
CSCI-110	Introduction to Computer Concepts and Applications .....	3
BSAD-124	Salesmanship .....	3
ECON-111	Economics: Macro .....	3
ECON-112	Economics: Micro .....	3
HMEC-115	Basic Nutrition .....	3
HMEC-110	Meal Planning .....	3
MIDM-103	Management/Marketing Internship .....	3
	Additional Business or Living Arts .....	9

**AS DEGREE MANAGEMENT/ MARKETING Specialization**

**General education requirements 35 hours**

**PLUS**

ACCT-101	General Accounting or	
ACCT-102	Accounting I .....	3
BSAD-101	Introduction to Business .....	3
BSAD-104	Business Law I .....	3
BSAD-122	Management .....	3
BSAD-124	Salesmanship .....	3
BSAD-123	Marketing .....	3
CSC-1110	Introduction to Computer Concepts and Applications .....	3
CSCI-109	Desktop Publishing .....	3
CSCI-111	Advanced Computer Concepts and Applications .....	3
MIDM-103	Management/Marketing Internship .....	3

**CERTIFICATE BUSINESS ESSENTIALS CERTIFICATE**

This 16 hour certificate program is designed to prepare the student for entry level positions in business. Students completing this certificate will have the opportunity to explore business as a potential career choice.

**Courses required for the certification:**

ACCT-101	Accounting Basics .....	3
BSAD-101	Introduction to Business .....	3
CSCI-1103	Introduction to Computer Applications and Concepts .....	3
BSAD-1153	Workplace Skills .....	3
BSAD-104	Business Communication .....	3
PCDE-101	College Skills .....	1



## COMPUTER SCIENCE

### PROGRAMMING LANGUAGE CONCENTRATION

**General education requirements** **35 hours**  
**PLUS**

CSCI-101	Introduction to Management Information Systems.....	3
CSCI-110	Introduction to Computer Concepts and Applications .	3
CSCI-111	Advanced Computer Concepts and Applications .....	3
CSCI-100	Keyboarding .....	3
CSCI-102	Introduction to Programming and	
CSCI-108	Programming in C++ .....	3
CSCI-103	Programming in Visual BASIC .....	3
CSCI-106	Programming in COBOL.....	3
CSCI-107	Advanced Programming (Java) .....	3
CSCI-107	Advanced Programming (HTML) .....	3



## PRE HOTEL AND RESTAURANT MANAGEMENT SPECIALIZATION

**General education requirements** **35 hours**  
**PLUS**

ACCT-102	Accounting I .....	3
ECON-111	Economics: Macro .....	3
ECON-112	Economics: Micro.....	3
CSCI-110	Introduction to Computer Concepts and Applications or	
CSCI-111	Advanced Computer Concepts and Applications .....	3
HMEC-115	Basic Nutrition.....	3
HMEC-110	Meal Planning.....	3
BSAD-101	Introduction to Business .....	3
	Additional Business or General Education Courses.....	9



## GRAPHIC DESIGN (Advertising and Display)

**General education requirements** **18 hours**  
**PLUS**

CSCI-109	Desktop Publishing.....	3
JRNL-110	Media in Free Society.....	3
PHOT-120	Photography I .....	3
BSAD-128	Entrepreneurship.....	3
CSCI-110	Intro to Computer Concepts and Applications .....	3
ARTS-107	Oil Painting I .....	3
ARTS-108	Oil Painting II .....	3
ARTS-101	Drawing I.....	3
ARTS-102	Drawing II.....	3
ARTS-124	Design.....	3
ARTS-127	Layout and Design.....	3
ARTS-128	Commercial Design .....	3
	Additional Business or Graphic Arts courses .....	10

### BUSINESS INFORMATION SYSTEM CONCENTRATION

**General education requirements** **35 hours**  
**PLUS**

CSCI-101	Introduction to Management Information System.....	3
CSCI-110	Introduction to Computer Concepts and Applications .....	3
CSCI-111	Advanced Computer Concepts and Applications .....	3
CSCI-100	Keyboarding .....	3
CSCI-102	Introduction to Programming and	
	Any Programming Language Class .....	3
ACCT-102	Accounting I .....	3*
ACCT-103	Accounting II.....	3*
ECON-111	Economics: Macro.....	3*
ECON-112	Economics: Micro.....	3*

*\*If the student plans a business emphasis in computer science, these courses must be taken.*



## BUSINESS SYSTEMS, NETWORKING, AND TELECOMMUNICATIONS

**General education requirements** **18 hours**  
**PLUS**

BSNT-103	IT Essentials I: PC Hardware & Software (A+).....	6
BSNT-108	Fundamentals of Wireless LANs.....	4
BSNT-110	CISCO Academy I: Networking Basics .....	3
BSNT-111	CISCO Academy II: Routers & Routing Basics.....	3
BSNT-112	CISCO Academy III: Switching Basics & Intermediate Routing.....	3
BSNT-113	CISCO Academy IV: WAN Technologies .....	3
BSNT-150	Designing a Secure Microsoft Windows 2003 Network ...	3
BSNT-158	Supporting Microsoft Windows 2003 Professional.....	3
BSNT-159	Supporting Microsoft Windows 2003 Server .....	3
BSNT-153	Supporting a Network Infrastructure using Microsoft Windows 2003 .....	3
BSNT-154	Implementing & Administering Microsoft Windows 2003 Directory Services .....	3
BSNT-157	Designing Microsoft Windows 2003 Directory Services Infrastructure.....	2
BSNT-160	Managing Microsoft Networks.....	3
CSCI-101*	Intro to Management Information Systems .....	3
CSCI-110*	Introduction to Computer Concepts .....	3

\*as needed

## AMA CERTIFICATION IN MANAGEMENT

### CERTIFICATE

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 offerings. Six of the following courses must be successfully completed.

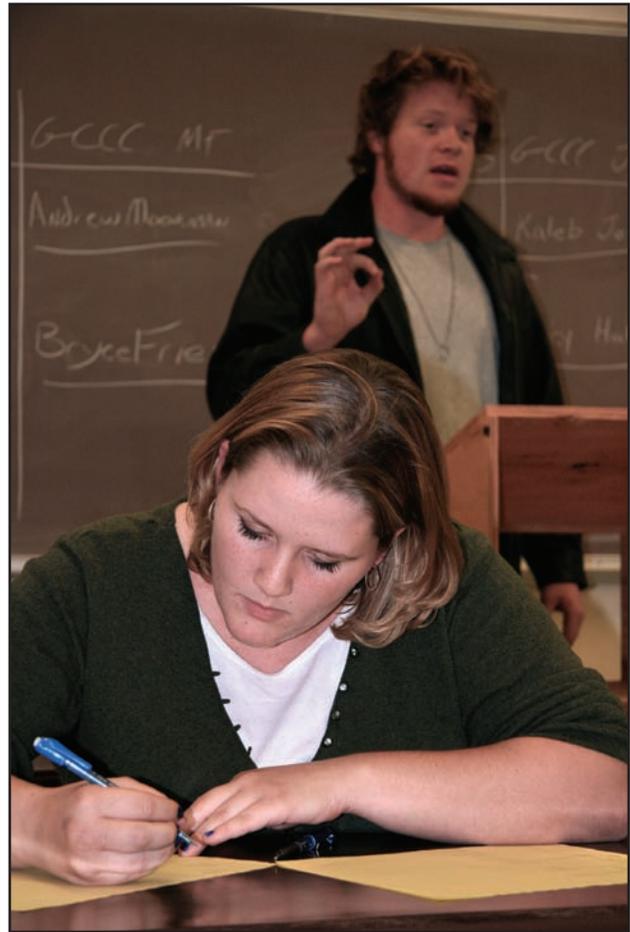
AMAM-101	Finance and Accounting for Non-financial Managers..	1
AMAM-102	First-Line Supervision .....	1
AMAM-103	A Manager's Guide to Human Behavior .....	1
AMAM-104	Communication Skills for Managers.....	1
AMAM-106	Managing Conflict.....	1
AMAM-107	How to Build High-Performance Teams .....	1
AMAM-108	Leadership Skills for Managers .....	1
AMAM-109	Business Writing Skills.....	1
AMAM-111	Taking Control with Time Management.....	1
AMAM-113	Getting More Done Through Delegation .....	1
AMAM-114	Fundamentals of Marketing .....	1
AMAM-115	Fundamentals of Human Resources .....	1
AMAM-117	Managing Customer Service .....	1
AMAM-118	How to Read & Interpret Financial Statements.....	1

## AMA ADMINISTRATIVE ASSISTANT CERTIFICATION

### 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).

AMAA-101	The Grammar and Proofreading Course.....	1
AMAA-102	How to Build Memory Skills.....	1
AMAA-103	Word Power: How to Build Your Vocabulary.....	1
AMAA-104	Fundamentals of Business Writing.....	1



## ACCOUNTING

### Accounting Basics ACCT-101    3 hours

Accounting Basics is a beginning accounting course that provides individuals with a basic knowledge of accounting terms, concepts, and procedures through the basic accounting cycle including the nature of business and accounting, analyzing transactions, the adjusting process, and completing the accounting cycle. Also covered is the use of cash in the business, current liabilities and payroll. This course can be a starting point for those individuals who may wish to pursue additional work in accounting or select accounting as a career choice. This course provides a practical background in accounting for individuals in other fields, such as clerical, secretarial, technology, sales, human resources, marketing and management. This class is offered every semester.

### Accounting I ACCT-102    3 hours

**Prerequisite:** Accounting Basics with grade of C or better, 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 Accounting Basics and examines the Balance Sheet accounts with particular emphasis on controlling the assets and liabilities of a business. Special journals, subsidiary ledgers, merchandising transactions, inventories, receivables, fixed assets, depreciation and disposal of assets are emphasized. 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 individuals transferring to a four-year institution. This class is offered every semester.

### Accounting II ACCT-103    3 hours

**Prerequisite:** Accounting I with grade of C or better or permission of instructor. 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. This class is offered every semester

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

**Prerequisite:** Accounting Basics with grade of C or better 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. This class is offered as needed.

**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 four 1-credit hour modules cover Adjusting Entries, Correction of Accounting Errors, Payroll, Depreciation, and Merchandise Inventory. This class is offered as needed.

**Managerial Accounting      ACCT-202      3 hours**

**Prerequisite:** Accounting II completed with grade of C or better, or permission of instructor. 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 following 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. This class is offered each spring.

## AMA CERTIFICATION IN MANAGEMENT

(All classes offered on an as needed basis.)

**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 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 I, express ideas in writing, understand and use body language, and evaluate listening habits.

**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 courses focuses on the skills needed every day.

**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 courses show 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 incorporating proven timesaving techniques.

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

This AMA course helps answer the questions of what, how, 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.

**Topics in AMA** **AMAM120** **1 hour**

This course will allow students to explore topics in the American Management Association curriculum that are new, specialized, or experimental. This will allow the student access to cutting edge trends and movements that need to be addressed in a timely manner.

**Fair, Square, and Legal** **AMAM121** **1 hour**

This course will allow students to develop an understanding of key aspects of employment law to manage safely and avoid legal liability. Students will obtain clear, step-by-step methods of documentation, compliance, and prevention for every business related action that can raise legal liability.

## BUSINESS ADMINISTRATION

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

This 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 keyboarding. 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 Mathematics** **BSAD-107** **3 hours**

This course emphasizes 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.

**Workplace Skills** **BSAD-115** **3 hours**

Workplace Skills will assist individuals with understanding the foundation of effective workplace relationships and help them meet employer expectations. Particular emphasis will be placed on attitude, personality, goal setting, life management, personal financial management, time management, stress management, organizational skills, ethics, politics, etiquette, dress, diversity, quality/customer service, accountability, workplace relationships, communication, teamwork, motivation, leadership, conflict, nego-

tiation, human resource management, networking and resumes, job search, interview techniques and changes in employment status. Upon completion of this course, participants will have an employer-ready resume, the tools necessary for a lucrative interview, and the skills required to be successful in today's workplace. This class is offered every semester.

**Legal Issues** **BSAD-116** **1-3 hours**

Legal Issues provides an opportunity to study the current issues regarding the legal aspect of business. Topics may include but are not limited to employment law, contract law, bankruptcy, administrative law, etc. Through the use of case studies and a brief overview of applicable laws, participants should be better prepared to identifying and respond to legal dilemmas before they become legal problems. This class is offered as needed.

**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.

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

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. Students should check with their advisor for transferability.

**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. Students should check with their advisor for transferability.

**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

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

**Prerequisite:** Consent of the Program Leader. 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 Program Leader. 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 students as they embark upon careers. In this course the student is exposed to the definition of Consumer Finance and why it is useful in the many aspects of everyday life. In addition students will study some techniques they can use in setting and obtaining their personal financial goals.

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

This American Institute of Banking (AIB) course centers on 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.

**e-Commerce** **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.

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

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

**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.

**Business Ethics** **BSAD-220** **3 hours**

This course is an overview of philosophical ethics with emphasis in business cases. The course will examine ethical theories and their proponents. The course will also apply ethics to business situations and examine how the theories are practiced when confronted with contemporary issues.

## BUSINESS SYSTEMS, NETWORKING AND TELECOMMUNICATIONS

**Program changes and updates are in progress. Please contact your advisor about up-to-date course offerings.**

**IT Essentials I: PC Hardware & Software (A+)** **BSNT-103** **6 hours**

**Prerequisite:** 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 before enrolling in this class. 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.

**Fundamentals of Wireless LAN** **BSNT-108** **3 hours**

This introductory course to Fundamentals of Wireless LANs focuses on the design, planning, implementation, operation and

troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and a design for best practices with particular emphasis on hands-on skills in numerous areas.

The hands-on assignments stress documentation, design, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively in group environments. This course will help prepare students for the Cisco Wireless LAN Support Specialist designation.

**Networking Basics** **BSNT-110** **3 hours**

**Prerequisites:** It is strongly recommended that a student complete A+ Hardware and Software and have good keyboarding and internet skills. 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.

**Routers and Routing Basics** **BSNT-111** **3 hours**

**Prerequisites:** Successful completion of BSNT 110. 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.

**Switching Basics and Intermediate Routing** **BSNT-112** **3 hours**

**Prerequisites:** Successful completion of BSNT 110 and BSNT 111. 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.

**WAN Technologies** **BSNT-113** **3 hours**

**Prerequisites:** Successful completion of BSNT 112. 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.

**Designing a Secure Microsoft Windows Network** **BSNT-150** **3 hours**

**Prerequisites:** BSNT154 (MCN2154), Implementing and Administering Windows 2003 Directory Services; or equivalent knowledge. This provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Microsoft® Windows® technologies. This course changes with the development of new software by Microsoft and may be repeated for each new software.

**Microsoft Windows Network & Operating System Essentials** **BSNT-151** **2 hours**

This course is to provide individuals who are new to Microsoft® Windows® operating system with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2003 networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2003. This course changes with the development of new software by Microsoft and may be repeated for each new software.

**Supporting a Network Infrastructure Using Microsoft Windows** **BSNT-153** **3 hours**

**Prerequisites:** Successful completion of BSNT-152 (MCN-2152), Supporting Windows 2003 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 MCN-2154: Implementing and Administering Microsoft Windows 2003 Directory Services. This course will help the student prepare for the following Microsoft Certified Professional Exam 20-216: Implementing and Administering a Microsoft Windows 2003 Network Infrastructure. This course changes with the development of new software by Microsoft and may be repeated for each new software.

**Implementing and Administering Microsoft Windows Directory Services** **BSNT-154** **3 hours**

**Prerequisites:** BSNT-151 (MCN-2151) Microsoft Windows 2003 Network and Operating System Essentials, or equivalent skills and knowledge; and BSNT-152 (MCN-2152), Implementing Microsoft Windows 2003 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 2003 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 2003 Directory Services Infrastructure. This course changes with the development of new software by Microsoft and may be repeated for each new software.

**Designing Microsoft Windows Network Services Infrastructure** **BSNT-157** **2 hours**

**Prerequisites:** BSNT153. This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applica-

tions. 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 2003 Network Infrastructure. This course changes with the development of new software by Microsoft and may be repeated for each new software.

**Supporting Microsoft Windows Professional BSNT-158 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 MCN-2153: Implementing a Network Infrastructure using Microsoft Windows 2000. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-210: Installing, Configuring, and Administering Microsoft Windows 2003 Professional. This course changes with the development of new software by Microsoft and may be repeated for each new software.

**Supporting Microsoft Windows Server BSNT-159 3 hours**

This course provides the skills and knowledge necessary to install and configure Windows Server to create file, print, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for course MCN-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 2003 Server. This course changes with the development of new software by Microsoft and may be repeated for each new software.

**Managing Microsoft Networks BSNT-160 3 hours**

**Prerequisites:** BSNT158, BSNT159. This course is designed to teach students how to administer, support, and troubleshoot information systems that incorporate Microsoft Windows 2003. This course will help the student prepare for Microsoft Certified Professional Exam 70-218. This course changes with the development of new software by Microsoft and may be repeated for each new software.

## COMPUTER SCIENCE

**Program changes and updates are in progress. Please contact your advisor about up-to-date course offerings.**

**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**

This course is an introductory class that assists students in learning about how computers work and about how the computer is used in our world. Topics range from what parts a computer is made of to how to write a computer program. Also addressed are topics such as how data are stored, how networks and the Internet work, how to secure a computer from malware, and ethical dilemmas that arise in modern computing. The class included detailed discussions of computer logic, data flow, number systems, and computer memory.

**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. This course may be taken concurrently with Introduction to Management Information Systems.

**Programming in Visual Basic CSCI-103 3 hours**

**Prerequisite:** Introduction to Programming or instructor permission. This course provides a thorough introduction to the use of Visual Basic 2008. The main goal of the course is to enable the student to utilize modern application design strategies to deliver completed applications to end users. The hands-on exercises are focused on solving commonly encountered programming problems. The course introduces the Visual Basic Integrated Development Environment (IDE) and its wealth of development tools and includes detailed coverage of the Visual Basic language. The course also includes an introduction to object-oriented programming techniques. Students will learn to build effective user interfaces using controls, forms, and other GUI components. Students also will learn the use of the debugging and testing tools available in Visual Studio. Database access is introduced also using Visual Basic's ADO.

**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**

**Prerequisite:** Introduction to Programming or instructor permission. This hands on C++ programming course provides an introduction to the most widely-used programming language in the world. The essential syntax of C++ is the main focus, as well as introducing data types, fundamental control structures, and an introduction to object-oriented programming. Topics covered also will include input/output commands, control statements, looping, subroutines, string processing, and arrays. Hands-on exercises will demonstrate key concepts and assure mastery by the student.

**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. Successful completion of this course will enable the student to continue studying the advanced features of the studied software. This course may be repeated for additional credits as software use changes.

**Advanced Computer Concepts and Applications CSCI-111 3 hours**

Advanced Computer Concepts and Applications will give the opportunity for the student to extend his/her basic knowledge of word processing (Word), spreadsheet (Excel), database (Access), and presentation software (PowerPoint). 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. Students will practice the skills developed in the course. This course may be repeated as application software is changed.

**Comprehensive Word Processing Concepts CSCI-112 3 hours**

**Prerequisite:** Keyboarding or demonstrable keyboarding skills. Comprehensive Word Processing Concepts provides students with an understanding and use of word processing software in a realistic business environment. Word processing applications enable students to type reports, letters, newsletters and brochures. Students will learn the basic skills necessary to use Word (version or software specific). They will design and create documents, tables, reports, desktop publishing, mail merge and insert images. This course may be used to prepare for the MOS Word Exam.

**Comprehensive Spreadsheet Concepts CSCI-113 3 hours**

**Prerequisite:** Keyboarding or demonstrable keyboarding skills. Comprehensive Spreadsheet Concepts provides student with an understanding and use of spreadsheet software in a realistic business environment. Spreadsheet applications enable students to organize, analyze and manage data. Students will learn the basic skills necessary to use Excel (version or software specific). They will design and create spreadsheets, tables, formulas, functions, and charts. This course may be used to prepare for the MOS Excel Exam.

**MOS (Microsoft Office Specialist) Word Proficient(version specific) CSCI-116 2 hours**

**Prerequisites:** Windows 98, 2000 or XP (2003); Introduction or Transition, or equivalent knowledge. Word is a Microsoft word processing application that enables students to type reports, letters, newsletters and brochures. Students will learn the basic skills necessary to use Word (version specific) Proficient. 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.

**MOS (Microsoft Office Specialist) Excel Proficient (version specific) CSCI-117 2 hours**

**Prerequisites:** Windows 98, 2000 or XP (2003); Introduction or Transition, or equivalent knowledge. 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.

**MOS (Microsoft Office Specialist) Access Proficient (version specific) CSCI-118 2 hour**

**Prerequisites:** Windows 98, 2000 or XP (2003); Introduction or Transition, or equivalent knowledge. Access is a Microsoft database application that enables students to organize and manage database information as well as create their 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.

**MOS (Microsoft Office Specialist) PowerPoint Proficient (version specific) CSCI-119 1 hour**

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

**Networking Essentials CSCI 150 3 hour**

**Prerequisites:** None. Learn to install, configure, manage, and troubleshoot basic networks of any size and prepare for an entry-level networking career in the IT industry. Students learn the foundations of network design and management, focusing on the media, topologies, protocols, and standards upon which modern networks are built. This class prepares students to pass the COMPTia Network+ industry exam and provides a foundation for more advanced courses in Microsoft and Linux client/server networking.

**Microcomputer Applications I CSCI-210 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. Students may retake this course for additional credit as the software version changes.

**Microcomputer Applications II**      **CSCI-211**      **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. Students may retake this course for additional credit as the software version changes.

**Web Page Design**      **CSCI-276**      **3 hours**

Web Page Design is a class that teaches the basic language of the web: HTML. This class won't scare you with hype or jargon; I will try to get you to slow down, take a deep breath, and think for yourself. You'll learn design principles as well as tricks of the trade, ranging from interactive design to typography so that you can develop your own Web site or better understand and communicate with the people who are doing that work for you. More importantly, this class will give you a broad framework that will help you understand the Big Picture of Web Design. After taking this class, you will have a strong foundation from which to develop your own ideas and practices.

**Advanced Web Page Design**      **CSCI-280**      **3 hours**

**Prerequisite:** CSCI-276 or instructor permission. This course will cover the commands and techniques required to create, revise, and enhance Web pages using Adobe Dreamweaver. Topics to be covered will include basic text layout, viewing and identifying basic HTML tags, creating a site map, formatting a Web page, applying background color, inserting images and sounds, creating ordered and unordered lists, inserting files, creating links on Web pages, tracing images, layers, converting layers to tables, custom tables, cascading style sheets, templates and libraries, and publishing a Web site.

## MANAGEMENT/MARKETING

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

**Prerequisite:** Consent of Program Leader. 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. This course is repeatable up to four times for a total of 12 hours credit.

**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 College DECA and SIFE, competitive preparation, on-the-job problems, current business practices, and career planning. This class is repeatable up to four times.





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# DIVISION

# HUMANITIES & FINE ARTS

- Art
- English
- English as a Second Language
- History
- Humanities
- Languages
- Literature
- Mass Communications
- Music
- Personal & Career Development
- Philosophy
- Public Speaking
- Reading
- Theater Arts



Humanities & Fine Arts involve those fundamental courses which help 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.



## ART CONCENTRATION

<b>Semester 1</b>		<b>16 hours</b>	<b>Semester 3</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3	BIOL-105	Principles of Biology.....	5
MATH-108	College Algebra.....	3	PSYC-101	General Psychology.....	3
ARTS-101	Drawing I.....	3	ARTS-107	Oil Painting I.....	3
ARTS-124	Design I.....	3	ARTS-112	Advanced Ceramics.....	3
PCDE-101	College Skills.....	3	HPER-120	Physical Fitness II: Super Circuit.....	1
HPER-119	Physical Fitness I: Super Circuit.....	1	ARTS-121	History of World Art.....	3

<b>Semester 2</b>		<b>15 hours</b>	<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3	LITR-210	Introduction to Literature.....	3
SPCH-111	Public Speaking I.....	3	ARTS-129	Three Dimensional Design.....	3
HIST-101	Survey of Civilization I.....	3	SOCI-102	Introduction to Sociology.....	3
ARTS-111	Ceramics I.....	3	POLS-105	American Government.....	3
ARTS-102	Drawing II.....	3	ARTS-108	Oil Painting II.....	3
DRAM-150	Introduction to Theatre.....	3			



## DRAMA

### 38 hours of General Education

The drama program serves two principal functions: for non-drama majors it expands the theatrical background, both performance and technical, through participation in public productions and elective courses; for drama majors it provides a solid academic and performance foundation upon which to pursue drama as a career. The suggested program that follows is meant to complete A.A. requirements at GCCC, and to satisfy the needs of students wishing to transfer as drama or drama education majors to a four-year university. Students should check with their advisors to ensure transferability of electives and to develop a schedule designed to meet their specific needs.

<b>Semester 1</b>		<b>16 hours</b>	<b>Semester 1</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PCDE-101	College Skills.....	1		Physical Education Requirement.....	1
ENGL-101	English I.....	3		Humanities Requirement.....	3
	Social Science Requirement.....	3	DRAM-246	Technical Theatre III.....	1
DRAM-144	Technical Theatre I.....	1	DRAM-143	*Fundamentals of Stage Lighting.....	3
DRAM-141	* Stagecraft I.....	3	PSYC-101	General Psychology.....	3
DRAM-150	Introduction to Theatre.....	3	HUMA-202	National Humanities Studies (Broadway).....	3
	Drama or Other Elective.....	2		Drama or Other Elective.....	3

<b>Semester 1</b>		<b>15-17 hours</b>	<b>Semester 1</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-I 08	College Algebra.....	3		Science Requirement.....	5
ENGL-102	English II.....	3	SPCH-III	Public Speaking I.....	3
DRAM-145	Technical Theatre II.....	1		Humanities Requirement.....	3
DRAM-210	* Play Production.....	3		Physical Education Requirement.....	1
DRAM-146	*Theatre Performance I.....	1-3	DRAM-142	*Stagecraft II.....	3
	Social Science Requirement.....	3	DRAM-247	Technical Theatre IV.....	1
	Drama or Other Elective.....	1			

\*DRAM classes with an asterisk may be offered in an interchangeable order. Check with instructor for enrollment information.



# LIBERAL ARTS

## 38 hours of General Education

The suggested program that follows should satisfy many of the Humanities 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.

<b>Semester 1</b>		<b>17 hours</b>
<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	Intro to Philosophy.....	3
PCDE-101	College Skills.....	1
HPER-119	Physical Fitness I: Aerobic Super Circuit.....	1

<b>Semester 3</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-105	Principles of Biology.....	5
LITR-253	World Lit & the Human Experience.....	3
PHIL-102	Elementary Ethics.....	3
ARTS-120	Art Appreciation.....	3
	Humanities Requirement.....	3

<b>Semester 2</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
MATH-108	College Algebra.....	3
LITR-210	Intro to Literature.....	3
MUSC-108	Music Hist & Apprec.....	3
SOCI-102	Intro to Sociology.....	3
HPER-120	Physical Fitness II: Aerobic Super Circuit.....	1

<b>Semester 4</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
SPCH-113	Interpersonal Comm.....	3
HIST-102	Survey of Civilization II.....	3
HIST-103	Am History to 1865 or	
HIST-104	Am History Since 1865.....	3
	Social Science Requirement.....	3
DRAM-150	Introduction to Theatre.....	3



# MASS COMMUNICATIONS - NEWSPAPER

<b>Semester 1</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL101	English I.....	3
SPCH111	Public Speaking.....	3
MATH	(per compass placement).....	3-4
HPER119	Super Circuit I.....	1
PCDE101	College Skills (1st 8 weeks).....	1
JRNL111 or 113	Magazine I OR Newspaper I.....	1
JRNL115	Reporting I.....	3
ARTS128	Commercial Design.....	3

<b>Semester 3</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
...	Lab Science.....	5
POLS104/105	Intro to Pol Sci OR American Govt.....	3
...	Humanities requirement.....	3
JRNL201 or 203	Magazine III OR Newspaper III.....	1
JRNL122	Photojournalism.....	3

<b>Semester 2</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL102	English II.....	3
PSYC101	General Psychology.....	3
ARTS120 or 121	Art Appreciation OR History of World Art.....	3
HPER120	Super Circuit II.....	1
JRNL112 or 114	Magazine II OR Newspaper II.....	1
JRNL110	Media in a Free Society.....	3
JRNL117	News Editing.....	3
PHOT120	Photo I or above.....	3

<b>Semester 4</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
...	Social Science requirement.....	3
...	Humanities requirement.....	3
JRNL202 or 204	Magazine IV OR Newspaper IV.....	1
BSAD120	Advertising.....	3
CSCI276	Web Page Design.....	3

## COURSE PLAN FOR GC3 STUDENT MEDIA STAFF MEMBERS

Students on a Media Grant-in-ad must enroll in Magazine or Newspaper lab plus a minimum of 3 credits per semester as prescribed by the adviser. Students must also enroll in a minimum of 16 hours per semester.

<b>Semester 1</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
JRNL111 OR 113	Magazine I OR Newspaper I.....	1
JRNL115	Reporting I.....	3
ARTS128	Commercial Design.....	3

<b>Semester 3</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
JRNL201 OR 203	Magazine III OR Newspaper III.....	1
JRNL122	Photojournalism.....	3
ARTS128	Commercial Design.....	3

<b>Semester 2</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
JRNL112 OR 114	Magazine II OR Newspaper II.....	1
JRNL110	Media in a Free Society.....	3
JRNL117	News Editing.....	3
PHOT120	Photo I or above.....	3

<b>Semester 4</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
JRNL202 OR 204	Magazine IV OR Newspaper IV.....	1
BSAD120	Advertising.....	3
CSCI276	Web Page Design.....	3



**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.

**Ceramics\*** **ARTS-111** **3 hours**

This course is designed to help students discover potential for good design as applied to pottery and sculptural forms making use of various methods of building and forming objects from clay. The complete process from mixing clays to firing and glazing is covered.

**Advanced Ceramics\*** **ARTS-112** **3 hours**

**Prerequisite:** Ceramics. Advanced work on the potter's wheel combined with hand-built forms comprise this class. Consideration is given to the use of glaze calculations.

**Art Appreciation** **ARTS-120** **3 hours**

This is a general course designed to acquaint the student with the values and fundamentals of the visual arts. Emphasis is given to the principles and elements of design, color, composition and the importance of developing discriminating judgment and appreciation.

**History of World Art** **ARTS-121** **3 hours**

This course surveys creative expression from earliest man through contemporary modes of expression.

**Design\*** **ARTS-124** **3 hours**

This course provides an introduction to the visual elements and the principles of design as they apply to two-dimensional art work. Instruction will include lecture, critique and specific studio projects.

**Layout and Design\*** **ARTS-127** **3 hours**

**Prerequisite:** Design. This is a study in the fundamentals of design for graphic communications. The scope of the course includes the use of art and color printing.

**Commercial Design\*** **ARTS-128** **3 hours**

This course will provide opportunities for the student to gain working knowledge of the desktop publishing through graphic computer programs and to study their applications to the publishing industry.

**Three Dimensional Design\*** **ARTS-129** **3 hours**

This course includes the analysis of materials, resources and elements to accomplish a design solution necessary for three-dimensional projects.

**Colored Pencils (Prismacolor)** **ARTS-131** **3 hours**

This course includes a study of various drawing techniques. Colored pencils are studied as the primary medium.

**Acrylics** **ARTS-132** **3 hours**

This course includes a study of the principles of painting techniques using acrylics as the primary medium.

**Oils and/or Oil Stains** **ARTS-133** **3 hours**

This course includes a study of the principles of painting techniques. Oils and/or oil stains are studied as the primary medium.

**Mixed Media** **ARTS-135** **3 hours**

The student is introduced to various mixed media methods and techniques that relate to both drawing and painting problems.

**Projects\*** **ARTS-201** **3 hours**

**Prerequisite:** Permission of the instructor. Projects is designed for advanced study of courses in Art. It affords the opportunity for the student to achieve further skills and training in techniques already studied.

**Pastels I** **ARTS-215** **3 hours**

This course includes a study of the principles of drawing and painting techniques. Pastels are studied as the primary medium.

## 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 Reading Improvement I.

**Basic English** **ENGL-090** **3 hours**

**Prerequisite:** Placement is based upon the results of the ACT Test or the COMPASS Test and other diagnostic exams.

This course introduces students to writing. The main objective of this class is to teach students the basic parts of an essay. This course will concentrate on how to write complete sentences, use them to make paragraphs, and learn the basic grammar of standard written English.

Students must receive a grade of "C" or higher in the course in order to enroll in Intermediate English. Students may advance to English 101 dependent upon instructor and English Department recommendation. Students may retake the ASSET test to earn a score of 61 or higher to qualify for Eng101. (This course does not meet degree requirements.)

**Intermediate English** **ENGL-091** **3 hours**

**Prerequisite:** Placement is based upon the results of the ACT Test or the COMPASS Test and other diagnostic exams. Some students may choose to take Intermediate as a refresher course before entering English 101.

This course is the study of fundamentals of the composition process, sentence structure, basic grammar and editing techniques and is designed to prepare students for English I. Students must pass an in-class essay in order to receive a grade for the course. A grade of C or higher is necessary in order to 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.

**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-1061** **1 hours**  
**ENGL-1062** **2 hours**  
**ENGL-1063** **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**  
**All Levels** **LANG 205** **3 hours**

**Prerequisite:** A score of 50-89 on the Michigan Placement Exam or permission of the instructor is required. 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 used in textbooks and by instructors during lectures. 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.

**Intermediate Reading in English as a Second Language**  
**Level 5** **LANG 220** **3 hours**

**Prerequisite:** A score of 50-89 on the Michigan Placement Exam or permission of the instructor is required. This ESL course is designed to help intermediate and high-intermediate students develop their knowledge of text structures, reading strategies, and vocabulary to better learn, understand, and remember English language texts. Students will have the opportunity to practice their reading skills with excerpts from authentic college texts.

**Intermediate Speaking and Listening in English as a Second Language**  
**Level 5** **LANG 221** **3 hours**

**Prerequisite:** A score of 50-69 on the Michigan Placement Exam or permission of the instructor is required. This ESL course is designed to help intermediate students improve their comprehensibility as speakers and their comprehension as listeners. This course focuses on many of the elements of clear speech, such as the pronunciation of difficult sounds as well as sentence and question intonation. We also focus on developing an understanding of how English is spoken in order 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.

**Intermediate Writing in English as a Second Language**  
**Level 5** **LANG 222** **3 hours**

**Prerequisite:** A score of 50-69 on the Michigan Placement Exam or permission of the instructor is required. This ESL course is designed to help intermediate students improve their academic writing

skills through practice. 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.

**Intermediate Grammar in English as a Second Language**  
**Level 5** **LANG 223** **3 hours**

**Prerequisite:** A score of 50-95 on the Michigan Placement Exam or permission of the instructor is required. This ESL course is designed to help intermediate students improve their knowledge and use of English grammar and to increase their comprehension, comprehensibility, and writing skills. This intermediate course will focus on the form, meaning, and use of all of the verb tenses. Students will have many opportunities to practice each grammatical form.

**High-Intermediate Speaking & Listening in English as a Second Language**  
**Level 6** **LANG 231** **3 hours**

**Prerequisite:** A score of 70-89 on the Michigan Placement Exam, successful completion of Lang 221, or permission of the instructor is required. This ESL course is designed to help high-intermediate students further improve their comprehensibility as speakers and their comprehension as listeners. This course focuses 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. Students will develop 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.

**High-Intermediate Writing in English as a Second Language**  
**Level 6** **LANG 232** **3 hours**

**Prerequisite:** A score of 70-89 on the Michigan Placement Exam, successful completion of Lang 222, or permission of the instructor is required. This ESL course is designed to help high-intermediate students improve their academic writing skills through practice. This course will review paragraphs before beginning the study and practice of writing 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.

**High-Intermediate Grammar in English as a Second Language**  
**Level 6** **LANG 233** **3 hours**

**Prerequisite:** A score of 70-95 on the Michigan Placement Exam, successful completion of Lang 223, or permission of the instructor is required. This ESL course is designed to help high-intermediate students improve their knowledge and use of English grammar and to increase their comprehension, comprehensibility, and writing skills. Students will learn the form, meaning, and use of comparatives; count and non-count nouns, quantity expressions, and articles; adjective, noun, and adverb clauses; gerunds and infinitives; and modals.

**Advanced Writing in English as a Second Language****Level 7 LANG 242 3 hours**

**Prerequisite:** A score of 90 or above on the Michigan Placement exam, successful completion of Lang 232, or permission of the instructor is required. This ESL course is designed to help advanced students gain confidence and competence in their academic writing skills. This course includes the study of academic writing conventions, subjective and objective essays, essay exams, letter writing, research papers, punctuation, formality, grammar, vocabulary, and revision and editing techniques. This course is designed to help prepare students for further writing courses and participation in other college coursework.

**HISTORY****Survey of Civilization I HIST-101 3 hours**

This course covers the human experience from the dawn of history in Mesopotamia, through the ancient civilizations of the Egyptians, Hebrews, Greeks and Romans, to the Middle Ages, the Renaissance, and Reformation, and ending with the rise of nation states and the age of exploration and discovery. It aids in understanding the forces that have shaped the present-day world.

**Survey of Civilization II HIST-102 3 hours**

This course begins with the scientific revolution and the Age of Enlightenment and continues to the late twentieth century. It covers the Old Regime and International Balance, the Industrial Revolution, the age of world wars, the Cold War and political polarization, to the age of information. This course aids in understanding the forces which have shaped this world of international politics, economics, and culture. It is suggested, but not required, that the student complete Survey of Civilization I before taking Survey of Civilization II.

**American History to 1865 HIST-103 3 hours**

This course covers the American experience from the colonial era through the Civil War. It is comprehensive in nature, covering the political, economic, social, and cultural history of those groups who have come together to make this nation.

**American History Since 1865 HIST-104 3 hours**

This course covers American history from the closing shots of the Civil War to the late twenty-first century. The subjects covered include Reconstruction, the "wild west," the Gilded Age, the Progressive era, World War I, the Great Depression, World War II, the Cold War, the Vietnam era, to the present-day. It is suggested, but not required, that the student complete American History to 1865 before taking American History Since 1865.

**History of Kansas HIST-110 3 hours**

This course presents an overview of Kansas from its earliest written record to the present. Kansas topography, American Indian cultures, immigrant peoples, Kansas politics, and agricultural development are given special emphasis. No prerequisite, but American History to 1865 and American History Since 1865 are helpful.

**Special Topics In History HIST-114 1-3 hours**

This course is designed to provide a learning opportunity for specialized topic areas. Past offerings have included The West,

The Civil War, the Vietnam War, and Biblical Archeology. Course offerings under the Special Topics heading are dependent on student interest and availability of qualified staff.

**HUMANITIES****Introduction to Women's Studies HUMA-150 3 hours**

This course aims to introduce students to the field of Women's Studies. The class will examine the study of women's roles in society, women's experiences, and women's activism from a wide variety of perspectives. Through readings and discussions, students will broaden their understanding and appreciation of gender issues and how they impact women's and men's lives across race, class, ethnicity and religion.

**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. Course credit must be prearranged with the Dean of Learning Services.

**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. The amount of credit must be determined by the Dean of Learning Services in cooperation with the instructor. Enrollment for all segments is by special arrangement only.

**LANGUAGES**

It is recommended that students with one year or less of a foreign language in high school take an elementary course in foreign language. Those students who intend to continue studies of which foreign language will be required at a four-year college should consult their advisor. Foreign language requirements may vary considerably in different colleges.

**Conversational French LANG-100 2 hours**

This is a limited objective course to develop understandable pronunciation and a vocabulary for travel by oral practice. Reading, writing, and grammar are given minimum attention.

**Conversational German LANG-110 2 hours**

This is a limited objective course to develop an understandable pronunciation and a vocabulary for travel by oral practice. Reading, writing, and grammar are given minimum attention.

**Introduction to Conversational Spanish I LANG-130 2 hours**

This is a limited objective course to develop a basic structure, an understandable pronunciation and a vocabulary for travel by oral practice. Reading, writing, and grammar are given minimum attention. No credit is given if the course is followed by Elementary Spanish I.

**Introduction to Conversational Spanish II LANG-131 2 hours**

**Prerequisite:** Introduction to Conversational Spanish I or equivalent skill. This course is a continuation of structure, pronunciation practice, and vocabulary study.



<b>Newspaper Publications I</b>	<b>JRNL-113</b>	<b>1 hour</b>
<b>Newspaper Publications II</b>	<b>JRNL-114</b>	<b>1 hour</b>
<b>Newspaper Publications III</b>	<b>JRNL-203</b>	<b>1 hour</b>
<b>Newspaper Publications IV</b>	<b>JRNL-204</b>	<b>1 hour</b>

**Prerequisite:** At least one semester of high school journalism or permission of the instructor. Newspaper Publications may be taken four semesters. Practical work is offered in layout, design, writing, editing, advertising, business practice, and photography on Silhouette, the student newspaper.

<b>Reporting I</b>	<b>JRNL-115</b>	<b>3 hours</b>
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**Prerequisite:** English I or consent of the instructor. This course is designed to provide students with first-hand experience in news gathering 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.

<b>News Editing</b>	<b>JRNL-117</b>	<b>3 hours</b>
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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. Students also learn to catch and correct mistakes in grammar.

<b>Photojournalism</b>	<b>JRNL-122</b>	<b>3 hours</b>
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**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.

<b>Field Study in Mass Communication</b>	<b>JRNL-205</b>	<b>1-3 hours</b>
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This course provides supervised experience in a field setting implementing theory and skill in mass communications and providing the student with an opportunity to be involved in the every day setting of mass communication.

<b>Photography I</b>	<b>PHOT-120</b>	<b>3 hours</b>
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An overview of digital photography and how it works. Among the topics covered will be the features of digital cameras, managing and editing digital images, and making the transition from analog to digital.

<b>Photography II</b>	<b>PHOT-121</b>	<b>3 hours</b>
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A study of camera, composition, lighting, flash and the principles of photography as it relates to storytelling. Students will incorporate digital images and photo editing software as a way of expressing and communicating ideas through photography. Building a portfolio is included.

## MUSIC

### Applied Music

Applied Music is a private vocal or instrumental study open to all students. The course constitutes one thirty minute lesson per week. Students should contact the instructor within the first week of classes for scheduling.

<b>Voice I</b>	<b>MUSC-100</b>	<b>1 hour</b>
<b>Voice II</b>	<b>MUSC-101</b>	<b>1 hour</b>
<b>Voice III</b>	<b>MUSC-201</b>	<b>1 hour</b>

<b>Voice IV</b>	<b>MUSC-202</b>	<b>1 hour</b>
<b>Instrument I</b>	<b>MUSC-102</b>	<b>1 hour</b>
<b>Instrument II</b>	<b>MUSC-103</b>	<b>1 hour</b>
<b>Instrument III</b>	<b>MUSC-203</b>	<b>1 hour</b>
<b>Instrument IV</b>	<b>MUSC-204</b>	<b>1 hour</b>
<b>Keyboard Instruments I</b>	<b>MUSC-104</b>	<b>1 hour</b>
<b>Keyboard Instruments II</b>	<b>MUSC-105</b>	<b>1 hour</b>
<b>Keyboard Instruments III</b>	<b>MUSC-205</b>	<b>1 hour</b>
<b>Keyboard Instruments IV</b>	<b>MUSC-206</b>	<b>1 hour</b>

### Applied Music

Applied Music is a private vocal or instrumental study open to music majors only. The course constitutes one thirty minute lesson per week. Music majors are required to enroll in one section each semester in their principal performing medium.

<b>Voice I</b>	<b>MUSC-1001</b>	<b>1 hour</b>
<b>Voice II</b>	<b>MUSC-1011</b>	<b>1 hour</b>
<b>Voice III</b>	<b>MUSC-2011</b>	<b>1 hour</b>
<b>Voice IV</b>	<b>MUSC-2021</b>	<b>1 hour</b>
<b>Instrument I</b>	<b>MUSC-1021</b>	<b>1 hour</b>
<b>Instrument II</b>	<b>MUSC-1031</b>	<b>1 hour</b>
<b>Instrument III</b>	<b>MUSC-2031</b>	<b>1 hour</b>
<b>Instrument IV</b>	<b>MUSC-2041</b>	<b>1 hour</b>
<b>Keyboard Instruments I</b>	<b>MUSC-1041</b>	<b>1 hour</b>
<b>Keyboard Instruments II</b>	<b>MUSC-1051</b>	<b>1 hour</b>
<b>Keyboard Instruments III</b>	<b>MUSC-2051</b>	<b>1 hour</b>
<b>Keyboard Instruments IV</b>	<b>MUSC-2061</b>	<b>1 hour</b>

<b>Today's Music</b>	<b>MUSC-106</b>	<b>3 hours</b>
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Today's Music is a survey of Popular 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.

<b>Music History and Appreciation</b>	<b>MUSC-108</b>	<b>3 hours</b>
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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.

<b>Class Piano I</b>	<b>MUSC-111</b>	<b>1 hour</b>
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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.

<b>Class Piano II</b>	<b>MUSC-112</b>	<b>1 hour</b>
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This course is a continuation of Class Piano I.

<b>Concert Band I</b>	<b>MUSC-120</b>	<b>1 hour</b>
<b>Concert Band II</b>	<b>MUSC-121</b>	<b>1 hour</b>
<b>Concert Band III</b>	<b>MUSC-210</b>	<b>1 hour</b>
<b>Concert Band IV</b>	<b>MUSC-211</b>	<b>1 hour</b>

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.

<b>Choir I</b>	<b>MUSC-130</b>	<b>1 hour</b>
<b>Choir II</b>	<b>MUSC-131</b>	<b>1 hour</b>
<b>Choir III</b>	<b>MUSC-212</b>	<b>1 hour</b>
<b>Choir IV</b>	<b>MUSC-213</b>	<b>1 hour</b>

Choir is a performance course with a focus on traditional and contemporary choral literature. Concert Choir is open to all members of the student body and performs 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.

<b>Vocal Ensemble I</b>	<b>MUSC-132</b>	<b>1 hour</b>
<b>Vocal Ensemble II</b>	<b>MUSC-133</b>	<b>1 hour</b>
<b>Vocal Ensemble III</b>	<b>MUSC-214</b>	<b>1 hour</b>
<b>Vocal Ensemble IV</b>	<b>MUSC-215</b>	<b>1 hour</b>

<b>Jazz Ensemble I</b>	<b>MUSC-124</b>	<b>1 hour</b>
<b>Jazz Ensemble II</b>	<b>MUSC-125</b>	<b>1 hour</b>
<b>Jazz Ensemble III</b>	<b>MUSC-218</b>	<b>1 hour</b>
<b>Jazz Ensemble IV</b>	<b>MUSC-219</b>	<b>1 hour</b>

<b>Community Chorus</b>	<b>MUSC-134</b>	<b>1 hour</b>
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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.

<b>Theory of Music I</b>	<b>MUSC-150</b>	<b>3 hours</b>
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This is a basic course in the structure of music which relates to the rhythmic, melodic, and harmonic elements of music.

<b>Theory of Music II</b>	<b>MUSC-151</b>	<b>3 hours</b>
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**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.

<b>Aural Skills I</b>	<b>MUSC-152</b>	<b>2 hours</b>
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This is a rhythmic, melodic, and harmonic study which includes dictation and elementary sight singing. It is intended to develop listening skills.

<b>Aural Skills II</b>	<b>MUSC-153</b>	<b>2 hours</b>
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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.

<b>Theory of Music III</b>	<b>MUSC-250</b>	<b>3 hours</b>
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**Prerequisite:** Theory of Music II or permission of the instructor. The major thrust is toward facility in employing more advanced harmonic concepts.

<b>Theory of Music IV</b>	<b>MUSC-251</b>	<b>3 hours</b>
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**Prerequisite:** Theory of Music III or permission of the instructor. Course emphasis is on advanced harmonic concepts and original composition.

<b>Aural Skills III</b>	<b>MUSC-252</b>	<b>2 hours</b>
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This is the third course in the sequence intended to provide ear training involving chromatic, melodic, and harmonic materials.

<b>Aural Skills IV</b>	<b>MUSC-253</b>	<b>2 hours</b>
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This fourth course in the sequence provides ear training involving advanced chromatic, harmony, and contemporary materials.

<b>Class Piano III</b>	<b>MUSC-254</b>	<b>1 hour</b>
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This is the third semester of a four-semester sequence designed to develop keyboard and musicianship skills, including fundamental technique, scale playing, sight reading, harmonization, transposition, ensemble playing, accompaniment, and piano repertoire. The course is intended to assist students in passing piano proficiency exams required to complete a Bachelor's degree in music. The general goal is the development of keyboard skills that will adequately prepare each student to utilize the piano as a functional teaching instrument in the classroom.

<b>Class Piano IV</b>	<b>MUSC-255</b>	<b>1 hour</b>
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This is the fourth semester of a four-semester sequence designed to develop keyboard and musicianship skills, including fundamental technique, scale playing, sight reading, harmonization, transposition, ensemble playing, accompaniment, and piano repertoire. The course is intended to assist students in passing piano proficiency exams required to complete a Bachelor's degree in music. The general goal is the development of keyboard skills that will adequately prepare each student to utilize the piano as a functional teaching instrument in the classroom.

## PERSONAL AND CAREER DEVELOPMENT

<b>College Skills Development</b>	<b>PCDE-101</b>	<b>1 hours</b>
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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 planning, test-taking, communication skills, study techniques, question-asking 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 since their high school graduation.*

<b>Career Orientation</b>	<b>PCDE-103</b>	<b>3 hours</b>
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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.

<b>Career Problems &amp; Crises</b>	<b>PCDE-105</b>	<b>2 hours</b>
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This course presents overview of problems and crises in a career including communication, work behavior, priorities, money management, divorce, stress, time management, alcoholism, health, authority and leadership.

<b>Assertiveness Training</b>	<b>PCDE-107</b>	<b>1 hour</b>
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This course assists supervisory personnel with development of a positive, assertive manner to more effectively handle supervisory responsibilities.

<b>Lead Challenge</b>	<b>PCDE-108</b>	<b>1 hour</b>
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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 and 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.

## 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.

## PUBLIC SPEAKING

### **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.

### **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.

### **Forensics Practicum I** **SPCH-141** **1 hour**

### **Forensics Practicum II** **SPCH-142** **1 hour**

### **Forensics Practicum III** **SPCH-243** **1 hour**

### **Forensics Practicum IV** **SPCH-244** **1 hour**

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.

## READING

### **Reading Improvement I** **READ-092** **3 hours**

**Prerequisite:** Grade Level Equivalency of 4 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. 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. This course does not meet degree requirements.

### **College Reading** **READ-093** **3 hours**

**Prerequisite:** Grade Level Equivalency of 7.0 or better determined by a standardized test. 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. This class does not meet degree requirements.

# THEATRE ARTS

**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. Students will also learn to develop a theatre resume. Acting I is a lecture/lab course with activities included and is a requirement of the core curriculum.

**Acting II** **DRAM-112**    **3 hours**

**Prerequisites:** Acting I or permission of the instructor. The course includes the study of various acting styles, motivation, script scene analysis and ensemble playing.

**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.

**Stagecraft I** **DRAM-141**    **3 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.

**Stagecraft II** **DRAM-142**    **3 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**    **3 hours**

The theory and design of stage lighting and the mechanics of instrument usage and control systems are covered. An individual design project is required and experience in lighting a production is available.

**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 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.

**Theatre Performance I** **DRAM-146**    **1 hour**

**Theatre Performance II** **DRAM-147**    **1 hour**

**Theatre Performance II** **DRAM-248**    **1 hour**

**Theatre Performance II** **DRAM-249**    **1 hour**

**Prerequisite:** Enrollment is by audition or permission of the instructor. This course emphasizes the principles and techniques of theatre production as they are applied to the rehearsal and performance of a selected play. It is designed for students participating in theatre productions of the College, either as a performer or as a technical crew member. Attendance and appropriate company discipline at scheduled rehearsals is mandatory. Coursework arrangements are made individually with the theatre director.

**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 a requirement of the core curriculum.

**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.

**Play Production** **DRAM-210**    **3 hours**

This is a theatre major course that provides experience and training in a variety of aspects concerned with play production. Students will work specifically with the planning and stage management portions of production.

**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 and offers the opportunity to learn both technical or performance responsibilities.





DIVISION  
HEALTH  
PHYSICAL EDUCATION  
& RECREATION

- **Aerobic Super Circuit**
- **Activity Courses**
- **Athletic Courses**
- **Core Courses**



Health, Physical Education and Recreation courses are designed to meet a broad spectrum of student needs, ranging from general overall wellness to lifetime fitness to degree transfer programs.

# HEALTH, PHYSICAL EDUCATION & RECREATION

It is recommended that any student pursuing a degree in Health, Physical Education, Recreation or other health related field such as Athletic Training meet the requirements for the Associate in Science degree. While other associate degrees are possible the Associate in Science degree best aligns with future degree requirements. It is highly recommended for a student to work closely with an advisor to plan and achieve academic goals while at GCCC. Any student entering the field of Athletic Training and/or Physical Therapy should be aware of additional requirements to complete these fields of study.

The following courses are strongly suggested in each area of concentration.

## AS DEGREE ATHLETIC TRAINING

HPER-106	Health Education
HPER-109	First Aid
HPER-211	Care and Prevention of Athletic Injuries
HPER-212	Athletic Training Practicum
HPER-291	History and Principles of Physical Education
BIOL-211	Anatomy and Physiology I
BIOL-212	Anatomy and Physiology II
HMEC-115	Basic Nutrition

## AS DEGREE HEALTH

HPER-106	Health Education
HPER-291	History and Principles of Physical Education
HPER-109	First Aid
BIOL-211	Anatomy and Physiology I
BIOL-212	Anatomy and Physiology II
HMEC-115	Basic Nutrition

## AS DEGREE RECREATION

HPER-106	Health Education
HPER-201	Introduction to Community Recreation
HPER-202	Outdoor Recreation
HPER-291	History and Principles of Physical Education



## 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 body fat, strength, pulse, and blood pressure. Each class is an open lab, which can be attended anytime during "open" hours. A physical and/or medical release 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 adult. Three hours per week are required with one hour of lecture and two hours of lifetime activity.

## ACTIVITY COURSES

Activity courses will meet the requirements for physical education requirements of any degree offered at GCCC. **All courses require two contact hours per week except where noted.**

### 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.

### Intermediate Tennis HPER-115 1 hour

**Prerequisite:** Beginning Tennis or demonstrated proficiency. This course consists of improving the four fundamental strokes plus learning advanced skills and techniques.

### Advanced Tennis HPER-116 1 hour

**Prerequisite:** Intermediate tennis or demonstrated 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.

**Paddleball and Badminton** **HPER-123** **1 hour**

This course includes skill techniques, rules knowledge, strategy, and terminology of paddleball and badminton.

**Racquetball I** **HPER-124** **1 hour**

This course includes skill techniques, rules knowledge, strategy, and terminology of racquetball.

**Racquetball II** **HPER-125** **1 hour**

This course is a continuation of Racquetball I.

**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.

**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 and survival skills.

**Lifesaving and Water Safety** **HPER-128** **1 hour**

**Prerequisite:** Intermediate swimming or demonstrated proficiency. This course provides advanced instruction in swimming and the techniques necessary for securing an American Red Cross Water Safety Instructor Certificate. Special emphasis placed on teaching and life saving methods. (Water Safety Instruction)

**Interpretive Dance** **HPER-141** **1 hour**

This course includes the fundamentals of movement and rhythm and their use in the creative dance experience. The course also covers basic modern dance techniques and backgrounds.

**Beginning Ballet** **HPER-142** **1 hour**

This course covers basic techniques 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.

**Modern Rhythms** **HPER-143** **1 hour**

This course includes a survey of modern rhythms including routines with stress on posture improvement and coordination.

**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.

**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.

**Folk and Square Dance** **HPER-147** **1 hour**

This course includes folk dancing characteristics of different nations and those 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.

**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.

**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.

**Karate/Self Defense** **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.**

**(Reality Oriented Physical Experience Service)** **HPER-164** **1 hour**

This unique course provides group challenge, self-confidence, trust and interaction for participants of all ages. It 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 (readiness, low elements/group initiatives, 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**

This course is designed to provide maximum carryover value to the student. 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 30 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 is often 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, 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 is often 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. Basics of reloading of ammunition will be presented and discussed. Actual range firing of pistols, rifles, and shotguns will be required of each student. If a student is born after July 1, 1957, proof of successful completion of a hunter education course must be presented. Anyone born before July 1, 1957 must have permission from the instructor.

**Four contact hours per week.**

**Trap Shooting Techniques I** **HPER-172**    **1 hour**

This course is designed to teach the fundamentals of Trap Shooting and the correct and safe use of shotguns. Emphasis will be placed on safety in gun handling. The basics of reloading of shot shells will be presented and discussed. If a student is born after July 1, 1957, proof of successful completion of a hunter education course must be presented. Anyone born before July 1, 1957 must have permission from the instructor.

**Trap Shooting Techniques II** **HPER-173**    **1 hour**

This course is a continuation of Trap Shooting Techniques I.

**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.

**Fundamentals of Weightlifting II** **HPER-192**    **1 hour**

This course is a continuation of Weightlifting I with a more individualized approach to weightlifting to gain muscular strength and body tone.

**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.

## ATHLETIC COURSES

**Athletics I** **HPER-111**    **1 hour**

This course includes varsity competition in baseball, basketball, cross country, football, rodeo, soccer, softball, track and volleyball. Taken by arrangement with the head coach students 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. 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.

**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. 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. CPR training will be required. Successful completion of physical and written skill tests required for Red Cross First Aid/CPR certification.

**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 of hitting, fielding, and throwing. The course also includes offensive and defensive strategy pertaining to game situations.

**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 hours**

This course is designed to increase the student's knowledge about volleyball, and covers proper skill techniques, rules, offenses, defenses, conditioning and coaching philosophies.

**Fundamentals of Coaching Soccer**                      **HPER-190**                      **2 hours**

This course is designed to increase the student's knowledge about soccer. Differences in coaching philosophies, basic formations, practice planning, game strategies, and proper techniques will be presented.

**Introduction to Community Recreation**                      **HPER-201**                      **3 hours**

This course covers organization and supervision of playgrounds, interpretation of play, and recreational activities and trends with specific stress upon the school and community recreational program. A wide range of recreational activities for physical education and elementary teaching majors will be presented and discussed.

**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 and environmental studies and other aspects which should 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.

**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. 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.

**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.





# DIVISION NURSING & ALLIED HEALTH

## ■ Allied Health

- Respiratory Therapy

## ■ Nursing

- Certified Nurse Aide
- Associate Degree Nursing
- Practical Nursing
- Paramedic to RN Bridge



The Nursing & Allied Health department offers several options for students to enter the health care industry. Students may also use a ladder approach to becoming a Registered Nurse or Paramedic. This allows the students to work as Certified Nurse Aides or Emergency Medical Technicians while continuing their education. The curriculum for Nursing & Allied Health programs provides students the opportunity to transfer their classroom experience to the clinical area. The strong clinical experience is valued by employers in the health care industry.

# ALLIED HEALTH



## RESPIRATORY THERAPY

Respiratory Care is the allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. Respiratory Therapists treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs are diseased.

This program is offered in partnership with Seward County Community College. Garden City Community College students may take all general education courses through GCCC and then transfer those credits to SCCC. The programs lectures are transmitted via Interactive Distance Learning technology so students may participate without driving to the SCCC campus. Students will only need to travel to SCCC for practical labs and clinicals.

Students who graduate with this 24-month AAS degree will be eligible to take the certification and registry examinations administered by the National Board for Respiratory Care.

### Admission Procedures

1. Complete admission forms
2. Take appropriate entrance examination (COMPASS)
3. Submit official high school transcript or GED scores
4. Submit official college transcript or GED scores
5. Schedule an interview with the SCCC Respiratory Therapy faculty member

### Club/Organization

The Student Respiratory Therapy Association (SRTA) invites students admitted to the program to participate in activities related to the professional society, community health projects, and allied health education programs. Respiratory Therapy students are encouraged to join American Association for the Respiratory Care as a student member.

### First Year

#### Fall Semester:

Course No.	Course Title	Credit
BIOL-211	*Anatomy & Physiology I (GCCC) .....	4
MATH-107R	*Intermediate Algebra or higher math (GCCC) .....	3
	Respiratory Physiology.....	4
	Pharmacology I.....	2
	Respiratory Therapy Procedures I .....	4
	Introduction to Clinical Practicum .....	2

#### Spring Semester:

Course No.	Course Title	Credit
BIOL-212	*Anatomy & Physiology II (GCCC).....	4
ENGL-101	*English I (GCCC) .....	3
	Respiratory Diseases.....	3
	Respiratory Therapy Procedures II.....	7
	Pediatric Respiratory Care.....	1 credit hour

### Second Year

#### Fall Semester:

Course No.	Course Title	Credit
CHEM-108	**Chemistry for Health Services or higher (GCCC).....	5
PSYC-101	**General Psychology (GCCC) .....	3
	Respiratory Therapy Procedures III.....	4
	Respiratory Therapy Clinical Practicum II.....	4

#### Spring Semester:

Course No.	Course Title	Credit
SPCH-111	**Public Speaking I (GCCC) .....	3
BIOL-213	**Microbiology (GCCC).....	5
	Respiratory Therapy Seminar III.....	1
	Pharmacology II .....	1
	Clinical Simulation and Review .....	1
	Electrocardiography.....	2
	Respiratory Therapy Clinical Practicum III .....	4

#### Summer Semester:

Clinical Care and General Clinical Practicum .....	5
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\* Courses must be completed prior to Fall Semester, Second Year.

\*\* Courses must be completed prior to beginning Summer Clinical Practicum.

A grade of "C" or better is required for all general education and respiratory therapy courses. General education courses may be taken prior to admittance to the respiratory therapy program or concurrently to the respiratory therapy courses.



## NURSING

### Geriatric Aide Assistant **HELR-102** **5 hours**

**Prerequisite:** Evidence of at least a 6th grade reading level. 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.

### 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 home 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**

**Prerequisite:** Evidence of an eighth grade reading level. This course prepares an individual 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 receive a certificate.

### Social Service Designee **HELR-109** **3 hours**

**Prerequisite:** Evidence of an eighth grade reading level. This course is designed to prepare an individual 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 will receive a certificate.

### 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.



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**CERTIFICATE**

**PRACTICAL NURSING**

The Practical Nursing Program prepares students for entry into the healthcare system as a Licensed Practical Nurse in just under a year. The Garden City Community College Department of Nursing Education faculty and students believe at the completion of the program the graduates will have the knowledge, skills, attitudes, and abilities needed to practice safely and effectively. As an entry level practical nurse, the graduate will be able to meet the client's basic needs throughout the lifespan requiring promotion, maintenance, and/or restoration of health. Upon successful completion of this program the students will be awarded a certificate, and will then be eligible to take the National Council Licensure Examination to become licensed as a Licensed Practical Nurse (LPN).

**Admission Requirements**

The practical nursing program has a selective admission policy based on the Nelson-Denny reading score, grade point average, Anatomy & Physiology, Math, evidence of high school completion or GED, and evidence of CNA (Certified Nurse Aid) licensure. Contact the Nursing Department for more details.

**Notice:** According to Kansas law (KSA 65-1120), certain criminal convictions would deny or restrict access to a Kansas nursing license. Applicants should check with the Nursing Department or the Kansas State Board of Nursing for questions regarding this issue.

All required courses must be completed with a "C" or better for progression in the nursing program. Nursing courses are challenging and require generous study and preparation time outside of class.

The practical nursing semesters are unique that do not coincide with standard semester classes. The following is a suggested course outline. Students should contact their advisor for a personalized plan of study.

**Accreditation**

Kansas State board of Nursing  
900 SW Jackson, Suite 1051  
Topeka, KS 66612-1230  
www.ksbn.org  
(785) 296-4929

**PRACTICAL NURSING Prerequisites:**

BIOL-211	Anatomy & Physiology .....	4
BIOL-212	Anatomy & Physiology .....	4
PSYC-101	General Psychology .....	3
SPCH-113	Interpersonal Communications I .....	3
EDUC-110	Developmental Psychology .....	3
PSDE-101	College Skills.....	1

**First Session..... 16 hours**

Course No.	Course Title	Credit
PNRS-100	KSPN Foundations of Nursing .....	4
PNRS-102	KSPN Foundations of Nursing Clinical .....	2
PNRS-104	KSPN Medical Surgical Nursing I .....	4
PNRS-105	KSPN Medical Surgical I Nursing Clinical.....	3
PNRS-101	KSPN Pharmacology .....	3

**Second Session..... 14 hours**

Course No.	Course Title	Credit
PNRS-114	KSPN Medical Surgical Nursing II .....	4
PNRS-112	KSPN Medical Surgical Nursing II Clinical .....	3
PNRS-111	KSPN Maternal Child Nursing.....	2
PNRS-115	KSPN Maternal Child Clinical.....	1
PNRS-116	KSPN Gerontology Nursing.....	2
PNRS-113	KSPN Mental Health Nursing .....	2

**KSPN Pharmacology PNRS-101 3 hours**

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan.

**KSPN Medical Surgical Nursing II PNRS-114 4 hours**

This course focuses on the effect of disorders of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

**KSPN Medical Surgical Nursing II Clinical PNRS-112 3 hours**

This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse

**KSPN Maternal Child PNRS-111 2 hours**

This course focuses on pre- and post-natal maternal nursing care, as well as, the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the child-bearing and child-rearing family.

**KSPN Maternal Child Clinical PNRS-115 1 hour**

This clinical course applies concepts from Maternal Child I. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client.

**KSPN Foundations of Nursing PNRS-100 4 hours**

This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

**KSPN Foundations of Nursing Clinical PNRS-102 2 hours**

Explore the art and science of nursing in this clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced.

**KSPN Medical Surgical Nursing I PNRS-104 4 hours**

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

**KSPN Medical Surgical Nursing I Clinical PNRS-105 3 hours**

Simulated and actual care situation of selected systems throughout the life span, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skills.

**KSPN Gerontology PNRS-116 2 hours**

This course is designed to explore issues related to the aging adult using the nursing process as the organizing framework. Also discussed are the impact of ageism, alterations in physiological and psycho-social functioning, and the role of the practical nurse in caring for older adult clients.

**KSPN Mental Health Nursing PNRS-113 2 hours**

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client.



## ASSOCIATE DEGREE NURSING

The Associate Degree Nursing Program prepares students for entry into professional nursing. 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.

The program is configured to facilitate a career ladder approach to nursing. Students successfully completing the first year of the program will receive a certificate and are eligible to take the National Council of State Boards of Nursing (NCLEX-PN) exam to become a Licensed Practical Nursing (LPN). Upon successful completion of the second year of the program, students are granted an Associate of Applied Science and are eligible to take the National Council of State Boards of Nursing (NCLEX-RN) exam to become a Registered Nurse (RN).

**Admission Requirements**

The nursing program has a selective admission policy.

**Notice:** According to Kansas law (KSA 65-1120), certain criminal convictions would deny or restrict access to a Kansas nursing license. Applicant should check with Garden City Community College Department of Nursing Education or the Kansas State Board of Nursing should questions arise.

All required courses must be completed with a “C” or better for progression in the nursing program. Nursing courses are challenging and require generous study and preparation time outside of class. Many students prefer taking the general education requirements before entering the nursing program to allow adequate time to focus on nursing courses. Please contact the nursing department for current program information.

**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.

**Accreditation**

The Associate in Applied Science degree program is accredited by

National League for Nursing Accreditation Commission (NLNAC)

61 Broadway, 33rd Floor  
New York, NY 10006  
www.nlnac.org  
(800) 669-1656 ext 153

Practical Nursing Certificate and Associate in Applied Science degree programs are approved by:

Kansas State Board of Nursing  
900 SW Jackson, Suite 1051  
Topeka, KS 66612-1230  
www.ksbn.org  
(785) 296-4929

**Registered Nursing Prerequisites ..... 13 hours**

Course No.	Course Title	Credit
	Nelson Denny of 12	
	Test into Intermediate Algebra or completion of Beginning Algebra TEAS test	
	Current Certified Nurse Aid	
	*Chemistry (1 full of High School Chemistry or College Chemistry)	
*SPCH-113	Interpersonal Communication .....	3
*BIOL-213	Microbiology .....	5
*BIOL-211	Human Anatomy and Physiology I .....	4
*PCDE-101	College Skills and Development .....	1

**\*Classes listed above must have a passing grade of “C” or greater to be eligible for entrance into the Nursing Program. All science and math classes to be considered must have been taken within the last 5 years. The Biology pre-requisite for microbiology is waived for nursing majors.**

The following is a course sequence. Students should contact their advisor for a personalized plan of study.

**First Semester ..... 18 hours**

Course No.	Course Title	Credit
NURS-100	Fundamentals with Skills Lab .....	4
NURS-101	Pharmacology .....	3
NURS-102	Introduction to Nursing Clinical.....	1
NURS-103	Gerontology.....	1
NURS-104	Medical Surgical I.....	2
BIOL-212	Human Anatomy and Physiology II .....	4
EDUC-110	Developmental Psychology .....	3

**Second Semester ..... 14 hours**

Course No.	Course Title	Credit
NURS-111	Maternal Child I.....	2
NURS-112	Nursing Clinical Practice.....	4
NURS-113	Mental Health I.....	2
NURS-114	Medical Surgical II .....	3
PSYCH-101	General Psychology.....	3

**Fourth Semester ..... 13 hours**

Course No.	Course Title	Credit
NURS-200	Advanced Clinical Skills .....	1
NURS-201	Maternal Child II .....	1
NURS-202	Health Alterations Clinical .....	3
NURS-203	Mental Health II.....	1
NURS-204	Health Alterations .....	3
ENGL-101	English I.....	3
	Physical Education .....	1

**Fifth Semester ..... 13 hours**

Course No.	Course Title	Credit
NURS-212	Complex Health Clinical .....	5
NURS-213	Professional Practice.....	1
NURS-214	Complex Health Alterations .....	3
SOCI-101	Sociology.....	3
	Physical Education .....	1

**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 that indicate action. The student learns CPR and foreign body airway management.

**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 that indicate action. The student learns CPR and foreign body airway management.

**Foundations of Nursing and Skills Lab NURS-100 4 hours**

**Prerequisite:** Must meet all admission requirements. This course introduces fundamental nursing concepts and skills necessary to provide basic nursing care to diverse patient populations. Emphasis is on beginning assessment skills, critical thinking skills and use of nursing process to identify and meet the basic human needs of clients. Current and historical issues impacting nursing will be explored within the scope of nursing practice. Key concepts are introduced in this course and developed as appropriate in sequential nursing courses. An emphasis is placed on basic nursing skills, patient safety and therapeutic communication. The nursing laboratory on campus is used to facilitate transfer of knowledge from the classroom to the clinical setting. Forty-five hours of lecture/discussion and forty-five hours of campus lab.

**Pharmacology NURS-101 3 hours**

**Prerequisite:** Must meet all admission requirements. This course introduces the principles of pharmacology, including drug classifications and their effects on the body. Theory content will be presented on medication names, dosage calculations, safe administration techniques with corresponding math and campus lab experiences. The main focus is on various factors about pharmacokinetics, drug groups, and specific drugs from each group. Emphasis is on the use of the components of the nursing process when administering medications. Three hours of lecture/discussion per week.

**Introduction of Nursing Clinical NURS-102 1 hour**

**Prerequisite:** Must meet all admission requirements and a minimum grade of C in Foundations of Nursing with Skills Lab. This introductory clinical course explores the art and science of nursing. Establishment of therapeutic, compassionate and caring nurse-patient relationships is essential to providing holistic care. Emphasis is placed on nursing process, cultural awareness, communication, data collection, performing basic nursing skills, documentation, and medication administration. This course introduces the roles of provider of care, manager of care and member within the discipline. Forty-five hours of clinical lab.

**Gerontology NURS-103 1 hour**

**Prerequisite:** Must meet all admission requirements and a minimum grade of C in Foundations of Nursing with Skills Lab. This course is designed to explore issues related to the aging adult including assessments, ethical and legal issues, and health care practices. It will provide opportunities to study conditions affecting the aging client. Applying theories of nursing care to the aging client utilizing problem solving and critical thinking will be emphasized. Fifteen hours of lecture/discussion.

**Medical Surgical Nursing I NURS-104 2 hours**

**Prerequisite:** Must meet all admission requirements and a minimum grade of C in Foundations of Nursing with Skills Lab and Gerontology. This course expands on nursing concepts presented in Foundations of Nursing and Skills Lab. It provides a basic foundation for nursing theory, health promotion and disease prevention for clients across the lifespan. Nursing process is utilized to explore common alterations affecting different body systems and apply therapeutic nursing interventions. An emphasis is placed on critical thinking and clinical decision making skills. Concepts relating to provider of care, manager of care and member within the discipline of nursing are introduced. Thirty hours of lecture/discussion.

**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.

**Maternal Child I NURS-111 2 hours**

**Prerequisite:** A minimum grade of C in Anatomy and Physiology II, Developmental Psychology, Foundations of Nursing with Skills Lab, Pharmacology, Introduction of Nursing Clinical, Gerontology and Medical Surgical Nursing I. This course focuses on pre- and post-natal maternal nursing care and the care of children from infancy to adolescence. An emphasis is given to normal reproduction and frequently occurring physical and psychological alterations of the childbearing and childrearing family. Thirty hours of lecture/discussion.

**Nursing Clinical NURS-112 4 hours**

**Prerequisite:** A minimum grade of C in Anatomy and Physiology II, Developmental Psychology, Foundations of Nursing with Skills Lab, Pharmacology, Introduction of Nursing Clinical, Gerontology and Medical Surgical Nursing I. Nursing clinical provides opportunities to apply concepts and skills from basic nursing courses as well as new concepts to the care of diverse clients across the lifespan. Nursing is approached with an understanding of basic therapeutic restorative, and preventative nursing care for individuals experiencing an emotional crisis event, a regulatory or homeostatic problem and/or an alteration in functioning of a body system. Students will be encouraged to collaborate with health team members, client and families and contribute to client assessments and care planning. This course provides an opportunity to explore leadership principles for the practical nurse and expand the roles of provider of care, manager of care and member within the discipline. One hundred eighty hours of clinical lab.

**Mental Health I NURS-113 2 hours**

**Prerequisite:** A minimum grade of C in Anatomy and Physiology II, Developmental Psychology, Foundations of Nursing with Skills Lab, Pharmacology, Introduction of Nursing Clinical, Gerontology, and Medical Surgical Nursing I. This course will cover topics related to communication and common mental health issues. General mental health needs of individuals, families, and groups will be addressed.

Mental health concepts will concentrate on adaptive/maladaptive behaviors, grief, crisis management and common mental health disorders. Thirty hours of lecture/discussion.

**Medical Surgical Nursing II** **NURS-114** **3 hours**

**Prerequisite:** A minimum grade of C in Anatomy and Physiology II, Developmental Psychology, Foundations of Nursing with Skills Lab, Pharmacology, Introduction of Nursing Clinical, Gerontology, and Medical Surgical Nursing I. This course is designed to build on the basic concepts and skills necessary to provide nursing care to clients. Through the development and advancement of skills in the use of the nursing process, the student will identify varying degrees of health and wellness for which nursing intervention is necessary. An emphasis is placed on supportive, restorative, holistic care and health promotion. Principles of leadership for the practical nurse will be discussed as well as transition to practice as a practical nurse. Forty-five hours of lecture/discussion.

**Advanced Nursing Skills Lab** **NURS-200** **1 hour**

**Prerequisite:** A minimum grade of C in General Psychology, Maternal Child I, Nursing Clinical, Mental Health I and Medical Surgical II. This course focuses on the development of advanced clinical skills. Content includes initiation of peripheral IV, advanced IV skills, maintenance of central IV lines, administration of blood products, chest tube drainage systems, airway management and interpretation of basic ECG's. Students are required to demonstrate safe, competent performance of skills presented in this course. Forty-five hours of campus lab.

**Maternal Child II** **NURS-201** **1 hour**

**Prerequisite:** A minimum grade of C in General Psychology, Maternal Child I, Nursing Clinical, Mental Health I and Medical Surgical II. This course expands knowledge and skills from Maternal Child I course. The focus will be on the management of care for clients with high-risk perinatal conditions, high-risk newborns, the ill child and complex reproductive concepts. Synthesis and application of previously learned concepts will be integrated into the care of clients with critical and or life threatening situations. Fifteen hours of lecture/discussion.

**Health Alterations Clinical** **NURS-202** **3 hours**

**Prerequisite:** A minimum grade of C in Advanced Clinical Skills, and Maternal Child I. This clinical experience expands on previous courses and clinical experiences. The student applies knowledge from behavioral and biological sciences in formulating a scientific, rational foundation for care of clients of all ages and cultures with increasingly complex health care needs. There is an emphasis on the use of nursing process, as well as adaptation of nursing care principles to meet individual client needs by utilizing clinical decision making skills and working collaboratively with other health team members. Clinical experiences permit the student to demonstrate safe, competent and ethical practice as a part of continuous development of the roles of provider of care, manager of care and member within the discipline. One hundred thirty five hours of clinical lab.

**Mental Health II** **NURS-203** **1 hour**

**Prerequisite:** A minimum grade of C in Advanced Clinical Skills, and Maternal Child I. This course focuses on complex mental health issues, crisis interventions, therapeutic relationships, and commu-

nity resources when caring for individuals, families and groups. Attention will be given to the adaptive/maladaptive behaviors and specific mental health disorders. This course will also explore ways to adapt care for culturally and economically diverse populations. Fifteen hours of lecture/discussion.

**Health Alterations** **NURS-204** **3 hours**

**Prerequisite:** A minimum grade of C in Advanced Clinical Skills, Maternal Child II and Mental Health II. This course expands on the knowledge and skills from previous nursing courses in caring for clients with alterations of the immune, hematology, gastrointestinal, and renal/urinary systems. The student applies knowledge from behavioral and biological sciences in formulating a scientific, rational foundation for care of clients of all ages with increasingly complex health care needs. There is an emphasis in the use of nursing process, principles of teaching, health promotion, and disease prevention as well as adaptation of nursing care principles to meet the needs of culturally and economically diverse clients and families. Forty-five hours of lecture/discussion.

**Complex Health Alterations Clinical** **NURS-212** **5 hours**

**Prerequisite:** A minimum grade of C in English I, Advanced Clinical Skills, Maternal Child II, Mental Health II, Health Alterations and Health Alterations Clinical. This advanced clinical course requires the student to integrate concepts from all previous courses in the management of groups of clients experiencing complex health alterations. The student will expand their ability to think critically, utilize the nursing process and exercise their ability to make clinical decision while caring for clients with complex health issues. Management skills and legal implications for nursing are also explored and implemented in clinical practice. Clinical experiences permit students to refine advanced nursing skills, apply adaptation concepts, and function as accountable members of the healthcare team in preparation for the graduate nurse as a provider of care, manager of care and member within the discipline. Two hundred twenty-five hours of clinical lab.

**Professional Practice** **NURS-213** **1 hour**

**Prerequisite:** A minimum grade of C in English I, Advanced Clinical Skills, Maternal Child II, Mental Health II, Health Alterations and Health Alterations Clinical. Professional Practice prepares the student to assume the role of graduate nurse. This course covers nursing management and professional issues related to the role of the Registered Nurse. An emphasis will be placed on clinical decision-making, delegation, and collaboration to achieve client and organizational outcomes. Fifteen hours of lecture/discussion.

**Complex Health Alterations** **NURS-214** **3 hours**

**Prerequisite:** A minimum grade of C in English I, Advanced Clinical Skills, Maternal Child II, Mental Health II, Health Alterations, Health Alterations Clinical and Professional Practice. This culminating course requires the student to integrate concepts from all previous nursing courses in the management of groups of clients of all ages and cultures facing complex health alterations. There is a continued emphasis on health promotion, disease prevention, clinical decision-making and evaluation in nursing process, as applied to the care of clients who are critically/emergently ill.

Forty-five hours of lecture/discussion.

**Fundamentals of Nursing** **PNRS-100** **3 hours**

**Prerequisite:** Must meet all admission requirements. 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 concepts, 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.

**Practical Nursing I** **PNRS-101** **5 hours**

**Prerequisite:** Must meet all admission requirements and maintain satisfactory progress in Fundamentals of Nursing, Pharmacology, and Gerontology. This course introduces the practical nurse to the provision of care for patients across the life span with acute and chronic disorders of the cardiovascular, respiratory, hematological, and lymphatic systems. Special considerations are given to nutritional, fluid and electrolyte status of clients. The content is focused on utilizing the nursing process to direct clinical decision making in providing nursing care.

**Practical Nursing II** **PNRS-102** **8 hours**

**Prerequisite:** A minimum grade of C in Fundamentals of Nursing, Pharmacology, Gerontology and Practical Nursing I. 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 musculoskeletal, gastrointestinal, liver, biliary, gallbladder, pancreas, renal and urinary, reproduction and care of the pregnant patient and neonate. Special considerations for the surgical, pediatric and cancer patient are also introduced. The nursing process is utilized to present content and to facilitate

clinical decision making.

**Practical Nursing III** **PNRS-103** **5 hours**

**Prerequisite:** A minimum grade of C in Practical Nursing II. 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.

**Pharmacology** **PNRS-104** **2 hours**

**Prerequisite:** Must meet all admission requirements. The purpose of this course is to develop a beginning level knowledge and understanding of medications and the administration of medications. Theory content will be presented on medication names, dosage calculations, administration techniques with corresponding math and campus lab experiences. The main focus is on various factors about pharmacokinetics, drug groups, and specific drugs from each group.

**Gerontology** **PNRS-105** **1 hour**

**Prerequisite:** Must meet all admission requirements. 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.

**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.



## PARAMEDIC TO RN BRIDGE

Paramedic (EMT-P) to RN Bridge program is an additional career ladder for Paramedics who want to expand their opportunities in health care to include nursing. Upon successful completion of this one year program, students are granted an Associate of Applied Science and are eligible to take the National Council of State Boards of Nursing (NCLEX-RN) exam to become a registered nurse.

**Paramedic to RN Bridge Prerequisites** **13 hours**

Course No.	Course Title	Credit
BIOL-211	Anatomy and Physiology I.....	4
BIOL-212	Anatomy and Physiology II.....	4
SPCH-113	Interpersonal Communications I.....	3
PSDE-101	College Skills.....	1
BIOL-213	Microbiology.....	5

**General Education** **13 hours**

Course No.	Course Title	Credit
EDUC-110	Developmental Psychology.....	3
PSYC-101	General Psychology.....	3
ENGL-101	English I.....	3
SOCI-102	Introduction to Sociology.....	3
HPER-119	Physical Education.....	2

The following is a course sequence. Students should contact their advisor for a personalized plan of study.

**First Session** **15 hours**

Course No.	Course Title	Credit
NURS-120	Bridge Fundamentals w/Skills Lab.....	4
NURS-122	Bridge Introduction to Nursing Clinical.....	1
NURS-103	Gerontology.....	1
NURS-124	Bridge Medical Surgical I w/Clinical.....	5
NURS-221	Bridge Maternal Child w/Clinical.....	4

**Second Session** **12 hours**

Course No.	Course Title	Credit
NURS-134	Bridge Medical Surgical II w/Clinical.....	4
NURS-223	Bridge Mental Health w/Clinical.....	4
NURS-213	Professional Practice.....	1
NURS-234	Bridge Complex Health Alteration.....	3

**Foundations of Nursing with Skills Lab      NURS-120 Bridge      4 hours**

This course introduces fundamental nursing concepts and skills necessary to provide basic nursing care to diverse patient populations. Emphasis is on beginning assessment skills, critical thinking skills and use of nursing process to identify and meet the basic human needs of clients. Current and historical issues impacting nursing will be explored within the scope of nursing practice. Key concepts are introduced in this course and developed as appropriate in sequential nursing courses. An emphasis is placed on basic nursing skills, patient safety and therapeutic communication. The nursing laboratory on campus is used to facilitate transfer of knowledge from the classroom to the clinical setting

**Introduction to Nursing Clinical      NURS-122 Bridge      1 hour**

This introductory clinical course explores the art and science of nursing in the geriatric setting. Establishment of therapeutic, compassionate and caring nurse-patient relationships is essential to providing holistic care. Emphasis is placed on nursing process, cultural awareness, communication, data collection, performing basic nursing skills, documentation, and medication administration. This course introduces the roles of provider of care, manager of care and member within the discipline.

**Gerontology      NURS-103      1 hour**

This course is designed to explore issues related to the aging adult including assessments, ethical and legal issues, and health care practices. It will provide opportunities to study conditions affecting the aging client. Applying theories of nursing care to the aging client utilizing problem solving and critical thinking will be emphasized.

**Medical Surgical I      NURS-124 Bridge      5 hours**

This course expands on nursing concepts presented in Foundations of Nursing and Skills Lab. It provides a basic foundation for nursing theory, health promotion and disease prevention for clients across the lifespan. Nursing process is utilized to explore common alterations affecting different body systems and apply therapeutic nursing interventions. An emphasis is placed on critical thinking and clinical decision making skills. Concepts relating to provider of care, manager of care and member within the discipline of nursing are introduced.

**Medical Surgical II      NURS-134 Bridge      4 hours**

This course expands on nursing concepts presented in Medical Surgical I. It utilizes nursing theory, health promotion and disease prevention as a framework to provide care for clients across the lifespan. Nursing process is utilized to explore common alterations affecting different body systems and apply therapeutic nursing interventions. An emphasis is placed on critical thinking and clinical decision making skills. Concepts relating to provider of care, manager of care and member within the discipline of nursing are expanded.

**Complex Health Alterations      NURS-234 Bridge      3 hours**

This advanced course requires the student to integrate concepts from all previous courses in the management of groups of culturally and economically diverse clients experiencing complex health alterations. The student will expand their ability to think critically, utilize the nursing process and exercise their ability to make clinical decisions, develop a health promotion/disease prevention plans, reinforcing teaching plans, collaborate with other health care professionals while caring for client with complex health issues. Management skills and legal implications for nursing are also explored and implemented in clinical practice. Clinical experience permit students to refine advanced nursing skills, apply adaptation concepts, and function as accountable members of the health care team in preparation for the graduate nurse as a provider of care manager of care and member within the discipline.

**Maternal Child      NURS-221 Bridge      4 hours**

This course centers on pre- and postnatal maternal nursing care and the care of children from infancy to adolescence. Normal reproduction and frequently occurring physical and psychological alterations of the childbearing and childrearing family are covered. The course will then expand into management of care for clients with high-risk perinatal conditions, high-risk newborns, the ill child and complex reproductive concepts. Synthesis and application of learned concepts will be integrated into the care of clients with critical and/or life threatening situations.

**Mental Health      NURS-223 Bridge      4 hours**

This course will cover topics related to communication, common to complex mental health issues, crisis interventions, therapeutic relationships, and community resources when caring for individuals, families and groups. Attention will be given to adaptive/maladaptive behaviors, grief, crisis management and common mental health disorders. Ways to adapt care for culturally and economically diverse populations will be explored.

**Professional Practice      NURS-213      1 hour**

Professional Practice prepares the student to assume the role of graduate nurse. This course covers nursing management and professional issues related to the role of the R.N. An emphasis will be placed on clinical decision-making, delegation, and collaboration to achieve client and organizational outcomes. 1 credit hour of online instruction.



# DIVISION SCIENCE & MATHEMATICS

- **Biology & Life Sciences**
- **Chemistry**
- **Engineering / Architecture**
- **Mathematics**
- **Physical Science**
- **Physics**



Most programs outlined in the Science & Mathematics 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 for the successful completion of the identified degree or certificate program.



## BIOLOGY AND LIFE SCIENCES

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.

<b>First Semester</b>			<b>18 Hours</b>			<b>Third Semester</b>			<b>16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3	PHYS-205	General Physics I.....	5	BIOL-205	General Zoology.....	5	BIOL-203	Microbiology.....	5
CHEM-109	College Chemistry I.....	5	PSYC-101	General Psychology.....	3	BIOL-105,206	Principles of Biology (or Botany).....	5	SPCH-111	Public Speaking I.....	3
MATH-108	College Algebra.....	3	CHEM-206	Organic Chemistry I.....	5	PCDE-101	College Skills Development.....	1		Humanities Requirement.....	3
MATH-109	Plane Trigonometry or		LITR-215	American Literature I.....	3		Physical Education Requirement.....	1			
MATH-110	Fundamentals of Statistics.....	3					Social Science Requirement.....	3			
<b>Second Semester</b>			<b>18 hours</b>			<b>Fourth Semester</b>			<b>16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3									
CHEM-110	College Chemistry II.....	5									
BIOL-105,206	Principles of Biology (or Botany).....	5									
PCDE-101	College Skills Development.....	1									
	Physical Education Requirement.....	1									
	Social Science Requirement.....	3									



## 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.

<b>First Semester</b>			<b>17 hours</b>			<b>Third Semester</b>			<b>17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-108	College Algebra or above.....	3	BIOL-212	Anatomy and Physiology II.....	4	PHYS-205	General Physics I.....	5	PHYS-206	General Physics II.....	5
BIOL-105	Principles of Biology.....	5	PHYS-205	General Physics I.....	5	CHEM-206	Organic Chemistry I.....	5	CHEM-207	Organic Chemistry II.....	5
CHEM-109	College Chemistry I.....	5	CHEM-206	Organic Chemistry I.....	5						
ENGL-101	English I.....	3	PSYC-101	Psychology.....	3						
PCDE-101	College Skills Development.....	1									
<b>Second Semester</b>			<b>16 hours</b>			<b>Fourth Semester</b>			<b>16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-211	Anatomy & Physiology I.....	4									
CHEM-110	College Chemistry II.....	5									
ENGL-102	English II.....	3									
SPCH-111	Public Speaking I.....	3									
	Physical Education Requirement.....	1									



## PRE 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. The following curriculum is designed to prepare students for admission into the Dental Hygiene program at Wichita State University or another Dental Hygiene program. Students may elect to work toward either an Associate in Science degree in Dental Hygiene or a Bachelor of Health Science at W.S.U.

<b>First Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
PSYC-101	General Psychology.....	3
CHEM-108	Chemistry for Health Services.....	5
SPCH-111	Public Speaking I.....	3
PCDE-101	College Skills Development.....	1
	Physical Education Requirement.....	1

<b>Third Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-213	Microbiology.....	5
EDUC-105	Foundations of Education.....	3
	Humanities Requirement.....	3
EDUC-110	Developmental Psychology.....	3
HPER-109	First Aid.....	2

<b>Second Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
MATH-108	College Algebra.....	3
	Humanities Requirement.....	6
HMEC-115	Nutrition.....	3
	Physical Education Requirement.....	1

<b>Fourth Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-210	Anatomy and Physiology.....	5
HPER-106	Health Education.....	3
SOCI-105	Sociology.....	3
	General Studies Requirement.....	6



## FISHERIES & WILDLIFE BIOLOGY

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.

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
CHEM-109	College Chemistry I.....	5
BIOL-105	Principles of Biology.....	5
MATH-108	College Algebra.....	3
PCDE-101	College Skills Development.....	1

<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
	Literature Course.....	3
PHYS-205	General Physics I.....	5
CHEM-206	Organic Chemistry I.....	5
SOCI-102	Sociology.....	3
	Physical Education Requirement.....	1

<b>Second Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
CHEM-110	College Chemistry II.....	5
SPCH-111	Public Speaking I.....	3
PSYC-101	General Psychology.....	3
MATH-109	Plane Trigonometry or	
MATH-110	Fundamentals of Statistics.....	3

<b>Fourth Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-206	General Physics II.....	5
BIOL-213	Microbiology.....	5
ECON-111	Economics: Macro.....	3
	Humanities Requirement.....	3
	Physical Education Requirement.....	1



## 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.

First Semester		18 hours
Course No.	Course Title	Credit
ENGL-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
PCDE-101	College Skills Development.....	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
CHEM-110	College Chemistry II ...	5
AGRO-103	Soils.....	4
BIOL-206	General Botany.....	5

Third Semester		18 hours
Course No.	Course Title	Credit
PHYS-205	General Physics I.....	5
CHEM-206	General Organic Chemistry.....	5
AGRO-102	Range Management.....	3
	Humanities Requirement.....	3
	Physical Education Requirement.....	2

Fourth Semester		14 hours
Course No.	Course Title	Credit
BIOL-205	General Zoology.....	5
SPCH-111	Public Speaking I.....	3
	Social Science Requirement.....	3
	Humanities Requirement.....	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.

First Semester		18 hours
Course No.	Course Title	Credit
CHEM-109	College Chemistry I.....	5
ENGL-101	English I.....	3
MATH-108	College Algebra.....	3
BIOL-105	Principles of Biology.....	5
	Physical Education Requirement.....	2

Second Semester		18 hours
Course No.	Course Title	Credit
CHEM-110	College Chemistry II.....	5
ENGL-102	English II.....	3
	Humanities Requirement.....	3
SPCH-111	Public Speaking I.....	3
PSYC-101	General Psychology.....	3
PCDE-101	College Skills Development.....	1

Third 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 Requirement.....	3

Fourth Semester		15-17 hours
Course No.	Course Title	Credit
CHEM-207	Organic Chemistry II.....	5
BIOL-212	Anatomy and Physiology II or.....	4
BIOL-205	General Zoology.....	5
PHYS-106	Descriptive Physics.....	5-3
	Social Science Requirement.....	3



## 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.

First Semester		17 hours	Third Semester		17 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I.....	3	PHYS-205	General Physics I.....	5
CHEM-109	College Chemistry I.....	5	CHEM-206	Organic Chemistry I.....	5
MATH-122	Calculus and Analytical Geometry I.....	5	PSYC-101	General Psychology.....	3
SPCH-111	Public Speaking I.....	3		Humanities Requirement.....	3
	Physical Education Requirement.....	1		Physical Education Requirement.....	1

Second Semester		17 hours	Fourth Semester		16 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-102	English II.....	3	PHYS-206	General Physics II.....	5
CHEM-110	College Chemistry II.....	5	CHEM-207	Organic Chemistry II.....	5
BIOL-205	General Zoology.....	5		Social Science Requirement.....	6
PCDE-101	College Skills Development.....	1			
	Humanities Requirement.....	3			

**Recommended Electives:**

Course No.	Course Title	Credit
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4



## MORTUARY SCIENCE

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, 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:

First Semester		17 hours	Second Semester		16 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I.....	3	ENGL-102	English II.....	3
CHEM-108	Chemistry for Health Services.....	5	BIOL-210	Anatomy & Physiology.....	5
BIOL-105	Principles of Biology.....	5	BIOL-213	Microbiology.....	5
PSYC-101	General Psychology.....	3	ACCT-101	General Accounting.....	3
PCDE-101	College Skills Development.....	1			



## 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.

First Semester		18 hours	Third Semester		17 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I.....	3	BIOL-211	Anatomy & Physiology I.....	4
CHEM-109	College Chemistry I.....	5	BIOL-213	Microbiology.....	5
MATH-121	Fundamentals of Calculus.....	3	CHEM-206	Organic Chemistry I.....	5
PCDE-101	College Skills Development.....	1		Social Science Requirement.....	4
	Humanities Requirements.....	6			

Second Semester		18 hours	Fourth Semester		15 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-102	English II.....	3	CHEM-207	Organic Chemistry II.....	5
CHEM-110	College Chemistry II.....	5	BIOL-212	Anatomy and Physiology II.....	4
BIOL-105	Principles of Biology.....	5	SPCH-111	Public Speaking I.....	3
	Social Science Requirement.....	3		Social Science Requirement.....	3
	Physical Education Requirement.....	2			



## PRE 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 Master's degree in Physical Therapy or certificate from an approved school of physical therapy and the ability to pass the State Board Examination are requirements to receive a license.

<b>First Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
CHEM-109	College Chemistry I.....	5
MATH-108	College Algebra.....	3
PSYC-101	General Psychology.....	3
PCDE-101	College Skills Development.....	1
	Humanities Requirement.....	3

<b>Second Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
CHEM-110	College Chemistry II.....	5
BIOL-105	Biology or.....	5
BIOL-205	General Zoology.....	
MATH-109	Plane Trigonometry.....	3
	Physical Education Elective.....	1

<b>Third Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-211	Anatomy and Physiology I.....	4
PHYS-205	General Physics I.....	5
SPCH-111	Public Speaking I.....	3
EDUC-110	Developmental Psychology.....	3
	Literature Elective.....	3

<b>Fourth Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-212	Anatomy and Physiology II.....	4
PHYS-206	General Physics II.....	5
SOCI-105	Sociology.....	3
BIOL-213	Microbiology.....	5
	Physical Education Elective.....	1



## RADIOLOGIC TECHNOLOGY (X-Ray Technology)

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.

<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
ENGL-101	English I.....	3
BIOL-211	Anatomy & Physiology I.....	4
SPCH-111	Public Speaking I or	
SPCH-113	Interpersonal Communications.....	3
EMIC-104	Medical Terminology.....	3

<b>Second Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PSYC-101	General Psychology.....	3
ENGL-102	English II.....	3
BIOL-213	Anatomy & Physiology II.....	4
MATH-208	College Algebra.....	3
CSCI-110	Introduction to Microcomputer Software.....	3
PCDE-101	College Skills Development.....	1

<b>Recommended Electives:</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-106	Descriptive Physics.....	3
CHEM-105	General Chemistry.....	5
SOCI-105	Sociology.....	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 that may be needed.

First Semester		18 hours
Course No.	Course Title	Credit
AGRI-100	Agriculture in Our Society .....	1
CHEM-109	College Chemistry I.....	5
ENGL-101	English I.....	3
BIOL-105	Principles of Biology.....	5
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science & Industry Lab.....	1

Third Semester		18 hours
Course No.	Course Title	Credit
PHYS-205	General Physics I.....	5
ANSI-107	Animal Nutrition.....	3
CHEM-206	Organic Chemistry I.....	5
	Humanities Requirement.....	3
	Physical Education Requirement.....	2

Second Semester		18 hours
Course No.	Course Title	Credit
ANSI-106	Dairy-Poultry Production .....	3
CHEM-110	College Chemistry II .....	5
ENGL-102	English II .....	3
	Social Science Requirement .....	3
SPCH-111	Public Speaking I.....	3
PCDE-101	College Skills Development.....	1

Fourth Semester		19 hours
Course No.	Course Title	Credit
PHYS-206	General Physics II.....	5
PSYC-101	General Psychology .....	3
	Humanities Requirement .....	3
BIOL-213	Microbiology .....	5
	Math Requirement .....	3



## CHEMISTRY

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.

First Semester		19 hours
Course No.	Course Title.....	Credit
ENGL-101	English I.....	3
CHEM-109	College Chemistry I.....	5
MATH-122	Calculus & Analytical Geometry I.....	5
PSYC-101	General Psychology.....	3
	Physical Education Requirement.....	2
PCDE-101	College Skills Development.....	1

Third 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 Requirement.....	3

Second Semester		19 hours
Course No.	Course Title	Credit
ENGL-102	English II .....	3
CHEM-110	College Chemistry II .....	5
MATH-205	Calculus & Analytical Geometry II.....	5
	Humanities Requirement .....	3
SPCH-111	Public Speaking I.....	3

Fourth 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 Requirement.....	3



## ARCHITECTURE

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 or	
MATH-121	Fundamentals of Calculus .....	3
PHYS-205	General Physics I.....	5
SPCH-111	Public Speaking I.....	3

Course No.	Course Title.....	Credit
HIST-101	Survey of Civilization I .....	3
SOCI-102	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
	Suggested Electives (ARTS-101, ARTS-104, ARTS-129, DRAFT-104).....	9



## 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 an advisor.

First Semester		18 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-122	Calculus and Analytical Geometry I.....	5
CHEM-105	College Chemistry I.....	5
ENGR-105	Engineering Drawing I.....	3
PCDE-101	College Skills Development.....	1
	Physical Education Requirement.....	1

Second Semester		19 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
MATH-123	Calculus & Analytical Geometry II.....	5
CHEM-110	College Chemistry II.....	5
	Social Science Requirement.....	3
ENGR-106	Engineering Drawing II.....	3

Third Semester		19 hours
Course No.	Course Title	Credit
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 Requirement.....	3

Fourth Semester		18 hours
Course No.	Course Title	Credit
PHYS-208	Engineering Physics II.....	5
MATH-206	Differential Equations.....	3
ENGR-205	Statics I.....	3
	Social Science Requirement.....	3
	Humanities Requirement.....	3
	Physical Education Requirement.....	1



## 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. Courses should be selected only after consulting an advisor.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
CHEM-108	Chemistry for Health Services or.....	5
CHEM-109	College Chemistry I.....	
MATH-108	College Algebra.....	3
ENGR-105	Engineering Drawing I.....	3
PCDE-101	College Skills Development.....	1
	Physical Education Requirement.....	2

Second Semester		18 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
MATH-109	Plane Trigonometry.....	3
CSCI-101	Introduction to Management Information Systems.....	3
SPCH-111	Public Speaking I.....	3
	Humanities Requirement.....	3
	Social Science Requirement.....	3

Third 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 Requirement.....	3

Fourth Semester		17 hours
Course No.	Course Title	Credit
PHYS-206	General Physics II.....	5
CSCI-107	Advanced Programming.....	3
BSAD-101	Introduction to Business.....	3
	Social Science Requirement.....	3
	Technical Requirement.....	3



# CONSTRUCTION SCIENCE & MANAGEMENT

Construction Science & Management programs prepare students to be professional constructors and managers of personnel resources, financial resources, materials, and machines. The curriculum is an engineering based management program designed to produce technically competent managers of construction. Entering students should have a background in mathematics and physics (Kansas State University catalog description). The following curriculum is designed to prepare students to transfer into the Construction Science and Management program at Kansas State University. Students should transfer to K.S.U. after three semesters at GCCC to complete requirements for the Bachelor of Science degree.

<b>First Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-122	Calculus & Analytical Geometry I.....	5
PHYS-205	General Physics I.....	5
CSCI-110	Computer Concepts & Applications.....	3
ACCT-102	Accounting I.....	3

<b>Second Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-110	Fundamentals of Statistics.....	3
PHYS-206	General Physics II.....	5
PHSC-205	Physical Geology.....	5
ACCT-103	Accounting II.....	3

<b>Third Semester</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
ECON-111	Economics: Macro.....	3
SPCH-111	Public Speaking I.....	3
	Humanities or Social Science Requirement.....	3
CSCI-117	MOS Excel Proficient.....	2

### Additional Freshman-Sophomore level courses to be taken at KSU

ENVD-205	Graphics.....	2
DEN-210	History of Building and Construction.....	3
CNS-100	Construction Science and Management.....	1
CNS-016	Construction Seminar (12 semesters).....	0
CE212	Elementary Surveying Engineering.....	3
CNS-320	Construction Materials.....	2
CNS-200	Computer Applications in Engineering Construction.....	1



# 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.

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.

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-122	Calculus & Analytical Geometry I.....	5
MATH-110	Fundamentals of Statistics.....	3
CHEM-109	College Chemistry I.....	5
ENGL-101	English I.....	3
PCDE-101	College Skills Development.....	1

<b>Second Semester</b>		<b>19 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-123	Calculus & Analytical Geometry II.....	5
CHEM-110	College Chemistry II.....	5
ECON-111	Economics: Macro.....	3
ENGL-102	English II.....	3
PSYC-101	General Psychology.....	3

<b>Third Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-205	Calculus & Analytical Geometry III.....	5
PHYS-207	Engineering Physics I.....	5
SPCH-111	Public Speaking I.....	3
	Humanities Requirement.....	3
	Physical Education Requirement.....	1

<b>Fourth Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-206	Differential Equations.....	3
PHYS-208	Engineering Physics II.....	5
	Social Science Requirement.....	3
	Humanities Requirement.....	3
	Physical Education Requirement.....	1
	Computer Programming Requirement.....	3-5



## 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.

<b>First Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
CHEM-109	College Chemistry I.....	5
MATH-122	Calculus & Analytical Geometry I.....	5
	Humanities Requirement.....	3
	Physical Education Requirement.....	1
PCDE-101	College Skills Development.....	1

<b>Second Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
CHEM-110	College Chemistry II.....	5
MATH-123	Calculus & Analytical Geometry II.....	5
SPCH-111	Public Speaking I.....	3
	Physical Education Requirement.....	1

<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-207	Engineering Physics I.....	5
PSYC-101	General Psychology.....	3
	Humanities Requirement.....	3
	General Education Requirement.....	6

<b>Fourth Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-105	Principles of Biology.....	5
PHYS-208	Engineering Physics II.....	5
	Social Science Requirement.....	3
	Science Requirement.....	3



## PHYSICS

This program prepares freshman and sophomore students majoring in one of the preceding 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.

<b>First Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
CHEM-109	College Chemistry I.....	5
MATH-122	Calculus & Analytical Geometry I.....	5
PSYC-101	General Psychology.....	3
	Physical Education Requirement.....	1
PCDE-101	College Skills Development.....	1

<b>Second Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
CHEM-109	College Chemistry II.....	5
MATH-123	Calculus & Analytical Geometry II.....	5
SPCH-111	Public Speaking I.....	3
	Physical Education Requirement.....	1

<b>Third Semester</b>		<b>16 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-111	Economics: Macro.....	3
	Humanities Requirement.....	3

<b>Fourth Semester</b>		<b>14 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-206	Engineering Physics II.....	5
MATH-206	Differential Equations.....	3
	Social Science Elective.....	3
	Humanities Requirement.....	3

## ARCHITECTURE

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. Suggested electives are ARTS-104, ARTS-129, DRAFT-104.

## BIOLOGY AND LIFE SCIENCES

### 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 simple 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 class must 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. (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 which 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:** One semester of Chemistry is recommended. This course is designed to meet the needs of students entering medically related fields 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)

**Pathophysiology** **BIOL-214** **3 hours**

This course is the study of abnormal functions in living tissue. Physiological principles underlying the causes and symptoms of human disease will be examined. The course looks at how the body fights disease, how disease is diagnosed, and how medicine treats the disease. The first few weeks of the course focuses on general concepts and diseases that affect the body as a whole. The bulk of the semester considers specific body systems and diseases affecting those systems.

## CHEMISTRY

**General Chemistry** **CHEM-105** **5 hours**

**Prerequisites:** Student must score between 47-65 on the COMPASS test in the algebra domain. This course is the study of the 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 College 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 COMPASS test in the algebra domain. 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. 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).

## 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 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)

## MATHEMATICS

**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. (Fall).

**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 (Fall, Spring, and Summer).

**Intermediate Algebra with Review** **MATH-107R** **4 hours**

**Prerequisite:** College Math with a grade of C or better or a qualifying score on the COMPASS exam. This course develops the concepts of algebra to prepare a student for a college level algebra course. Intermediate Algebra includes the study of the computations and properties of real numbers and sets; arithmetic and algebraic manipulation of quadratics, rational expressions, expressions containing rational exponents, radicals, complex numbers,

and functions; solving linear equations and inequalities, systems of linear equations, quadratic equations, and absolute value equations and inequalities; graphing and analysis of linear equations and inequalities; quadratic functions, and systems of linear equations; polynomial division; advanced factoring techniques; appropriate application problems, and graphing calculator skills to be integrated throughout the course (fall, spring, summer).

**College Algebra** **MATH-108** **3 hours**

**Prerequisite:** Intermediate Algebra with a grade of C or better or a qualifying score on the COMPASS 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 (Fall, Spring, and Summer).

**Topics in Contemporary Mathematics** **MATH-108A** **3-5 hours**

**Prerequisite:** Intermediate Algebra with a C or better or an appropriate COMPASS 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 (Summer, Fall)

**Plane Trigonometry** **MATH-109** **3 hours**

**Prerequisite:** College Algebra with a grade of C or better or a qualifying score on the COMPASS 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) (Fall).

**Fundamentals of Statistics** **MATH-110** **3 hours**

**Prerequisite:** College Algebra with a grade of C or better or a qualifying score on the COMPASS 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. (Fall, Spring and Summer).

**Precalculus with Trigonometry** **MATH-111** **5 hours**

**Prerequisite:** College Algebra with a grade of C or better or a qualifying score on the COMPASS 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 func-

tions. 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 COMPASS 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 (Fall and Spring).

**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 COMPASS 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 (Spring).

**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 COMPASS exam. The topics include differentiation and integration of algebraic and transcendental functions and applications of differentiation and integration (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 (Spring).

**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 (Fall).

**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 (Spring).





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# DIVISION [SOCIAL SCIENCE]

- **Addiction Counselor Training**
- **Early Childhood Education**
- **Economics**
- **Education**
- **Geography**
- **Living Arts & Sciences/Home Economics**
- **Political Science**
- **Psychology**
- **Sociology**
- **Special Education**



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.

## 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 licensure for teaching at the early childhood, elementary, middle school or secondary level. See the specific department advisor for more information.

## TEACHING LICENSURE

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 work with advisors to ensure transferability. 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 (College Algebra). The PPST test is offered at GCCC three times a year and is now available online. Students should go to [www.ets.org/praxis](http://www.ets.org/praxis) for more information.



## EARLY CHILDHOOD EDUCATION

### Associate in Applied Science - 18 hours of General Education, 46 hours in area of concentration (this degree does not transfer)

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 four year transfer plan currently is under design at the state level. It is suggested at this time for students interested in an Early Childhood Licensure to contact their transfer university and work closely with the GCCC Early Childhood advisor to meet those individual needs.

See the following four semester plans for either an Associate in Applied Science or Associate in Science Degree.

<b>First Semester</b>		<b>16 hours</b>	<b>Third Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3	EDUC-290	Children's Literature.....	3
ECHD-101	Child Development I.....	3	ECHD-110	Creative Experiences.....	3
ECHD-1021	Observation Practicum.....	1	ECHD-105	Early Childhood Education.....	4
SPCH-111	Public Speaking I.....	3	SOCI-102	Sociology.....	3
HPER-119	Super Circuit.....	1	HPER-109	First Aid.....	2
PCDE-101	College Skills.....	1	EDUC-113	Kids of the Great Southwest.....	1
EDUC-113	Kids of the Great Southwest.....	1			
<b>Second Semester</b>		<b>16 hours</b>	<b>Fourth Semester</b>		<b>16-18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-105	College Math.....	3	ECHD-106	Infant Development.....	3
ECHD-103	Child Development II.....	3	ECHD-109	Child Guidance.....	3
ECHD-104	Observation Practicum.....	1	EDUC-104	Education for Parenthood.....	3
ECHD-150	Health, Safety & Nutrition.....	3	HPER	PE Requirement.....	1
PSYC-101	General Psychology.....	3		Any Science Requirement	
ECUC-110	Developmental Psychology.....	3	ARTS-121	Art Appreciation.....	3
				or	
			ARTS-121	History of World Art	
				or	
			MUSC-108	Music Appreciation	
				or	
			DRAM-150	Intro to Theatre.....	3



## EARLY CHILDHOOD EDUCATION

**Associate in Science - 35 hours of General Education, 29 hours in area of concentration (this degree does not transfer)**

First Semester			Third Semester		
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I.....	3	PHSC-105	Physical Science .....	5
BIOL-105	General Biology.....	5	LITR-210	Intro to Literature.....	3
PCDE-101	College Skills.....	1	SOCI-102	Sociology .....	3
HPER-119	Super Circuit.....	1	ECHD-110	Creative Experiences .....	3
ECHD-101	Child Development I .....	3	ECHD-108	Early Childhood Education .....	3
ECHD-105	Child Care Administration.....	3			
Second Semester			Fourth Semester		
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-102	English II .....	3	ECHD-106	Infant Development .....	3
SPCH-111	Public Speaking I.....	3	ECHD-109	Child Guidance.....	3
EDUC-110	Developmental Psychology .....	3	MATH-108	College Algebra .....	3
ECHD-150	Health, Safety, & Nutrition.....	3	EDUC-290	Children's Literature .....	3
ECHD-103	Child Development II.....	3	PSYC-101	General Psychology.....	3
HPER-120	Super Circuit.....	1	ARTS-120	Art Appreciation .....	3
			or ARTS-121	History of World Art.....	3
			or MUSC-108	Music Appreciation.....	3
			or DRAM-150	Intro to Theater .....	3



## ELEMENTARY EDUCATION

This program of study is designed to outline typical classes that students should take when majoring in elementary education. Because the various four year universities have such different requirements, there is flexibility in this four semester suggested plan. The student will need to meet with their academic advisor to check on specific university requirements.

First Semester			Third Semester		
Course No.	Course Title	Credit	Course No.	Course Title	Credit
EDUC-201	Music for the Elementary Teacher.....	3	PHSC-105	General Physical Science.....	5
EDUC-202	Art for the Elementary Teacher .....	3	EDUC-105	Foundations of Education.....	3
ENGL-101	English I.....	3	EDUC-106	Observation.....	1-2
SOCI-102	Introduction to Sociology .....	3		Humanities or Social Science Requirement .....	3
MATH-108	College Algebra .....	3	SPCH-111	Public Speaking I.....	3
PCDE-101	College Skills Development .....	1	SPED-205	Survey of Young Child with Special Needs .....	3
	Humanities or Social Science Requirement .....	3	SOCI-113	Marriage and Family .....	3
	Physical Education Requirement.....	1			
CSCI-1103	Intro to Computer Concepts & Applications .....	3	Fourth Semester		
Second Semester			Course No.	Course Title	Credit
Course No.	Course Title	Credit	LITR-210	Introduction to Literature.....	3
EDUC 203	Health & Mymnt Educ. Methods in the Elem. Classroom.	3		Humanities or Social Science Requirement .....	3
ENGL-102	English II .....	3	EDUC-290	Children's Literature .....	3
PSYC-101	General Psychology .....	3	ARTS-120	Art Appreciation or	
BIOL-105	Principles of Biology .....	5	ARTS-121	History of World Art or	
EDUC-110	Developmental Psychology .....	3	MUSC-108	Music Appreciation or	
	Physical Education Requirement.....	1	DRAM-150	Intro to Theatre .....	3
MATH110	Fundamentals of Statistics.....	3	GEOG-101	World Geography.....	3
				Humanities or Social Science Requirement .....	3

**These are classes in Social Science and Humanities that may be required by the transfer institution. Consulting with an advisor and transfer institution is critical to the selection of appropriate coursework.**

### Humanities Requirement Options

HIST-101	Survey of Civilization I
HIST-102	Survey of Civilization II
HIST-103	American History to 1865
HIST-104	American History since 1865
PHIL-101	Introduction to Philosophy
PHIL-103	Logic: Intro to Clear Thinking
LITR-230	Introduction to Old Testament
LITR-231	Introduction to New Testament
LITR-210	Introduction to Literature I
LITR-253	World Literature and Human Experience

### Social Science Requirement Options

SOCI-102	Intro to Sociology
SOCI-104	Human Sexuality
SOCI-113	Marriage and Family
SOCI-105	Anthropology
GEOG-101	World Geography
POLS-105	American Government
ECON-111	Economics: Macro
ECON-112	Economics: Micro

(Economics courses may be required by some universities)



# SECONDARY EDUCATION

This program of study is designed to outline typical classes that students should take when majoring in Secondary Education. Classes should be chosen with priority given to the student's area of concentration and to fulfill a basis for degree requirements for the school granting the baccalaureate degree. Because the various four year universities have such different requirements, there is flexibility in this four semester suggested plan. The student will need to meet with their academic advisor to check on specific university requirements

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
SOCI-102	Introduction to Sociology.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Skills Development.....	1
ARTS-120	Art Appreciation	
	or	
ARTS-121	History of World Art	
	or	
MUSC-108	Music Appreciation	
	or	
DRAM-150	Intro to Theatre.....	3
	Physical Education Requirement.....	1
CSCI-110	Intro to Computer Concepts & Applications.....	3

<b>Second Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
PSYC-101	General Psychology.....	3
BIOL-105	Principles of Biology.....	5
EDUC-110	Developmental Psychology.....	3
	Physical Education Requirement.....	1
MATH-110	Fundamentals of Statistics.....	3

<b>Third Semester</b>		<b>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 Requirement.....	3
SPCH-111	Public Speaking I.....	3

<b>Fourth Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
LITR-210	Introduction to Literature OR	
LITR-253	World Literature.....	3
	Humanities	
	or Social Science Requirement.....	3
SOCI-104	Human Sexuality.....	3
ARTS-120	Art Appreciation	
	or	
ARTS-121	History of World Art	
	or	
MUSC-108	Music Appreciation	
	or	
DRAM-150	Intro to Theatre.....	3
GEOG-101	World Geography.....	3
	Humanities or Social Science Requirement.....	3

**These are classes in Social Science and Humanities that may be required by the transfer institution. Consulting with an advisor and transfer institution is critical to the selection of appropriate coursework.**

**Social Science Requirement Options**

- SOCI-102 Intro to Sociology
  - SOCI-104 Human Sexuality
  - SOCI-113 Sociology of Families
  - SOCI-105 Anthropology
  - GEOG-101 World Geography
  - POLS-105 American Government
  - ECON-111 Economics: Macro
  - ECON-112 Economics: Micro
- (Economics courses may be required by some universities)

**Humanities Requirement Options**

- HIST-101 Survey of Civilization I
- HIST-102 Survey of Civilization II
- HIST-103 American History to 1865
- HIST-104 American History since 1865
- PHIL-101 Intro to Philosophy
- PHIL-103 Logic: Intro to Clear Thinking
- LITR-230 Introduction to Old Testament
- LITR-231 Introduction to New Testament
- LITR-210 Introduction to Literature I
- LITR-253 World Literature and Human Experience



© GCCC STUDENT MEDIA

This program of study is designed to outline typical classes that students should take when majoring in Special Education. Because the various four year universities have such different requirements, there is flexibility in this four semester suggested plan. The students will need to meet with their academic advisor to check on specific university requirements.

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
SOCI-102	Introduction to Sociology.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Skills.....	1
ARTS-120	Art Appreciation	
	or	
ARTS-121	History of World Art	
	or	
MUSC-108	Music Appreciation	
	or	
DRAM-150	Intro to Theatre.....	3
	Physical Education Requirement.....	1
CSCI-110	Intro to Computer Concepts & Applications.....	3

<b>Second Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
PSYC-101	General Psychology.....	3
BIOL-105	Principles of Biology.....	5
EDUC-110	Developmental Psychology.....	3
	Physical Education Requirement.....	1
MATH-110	Fundamentals of Statistics.....	3

<b>Third Semester</b>		<b>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 Requirement.....	3
SPCH-111	Public Speaking I.....	3

<b>Fourth Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
LITR-210	Introduction to Literature.....	3
	Humanities or Social Science Requirement.....	3
EDUC-290	Children's Literature.....	3
DRAM-150	Intro to Theatre.....	3
GEOG-101	World Geography.....	3
SPED-205	Survey of Young Child with Special Needs.....	3

**These are classes in Social Science and Humanities that may be required by the transfer institution. Consulting with your advisor at a transfer institution is critical to the selection of appropriate coursework.**

### Social Science Requirement Options

SOCI-102	Intro to Sociology
SOCI-104	Human Sexuality
SOCI-113	Marriage and Family
SOCI-105	Anthropology
GEOG-101	World Geography
POLS-105	American Government
ECON-111	Economics: Macro
ECON-112	Economics: Micro

(Economics courses may be required by some universities)

### Humanities Requirement Options

HIST-101	Survey of Civilization I
HIST-102	Survey of Civilization II
HIST-103	American History to 1865
HIST-104	American History since 1865
PHIL-101	Intro to Philosophy
PHIL-103	Logic: Intro to Clear Thinking
LITR-230	Introduction to Old Testament
LITR-231	Introduction to New Testament
LITR-210	Introduction to Literature I
LITR-253	World Literature and Human Experience



## LIVING ARTS AND SCIENCE (Home Economics)

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.

<b>First Semester</b>		<b>17 hours</b>	<b>Third Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3	ARTS-121	History of World Art or	
SPCH-111	Public Speaking I.....	3	MUSC-108	Music Appreciation or	
MATH-108	College Algebra.....	3	DRAM-150	Intro to Theatre.....	3
PSYC-101	General Psychology.....	3	CHEM-105	General Chemistry.....	5
SOCI-104	Human Sexuality.....	3	ARTS-124	Design or	
	Physical Education Requirement.....	1	HMEC-120	Interior Design.....	3
PCDE-101	College Skills.....	1	ECON-111	Economics: Macro.....	3
				Physical Education Requirement.....	1
<b>Second Semester</b>		<b>17 hours</b>	<b>Fourth Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3	ARTS-120	Art Appreciation.....	3
SOCI-102	Introduction to Sociology.....	3	EDUC-110	Developmental Psychology.....	3
BIOL-105	Principles of Biology.....	5	LITR-210	Intro to Literature.....	3
SOCI-113	Marriage and Family.....	3	CHEM-206	Organic Chemistry I.....	5
HMEC-103	Pattern Study & Garment Construction.....	3	HMEC-115	Basic Nutrition.....	3



## FASHION MERCHANDISING

The Fashion Merchandising curriculum helps prepare the student for various professions in or related to Fashion Merchandising providing appropriate elective and required classes for students in this major. A variety of curriculum modifications can be made to transfer the student efficiently to the degree granting college or university.

<b>First Semester</b>		<b>18 hours</b>	<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3	MATH-108	College Algebra.....	3
SPCH-111	Public Speaking I.....	3	ECON-111	Economics: Macro.....	3
PSYC-101	General Psychology.....	3	BSAD-120	Advertising.....	3
CSCI-1103	Intro to Computer Concepts & Applications.....	3	EDUC-110	Developmental Psychology.....	3
BSAD-101	Intro to Business.....	2	MIDM-103	Management/Marketing Internship.....	3
PCDE-101	College Skills Development.....	1	MIDM-125	Management Marketing Seminar.....	1
MUSC-108	Music Appreciation or			Physical Education Requirement.....	1
DRAM-150	Intro to Theatre.....	3			
<b>Second Semester</b>		<b>18 hours</b>	<b>Fourth Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3	CHEM-105	General Chemistry.....	5
HMEC-103	Pattern Study & Garment Construction.....	3	ARTS-120	Art Appreciation.....	3
BIOL-105	Principles of Biology.....	5	SOCI-102	Introduction to Sociology.....	3
BSAD-124	Salesmanship.....	3	MIDM-103	Management/Marketing Internship.....	3
ARTS-124	Design.....	3	HMEC-104	Advanced Pattern Study	
	Physical Education Requirement.....	1		& Garment Construction.....	3

## AS DEGREE INTERIOR MERCHANDISING

The Interior Merchandising curriculum helps prepare the student for various professions in or related to Interior Merchandising providing appropriate elective and required classes for students in this major. A variety of curriculum modifications can be made to transfer the student efficiently to the degree granting college or university.

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-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 Requirement.....	1
PCDE-101	College Skills.....	1

<b>Second Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
SOCI-102	Introduction to Sociology.....	3
MUSC-108	Music Appreciation or	
DRAM-150	Intro to Theatre.....	3
BSAD-124	Salesmanship.....	3
SPCH-111	Public Speaking I.....	3
	Life Science Requirement.....	3

<b>Third Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
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

<b>Fourth Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CHEM-105	General Chemistry.....	5
ARTS-120	Art Appreciation.....	3
	Computer Requirement.....	3
MIDM103	Management/Marketing Internship.....	3
	Physical Education Requirement.....	1

## AS DEGREE INTERIOR DESIGN

The Interior Design curriculum helps prepare the student for various professions in or related to Interior Design providing appropriate elective and required classes for students in this major. A variety of curriculum modifications can be made to transfer the student efficiently to the degree granting college or university.

<b>First Semester</b>		<b>16 Hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
PSYC-101	General Psychology.....	3
HIST-101	Survey of Civilization I.....	3
CSCI-1103	Intro to Computer Concepts & Applications.....	3
EDUC-110	Developmental Psychology or	
SOCI-113	Sociology of Families.....	3
PCDE-101	College Skills.....	1

<b>Second Semester</b>		<b>16 Hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
SOCI-102	Introduction to Sociology.....	3
ARTS-121	History of World Art.....	3
	Life Science Requirement.....	3
MATH-108	College Algebra.....	3
	Physical Education Requirement.....	1

<b>Third Semester</b>		<b>15 Hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHSC-105	General Physical Science.....	5
ARTS-101	Drawing I.....	3
ARTS-104	Watercolor.....	3
HMEC-103	Pattern Study and Garment Construction.....	3
	Physical Education Requirement.....	1

<b>Fourth Semester</b>		<b>18 Hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-110	Fundamentals of Statistics.....	3
ARTS-111	Ceramics.....	3
SPCH-111	Public Speaking I.....	3
ECON-111	Economics: Macro.....	3
ARTS-120	Art Appreciation.....	3
DRFT-104	Computer Aided Drafting I.....	3



## APPAREL DESIGN

The Apparel Design curriculum helps prepare the student for various professions in or related to Apparel Design providing appropriate elective and required classes for students in this major. A variety of curriculum modifications can be made to transfer the student efficiently to the degree granting college or university.

First Semester		16 Hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
PSYC-101	General Psychology.....	3
HIST-101	Survey of Civilization I.....	3
CSCI-1103	Intro to Computer Concepts & Applications.....	3
EDUC-110	Developmental Psychology or	
SOCI-113	Sociology of Families.....	3
PCDE-101	College Skills.....	1

Second Semester		16 Hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
SOCI-102	Introduction to Sociology.....	3
ARTS-121	History of World Art.....	3
	Life Science Requirement.....	3
MATH-108	College Algebra.....	3
	Physical Education Requirement.....	1

Third Semester		16 Hours
Course No.	Course Title	Credit
CHEM-105	General Chemistry.....	5
ARTS-101	Drawing I.....	3
ACCT-101	General Accounting.....	3
HMEC-103	Pattern Study and Garment Construction.....	3
	Physical Education Requirement.....	1
CSCI-210	Microcomputer Applications I- Spreadsheet-Excel.....	1

Fourth 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



The Psychology Program at GCCC is designed for those who wish to become competent individuals preparing for a career in Psychology. This program of study offers typical courses a student will take on the path towards a Bachelor, then specific Master Degree. Because of the variety in requirements in four year/six year programs, majors in this area and advisors are encouraged to check specific requirements at the choice university the student will transfer.

First Semester		16 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
PSYC-101	General Psychology.....	3
BIOL-105	Principles of Biology.....	5
	Physical Education Requirement.....	1
MATH-108	College Algebra.....	3
PCDE-101	College Skills Development.....	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
SOCI-102	Introduction to Sociology.....	3
ARTS-120	Art Appreciation or	
ARTS-121	History of World Art or	
MUSC-108	Music Appreciation or	
DRAM-150	Intro to Theatre.....	3
BIOL-205	General Zoology.....	5
EDUC-110	Developmental Psychology.....	3

Third Semester		18 hours
Course No.	Course Title	Credit
LITR-210	Intro to Literature.....	3
POLS-105	American Government.....	3
PSYC-102	Human Relations.....	3
PSYC-104	Social Psychology or Social Science Requirement.....	3
MATH110	Fundamentals of Statistics.....	3
	Social Science Requirement.....	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
	Humanities Requirement.....	3
ECON-111	Economics: Macro.....	3
PHIL-101	Introduction to Philosophy.....	3
PSYC-201	Abnormal Psychology or Social Science Requirement.....	3
SPCH-111	Public Speaking I.....	3
	Physical Education Requirement.....	1

The mission of the social work program is to prepare competent, professional social work generalists for easy transfer to a State University. It also seeks to prepare social work majors with the cultural competence to practice with the diverse and at-risk populations throughout the state and around the country.

<b>First Semester</b>	<b>17 hours</b>
ENGL-101	English I.....3
SOCI-102	Introduction to Sociology .....3
SPCH-111	Public Speaking I.....3
MATH-108	College Algebra.....3
PCDE-101	College Skills Development.....1
	Physical Education Requirement.....1
POLS-105	American Government.....3

<b>Second Semester</b>	<b>16 hours</b>
ENGL-102	English II.....3
CSCI-1103	Intro to Computer Concepts & Applications.....3
SOCI-204	Social Problems.....3
MATH-110	Fundamentals of Statistics.....3
PSYC-101	General Psychology.....3
	Physical Education Requirement.....1

<b>Third Semester</b>	<b>19 hours</b>
BIOL-210	Anatomy and Physiology.....5
HIST-104	American History since 1865.....3
EDUC-110	Developmental Psychology.....3
LANG-1322	Elementary Spanish I.....5
SOCI-210	Intro to Social Work.....3

<b>Fourth Semester</b>	<b>18 hours</b>
LANG-1331	Elementary Spanish II.....5
	Social Science Requirements.....3
PHIL-101	Introduction to Philosophy.....3
SOCI-113	Marriage and Family.....3
	Social Science Requirement.....3

## EARLY CHILDHOOD EDUCATION

### **Child Development I & II**                      **ECHD-101 & 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 & 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 children 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 classroom 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 guidelines 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, staffing, program management, budgets and funding, parental 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 include blocks, language arts, fine arts, creative dramatics, science & mathematics, movement, outdoor play, social studies, sand and water play, and woodworking.

### **Working With Children**                      **EDUC 114**      **1 hour**

This course is for juniors and seniors in high school who are considering a career in early childhood education. It focuses on working with children from ages three (3) to five (5). Students will be placed in preschools, ELF, Early Childhood, Day Care Centers and/or home day care centers. All students will begin their field experience after 2-3 weeks in the classroom. During this class time, information will be presented on topics such as: aspects of an early childhood teaching career, the student's role and responsibility in the classroom, professionalism and ethics, child development and guidance, CPR, and First Aid.

### **Health, Safety, and Nutrition**                      **ECHD 150**      **3 hours**

This course will enable the student to examine the interrelationship of health, safety, and nutrition with an emphasis on quality care for young children. The student will design and implement educational experiences which demonstrate principles of health, safety, and nutrition for young children. The student will focus on the provision of a healthy and safe environment (including abuse and neglect signals), practical information on the Food Guide Pyramid, and meal planning and preparation for young children.

## ECONOMICS

### Principles of Economics: MACRO ECON-111 3 hours

Macroeconomics is an introductory course to the study of macroeconomic theory, national income accounting and monetary and fiscal policy. Topics covered include the principles of opportunity cost, economic resources, and the supply and demand model. In addition, this course focuses on the circular flow model, business cycle, unemployment, inflation, Keynesian Macroeconomic theory, principles of Monetary Theory, money and banking, and monetary and fiscal policies. Though there are no prerequisites, completion of MATH107R (Intermediate Algebra) will assist the student's performance in the completion of this course.

### Principles of Economics: MICRO ECON-112 3 hours

Microeconomics is an introductory course to the study of individual economics units. Topics covered include the principles of opportunity cost, economic resources, and the supply and demand model. In addition, this course focuses on consumer equilibrium theory, utility, productivity and the cost structure of a firm, market structure, labor markets, income distribution, international trade and an introduction to comparative economic systems. Though there are no prerequisites, completion of MATH107R (Intermediate Algebra) will assist the student's performance in the completion of this course.

### American Economic History ECON-113 3 hours

This course studies the development of the U.S. economy from the colonial era through the present day. This course emphasizes the impact economic policies have had on the nation's development. Specifically, it focuses on the role the availability of key economic resources had in the development of the nation's infrastructure, territorial expansion, agriculture, industry, labor, banking and finance. This course is of particular interest to business and history majors, qualifying as an elective in both areas.

### Topics in Economics ECON-1101 1-3 hours

Course topics offered in response to current economic events and/or to be taught on sufficient demand. Topics may include anything from Public Finance & Taxation, to Stocks & Bonds, from healthcare economics to the 2008 nationwide financial meltdown. This course offering may also be utilized by organizations and businesses who have a need or desire for specialized economically related content material. Based on sufficient enrollment, organizations and businesses may also request the course be conducted on site, or as a blended course, scheduling permitting.

## EDUCATION

Students in education should understand the basic elements of the public school curriculum, develop an understanding of childhood development, and have a knowledge of their children's national heritage. Emphasis is given to the continuance of study.

### 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: EDUC-110 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 opportunities for employment. 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; expectations; and professionalism. This course should be taken concurrently with EDUC-106.

### Observation EDUC-106 1, 2 or 3 hours

**Prerequisite:** EDUC-105 or taken concurrently with EDUC-105. Observation is done in the local school district classrooms. Teaching procedures and classroom management are studied.

### 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 required course for teacher training, psychology majors, social work, and health related professions.

### 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.

### Music for the Elementary Teacher EDUC-201 3 hours

This course will provide the prospective elementary teacher with the knowledge and techniques necessary to be able to organize and supervise music related activities in the classroom. The practices, trends, and philosophy of music education will be implemented throughout the course. The student will develop a better understanding of how music plays a role in the elementary child's growth and development.

### Art for the Elementary Teacher EDUC-202 3 hours

This course will provide the prospective elementary teacher with the knowledge and techniques necessary to be able to organize and supervise art related activities in the classroom. The different art methods, materials, trends, and philosophy of art education will be implemented throughout the course. The student will develop a better understanding of how art plays a role in the elementary child's growth and development.

### Health & Movement Education Methods in the Elementary Classroom EDUC-203 3 hours

This course will provide the prospective elementary teacher with the knowledge and techniques necessary to organize and supervise physical education games and activities as well as health awareness with an emphasis on nutrition, risk behaviors, hygiene, and methods of teaching health appropriate to the elementary classroom. The student will develop a better understanding of how health and movement play a role in the elementary child's growth and development.

**Children's Literature**                      **EDUC-290**      **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.

**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. Primary emphasis will be given to the study of human activity on earth.

**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:** HMEC-103. 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.

**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:** HMEC-104. This course studies tailoring techniques 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 of 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.

**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 of politics in American and world society.

**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 and the organization of the three branches of the federal government. The course will explain the role politics plays in everyday life. The course will promote the concept of critical thinking to better understand the process of decision making in the political landscape.

**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.

**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.

**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 of adjustments others face.

**Social Psychology PSYC-104 3 hours**

This course presents the study of the social behavior and the social consciousness of the individual and 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. **Thirty clock hours of volunteer work required per credit hour.**

**Abnormal Psychology PSYC-201 3 hours**

**Prerequisite:** PSYC-101. 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.

**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.

## 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. It provides the student with a personally relevant and academically sound introduction to human sexuality.

**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.

**Living In A Multicultural Society SOCI-112 1-3 hours**

This course provides valuable information for teachers, law enforcement personnel, health care workers, social service providers, and others who work with multi-ethnic populations.

**Sociology of Families 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.

**Social Problems SOCI-204 3 hours**

This course is an examination of the significant social problems of our day. The course will define social problems, discuss the development of a concern into a problem, analyze the various sociological paradigms used to explain social problems and evaluate methods/approaches to confronting them.

**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 develop and improve interactions with others in a social setting.

**Criminology SOCI215/CRIM205 3 hours**

**Prerequisite:** CRIM-101 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.

## 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.

**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 members 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.

**Basic Manual Communication II SPED-125 3 hours**

The Basic Manual Communication II class will increase signing vocabulary. The course outline will prepare students for the Basic Manual Communication III course and will familiarize the students with body position and classifiers to develop characterization.

**Basic Manual Communication III SPED-130 3 hours**

The Basic Manual Communication III class will increase signing vocabulary. The course outline will begin to prepare the student for the Educational Interpreter Mentorship Program (SPED-150). Familiarity of the interpreting process will be gained through presentations in front of the class.

**Interpreter Mentorship Program      SPED-150      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      SPED-151      1-3 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. **The course requires 45 clock hours per credit hour.**

**Fundamentals of Interpreting      SPED-160      3 hours**

This course is designed to allow students to view educational interpreter videos. The students will then enhance their skill by individually interpreting classroom materials such as videos and books.

**Exceptional Child      SPED-203      3 hours**

Survey of special education as it relates to terminology, understanding, characteristics and implementation of mainstreaming and the inclusion of exceptional children into the regular classroom.

**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, usually co-sponsored with Kansas State Department of Education and Special Education Administration, target paraprofessionals in special education and general education to upgrade paraprofessional skills. Workshop titles will vary depending on the particular subject under study. Paraprofessional Workshop may be repeated with different titles.





Future job 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 vital.

# DIVISION [ TECHNICAL EDUCATION ]

- **Ag Equipment Technology**
- **Agriculture/Agri-Economics**
- **Agronomy**
- **Animal Science**
  - Meat and Food Technology
  - Meat Science
  - Veterinary Medicine
- **Automotive Technology**
- **Cosmetology**
  - Cosmetologist
  - Manicurist
- **Drafting**
- **Industrial Production Technology**
  - Computer Engineering Technology
  - Electrical Engineering Technician
  - Environmental Engineering Technology
  - Industrial Ammonia Refrigeration
  - Industrial Maintenance Technology
  - Mechanical Engineering Technology
- **Public Safety**
  - Law Enforcement and Criminal Justice
  - Emergency Medical Services Technology
  - Fire Science
- **Welding Technology**

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.

**Technician Options:**

- Option 1.** Two years or more at Garden City Community College and then to work.
- Option 2.** One, 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.



**JOHN DEERE AG TECHNOLOGY**

This program is a partnership with the college, John Deere and the John Deere dealer organization. Its purpose is to help create technical careers using the assets of the college, the training opportunities found at the dealership, and the technical information, training aids, and equipment provided by John Deere Company. The intent is that a graduate of this program will have earned an AAS degree, and be certified with John Deere in the fields of basic electricity, basic hydraulics, and Service Advisor.

**Typical Class Schedule**

<b>First Semester</b>		<b>20 Hours credit</b>
<b>Course No.</b>	<b>Course Title</b>	
INED-130	Safety Codes .....	1
JDAT-103	Agricultural Hydraulics .....	3
JDAT-102	Tractor Power Trains .....	3
JDAT-104	Agricultural Electrical Systems .....	3
JDAT-112	Information Management Sys .....	2
JDAT-110	Math Processes for Technicians .....	3
CSCI-110	Microcomputer Applications .....	3
PCDE-101	College Skills Development .....	1
HPER-119	Super Circuit.....	1

<b>Second Semester</b>		<b>15 Hours credit</b>
<b>Course Title</b>	<b>Course Title</b>	
JDAT-107	Dealer Internship I .....	3
JDAT-109	Harvesting Systems .....	3
JDAT-123	Agricultural Hydraulics II .....	3
JDAT-124	JD Ag Electrical Systems II .....	3
JDAT-111	Applied Communications .....	3

<b>Summer Session</b>		<b>8 Hours credit</b>
<b>Course No.</b>	<b>Course Title</b>	
JDAT-105	John Deere Air Quality Systems .....	2
JDAT-214	Ag Electrical Systems III .....	3
JDAT-122	Tractor Power Trains II.....	3

<b>Fourth Semester</b>		<b>9 Hours credit</b>
<b>Course No.</b>	<b>Course Title</b>	
JDAT-108	Dealer Internship II .....	3
JDAT-212	Tractor Power Trains III .....	3
JDAT-213	Agricultural Hydraulics III .....	3

<b>Fifth Semester</b>		<b>18 Hours credit</b>
<b>Course No.</b>	<b>Course Title</b>	
BSAD-124	Salesmanship .....	3
JDAT-202	Engines .....	3
JDAT-203	Ag Fuel Systems and Performance .....	3
JDAT-120	Special Topics in Ag Tech (Cert).....	2
INPER-120	Special Topics in Welding .....	3
	P.E. Activity Class .....	1

**General Education Classes to complete the AAS degree.**

**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 the soil 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 each**

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 each**

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 3– 4 hours each

The basic characteristics of electricity, voltage, current flow and resistance, 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, power train and fuel systems.

**John Deere Air Quality Systems** JDAT-105 2 hours

The basics of the refrigeration cycle will be introduced. Repair and diagnostic procedures will be performed on the equipment available. Cooling, heating, and filtering systems will be studied and repair procedures 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 (CCE) marketed by John Deere Company. Systems include mowing, ground engagement, and residue handling equipment. Components unique to the CCE equipment in the hydraulic, electrical, and powertrains systems may be incorporated.

**Dealer Internship I and II** JDAT-107, 108 3 hours each

These internships offer 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 ag technology. Content may be oriented to specific technical areas to meet student needs.

**Applied Communication** JDAT-111 3 hours

This course is the study of basic writing, oral, and personal skills for vocational – technical students as these skills apply to the workplace.

**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 Information System are introduced. The students will use each of the systems to familiarize themselves with each system and then be able to use them in the course of the Ag Tech program and at the dealership. When appropriate this course includes an introduction to the financial reports that are pertinent to the service department at the dealership.

**Special Topics in Ag Tech** JDAT-120 1-3 Hours

This course is in place to allow flexibility in meeting training needs that are of an infrequent nature, allow the program to respond quickly to changes in the product delivered by John Deere to customers and meet John Deere certification requirements.

**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 and 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.

# AGRICULTURE

The mission of the Agriculture Department is to “Provide educational curriculum to enhance a student’s ability to be successful in his / her agricultural endeavors.”

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 in Applied Science degree.

*Please contact the Agriculture Department for other certificate program options.*



## AGRICULTURE

Persons interested in pursuing a degree in Agronomy, Agri-Business, Agricultural Economics, Agricultural Education or any other four-year major should develop an educational plan utilizing this two-year degree.

This degree is comprised of 35 hours of general education requirements and 29 hours of agricultural electives and is designed to provide a seamless transition to a four-year university to obtain a Bachelor of Science degree. A description of agricultural electives can be found in the course description section. Consult a student advisor for course transferability.

The following is a suggested educational plan that will enhance transfer to four-year universities. Individual plans will be developed jointly by the advisor and the student to meet his/her needs. Emphasis will be placed on the requirements of the degree the student is pursuing.

<b>First Semester</b>		<b>15 hours</b>	<b>Third Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
AGRI-100	Agriculture In Our Society .....	1		Agriculture Requirement .....	3
AGRO-101	Crops and Crops Lab .....	4		Agriculture Requirement .....	3
	Agriculture Requirement .....	3		Humanities Requirement .....	3
MATH-108	College Algebra .....	3	SPCH-111	Public Speaking I .....	3
ENGL-101	English I .....	3		Physical Fitness Requirement .....	1
PCDE-101	College Skills Development* .....	1		Social Science Requirement .....	3
<b>Second Semester</b>			<b>Fourth Semester</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>18 hours</b>	<b>Course No.</b>	<b>Course Title</b>	<b>15 hours</b>
		<b>Credit</b>			<b>Credit</b>
AGEC-100	Introduction to Agriculture Economics .....	3		Agriculture Requirement .....	3
	Agriculture Requirement .....	3		Agriculture Requirement .....	3
	Social Science Requirement .....	3		Agriculture Requirement .....	3
	Science Requirement .....	5		Humanities & Fine Arts Requirement .....	3
	Physical Fitness Requirement .....	1		Mathematics or Science Requirement .....	3
ENGL-102	English II .....	3			





# TECHNICAL AGRICULTURE: FARM & RANCH MANAGEMENT, PRODUCTION AGRICULTURE, FEEDLOT TECHNOLOGY

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.

This degree is comprised of 18 hours of specific general education requirements and 46 hours of agricultural electives and is designed to provide coursework that will provide technical skills necessary to be successful in agricultural occupations. A description of agricultural electives can be found in the course description section. Students should consult an advisor for a personalized plan of study.

Agriculture requirements may be from AGRI, AGRO, AGECE, AGBS, ANSI, MEAT, or any other area deemed appropriate by the advisor to meet particular areas of specialization.

<b>First Semester</b>		<b>12 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
	Agriculture Requirements.....	8
	Communications Requirement .....	3
PCDE-101	College Skills Development* .....	1

<b>Second Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
	Agriculture Requirements.....	9
	Mathematics or Science Requirement .....	3
	Physical Fitness Requirement.....	1
	Communications Requirement .....	3

<b>Summer Semester (OPTIONAL)</b>		<b>4 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
AGRI-121	Agricultural Internship .....	4

<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
	Agriculture Requirements.....	10
	Computer Science Requirement .....	3
	Physical Fitness Requirement.....	1
	Social Science / Humanities /	
	Fine Arts Requirement.....	3

<b>Fourth Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
	Agriculture Requirements.....	13
	Mathematics or Science Requirement .....	3

## AGRI-BUSINESS

### **Computerized Farm and Ranch Records      AGBS-1053      3 hours**

This course will discuss application of accounting concepts and principles in farm and ranch businesses including cash and accrual accounting methods, whole farm and enterprise analysis, use of records in the management of farms and ranches, income tax management, and electronic farm accounting technology.

## AGRI-ECONOMICS

### **Introduction to Agricultural Economics      AGECE-100      3 hours**

This course studies the contribution of the agricultural sector to the national economy. The course also covers production and consumption, supply and demand elasticity, and marketing and budgeting of agricultural products and enterprises.

### **Farm Management      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**

- (Spring) **AGRI-120** ..... 2 or 4 hours
- (Summer) **AGRI-121** ..... 2 or 4 hours
- (Fall) **AGRI-122** ..... 2 or 4 hours

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, and 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. 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.

# 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 incorporation of best management practices that will aid in productivity of production systems and protection of 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 the most current information relating to the management of crop production concepts and activities.



# ANIMAL SCIENCE

Students interested in pursuing a degree in Animal Science, Meat Science, Food Science or Pre-Veterinary Medicine can develop an educational plan to transfer to a four-year university by following the academic plan that follows. Each degree is compromised of 35 general education hours and 29-31 agricultural major courses in the student's program of study. The program is designed to allow for maximum transferability to a four-year institution. *Please contact the Animal Science Department for other certificate program options.*

First Semester		15 hours
Course No.	Course Title	Credit
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science & Industry Lab.....	1
AGRI-100	Agriculture in Our Society.....	1
PSYC-101	Psychology.....	3
ENG-101	English I.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Skills Development.....	1

Second Semester		19 hours
Course No.	Course Title	Credit
ANSI-105	Commercial Cow-Calf Operations.....	3
ANSI-104	Commercial Feedlot Operations.....	1
ENG-102	English II.....	3
	Science Requirement.....	5
	Physical Fitness Requirement.....	1
ANSI-108	Livestock Selection or.....	3
ANSI-129	Meat and Carcass Evaluation.....	3
	Humanities & Fine Arts Requirement.....	3

Third Semester		16 hours
Course No.	Course Title	Credit
ANSI-107	Animal Nutrition.....	3
ANSI-101	Animal Health & Diseases.....	3
SPCH-111	Public Speaking I.....	3
	Social Science Requirement.....	3
	Physical Fitness Requirement.....	1
	Agriculture Requirement.....	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
ANSI-111	Farm Animal Reproduction.....	3
ANSI-108	Livestock Selection.....	2
	Science Requirement.....	5
	Agriculture Requirement.....	3
	Humanities Requirement.....	3



## MEAT AND FOOD SCIENCE

First Semester		15 hours
Course No.	Course Title	Credit
AGRI-100	Agriculture In Our Society .....	1
ANSI-102	Principles of Animal Science .....	4
ANSI-103	Animal Science and Industry Lab .....	3
ANSI-129	Meat and Carcass Evaluation .....	3
	Communications Requirement .....	3
PCDE-101	College Skills Development .....	1

Second Semester		18 hours
Course No.	Course Title	Credit
ANSI-130	Classification, Grading & Selection of Meats .....	3
ANSI-207	Principles of Meat Science .....	3
	Social Science Requirement .....	3
	Science Requirement .....	5
	Physical Fitness Requirement .....	1
	Communications Requirement .....	3

Third Semester		16 hours
Course No.	Course Title	Credit
ANSI-206	Principles of Meat Evaluation .....	3
	Math Requirement .....	3
	Humanities & Fine Arts Requirement .....	3
	Communications Requirement .....	3
	Physical Fitness Requirement .....	1
	Social Science Requirement .....	3

Fourth Semester		15 hours
Course No.	Course Title	Credit
ANSI-131	Introduction to Food Science .....	3
	Agriculture Requirement .....	3
	Agriculture Requirement .....	3
	Humanities Requirement .....	3
	Mathematics or Science Requirement .....	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 following the schedule below:

First Semester		17 hours
Course No.	Course Title	Credit Hours
AGRI-100	Agriculture In Our Society .....	1
ENGL-101	English I .....	3
ANSI-102	Principles of Animal Science .....	3
ANSI-103	Animal Science and Industry Lab .....	1
CHEM-206	College Chemistry I .....	5
SPCH-111	Public Speaking I .....	3
PCDE-101	College Skills Development* .....	1

Second Semester		17 hours
Course No.	Course Title	Credit Hours
PHYS-205	Physics I .....	5
PSYC-101	General Psychology .....	3
	Social Science Requirement .....	3
BIOL-105	Principles of Biology .....	5
	Physical Fitness Requirement .....	1

Third Semester		18-20 hours
Course No.	Course Title	Credit Hours
ANSI-250	Animal Genetics .....	3
	Math or Science Requirement .....	3-5
ENG-102	English II .....	3
BIOL-213	Principles of Microbiology .....	5
	Physical Fitness Requirement .....	1
	Social Science Requirement .....	3

Fourth Semester		19 hours
Course No.	Course Title	Credit Hours
ANSI-101	Animal Diseases and Health .....	3
CHEM-110	College Chemistry II .....	5
PHYS-206	General Physics II .....	5
	Humanities Requirement .....	3
	Math Requirement .....	3



## CERTIFICATE IN FOOD SCIENCE with a focus on Quality Assurance and Food Safety

This certificate program is to help workers in various food industries meet their continuing educational needs by providing courses in the meat and food science areas that focus on quality assurance and food safety. The courses are developed for an online format to allow ease with continuing their employment but allowing them to further their training in a convenient aspect. The instructors will be available to answer any questions. Most courses are video recorded lectures or have voice recorded lecture materials into power point.

Food Safety Certificate A		9-12 hours
		Credit Hours
Food Safety .....		3
Food Sanitation .....		3
or Food Science .....		3
Food Science Internship or Apprenticeship .....		3-6

Food Safety Certificate B		18-24 hours
Includes Food Safety and Food Sanitation courses (6 credits) from Certificate A		
Select two of the following courses:		Credit Hours
Basic Food Microbiology .....		3
Principles of Meat Science .....		3
Hazard Analysis Critical Control Points .....		3
Introduction to Food Science .....		3
Basic Food Chemistry .....		3
Food Science Internship or Apprenticeship .....		3-6*

\*A total of 6 credit hours of internship are required for Certificate B





# AUTOMOTIVE TECHNOLOGY

Automotive Technology is a program of study employing state-of-the art technologies and equipment used in today's automotive industry. Successful completion of the program should equip the student for employment in the automotive field. The program is NATEF certified in Brakes, Engine Performance, Heating & Air Condition, Steering and Suspension, and Electricity/Electronics. Students may choose to enroll in the Ford Maintenance & Light Repair (MLR) program sequence to earn Ford MLR certification, earn a Garden City Community College Automotive Technology certificate, or earn an Associate in Applied Science degree. Students entering the program must complete application and interview process. See the Automotive Technology instructors or the counselors for additional information.



**Associate in Applied Science degree**  
**Students who are seeking an Associate in 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.**

Required Course Sequence		50 hours
Course No.	Course Title	Credit
AUTO-105	Automotive Electricity and Electronics.....	5
AUTO-107	Brakes.....	5
AUTO-106	Engine Performance I.....	5
AUTO-103	Engine Repair.....	5
	Communications Requirement.....	3
AUTO-109	Heating & Air Conditioning.....	5
AUTO-108	Engine Performance II.....	5
AUTO-112	Suspension & Steering.....	5
AUTO-104	Manual Drive Train & Axles.....	5
	Physical Fitness Requirement.....	1
AUTO-110	Engine Performance III.....	5
AUTO-111	Automatic Transmissions & Transaxles.....	5
	General Education requirements.....	18

**Engine Repair** **AUTO-103** **5 hours**  
**Prerequisite:** Consent of instructor. This course provides a study of the operation, problem diagnosis and repair of the multi-cylinder internal combustion engines. 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** **5 hours**  
**Prerequisite:** 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** **5 hours**  
**Prerequisites:** 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 and appropriate repair methods will be addressed. Emphasis will be on the latest system designs.



**Ford Maintenance and Light Repair (MLR) Certification Program**

**This certificate program prepares students for entry into a Ford Dealership as a Ford MLR Technician.**

Course No.	Course Title	Credit
AUTO-105	Automotive Electricity & Electronics.....	5
AUTO-107	Brakes.....	5
AUTO-109	Heating and Air Conditioning.....	5
AUTO-112	Suspension & Steering.....	5



**Automotive Certificate of Completion**

**Students may earn a GCCC Automotive certificate by successfully completing all of the Automotive Technology courses.**

**Engine Performance I** **AUTO-106** **5 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 and 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, and appropriate repairs methods will be addressed. Emphasis will be on the latest designs.

**Brakes** **AUTO-107** **5 hours**  
**Prerequisites:** 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, and appropriate repair methods will be addressed. Emphasis will be on the latest designs.

**Engine Performance II** **AUTO-108** **5 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, appropriate repair methods will be addressed. Emphasis will be on the latest fuel delivery systems.

**Heating and Air Conditioning**                      **AUTO-109**                      **5 hours**

**Prerequisite:** 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, appropriate repair methods will be addressed. Emphasis will be on the latest system designs.

**Engine Performance III**                                      **AUTO-110**                      **5 hours**

**Prerequisite:** Engine Performance II or consent of instructor. Computer controlled engine tune-up and drivability concerns will be addressed. Theory and a systematic approach to diagnosis of vehicle drivability 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, and appropriate repair methods will be addressed. Emphasis will be on the latest computerized engine control systems.

**Automatic Transmissions and Transaxles**                      **AUTO-111**                      **5 hours**

**Prerequisites:** 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, and appropriate repair methods will be addressed. Emphasis will be on the latest transmission designs.

**Suspension & Steering**                                      **AUTO-112**                      **5 hours**

**Prerequisites:** 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, and 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, Engine 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.

# SCHOOL OF COSMETOLOGY

**CERTIFICATE**

**COSMETOLOGIST (1,500 clock hours) 44 cr. hours.**

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. When 320 hours of theory classes 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.

**Program Requirements:\***

- 18 years of age
- High School Diploma or GED
- To receive Kansas Cosmetology Licensure, students must have Legal US Citizenship Documentation

**\*There will be a mandatory Orientation Class two weeks prior to the starting date of COSM 111. Students will receive a written notification of the time, date, and location of this class. A fee of \$100 is required and will be collected at the business office when students enroll or at the orientation meeting. This \$100 will be applied to the student's account once the enrollment process is complete.**

**General Education Courses:**

- College Skills Development ..... 1 hour
- Strategic Team Building ..... 1 hour

**Equipment Required for Each Student**

Textbooks and kit are included in the total cost of the program.

**School Curriculum**

There are two enrollments in the Cosmetology program each year; one in August and one in January.

**Cosmetology I**

**COSM-111 11 hours**

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. Must complete and pass theory and practical exams to move to next course.

**Cosmetology II**

**COSM-112 11 hours**

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. Must complete and pass theory and practical exams to move to next course.

**Cosmetology III**

**COSM-113 11 hours**

This course is a continuation of Cosmetology II. The student should take the 1000 hour written 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. Must complete and pass theory and practical exams to move to next course.



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## Cosmetology IV COSM-114 11 hours

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. Must complete and pass theory and practical exams to move to next course.

## Cosmetology Seminar COSM-200 1-5 hours

Lectures, demonstrations, hairstyling, business management for salon operators, personnel management, new trends in hair styling, public relations are subjects for seminars.

## **CERTIFICATION** NAIL TECHNOLOGY (MANICURIST) TRAINING (350 clock hours) 10 hours

The purpose of this program is to provide education for men and women interested in preparing themselves for employment in the field of Onychology and to prepare for the State Board examinations. The Nail Technology program covers 350 clock hours of intensive training.

### Program Requirements:\*

18 years of age  
High School Diploma or GED

**\*There will be an Orientation Session held two weeks prior to the start of class. Students will receive written notification of the date, time and location of the session. A \$50.00 fee is required at this time to confirm a reservation in the class. The fee will be credited to the student's account once the enrollment process is complete.**

### Equipment Required for Each Student

Nail Technology students will be equipped with most instruments and supplies necessary to perform all phases of onychology & sculpting nails.

### Examination Subjects

Each applicant for licensing as an 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.

## Cosmetology Instructor COSM - 209 9-hours

**Prerequisite:** Must be a licensed cosmetologist with a minimum of two years on the job experience and two recommendations from owners or managers from past or present employment. This will prepare a cosmetologist/nail technician to become an instructor of cosmetology/nail technology. Key criteria: ability to communicate with students and clients, knowledge of the field and of the current trends. A written examination will be given upon the completion of the 300-hour course of study.

## Manicurist (350 hours) COSM-109 10 hours.

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.



## 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 postsecondary education.

**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.

**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.

**Architectural Drawing** **DRFT-106** **3 hours**

**Prerequisite:** High school Drafting or consent of instructor. Drawings will include floor plans, elevations, plot plans, methods of construction and cost estimates. This course includes computer aided drafting applications.

**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 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.

Visit with an advisor to develop a plan of study that meets specific education / career goals including: Electrical Engineering Technician, Mechanical Engineering Technician, Industrial Ammonia Refrigeration Technician, Computer Engineering Technology, Environmental Engineering Technology, or Industrial Maintenance Technician.



## ELECTRONIC/ELECTRICAL ENGINEERING TECHNOLOGY

Commercial and industrial power users are dependent on individuals familiar with not only electrical systems but also electronic based control systems. This two-year program provides exposure to both, and provides an avenue for an individual to continue education to a Bachelor's degree program in technology. The electrical portion employ techniques and methods used in residential, commercial, and industrial electrical construction and follows the national electrical code. Students who plan to work toward a journeyman or master's licensing should contact the local electrical board in the city they plan to license to follow their licensing procedure.

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
SPCH-111	Public Speaking I.....	3
INPR-102	Electronics I.....	3
INPR-117	Electronics II.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Skills Development.....	1
HPER-119	Physical Fitness I.....	1

<b>Second Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-109	Plane Trigonometry.....	3
CHEM-105	General Chemistry.....	5
ENGR-105	Engineering Drawing I.....	3
CSCI-102	Intro to Programming.....	3
INPR-118	Digital Logic Circuits I.....	3
HPER-119	Physical Fitness II.....	1

<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-205	General Physics I.....	5
PSYC-101	General Psychology.....	3
DRFT-104	Computer Aided Drafting I.....	3
INED-111	Electricity I.....	3
INPR-112	Electricity II.....	3

<b>Fourth Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
INED-113	Electricity III.....	3
INPR-109	Electrical Motor Controls.....	3
INPR-170	Basic Pneumatics.....	3
INPR-172	Electro-Pneumatics.....	3
INPR-190	Programmable Logic Controls.....	3

This program includes six courses that are designed to provide training to the Ammonia Refrigeration Technician. Taught in a week-long seminar format, each course provides three credit hours of theory and hands-on industrial ammonia refrigeration. Courses prepare the ammonia refrigeration operator to be knowledgeable and proficient in the safe, effective and efficient operation of industrial refrigeration systems.

Course No.	Course Title	Credit
INPR-211	Industrial Ammonia Refrigerator Operator I.....	3
INPR-212	Industrial Ammonia Refrigerator Operator II .....	3
INPR-213	Industrial Ammonia Refrigerator Operator III .....	3

Course No.	Course Title	Credit
INPR-218	Industrial Ammonia Refrigeration Refresher .....	3
INPR-216	Industrial Ammonia PSM/RMP.....	3
INPR-217	Industrial Boiler Operator I .....	3

**Industrial NH3 Refrigerator Operator I INPR-211 3 hours**

This course covers the fundamental items and concepts used by the refrigeration plant operator in the course of duty, the refrigeration cycle, physical properties of various refrigerants, refrigerant performance tables, compressor types, compressor operation and maintenance, lubrication, cooling units, condensers and high pressure receivers and purging non-condensable gases from the refrigeration system. Diagrams, tables, study questions, exams and a glossary help the student bring key concepts into focus.

**Industrial NH3 Refrigerator Operator II INPR-212 3 hours**

This course continues in the theory and operation of the ammonia refrigeration cycle and associated equipment. It introduces liquid feed to an evaporator and the function of vessels and their liquid feeds, direct expansion evaporators, gravity flooded evaporators, pumped liquid recirculation systems, secondary refrigerants, NH3 pressure enthalpy diagrams, two stage systems and defrost systems. Laboratory exercises in variable frequency drives, calibrating refrigeration sensors, basic electrical troubleshooting, transducer evaluation, compressor control panel, intercooler desuperheating and refrigerant pump out assignments help the students in reinforcing their theoretical knowledge

**Industrial NH3 Refrigeration Operator III INPR-213 3 hours**

This course continues in the theory and operation of the ammonia refrigeration cycle and associated equipment. It concentrates on the troubleshooting, maintenance, and repair of associated equipment. Students will be participating in hands-on actual tear-downs and repairs and modifications of common refrigeration equipment.

**Industrial NH3 Refrigeration PSM/RMP INPR-216 3 hours**

This unique course addresses PSM and RMP plans from a different perspective and is based on iiar materials, OSHA regulation 29CFR1910.119 and EPA 40CFR68 . Process Safety Management is the proactive identification, evaluation and mitigation or prevention of ammonia releases that could occur as a result of failures in the ammonia refrigeration process, procedures or equipment. While most seminars and training are aimed at what a company must do to get into compliance with these regulations, this course is intended to aid the refrigeration operator, supervisor, manager or safety manager in staying in compliance after his or her company program is in place.

**Industrial Boiler Operator I INPR-217 3 hours**

This course covers the fundamental theory and concepts used by the steam plant operator in the course of duty, basic boiler room systems, steam and water accessories, fuel burning equipment, combustion controls, draft systems, boiler water treatment, steam boiler fittings and steam boiler operation. Diagrams, tables, study questions, exams and a glossary help the student bring key concepts into focus.

**Industrial NH3 Refrigeration 3 Year Refresher INPR-218 3 hours**

This course enables ammonia refrigeration operators to comply with the OSHA and EPA requirements of recurring 3 year refresher training, when written into their plant training program. It reviews the concepts learned in refrigeration I and II and emphasizes both safety and energy saving measures. Efficiency in operational procedures and developing troubleshooting skills comprise the core of this lab intensive course. Laboratory exercises focus on troubleshooting malfunctioning refrigeration systems.





# INDUSTRIAL MAINTENANCE TECHNOLOGY

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 including 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 (seminar) 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 of from one day (6-8 hours) to as much as 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 Maintenance 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 career goals. Degree requirements are 64 credit hours, distributed as follows in a planned course of study:

<b>First Semester</b>			<b>17 hours</b>			<b>Third Semester</b>			<b>16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>				<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>			<b>Credit</b>
INPR-151	Orientation and Safety .....	1				CSCI-210	Microcomputer Applications I.....	3			
JDAT-110	Math Processes for Technicians.....	3				ENGL-101	English I.....	3			
INPR-131	Basic Shop Operations.....	3				HPER-119	Physical Fitness I.....	1			
INPR-134	Introduction to Mechanics.....	3				INPR-102	Electronics I.....	3			
INED-111	Electricity I.....	3				INPR-117	Electronics II.....	3			
PCDE-101	College Skills Development.....	1				INPR-161	Advanced Hydraulics .....	3			
WELD-110	Intro to AWS Welding.....	3									
<b>Second Semester</b>			<b>18 hours</b>			<b>Fourth Semester</b>			<b>16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>				<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>			<b>Credit</b>
INED-112	Electricity II.....	3				HPER-120	Physical Fitness II.....	1			
INPR-109	Electrical Motor Controls.....	3				INPR-118	Digital Logic/Circuits I.....	3			
INPR-170	Basic Pneumatics.....	3				INPR-190	Programmable Logic Controls.....	3			
INPR-172	Electro-Pneumatics.....	3				PSCY-101	General Psychology.....	3			
INPR-160	Basic Hydraulics.....	3				SPCH-111	Public Speaking I.....	3			
INPR-162	Electro-Hydraulics.....	3				WELD-120	Intermediate AWS Welding .....	3			
						<b>Optional Electives</b>					
						INED-113	Electricity III.....	3			
						INED-114	Electricity IV .....	3			
						INPR-202	Electrical Master/Journeyman Prep.....	3			

## INDUSTRIAL MAINTENENCE TECHNOLOGY

### CERTIFICATE

#### INDUSTRIAL MAINTENENCE TECHNOLOGY 11 month Certificate Program

Individuals with the skills necessary to maintain the complex equipment found in industry are in great demand. This certificate program is designed to provide a basic skill set that when successfully completed will enhance job opportunities. Certificate students may return to GCCC to advance skills and/or to complete an Associate of Applied Sciences degree program.

This program emphasizes the ability to work with shop tools, metals, electrical equipment and fluid power systems largely in hands-on laboratories.

<b>First Semester</b>			<b>19 hours</b>			<b>Second Semester</b>			<b>18 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>				<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>			<b>Credit</b>
INPR-151	Orientation and Safty .....	1				INED-112	Electricity II.....	3			
WELD-110	Intro to AWS Welding.....	3				INPR-109	Electrical Motor Controls .....	3			
JDAT-110	Math Processes for Technicians.....	3				INPR-170	Basic Pneumatics.....	3			
WELD-120	Advanced AWS Welding .....	3				INPR-172	Electro-Pneumatics.....	3			
INPR-131	Basic Shop Operations.....	3				INPR-160	Basic Hydraulics.....	3			
INPR-134	Introduction to Mechanics.....	3				INPR-162	Electro-Hydraulics.....	3			
INED-111	Electricity I.....	3									

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.

<b>First Semester 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
SPCH-111	Public Speaking 1.....	3
INPR-134	Introduction to Mechanics.....	3
WELD-110	Introduction to AWS Welding.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Skills Development.....	1
HPER-119	Physical Fitness I.....	1

<b>Second Semester 18 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-109	Plane Trigonometry.....	3
CHEM-105	General Chemistry.....	5
ENGR-105	Engineering Drawing I.....	3
CSCI-102	Intro to Programming.....	3
INPR-160	Basic Hydraulics.....	3

<b>Third Semester 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-205	General Physics I.....	5
PSYC-101	General Psychology.....	3
DRFT-104	Computer Aided Drafting I.....	3
INPR-102	Electronics I.....	3
INPR-117	Electronics II.....	3

<b>Fourth Semester 15 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-206	General Physics II.....	5
CSCI-103	Programming in BASIC (Visual).....	3
INPR-172	Electro-Pneumatics.....	3
INPR-118	Digital Logic Circuits I.....	3
HPER-120	Physical Fitness II.....	1

**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. The course covers additional aspects of residential wiring, including loads and service calculations. The NEC 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.

**Field Study I** **INED-151 4-6 hours**  
**Field Study II** **INED-152 4-6 hours**  
**Field Study III** **INED-153 4-6 hours**

**Prerequisite:** Department consent is required. 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.

**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.

**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.

**Electrical Motor Controls** **INPR-109** **3 hours**  
 This lecture/lab course is an introduction to the function of motor control centers. The emphasis for this course will be motor control circuits, safety procedures, maintenance, and repair of motor control centers.

**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.

**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.

**Basic Shop Operations** **INPR-131** **3 hours**  
 This lecture/lab course is an introduction to the form and function of Shop Operations for the industrial maintenance craftworker. The emphasis for this course will be on safety, tools, fasteners, & layouts used in the shop by industrial maintenance craftworkers.

**Introduction to Mechanics** **INPR-134** **3 hours**  
 This lecture/lab course is an introduction to the form and function of mechanical systems. The emphasis for this course will be on basic math, measurements, power transmissions, lubrication, safety procedures, maintenance, and repair of mechanical equipment and systems.

**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 and thermography are covered with emphasis on conditions analysis and trouble-shooting.

**Orientation and Safety** **INPR-151** **1 hour**  
 This lecture course covers the basic Industrial Safety rules and regulations such as lockout/tagout, electrical hazards such as arc flash and arc blast and an individual's role in safety programs.

**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 the Basic Pneumatics class.

**Robotics** **INPR-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.

**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.

**Electrical Master/Journeyman Prep** **INPR-202** **3 hours**  
 Participants review the National Electric Code Book to prepare for either the Master or Journeyman state test based on the newest or latest adopted edition. Must have city authority having jurisdiction sign sponsor paperwork to take the test but not to take the class. The class can also count for other state required CEUs. Students should contact instructor to setup paperwork.

**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. Seminars include: Basic Electrical Motor Controls, Advanced Electrical Motor Controls, Basic PLC/SLC Programming, Advanced PLC/SLC Programming, AC Variable Frequency Drives, Operator Interface Programming, Industrial NH3 Refrigerator Operator I, Industrial NH3 Refrigerator Operator II, Industrial NH3 Refrigerator Operator III, Industrial NH3 Refrigeration PSM/RMP, Industrial NH3 Refrigeration 3 Year Refresher, and Boiler I.

**Basic Electrical Motor Controls INPR-231 3 hours**

Participants review basic electrical theory including Ohm's Law, simple circuits, line diagrams, wiring illustrations, and meter use for voltage, current, and resistance measurements. Basic three-phase motor theory, power wiring, and motor overload protection are discussed and practiced. Hands on exercises utilize Allen-Bradley Motor Control Centers in the wiring of 2-wire, 3-wire, and multi-station operator motor controls. Simple motor sequences and reversing starter controls are also wired. Participants are introduced to solid state motor control devices (soft starts and frequency drives). Although not required, prior exposure to electrical controls is helpful.

**Advanced Electrical Motor Controls INPR-232 3 hours**

This continuation of basic electrical motor controls emphasizes theory and wiring of interposing and multi-function relays, reversing starters, timed sequences of motors, jog circuits, two-speed starters, Wye-Delta starters, and reduced voltage starters (part winding and/or autotransformer). As time permits power factor and power factor correction techniques along with additional exposure to solid state controls are presented. Basic Electrical Motor Controls or equivalent electrical experience is required for this course.

**AC Variable Frequency Drives INPR-233 3 hours**

This course provides thorough hands-on exposure to wiring, programming, operation, and troubleshooting of the AC variable (adjustable) frequency drive. Advantages and limitations of frequency drives are introduced in context with the most common applications. Effects of harmonics and reflected wave phenomena are demonstrated, and counter measures applied. Drive control as well as cost/benefit analysis and reflected wave software are introduced. Participants will gain exposure to most of the parameters available in the drive. Prior experience with motor controls is helpful.

**Basic PLC/SLC Programming INPR 241 3 hours**

Participants are introduced to connecting, programming, and operation of the Allen-Bradley PLC5, SLC500, or ControlLogix processors utilizing motor control centers and working fluid power elements with pneumatic valves, actuators (cylinders), and associated sensors. Participants select the appropriate processor in programming basic bit-level logic functions, timers, and counters. Sequential programming techniques are introduced on problems simulating industrial situations. Troubleshooting is integral to the exercises as students inevitably introduce programming and/or wiring errors. Although knowledge or use of hard wire (relay) ladder logic is helpful, no prior exposure to programmable controls is necessary.

**Advanced PLC/SLC Programming INPR 242 3 hours**

This course emphasizes use of the programming "instruction set" available in the Allen-Bradley PLC5, SLC500, or ControlLogix series processors. Word and file level comparisons, file handling, math, shift registers, program flow, sequencer, and communications instructions are introduced and utilized in programming and operating of simulated industrial situations. Analog I/O are also connected, configured and utilized. Pneumatic circuit components and the A-B motor control centers are used to provide a working environment. Prior experience or training in PLC ladder programming is required.

**Operator Interface Programming INPR 243 3 hours**

A touch screen PanelView1000 with PanelBuilder32 software is used to introduce participants to the commissioning and development of programs for operator interfaces. Hands on exposure, utilizing a PLC/SLC application program, will be gained in the process of creating an application file, developing screens, using graphic tools and text, screen objects, tags, graphic images and the configuration of alarms. Knowledge of PLC/SLC programming and of Windows based software is necessary to derive full benefit from this course.

# DEPARTMENT OF PUBLIC SAFETY / CRIMINAL JUSTICE / EMST / FIRE SCIENCE / TEAM-T

Public Safety positions are numerous and for many agencies the educational requirement continues to be valuable for entry positions and/or for advancement. Career fields in criminal justice, law enforcement, Emergency Medical Technology Services (EMST) and fire science have become even more important today as homeland security issues have become a high priority.

The GCCC Criminal Justice program has been in existence since 1969. In 2001, the Criminal Justice program developed the Team-T and Team-TC programs. By 2002, the Fire Science program was added and the Department of Public Safety was created. In 2005, EMST joined the Department of Public Safety. The DPS philosophy and practice of combining appropriate theory with hands-on instruction provides public safety graduates with the knowledge and understanding of the various functions and processes of the public safety field and the abilities to perform workplace skills.

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 a career field that is challenging and exciting.

Consultation with the Department of Public Safety or a Criminal Justice Advisor is required prior to enrolling in the Criminal Justice Associate degree program.



## LAW ENFORCEMENT

\*Please note: Upon completion of the Law Enforcement Associate in Applied Science degree, students can take additional general education required courses to complete an Associate in Science degree. Contact a Criminal Justice advisor for more information. The following is a suggested sequencing of coursework subject to availability of courses.

**\*\*Note: Sequence of most criminal justice courses are required. Consult with a Criminal Justice advisor prior to enrolling.**

First Semester		17 hours
Course No.	Course Title	Credit
CRIM-101	Intro to Criminal Justice .....	3
ENGL-101	English I.....	3
PSDE-101	College Skills Development.....	1
SPCH-111	Speech I .....	3
HPER-161B	Karate/Self Defense.....	2
	Science Lab OR Understanding the Weather .....	3-5
CRIM121	Police Firearms I.....	1
CRIM165	Strategic Team Building I.....	1

Second Semester		17 hours
Course No.	Course Title	Credit
CRIM-111	Criminal Investigation .....	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-140	EVOC I .....	1
CRIM-141	EVOC II.....	1

Summer Semester- Highly Recommended		4 hours
CRIM213	Problems in Criminal Justice (Internship).....	4

Third Semester		18 hours
Course No.	Course Title	Credit
CRIM-103	Criminal Law .....	3
CRIM-212	Criminal Investigation II .....	3
CRIM-223	Police Firearms III .....	1
CRIM--211	Drug Investigations.....	3
CRIM-120	Interviewing & Report Writing.....	3
CRIM-150	Beginning Rappelling .....	1
CRIM-151	Intermediate Rappelling .....	1
CRIM-116	Agency Administration.....	3

Fourth Semester		17 hours
Course No.	Course Title	Credit
CRIM-106	Supervised Police Training .....	4
CRIM-102	Law Enforcement Operations and Procedures .....	3
CRIM-231	Critical Decision Making.....	1
CRIM-104	Traffic Accident Investigation .....	3
CRIM-110	Criminal Procedure.....	3
CRIM-2001	Handcuffing .....	1
CRIM-2001	Baton.....	1

**NOTE: Law Enforcement Transfer Students:  
Add the following general education classes:**

Course No.	Course Title	Credit
ENGL-102	English II .....	3
MATH-108	College Algebra .....	3
	Science Requirement (Lab) .....	5
	Social Science, Sociology or American Government.....	3
	2 Humanities classes: See Advisor.....	6

The Associate in Science degree requires a minimum of 64 credit hours. An essential part of the program is a combination of Criminal Justice classes and general education classes each semester.

This transfer program is designed to meet most 4 year Criminal Justice transfer programs; however, because universities and colleges across the country **are not** necessarily uniform, this department highly recommends that students contact the college(s) they are considering for transfer information.

Check with Department of Public Safety for current admittance requirements. Consultation with the Department of Public Safety or Criminal Justice Advisor is required prior to enrolling.

**\*\*Note: Sequence of criminal justice courses is required. Make sure you have a Criminal Justice advisor assigned. Consult with a Criminal Justice advisor prior to enrolling.**

<b>First Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CRIM-101	Intro to Criminal Justice .....	3
CRIM-108	Administration of Juvenile Justice .....	3
PCDE-101	College Skills Development .....	1
ENGL-101	English I.....	3
HPER-161B	Karate/Self Defense.....	2
	Criminal Justice Elective.....	3
CRIM-165	Strategic Team Building I.....	1

<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
SPCH-111	Public Speaking I.....	3
CRIM-103	Criminal Law.....	3
	Science Requirement (Lab).....	5
CRIM-210	Gangs.....	3
CRIM-116	Agency Administration.....	3

<b>Second Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CRIM-226	CJ Computer Apps.....	3
CRIM-111	Criminal Investigation .....	3
ENGL-102	English II .....	3
MATH-108	College Algebra.....	3
CRIM-114	Introduction to Corrections.....	3
	CJ Elective.....	1

<b>Fourth Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
	Humanities Requirement .....	3
	Sociology or American Government.....	3
	Humanities Requirement .....	3
	Science Elective.....	3
CRIM-219	Sex Crimes.....	3

<b>Summer Semester- Highly Recommended</b>		<b>4 hours</b>
CRIM-213	Problems in Criminal Justice (Internship).....	4





## FORENSIC CRIMINALISTICS

The following is a suggested sequencing of coursework subject to availability of courses.

<b>First Semester</b>		<b>18 hours</b>	<b>Summer Semester - Highly Recommended</b>		<b>4 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PCDE-101	College Skills Development .....	1	CRIM-213	Problems in Criminal Justice (Internship).....	4
ENGL-101	English I.....	3	<b>Third Semester</b>		
MATH-108	College Algebra .....	3	<b>Course No.</b>	<b>Course Title</b>	<b>18 hours</b>
HPER-161B	Karate/Self Defense .....	2			<b>Credit</b>
BIOL-210	Anatomy and Physiology I .....	5	SPCH-111	Sociology or American Government .....	3
CRIM-101	Introduction to Criminal Justice .....	3	CRIM-103	Public Speaking I.....	3
CRIM-165	Strategic Team Building I.....	1	CRIM-212	Criminal Law .....	3
				Criminal Investigation II .....	3
				Humanities Requirement .....	3
			CRIM-116	Agency Administration.....	3
<b>Second Semester</b>			<b>Fourth Semester</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>18 hours</b>	<b>Course No.</b>	<b>Course Title</b>	<b>18 hours</b>
		<b>Credit</b>			<b>Credit</b>
CRIM-226	CJ Computer Apps.....	3		Humanities Requirement .....	3
CRIM-111	Criminal Investigation .....	3	CHEM-105	General Chemistry .....	5
PSYC-101	General Psychology .....	3	CRIM-255	Forensic Criminalistics I .....	4
CRIM-216	Sex Crimes.....	3	CRIM-210	Gangs .....	3
ENGL-102	English II .....	3	CRIM-244	Forensic Computer Investigations.....	3
PHSC-120	Introduction to Forensic Science .....	3			



## COMPUTER FORENSICS

The following is a suggested sequencing of coursework subject to availability of courses.

<b>First Semester</b>		<b>15 hours</b>	<b>Summer Semester</b>		<b>4 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Highly Recommended</b>		
PCDE-101	College Skills Development .....	1	CRIM-213	Problems in Criminal Justice (Internship).....	4
ENGL-101	English I.....	3	<b>Third Semester</b>		
BIOL-210	Anatomy and Physiology I .....	5	<b>Course No.</b>	<b>Course Title</b>	<b>15 hours</b>
HPER-161B	Karate/Self Defense .....	2			<b>Credit</b>
CRIM-101	Introduction to Criminal Justice .....	3	SPCH-111	Public Speaking I.....	3
CRIM-165	Strategic Team Building I.....	1	CRIM-103	Criminal Law .....	3
			CRIM-244	Forensic Computer Investigations .....	3
				Humanities Elective .....	3
			CRIM-212	Criminal Investigation II .....	3
<b>Second Semester</b>			<b>Fourth Semester</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>18 hours</b>	<b>Course No.</b>	<b>Course Title</b>	<b>16 hours</b>
		<b>Credit</b>			<b>Credit</b>
CRIM-226	CJ Computer Apps.....	3		Sociology or American Gov. ....	3
CRIM-111	Criminal Investigation .....	3		Humanities Requirement .....	3
ENGL-102	English II .....	3	MATH-108	College Algebra .....	3
CRIM-216	Sex Crimes.....	3	CRIM-255	Forensic Criminalistics I.....	4
PSYC-101	General Psychology.....	3	CRIM-210	Gangs .....	3
PHSC-120	Introduction to Forensic Science .....	3			



**Team-T** (Tactical Emergency and Management Training) and Team-TC (Tactical and Emergency and Management Training for Civilians)

The GCCC Department of Public Safety has successfully 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 specializes in training for first responders including dispatchers, law enforcement, EMST/paramedics and firefighters/rescue professionals on current and essential topics for communities. A unique aspect of the program involves dispatch simulators, driving simulators and the Range 3000 decision-making simulator for realistic and scenario based training.

A state of the art Live Fire Burn Tower has been built on campus in a partnership between the City of Garden City and GCCC. The Live Fire Burn Tower and surrounding Tactical Course and Challenge course provide multiple training opportunities for Fire, Criminal Justice/ Law Enforcement and EMST. Emergency responder training and classes in fire fighting, rappelling, rescue and special tactics techniques are available.

Team-TC seminars are designed for civilians and currently include: women and girls self defense classes; Kansas Concealed Carry 8-Hr Class; NRA Safety Classes and the Challenge Course opportunities. Seminar topics change to stay current with the safety and security issues facing our area and the country.

# LAW ENFORCEMENT & CRIMINAL JUSTICE

**Defensive Tactics/Karate** **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, and prevention of injury to the person will be studied.

**Introduction to Criminal 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 and an attempt to evaluate the system's effectiveness and orientation on careers in the field. The course examines the role of law enforcement and criminal justice in contemporary American society.

**Law Enforcement Operations and Procedures** **CRIM-102** **3 hours**

**Prerequisite:** Successful completion of Criminal Law. 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 Criminal 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:** Successful completion of Criminal Law. 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; and statistics as applied to selective enforcement.

**Supervised Police Training** **CRIM-106** **4 hours**

**Prerequisite:** Second semester Law Enforcement major status with department consent. This course will be conducted under the direct supervision of the instructors in the Administration of Justice Department. The students will be assigned to patrol cars and placed in the community to participate in simulated police operations including various phases of police administration, records keeping, traffic patrol, criminal investigation, accident investigation, obtaining arrest and search warrants, testifying in court and handling juvenile offenders.

**Community Policing** **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 drug problems facing our society.

**Administration of Juvenile Justice** **CRIM-108** **3 hours**

**Prerequisite:** Introduction to Criminal Justice or concurrent enrollment. 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. 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 Procedure** **CRIM-110** **3 hours**

**Prerequisite:** Successful completion of Criminal Law. This course studies statutory and judicial provisions governing the processing of persons and evidence in criminal matters. The course 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** **CRIM-111** **3 hours**

**Prerequisite:** Introduction to Criminal Justice or concurrent enrollment. This course is designed to exam the methods, techniques, tools and precepts employed by the criminal investigator including the identity and nature of evidence, its preservation and effective use. Police report writing and crime scene investigation including a variety of documentation techniques, investigative follow up and documentation is emphasized. Course must be taken concurrently with CRIM-226 Criminal Justice Computer Applications.

**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.

**Strategic Team Building I** **CRIM-115** **1 hour**

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. This is a required class for DPS majors.

**Agency Administration** **CRIM-116** **3 hours**

**Prerequisite:** Introduction to Criminal 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.

**Interviewing and Report Writing** **CRIM-120** **3 hours**

This course is designed for Criminal Justice majors and in-service officers. Emphasis will be placed on effective interviewing, note taking, factual writing of police reports. Kansas Criminal Code and common law enforcement reporting forms will be used. This course will utilize word processing and reporting software.

**Police Firearms I** **CRIM-121** **1 hour**

**Prerequisite:** Criminal Justice major and consent of department. Legal and physical restrictions apply. 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.

 **Team-T: Dispatch I** **CRIM-130** **1 hour**

**Prerequisite:** In-service officer, DPS major or departmental permission. This course is designed to provide a firm foundation for a 911 communications officer / dispatcher. Basic call taking, dispatching, critical thinking skills, classifying calls, prioritizing calls and radio techniques are incorporated. This course includes transferring the above knowledge and skills to performance based learning utilizing dispatch simulators.

 **Team-T: Dispatch II** **CRIM-131** **1 hour**

**Prerequisite:** Successful completion of Team-T: Dispatch I. This is the second in a sequence of program blocks located in the Team-T program, Department of Public Safety / Criminal Justice. This course provides the student with information, knowledge and skills in advanced call-taking, specialized dispatching for public safety, advanced multi-tasking, decision making and critical thinking. Dispatching codes and processes are emphasized including NCIC, ASTRA, and NLETS formats. The course includes transferring the above knowledge and skills to performance based learning utilizing dispatch simulators.

 **Team-T: EVOC I** **CRIM-140** **1 hour**

**Prerequisite:** Must have a valid Kansas driver's license or departmental permission. This course provides the student with the knowledge and understanding of the statutory authority to operate an emergency vehicle, the knowledge of legal (criminal and civil)

ramifications of operating an emergency vehicle, the knowledge and understanding of the human body's physiological responses to stress while operating an emergency vehicle, basic understanding of critical incident response, the ability to understand the various environmental and roadway conditions that impact emergency vehicles responses, and the understanding of vehicle dynamics as they related to emergency vehicle responses. This course includes defensive driving and the opportunity to experience simulated emergency responses in training simulators. This course is required for all Department of Public Safety majors.

 **Team-T: EVOC II** **CRIM-141** **1 hour**

**Prerequisite:** Successfully completed EVOC I, or be a current in-service professional, or consent of Department. Student must possess a valid Kansas Drivers License and have completed NSC approved Defensive Driving Course within the last two years. This course was designed and is taught within the Department of Public Safety to provide students with hands on application of Emergency Vehicle Operations.. This course is required for all Law Enforcement majors.

 **DPS Conditioning I** **CRIM-160** **1 hour**

This course provides the students with the knowledge and skills to apply personal conditioning and overall wellness to physical fitness standards of the public safety field. Students will be required to participate in a number of physical fitness activities designed to develop their physical conditioning and endurance. Students can expect to participate in such activities as running a tactical obstacle course; carrying weight equivalent to a human body; climb walls, ladders and other obstacles; and perform physically exerting exercises under all types of weather conditions and other elements in preparation for the physical demands of a public service career.

**Criminology** **CRIM-205** **3 hours**

**Prerequisite:** Successful completion of Introduction to Criminal 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:** Successful completion of Criminal Investigation 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:** Successful completion of Criminal Investigation and consent of the department. This is a supervised internship with a criminal justice agency. Students may choose their area of greatest interest of specialization. Daily journals and a summary paper are required. In cooperation with the hosting agency, the student will be required to complete duty tours in the various functions of the agency to provide exposure to administrative and line functions. Additional assignments may be made by the instructor and / or agency supervisor if they will contribute to the overall education of the student. **In order to obtain 4 credit hours a minimum of 145 hours of internship experience is needed.**

**Crime Prevention** **CRIM-217** **3 hours**

**Prerequisite:** Successful completion of Introduction to Criminal Justice and 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:** Successful completion of Introduction to Criminal Justice and/or 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**

**Prerequisite:** Successful completion of Firearms I with a C or better and consent of department. Legal and physical restrictions apply. This course is an advanced combat firearms course for Criminal Justice majors and in-service law enforcement officers. Emphasis is placed on safety, and skill development with service handgun utilizing the various combat stances and positions.

**Police Firearms III (Semi-Automatics)** **CRIM-223** **1 hour**

**Prerequisite:** Successful completion of Firearms I with a C or better and consent of department. Legal and physical restrictions apply. This is an advanced combat firearms course for Criminal Justice majors and in-service officers. Emphasis will be placed on the 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:** Introduction to the Criminal Justice. Course must be taken concurrently with CRIM-111 Criminal Investigation. 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, database, spreadsheets, fingerprint software, crime scene / traffic accident diagramming, multimedia for court presentations and training, law enforcement reporting programs, evidence and photo documentation, digital photographs, identification software and other types of software and technical equipment used in the law enforcement/criminal justice field. 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:** Successful completion of 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, overcrowding and others will be covered.

**Juvenile Corrections** **CRIM-228** **3 hours**

**Prerequisite:** Successful completion of 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:** Successful completion of 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 through the court release of the client to the community.

**Institutional Management and Administration** **CRIM-230** **3 hours**

**Prerequisite:** Successful completion of 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. Legal restrictions apply. This course includes 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:** Successful completion of Criminal Investigation or consent of department. This course provides an introduction to forensic computer investigations including the analysis of the computer and related media 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 computers 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:** Successful completion of Criminal Investigation or consent of department. 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.

**Gangs** **CRIM-210** **3 hours**

**Prerequisite:** Successful completion or concurrent enrollment in Introduction to Criminal Justice. Criminal Justice majors only. Non-Criminal Justice Majors must obtain instructor's permission. This course will take an in-depth look at modern day criminal street gangs and the events in history that have led to the current criminal street gang activity. Through lecture, discussion, research and projects students will assess the reasons people join criminal street gangs and the group dynamics the criminal street gang. A variety of different types of gangs will be discussed including white gangs, black gangs, Asian gangs, motorcycle gangs, white supremacists, prison gangs, California based gangs, and Chicago based street gangs.

**Drug Investigations** **CRIM-211** **3 hours**

**Prerequisite:** Criminal Justice major with sophomore standing or instructor permission. This course will cover the various types of drugs and their effects on the human body as well as society. Drug enforcement case studies will be included. The course requires class participation during the instruction and corresponding labs. A number of visual aids will be used throughout the course. Upon completion the student will be able to recognize various drugs that are being used throughout the United States.

**Basic Rappelling** **CRIM-150** **1 hour**

This seminar course provides students with rappelling knowledge and the application of rappelling skills used by police, fire and rescue, mountain rescue, cave rescue and outdoorsmen. In addition to the history of rappelling, the student will learn and apply knowledge of the following: knot tying, rigging, purchase and rope care, purchase and care of equipment, safety and hardware terminology.

**Intermediate Rappelling** **CRIM-151** **1 hour**

**Prerequisite:** Successful completion of Basic Rappelling within six months. This seminar course provides the student with knowledge and safety to perform skills used by police, fire and rescue, mountain rescue, cave rescue and outdoorsmen. A review of Basic Rappelling techniques advancing to the application of the following techniques: Rigging on buildings and trees; pick-off's, Australian rappelling, Spider rappelling, and rope ascending.

**Advanced Rappelling** **CRIM-152** **1 hour**

**Prerequisite:** Successful completion of Intermediate Rappelling within 6 months. This seminar course provides the student with skills used by police, fire and rescue, mountain rescue, cave rescue and outdoorsmen. The setting up of tryolene between two fixed objects and from building rooftop to ground as well as low angle rescue, high angle rope rescue utilizing the litter and tender, 3 to 1 and 9 to 1 hauling systems will be covered.

**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.





# EMERGENCY MEDICAL SERVICES TECHNOLOGY

The Emergency Medical Services Technology (EMST) department at GCCC started as a service to help supply both basic and advanced level pre-hospital training to local agencies. It has since grown from providing this training locally to providing training to personnel in areas across the State of Kansas as well as into the surrounding states in the art of pre-hospital care. During these courses of instruction, the student studies and masters the competencies in the art of pre-hospital care. You will start with the basics and build on a strong foundation of knowledge and skills. After successful completion of the basics, you will have the opportunity to proceed into the advanced levels of pre-hospital care or maintain your basic level. Regardless of the choice you make, having a solid foundation is an absolute necessity while working in the field or enhancing your knowledge throughout your career.

EMST has combined with Criminal Justice and Fire Science to form the Department of Public Safety. The Department of Public Safety at GCCC cooperates in a variety of training to expose each discipline to each other in order to create and maintain a good working relationship both during class and throughout your career. The DPS motto of "A Model for Others" truly describes our department here at GCCC.

Successful completion of the following initial courses of instruction will allow the student an opportunity to challenge the National Registry examination to become both state and nationally certified. Students successfully completing the Paramedic Program will receive either an Associate of Applied Science (AAS) or Associate of Science (AS) degree upon completion.

All of the initial courses of instruction offered by the EMST department at GCCC are approved by the Kansas Board of Emergency Medical Services. In addition to GCCC being accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, the EMST program at GCCC is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:  
4101 W Green Oaks Blvd, Suite 305-599  
Arlington, TX 76016  
817-330-0080  
817-330-0089 (fax)  
[www.coaemsp.org](http://www.coaemsp.org)

### 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/Instructor

### 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. Certification as an EMT-B in the state of Kansas

#### Mobile Intensive Care Technician (Paramedic/MICT)

1. Certification as an EMT-B in the state of Kansas or by the National Registry
2. Successful completion ("C" or better) of all general education pre-requisites.
3. Applicants must pass a criminal background check
4. Interview process with the program director, instructor and/or the program's medical director

#### First Responder (FR) 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 National DOT Curriculum and allows the student to acquire the information, skills, and attitudes necessary for National and State certification as a First Responder.

#### First Responder to EMTB bridge EMIC-101 8 hours

The course is designed for those currently certified as First Responder who would like to advance their certification to that of an EMTB. Successful completion of the course will allow the FR to sit for their National EMTB certification exam.

#### 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 makes students eligible to become National and State certified after challenging the certification exam.

#### Emergency Medical Technician-Intermediate EMIC-110 4 hours

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

# EMERGENCY MEDICAL SERVICES TECHNOLOGY (EMST)

The Associate Degree Paramedic/MICT program is accredited by the Committee on Accreditation of Emergency Management Services Professionals. Its mission is to continuously improve the quality of EMS education through accreditation and recognition services for the full range of EMS professions. The program provides classroom theory, practical lab skills training, clinical rotation and an EMS industry field internship. Graduates are eligible to take the National Registry examination.

<b>(Paramedic/MICT) A.A.S.</b>		<b>66 credit hours</b>
<b>Semester 1</b>		<b>12 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-211	Anatomy & Physiology I .....	4
SPCH-113	Interpersonal Communication .....	3
PCDE-101	College Skills Development .....	1
HPER-119	Physical Education .....	1
MATH-101	Computations .....	3
<b>Semester 2</b>		<b>13 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-212	Anatomy & Physiology II .....	4
PSYC-101	General Psychology .....	3
ENGL-101	English I .....	3
HPER-120	Physical Education .....	1
CRIM-165	Strategic Team Building .....	1
CRIM-140	EVOC .....	1

<b>Semester 3</b>		<b>(Fall)</b>	<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>		<b>Credit</b>
EMIC-207	Medical Emergencies.....		12
EMIC-211	Clinical Rotations I .....		5
<b>Semester 4</b>		<b>(Spring)</b>	<b>12 hours</b>
<b>Course No.</b>	<b>Course Title</b>		<b>Credit</b>
EMIC-105	Cardiology .....		3
EMIC-208	Trauma .....		4
EMIC-212	Clinical Rotations II .....		5
<b>Semester 5</b>		<b>(Summer)</b>	<b>12 hours</b>
<b>Course No.</b>	<b>Course Title</b>		<b>Credit</b>
EMIC-210	Field Internship .....		12
	(Specialty Course work -ACLS, NRP, PALS, PHTLS)		

**Medical Emergencies** **EMIC-207** **12 hours**  
**Prerequisites:** Anatomy and Physiology (8 credit hours), 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. Introduction into the world of pharmacology that include not only medications that are given pre-hospital but those included in hospital and home settings. Practical sessions will be provided as applicable to the emergency situation presented.

**Clinical Rotation I** **EMIC-211** **5 hours**  
**Prerequisite:** Currently enrolled in Medical Emergencies (EMIC-207) This module provides observation, hands-on patient contact and practice of technical skills. Experiences, supervised by facility physicians and nurses, are provided in the delivery room, pediatrics, psychiatric ward, 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 facility personnel with whom the students work.

**Cardiology** **EMIC-105** **3 hours**  
**Prerequisites:** Successful completion of Medical Emergencies (EMIC -207), Clinical Rotation I (EMIC-211) 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). Pharmacology is also expanded onto the medications given in all avenues of medicine. The course expands to include blood gas interpretations, alveolar ventilation, auscultation and ACLS certification.

**Trauma** **EMIC-208** **4 hours**  
**Prerequisites:** Successful completion of Medical Emergencies (EMIC-207) Cardiology (EMIC-105), Clinical Rotation I (EMIC-211) or permission of instructor. 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 II** **EMIC-212** **5 hours**  
**Prerequisite:** Successful completion of Medical Emergencies (EMIC -207), Clinical Rotation I (EMIC-211) or permission of instructor. This module provides hands-on patient contact and practice of technical skills. Experience, supervised by physicians and nurses, is provided in the emergency room, operating room, pediatrics, intensive care unit. Specialty clinicals are also included during this time. 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 facility personnel with whom the students work.

**Field Internship** **EMIC-210** **12 hours**  
**Prerequisite:** Successful completion of Medical Emergencies (EMIC-207) Cardiology (EMIC-105), Trauma (EMIC-208), Clinical Rotation I/II (EMIC-211/212) or permission of instructor.  
 This module will primarily be supervised by certified MICT's who will do an evaluation on each student. The student will be expected to display their skills, but knowledge as well while functioning on a actual call. This internship will be on a rotational basis similar to the clinical rotations and students will be required to spend at least 48 – 72 hours per week on call with a first response vehicle from a Kansas licensed Type I service.

The Fire Science Technology program offers an Associate in Applied Science 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 firefighters.

Upon completion of the Associate in Applied Science degree, students may choose to finish the additional general education classes and receive the Associate in Science degree. As four year colleges and universities differ widely in the Fire Science Technology degree programs, students are encouraged to obtain transfer information from their chosen 4 year college or university for GCCC Fire Science advising purposes.

The program offers coursework in fire prevention, fire control techniques, emergency medical services, and rescue techniques. The curriculum aligns with National Fire Protection Association (NFPA) 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. The Fire Science program curriculum is sequential.

Consultation with the Department of Public Safety or Fire Science Advisor is required prior to enrolling.

The following is a suggested sequencing of coursework subject to availability of courses.

<b>First Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-101	Fire Fighter I.....	5
FIRE-103	Technical Rescue I.....	2
FIRE-104	Incident Management Systems.....	3
MATH-105	College Math.....	3
PCDE-101	College Skills Development.....	1
CRIM-160	DPS Conditioning I.....	1
HMEC-114	Personal Nutrition.....	2
CRIM-2001	Strategic Team Building I.....	1

<b>Second Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-102	Fire Fighter II.....	4
FIRE-203	Technical Rescue II.....	2
PSYC-101	General Psychology.....	3
ENG-101	English I.....	3
SPCH-III	Public Speaking I.....	3
CRIM-2001	DPS Conditioning II.....	1
CRIM-140	EVOG (Emergency Vehicle Operations / Defensive Driving.).....	1

<b>Summer -Highly Recommended</b>		<b>4 hours</b>
FIRE-213	Fire Science Internship.....	4

<b>Third Semester</b>		<b>19 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
EMRD-101	Emergency Medical Technician- Basic.....	12
CSCI-110	Intro to Computer Concepts.....	3
FIRE-112	Building Construction.....	3
HPER-119	Physical Fitness.....	1

<b>Fourth Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-201	Hazardous Materials Technician.....	8
FIRE-202	Fire Apparatus Driver/Operator.....	3
CRIM-150	Basic Rappelling.....	1
CRIM-151	Intermediate Rappelling.....	1
CRIM-152	Advanced Rappelling.....	1
HPER-119	Physical Fitness.....	1

<b>Highly Recommended Additional Courses</b>		<b>6 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-204	Fire Instructor I.....	3
FIRE-220	Fire Department Company Officer I.....	3

## FIRE SCIENCE

### **Firefighter I** FIRE-101 5 hours

**Prerequisite:** Admission Requirements exist. Contact a Fire Science Advisor. 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 to 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: hazardous materials awareness, safety, fire behavior, building construction, protective clothing and SCBA, team skill performances and how to operate as a part of a team. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute. Effective 1 January 2009 Hazardous Materials Operations Level will be required for FF-I certification.

### **Firefighter II** FIRE-102 4 hours

**Prerequisite:** Successful completion of Firefighter I. 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: hazardous materials operations; incident management systems, building construction and collapse; rescue and extrication and special rescue situations; hose, tools and appliances; ignitable liquid and flammable gas control; and foam fire streams. They will also understand fire pump theory; hydrant flow and operability; fire detection, alarm and suppression systems; fire cause and origin; radio communication and incident reports; and pre-incident survey. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

**Technical Rescue I** **FIRE-103** **2 hours**

**Prerequisite:** Successful completion of Firefighter I. Technical Rescue I is a more in-depth look at various techniques of auto, bus and commercial vehicle extrication. Students will be instructed in how to identify and establish levels of functional capability for safely and effectively conduct operations at vehicle extrication incidents. Students will learn how to assess hazards, provide patient care and 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 Management Systems** **FIRE-104** **3 hours**

**Prerequisite:** Successful completion of Firefighter II. 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.

**Building Construction** **FIRE-112** **3 hours**

**Prerequisite:** Successful completion of FF-I. This course is designed to provide firefighters with the basic knowledge of building construction as related to the fire service. The class will cover; how buildings are designed and constructed as well as structural collapse probabilities, firefighter safety and officer decision making during the initial attack phase. Fire behavior and it's effects on various types of buildings is also covered.

**Hazardous Materials Technician** **FIRE-201** **8 hours**

**Prerequisite:** Successful completion of Firefighter II. 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, fire fighting and control. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

**Fire Apparatus Driver/Operator** **FIRE-202** **3 hours**

**Prerequisite:** Successful completion of Firefighter II. 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. Upon successful completion of this course, student will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

**Technical Rescue II** **FIRE-203** **2 hours**

**Prerequisite:** Successful completion of Firefighter I. This course covers technical rescue operations and instructs students in how to identify and establish levels of functional capability for safely and

effectively conduct operations at 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. 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 hour**

**Prerequisite:** Successful completion of Firefighter II. 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, reviewing and adopting lesson plans to maximize student learning, organizing the learning environment and maintaining records.

**Fire Investigation I** **FIRE-205** **3 hours**

**Prerequisite:** Departmental permission. This course covers the investigation of all fires accidental and suspicious. The course will also cover collection of evidence, legal aspects, cause determination, interviewing witnesses, detonations and explosions.

**Fire Investigation II** **FIRE-206** **3 hours**

**Prerequisite:** Departmental permission. This course is a continuation of FIRE-205 and provides an in-depth study of cause determination and burn patterns involved in fires and fire investigation.

**Fire Department Company Officer Officer-I** **FIRE-220** **3 hours**

This course is designed for firefighters who wish to advance their career goals to another level and officers desiring to improve their management, leadership, and human relation skills. Upon successful completion, students will be able to challenge the IFSAC Officer-I Test.

**Fire Science Internship** **FIRE-213** **4 hours**

**Prerequisite:** Prior and related course work with departmental consent is required. This is a supervised internship with a fire science agency. Students may choose their area of greatest interest of specialization. Daily journals and a summary paper are required. In cooperation with the hosting agency, the student will be required to complete duty tours in the various functions of the agency to provide exposure to administrative and line functions. Additional assignments may be made by the instructor and / or agency supervisor if they will contribute to the overall education of the student. **In order to obtain 4 credit hours a minimum of 145 hours of internship experience is needed.**

# WELDING TECHNOLOGY

The Welding program is National Center for Construction Education and Research (NCCER) training meeting all the requirements for the American Welding Society (AWS) S.E.N.S.E. certified program in which students can earn AWS entry-level welding certification after completion of all course competencies. Courses include Introductory, Intermediate and Advanced AWS skill development or concentration in a particular set of competencies in Shielded Metal Arc Welding and Oxy Fuel Cutting (SMAW/OFC), Gas Metal Arc Welding and Flux Cores Arc Welding (GMAW/FCAW), as Tungsten Arc Welding (GTAW/TIG), Special Projects, and Special Topics. Students may individualize their plan to focus on competencies that meet personal career goals leading to certification.

One-year program (upon completion of competencies) student may earn AWS Entry Level Welder certification and a GCCC Welding Technology certification.

**The Welding program is under alignment with Kansas Board of Regents, see your advisor for any schedule changes.**

<b>First Semester</b>		<b>15 hours</b>	<b>Second Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
WELD-110	Intro to AWS.....	3	WELD-200	Advanced AWS.....	3
WELD-120	Intermediate AWS Welding.....	3	JDAT-111	Applied Communications.....	3
WELD-103	Blueprint Reading for Welders.....	3	WELD-220	Special Projects.....	3
JDAT-110	Math Processes for Technicians.....	3	WELD-130	Engineering, Testing, Inspection, and Codes.....	3
WELD-107	Weld Theory I.....	1	WELD-117	Weld Theory II.....	2
WELD-105	Cutting and Gouging Processes.....	2	WELD-210	Metal Characteristics, Preheat and Postheat.....	1
	(optional on the job training)			(optional on the job training)	
WELD-135	Welding Internship.....	1 to 6	WELD-135	Welding Internship.....	1 to 6



# WELDING

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. This is also a degree which a student interested in a 4 year welding related degree such as welding engineering could pursue.

<b>First Semester</b>		<b>16 hours</b>	<b>Third Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
WELD-111	Shielded Metal Arc Welding.....	5	WELD-201	Gas Tungsten Arc Welding.....	5
JDAT-110	Math Processes for Technicians.....	3	JDAT-111	Applied Communications.....	3
WELD-101	Field Safety.....	2	DRFT-104	Computer Aided Drafting.....	4
WELD-103	Blueprint Reading for Welders.....	2	WELD-213	Layout and Fabrication.....	3
WELD-107	Weld Theory I.....	2	Elective	Physical Fitness.....	1
WELD-105	Cutting and Gouging Processes.....	2			
Elective	Personal and Career Development.....	1			
<b>Second Semester</b>		<b>16 hours</b>	<b>Fourth Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
WELD-122	Gas Metal Arc Welding.....	5	INED-111	Electricity I.....	4
SPCH-113	Interpersonal Communications.....	3	ECON-111	Economics: Macro.....	3
WELD-126	Brazing and Soldering.....	2	CSCI-110	Intro to Computer Concepts and Applications.....	3
WELD-130	Engineering, Testing, Inspection, and Codes.....	3	WELD-210	Metal Characteristics, Preheat and Post heat.....	1
WELD-132	Special Topics-SMAW/GMAW Pipe.....	3	WELD-220	Special Topics.....	3
Elective	Physical Fitness.....	1	WELD-135	Welding Internship.....	1

**FIELD SAFETY WELD-101 2 hrs**

This course introduces the student to Basic Field Safety based on AWS and NCCER recommended competencies, as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work in an industrial setting. And will be required for all Welding Technology Degree classes involving Lab work..

**BLUEPRINT READING FOR WELDERS WELD-103 3hrs**

**Prerequisite:** JDAT-110; Math Processes for Technicians. This course introduces the study of Interpreting and Understanding Welding Detailed Drawings based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification.

**CUTTING AND GOUGING PROCESSES WELD-105 2hrs**

**Prerequisite:** WELD-101, Field Safety. This course introduces the student to the study of Metal Cutting and Gouging Processes based on AWS and NCCER recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification and employment.

**WELD THEORY I WELD-107 2hrs**

**Prerequisite:** WELD-101, Field Safety. This course introduces the student to Basic Weld Theory and covers SMAW machine setup and operation, electrodes, and techniques based on AWS and NCCER recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification or a degree in Welding Technology.

**INTRODUCTION TO AWS WELDING WELD-110 3hrs**

This course introduces the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification.

**SHIELDED METAL ARC WELDING (SMAW) WELD-111 5hrs**

**Prerequisite:** WELD-101, Field Safety. The course covers the study of Shielded Metal Arc Welding (SMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to students of all skill levels from beginning and intermediate to advanced students who wish to work toward SMAW certification.

**WELD THEORY II WELD-117 2hrs**

**Prerequisite:** WELD-101, Field Safety; WELD-107, Weld Theory I; JDAT-110, Math Processes for Technicians. This course introduces the student to Advanced Weld Theory and covers GMAW/GTAW machine setup and operation, electrodes, and techniques based on AWS and NCCER recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification or a degree in Welding Technology.

**INTERMEDIATE AWS WELDING WELD-120 3hrs**

**Prerequisite:** WELD-110, Intro to AWS Welding. This course allows students to advance their skills related to the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification.

**GAS METAL ARC WELDING (GMAW) WELD-122 5hrs**

**Prerequisite:** WELD-101, Field Safety; WELD-111, Shielded Metal Arc Welding. The course covers the study of Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to students of all skill levels from beginning and intermediate to advanced students who wish to work toward GMAW certification.

**BRAZING AND SOLDERING WELD-126 2hrs**

**Prerequisite:** WELD-101, Field Safety; WELD-103, Blueprint Reading for Welders; WELD-105, Cutting and Gouging Processes; JDAT-110, Math Processes for Technicians. This course introduces the student to the Metal Joining Processes of Soldering and Brazing based on AWS and NCCER recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification or a degree in Welding Technology.

**ENGINEERING, TESTING, INSPECTION AND CODES WELD-130 3hrs**

**Prerequisite:** WELD-101, Field Safety; JDAT-110, Math Processes for Technicians; WELD-103, Blueprint Reading for Welders. This course will include technical information based on NCCER, ASNT, and AWS recommended competencies as well as teacher demonstration and hands on application by the student. Topics will include working with various Code Books, ASNT inspection of welds using Visual (VT), Dye Penetrant (PT), Magnetic Particle (MT), Ultrasonic (UT), and Radiographic (RT) Inspection methods. This course is designed to be beneficial to beginning students who wish to work toward certification.

**SPECIAL TOPICS WELD-132 3hrs**

**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 WELD-135 3-6hr**

This course is a supervised work-study program in which students will work under the supervision of an employer and the college instructor. Positions may be paid or unpaid. 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.

**ADVANCED AWS WELDING** **WELD-200** **3hrs**

**Prerequisite:** WELD-110, Intro to AWS Welding; WELD-120, Intermediate AWS Welding. This course allows students to demonstrate mastery of their skills related to the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to advanced students who wish to work toward certification.

**GAS TUNGSTEN ARC WELDING (GTAW)** **WELD-201** **5hrs**

**Prerequisite:** WELD-101, Field Safety; WELD-111, Shielded Metal Arc Welding; WELD-122, Gas Metal Arc Welding. The course covers the study of Gas Tungsten Arc Welding (GTAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed for advanced students who wish to work toward GTAW certification.

**METAL CHARACTERISTICS, PREHEAT, and POSTHEAT.** **WELD-210** **1hrs**

**Prerequisite:** WELD-101, Field Safety; WELD-103, Blueprint Reading for Welders; JDAT-110, Math Processes for Technicians. This course introduces the student to the study of Metal Characteristics, Preheating, and Postheating Processes based on AWS and NCCER recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to students with advanced skills who wish to work toward certification or a degree in Welding Technology.

**LAYOUT AND FABRICATION** **WELD-213** **3hrs**

**Prerequisite:** WELD-101, Field Safety; JDAT-110, Math Processes for Technicians; WELD-103, Blueprint Reading for Welders; WELD-107, Weld Theory I; WELD-105, Cutting and Gouging Processes. This course introduces the student to Metal Layout and Fabrication Techniques for both sheet metal and heavier grades of steel. This course will be based on NCCER recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to students with advanced skills who wish to work toward certification or a degree in Welding Technology.

**SPECIAL PROJECTS** **WELD-220** **3hrs**

**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.

**COMPUTER AIDED DRAFTING I** **DRFT-104** **3hrs**

**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

**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.



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